

CAJ Board of Directors Meeting Agenda
Tuesday, October 10, 2023
Matsukawa Place – Harvest Hall

Attendance:

Daniel Sexton (OMS)
Tiffany Neufeld (SEND)
Grant Buchholtz (ECC)

Anne Marie Smoker (CRJM)

Seita Sakaguchi (Member-at-Large)
Gregory Swenson (JVENTURE)
David Mawhinney (CAJ)
Jeremy Seminoff (Member-at-Large and Educator)

Matt Jansson (TEAM) - Zoom

Supervisor- Auditors

Mark Bedow

Taizo Morimoto

SY23-24:16 Devotions – Seita Sakaguchi

Seita shared a devotion from Psalm 130.

SY23-24:17 Time of Prayer for CAJ

SY23-24:18 Call to Order / Determination of Quorum

The meeting was called to order at 10:00 a.m. A quorum was established with 9 members present.

SY23-24:19 Approval of signers for today's minutes

MSC to designate Anne Marie Smoker and Jeremy Seminoff, in addition to the Chairperson of the Board of Directors, as signers for the minutes of the October 10, 2023 Board of Directors Meeting.

SY23-24:20 Approval of Agenda

MSC to approve the agenda as presented.

SY23-24:21 CAJ Staff Members Introduction, Sharing, Prayer

The board was introduced to Renee Van Druff, Middle School Principal, and Nate Rudd, Director of Technology. There was also a time of prayer for them.

SY23-24:22 Head of School Monitoring Report

MSC to accept Head of School Monitoring Report of B 2.1, Communication and Support to the Board, and B 2.3, Students and Families.

MSC to approve the expanded policy on B.2.3.1.1.3 as a first reading.

“Non-Christian homes, where the parent(s) or guardian(s) agree to cooperate with the school’s Christian objectives, provided the applicant is not from the home of a proselytizing religious group.*

The goal should be that students from non-Christian homes should make up no more than 20% of the student body. If the number of students from non-Christian homes exceeds 25% in any school division then the board must be informed promptly.”

SY23-24:23 Head of School Report – School “Temperature Check”

MSC to accept Head of School Report.

SY23-24:24 Report from Finance and Audit Committee (Tiffany Neufeld)

MSC to accept report from Finance and Audit Committee.

MSC to approve the action for purchasing Matsukawa Place from WorldVenture for 20,496,032 yen.

MSC to approve the action for demolition of the guardhouse at an estimated cost of 1,800,000 yen.

SY23-24:25 Report from Governance and Policy Review Committee (Anne Marie Smoker)

MSC to accept report from Governance and Policy Review Committee.

MSC to accept the first reading of an amendment to policy B.4.2.9.5. “Board minutes, including executive action, shall be approved by the board and signed by the Chair and two or more Directors elected by a mutual vote from among the directors present.” This amendment is to align with Article 20.2 of the Act of Endowment and follow the current practice of the Board.

MSC to accept the first reading of an amendment to policy B.4.4.4. “Once a year a meeting will be held by the board chair to present an annual report on the state of the school, provide an opportunity to educate mission leadership on CAJ’s programs, and to gain information from the missions relevant to the board. Leaders or representatives of founding missions, missions supplying the school with personnel, missions with students at the school and missions with students in the Parallel program will be invited.” The rationale is that SSS changed its name to Parallel.

MSC to accept the first reading of an amendment to policy B.2.9.5. “Fail to enroll employees in the Japanese national health and pension program, as required by law.” This reflects the change of mission hire staff to direct hire staff, which requires compliance with Japanese law.

MSC to accept the first reading for the deletion of policy B.2.1.9. The rationale is that this policy is redundant with other policies.

MSC to accept the first reading for the deletion to policy B.2.3.2.3. The rationale is that this policy does not fit the main idea of this group of policies.

MSC to accept the first reading for the deletion to policy B.2.3.6. The rationale is the requirements of this policy are vague and unnecessary.

MSC to accept the first reading of an amendment to policy B.2.2.20. “Consult with the Board before dismissing a staff member or declining to renew a contract.” The rationale is to make this policy consistent with policy 2.2.9 regarding the hiring of principals and the Business Manager.

SY23-24:26 Review *Opportunity Leadership* Part 1 – Seita Sakaguchi

Seita led a discussion on part one of the book. Jeremy Seminoff has agreed to lead a discussion on part two at the November meeting.

SY23-24:27 Board Policy Review: B 4.1 Governing Styles and Values

The board discussed policy B.4.1.

SY23-24:28 Any other business for this meeting

SY23-24:29 Monthly review of board process: verbal (B.4.1.7)

SY23-24:30 Review and approve the minutes of the October 10, 2023 Board of Directors meeting.

SY23-24:31 Closing Prayer

Tiffany Neufeld closed the meeting in prayer.

SY23-24:32 Adjournment