

CAJ Board of Directors Meeting Minutes
January 20, 2026
Harvest Hall – Matsukawa Place

Attendance:

Nick Petkoff (TEAM)
Anne Marie Smoker (CRJM)
Chad Farmer (SEND)
Dave Skipper (JVENTURE)
Grant Buchholtz (ECC (CMCJ))
David Mawhinney (Head of School)
Susan Bae (Member-at-Large)

Supervisor- Auditors
Karen Johnson
Mark Bedow

SY25-26:53 Devotion/Prayer led by Grant Buchholtz

SY25-26:54 Call to Order and Determination of Quorum

The meeting was called to order at 10:47AM. A quorum was established with seven members present.

SY25-26:55 Approval of Agenda

MSC to approve the agenda.

SY25-26:56 Approval of the Selection of the Signers of the Minutes:

- a. Board Chair – Nick Petkoff
- b. Secretary – Susan Bae
- c. Member – Grant Buchholtz
- d. Auditor-Supervisor: Mark Bedow
- e. Auditor-Supervisor: Karen Johnson

MSC to approve the selection of the signers of the minutes.

SY25-26:57 Consent Agenda

- a. HoS Monitoring Report
- b. HoS Report
- c. HoS Committee Report

MSC to approve the consent agenda.

SY25-26:58 Finance Budget

- a. Record enrollment expected in August 2026 nearing our capacity

- b. Tuition fee increases due to increasing costs
- c. Teacher/staff salary adjustments in plan over the next 10 years
- d. Increase to Tuition Assistance planned to mitigate burden on families increase in tuition
- e. Plan to commence the Matsukawa renovations in last week of March 2026 to ensure all work will be complete at the start of August 2026
- f. Gym roof and resealing work also to take place this summer.

SY25-26:59 Pre-Approved Mission Procedure

- a. Updated definition of Pre-Approved Mission to be limited to those with both parents are with an official mission organization that is theologically evangelical - see attached document "Pre-Approved Mission Tuition Assistance Criteria" for details.
- b. Definition does not include those called by an individual church or to tentmaking - they are to be referred to tuition assistance.

SY25-26:60 Pre-Approved Mission Rate

- a. Proposal of new discount model for Pre-Approved Mission rates with 5-year phase in to be based on number of children enrolled

SY25-26:61 Board Policy/Manual Work - Second Readings:

- a. Recommend moving Sections 2.1 and 2.5 (leave in entirety) to the end of Section 3, creating Section 3.6 and 3.7, with the intent to revise the entire Section 3 (see below in dark blue):

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2.1 Communication and Support to the Board

2.1 The head of school shall not permit the board to be uninformed or unsupported in its work.

Accordingly, the head of school shall not fail to:

- 2.1.1** Submit monitoring data required by the board (see Division B, 3.5: Monitoring Head of School Performance) in a timely, accurate, and understandable fashion, directly addressing provisions of board policies being monitored. (SY 12-13:218)
 - 2.1.1.1** Have the Leadership Team read and verify monitoring reports based on their experience and perspective before they are approved by the board. (SY 11-12:187)
- 2.1.2** Let the board be aware of, in a timely, accurate and understandable fashion, relevant trends, anticipated adverse media coverage, anticipated legal action, governmental investigations and audits, material external and internal changes, particularly changes in the assumptions upon which any board policy has been previously established. (SY 09-10:7; SY 13-14:120)
- 2.1.3** Advise the board if, in the head of school's opinion, the board is not in compliance with its own policies on board/head of school linkage, particularly in the case of board behavior that is detrimental to the work relationship between the board and the head of school.

