CAJ Board of Directors Meeting Minutes
8:45 am Tuesday, September 17, 2024
Harvest Hall – Matsukawa Place

Attendance:
Daniel Sexton (OMS)
Chad Farmer (SEND)
Gregory Swenson (JVENTURE)
Grant Buchholtz (ECC)
David Mawhinney (Head of School)
Jeremy Seminoff (Member-at-Large and Educator)
Seita Sakaguchi (Member-at-Large)
Anne Marie Smoker (CRJM)

Supervisor- Auditors
Mark Bedow
Taizo Morimoto

Absent (if any)
Nick Petkoff (TEAM)

SY24-25:10 Devotions/Prayer
Greg Swenson shared a devotion from 2 Chronicles.

SY24-25:11 Call to Order and Determination of Quorum
The meeting was called to order at 8:50AM. A quorum was established with eight members present.

SY24-25:12 Election of chair for this meeting
Greg Swenson was nominated as chair for this meeting.

SY24-25:13 Approval of Agenda
MSC to approve the agenda as presented.

SY24-25:14 Approval of the Selection of the Signers of the Minutes:
In nomination as signers of the minutes for this meeting

- **Board Chair – Greg Swenson**
- **Signer: Jeremy Seminoff**
- **Signer: Chad Farmer**

SY24-25:15 Report and reflection about the Christian School Board Governance by those who attended the conference in the Philippines.
The board shared their experience from the Board Governance conference in Manila, Philippines that took place on September 9-12th.

SY24-25:16 Head of School Report: David Mawhinney
MSC to accept Head of School Report.

SY24-25:17 Determines Finance and Audit Committee and Governance and Policy Review Committee assignments for the upcoming year.

a. **Executive Committee**
    i. Nicholas Petkoff, Board Chair
    ii. Greg Swenson, Board Vice-Chair
    iii. Jeremy Seminoff, Vice-Chair for Finance
    iv. Grant Buchholtz, Board Secretary

b. **Finance and Audit Committee**
    i. Jeremy Seminoff, Chair;
    ii. Grant Buchholtz
    iii. Anne Marie Smoker
    iv. Daniel Sexton
    v. Ex-officio: David Mawhinney, Head of School;
    vi. Ex-officio: (non-voting) Nicholas Petkoff, Board of Directors Chair
    vii. Supervisor-Auditors Mark Bedow and/or Taizo Morimoto will attend when possible.

c. **Governance and Policy Review Committee**
    i. Seita Sakaguchi, Chair;
    ii. Chad Farmer
    iii. Greg Swenson
    iv. Ex-officio: David Mawhinney, Head of School;
    v. Ex-officio: (non-voting) Nicholas Petkoff, Board of Directors Chair;
    vi. Supervisor-Auditors Mark Bedow and/or Taizo Morimoto will attend when possible.

MSC to accept the committee assignments.

SY24-25:18 Sign and Submit "Code of Conduct for Child Safety Agreement"
https://childsafeguarding.com

SY24-25:19 Sign and submit "CAJ's Doctrinal Statements and Support Agreement" document

SY24-25:20 Orientation

Overview of B3 and B4 policies & board member responsibilities

- **vii.** With attention to:
  1. Grievance Policy Review
  2. Ends Statements Review (Full Ends found in B1)
  3. Governance Policy

The board raised the need to look at the alignment of the Acts of Endowment Purpose and the Ends Statements. At the next meeting, the board will further discuss the Purpose of CAJ.

SY24-25:21 Ongoing discussion items this year:

- **d.** Act of Endowment Changes
  - i. Review/discuss second draft and checklist notes
  - ii. Changes will be needed by the next board meeting in order to submit the changes to the government after the October meeting.
- **e.** CAJ Sexuality and Gender Policy
  - i. Review feedback from LT on statements
    1. LT in agreement besides wording change
- **f.** Gradual reworking and drafting of board manual
  - **i.** With emphasis on 'bigger picture' or the ends as focus.
- **g.** Other

SY24-25:22 CAJ Sexuality and Gender Policy

MSC to approve the two documents that make up the CAJ Sexuality and Gender Policy, as a second reading.

