

CAJ Board of Directors Meeting Minutes
Tuesday, March 18, 2025
Harvest Hall – Matsukawa Place

Attendance:

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)
Nick Petkoff (TEAM)
Daniel Sexton (OMS)

Supervisor- Auditors

Taizo Morimoto
Mark Bedow

SY24-25:89 Devotional/Prayer – David

David Mawhinney shared a devotional from Romans 12 and Hebrews 13 using an illustration from Hello Kitty.

SY24-25:90 Call to Order and Determination of Quorum

The meeting was called to order at 9:05AM. A quorum was established with nine members present.

SY24-25:91 Approval of Agenda

MSC to approve the agenda.

SY24-25:92 Approval of the Selection of the Signers of the Minutes:

- a. Board Chair – Nick Petkoff
- b. Signer: Chad Farmer
- c. Signer: Jeremy Seminoff

SY24-25:93 Consent Agenda:

- d. Head of School Report
- e. Head of School Monitoring Report
 - i. MEXT and JCIS discussion on international schools in Japan
- f. Policy Review of B 4.5
- g. Board Policy Compliance B 4.2

MSC to approve the consent agenda.

SY24-25:94 Executive Session

- h. HoS Evaluation Committee Report: [Summaries](#)

MSC to accept and approve the Head of School Evaluation Committee Report.

SY24-25:95 Review of Board Nominations

The current Supervisors-Auditors have approved the nomination of the new candidates (Mark Bedow, Karen Johnson) for Supervisor-Auditor to be brought to the Board of Councilors.

SY24-25:96 Role and Policy Training

- i. Updating role guides in drive
 - i. [Training and guide for roles](#)
- j. Board roles discussion
 - i. Chair, Vice-Chair, Committee Chairs

SY24-25:97 Ongoing discussion items:

- k. CAJ Purpose, Ends, and Limitations.
 - i. Will have draft/recommendations in meeting documents

MSC for the Policy and Governance Committee to draft an Ends Statement for the May 2025 board meeting.

SY24-25:98 Any other items for the Board of Directors

- l. Meeting with CAJ affiliated parties (including founding missions)
 - i. Help check contact info and audit the list here: [Contact List](#)
- m. Board evaluation survey (Board Chair Report)

SY24-25:99 CAJ Staff members Introduction, Sharing, Prayer

The board was introduced to Nate Rudd, Technology Director, and David Marshall, Director of Teaching and Learning. There was also a time of prayer for them.

SY24-25:100 Board Process Review/Feedback

- n. Verbal

SY24-25:101 Review and Approve the Minutes of This Meeting

MSC to approve the minutes of the meeting.

SY24-25:102 Prayer & Adjournment

Greg Swenson prayed to closed our meeting.

Respectfully submitted, Grant Buchholtz, secretary

Signatures

_____	(seal) Nick Petkoff - Board Chair
_____	(seal) Jeremy Seminoff - Board Member
_____	(seal) Chad Farmer - Board Member