- 2.1.4** Marshal for the board as many staff and external points of view, issues, and options as needed for fully informed board choices.
 - 2.1.4.1** Conduct a survey to elicit feedback on school performance. The results are to be shared with the head of school evaluation committee to be considered as part of the head of school evaluation. (SY 05-06:118; SY 08-09:7; SY 10-11:77)
- 2.1.5** Present information in a form that is easily understandable, concise, and that differentiates among information of three types: monitoring, decision preparation, and incidental.
- 2.1.6** Provide a mechanism for official board, officer, or committee communications.
- 2.1.7** Deal with the board as a whole, except when fulfilling individual requests for information, or communicating with officers and committees duly charged by the board.
 - 2.1.7.1** In matters of urgency and/or confidentiality the head of school may consult with the board chair before informing the board as a whole.
- 2.1.8** Report in a timely manner an actual or anticipated noncompliance with any policy of the board.
- 2.1.9** Perform additional duties as assigned by the board. (SY 05-06: 172)

(Revised B 2.1.7, added B 2.1.7.1 - SY 22-23:105; SY 23-24:50)

2.5 Head of School Succession

2.5 In order to protect the board from sudden loss of head of school services, the head of school shall not fail to designate and inform the board of several individuals who will be familiar with board and school administrative issues and procedures.

Accordingly, the head of school shall not fail to:

- 2.5.1** Appoint and maintain a Leadership Team comprised of key staff that meets regularly to assist the head of school in pursuing the mission of CAJ. (SY 11-12:184)
 - 2.5.1.1** Keep the Leadership Team current with administrative issues and procedures so as to be able to replace the head of school in emergency situations. (SY 07-08:147; SY 11-12:185)
 - 2.5.1.2** Report on the membership and activities of the Leadership Team annually or any time its membership changes. (SY 11-12:186)
- 2.5.2** Appoint an acting head of school during absences of up to two weeks, nor to inform the board of the appointment.
- 2.5.3** Seek board approval for the appointment of an acting head of school during absences of more than two weeks.
- 2.5.4** Inform the board at least one full contract year in advance of his/her intention to leave the position of head of school, unless due to illness or family emergency, in order that there be time to search for a replacement.

- 2.5.5** Make available to the board funds as requested for head of school search expenses.
(SY 07-08:144, SY 14-15:124)

(SY 05-06: 90)

b. Recommend rewording of HOSC section in manual Section 3.3.3.3:

i. Current reading:

3.3.3.3 A Head of School Evaluation Committee will be formed.

Step 1: The committee will meet to (SY 13-14:23)

- a. Review a self-evaluation written by the head of school from his or her job description. (SY 13-14:24)
- b. Review data from the Leadership Team evaluation of the head of school (SY 10-11:19; SY 11-12:32)
- c. Review data from the parent survey (B2.1.4.1) (SY 10-11:19; SY20-21:95)
- d. Ask any additional questions relating to the job, communication/relationship with the board, personal goals, head of school's professional development, member care issues, staff survey, etc. (SY 09-10:82; SY 09-10:130; SY 11-12:83; SY20-21:95)

Step 2: The committee will report the contents of the meeting to the full board for discussion without the head of school present at the board meeting following the evaluation. (SY 23-24:119)

Step 3: The committee will meet with the head of school, preferably within a week of that board meeting, to report any suggestions from the full board and evaluate the process. (SY 07-08:11; SY 07-08:148)

ii. Changed to read:

- A yearly Head of School Evaluation committee will:
 - Request and review data such as: self-evaluation, leadership team feedback, HoS Reports, and parent surveys conducted by the school
 - Review Head of School contract for any needed amendments or renewals
 - With respect to not allow any term remaining to be less than 1 year out.
 - Report findings to the Board (without HoS present)
 - Meet with the HoS to share feedback and assess the process

MSC to approve second readings of the above recommended changes to the Board Policy Manual.

SY25-26:62 Other Matters for the Board to Discuss

- a. Potential Nominations for Board discussed
- b. BoC Meeting followed by BoD Meeting scheduled for February 24

SY25-26:63 Staff Report

- a. Update from Facilities Manager: Steve Willson
- b. David Marshall - Director of Teaching and Learning scheduled but absent due to illness.

Prayed for Steve Willson.

SY25-26:64 Executive Session - HoS Contract

SY25-26:65 Review and Approve the Minutes of This Meeting

MSC to approve the minutes.

SY25-26:66 Prayer & Adjournment

MSC to adjourn the meeting.

Respectfully submitted, Susan Bae, secretary

Signatures

_____ Nick Petkoff – Board Chair

_____ Susan Bae – Board Secretary

_____ Grant Buchholtz – Board Member

_____ Mark Bedow - Supervisor-Auditor

_____ Karen Johnson - Supervisor-Auditor