SY24-25:23 Discussion regarding intent to serve on Directors for next term 2025-2027 Post AoE Changes

Most board members intend to continue serving into the next term that will start in the Spring of 2025, with the exception of Greg Swenson and Jeremy Seminoff.

SY24-25:24 Board Housekeeping

The board members signed up for devotions, prayer lists and meeting preparations for this board year.

SY24-25:25 The Governance and Policy Review committee is recommending that we replace the 2.4 policy, Programs and Services with the new draft

MSC to add/replace this policy to the board manual, as a second reading.
See “2.4 policy changes draft and notes” document below.

SY24-25:26 Any other items for the Board of Directors

The board proposes a change to the meeting time. The ideal would be to meet from 8:30AM-12:00PM. This will be discussed at the next meeting.

SY24-25:27 Review and approve the minutes of this meeting

MSC to approve the minutes of this meeting.

SY24-25:28 Prayer & Adjournment

Seita Sakaguchi closed our meeting in prayer.

Respectfully submitted, Grant Buchholtz, secretary

Signatures
_____________________________ (seal) Greg Swenson - Board Chair
_____________________________ (seal) Jeremy Seminoff - Board Member
_____________________________ (seal) Chad Farmer - Board Member

1. Below is the suggested change for the entire 2.4 section as a recommendation from the PGRC.
2. Note:
    a. By accepting this updated section, we would be deleting two policies (or part of a policy) which are:
        i. **2.4.10** Ensure affiliation with ACSI (Association of Christian Schools International) and CSI (Christian Schools International).
            1. We are suggesting deleting "and CSI (Christian Schools International) as CAJ has not had a strong connection to this group and agreed that this would be up to the head of school if they desire to be affiliated with them.
        ii. **2.4.14** Maintain an identified set of Administrative Policies that can only be modified, added to, or removed by majority action of the Leadership Team. (SY 11-12:188, SY 14-15:33)
            1. Recommendation to delete entire section as this is a Head of School task and not a board task.

Board Manual B 2.4: Programs and Services

2.4 The head of school must ensure that the programs and services provided by Christian Academy in Japan are consistent with the School Philosophy (A 4.1), promote achievement of clear student learning objectives, and meet accreditation standards. Further, the head of school must ensure the following:

2.4.1 Program and services:

2.4.1.1 The curriculum must refrain from promoting one theory or interpretation as exclusive truth where there is a difference of interpretation of scripture among respected evangelical scholars.

2.4.1.2 The curriculum must foster an understanding of world mission and equip students to share the gospel in word and action.

2.4.1.3 The school must have a comprehensive curriculum review cycle.

2.4.1.4 The school must set graduation requirements. The head of school must submit to the board an annual report on the post-graduation plans for graduating seniors.

2.4.1.5 The program and services must accommodate students with learning differences, insomuch as staffing, financial resources, and class dynamics permit.

2.4.1.6 The school must provide a cocurricular program that encourages and supports a high rate of student participation within the school's financial constraints.

2.4.1.7 The board must approve the adding or eliminating of any academic track (e.g. International Baccalaureate) or division (e.g. pre-school).

2.4.2 Student learning objectives:

2.4.2.1 The student learning objectives must be consistent with the School Philosophy (A 4.1) and approved by the board.

2.4.2.2 Data relevant to assessing how well students are achieving the student learning objectives must be collected, reviewed, and acted upon to improve student learning.

2.4.3 Accreditation and school improvement process:

2.4.3.1 The school must maintain accreditation status with WASC (Accrediting Commission for Schools, Western Association of Schools and Colleges). The head of school must provide to the board a copy of all reports submitted to WASC as part of the re-accreditation process.

2.4.3.2 The head of school must submit an annual report to the board on additional areas for improvement in the school's program and services beyond those required for re-accreditation.

2.4.4 Other:

2.4.4.1 The school must announce to the CAJ community by the end of January the starting and ending dates for the next two school years, and all holidays in the school calendar for the upcoming school year. The calendar must include no less than 175 teaching days.

2.4.4.2 The school must maintain membership with ACSI (Association of Christian Schools International).

2.4.4.3 The school must maintain a program to support missionary children educated off-campus, with clearly stated goals and criteria