

CAJ Board of Directors Meeting Minutes
Tuesday, February 24, 2026
Harvest Hall – Matsukawa Place

Attendance:

Nick Petkoff (TEAM)
Anne Marie Smoker (CRJM)
Chad Farmer (SEND) - late arrival at 12:50 p.m.
Dave Skipper (JVENTURE)
Grant Buchholtz (ECC (CMCJ))
David Mawhinney (Head of School)
Susan Bae (Member-at-Large)

Supervisor- Auditors
Karen Johnson
Mark Bedow

SY25-26:67 Call to Order and Determination of Quorum

The meeting was called to order at 12:45 p.m. A quorum was established with six members present.

SY25-26:68 Approval of Agenda

MSC to approve the agenda.

SY25-26:69 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.

SY25-26:70 Consent Agenda

- a. HoS Report

MSC to approve the consent agenda.

SY25-26:71 Approval of Fiscal 2026 Operating Budget (Ex. 1)

MSC to approve an operating budget of ¥1,040,000,000 revenues (net of scholarship and bad debt expenses of 78,500,000) with anticipated expenses of ¥887,000,000 plus depreciation of approximately ¥92,000,000 from April 1, 2026, to March 31, 2027, producing a cash surplus of ¥153,000,000.

SY25-26:72 Approval of Fiscal 2026 Capital Budget (Ex. 2)

MSC to approve the capital budget of ¥249,000,000 from April 1, 2026, to March 31, 2027, including ¥38,290,000 for usual operating capital expenditure, ¥9,000,000 for a 29 seater bus

purchase, ¥49,410,000 for loan repayments, and ¥152,300,000 for major structural changes and renovations, including remodeling the 1st Floor of Matsukawa Place and the Business and Academic Office spaces, and external sealing and maintenance of the Gymnasium walls and roof.

SY25-26:73 Approval of Tuition and Fee Increases for SY 26-27 (Ex. 3)

MSC to approve the tuition and fee increases for the next school year as presented.

SY25-26:74 Approval of Staff Salary Changes for SY 26-27 (Ex. 4)

MSC to approve staff salary increases as presented.

SY25-26:75 Approval of Business Plan for Fiscal 2026 (Ex. 5)

MSC to approve the business plan for Fiscal 2026 as presented.

SY25-26:76 Other Matters for the Board to Discuss

- a. Move BoD March meeting to April 22, 2026 at 10:30 a.m.
- b. HoS Evaluation Report in April
- c. Nominees by next meeting for replacement of Member-at-large to replace Susan Bae at the end of the 2025-2026 academic year and to have a secondary optional appointed member available starting beyond May 2026
- d. Recommendation for Policy review (See document in drive) in Board Manual to present draft at next meeting.

SY25-26:77 Review and Approve the Minutes of This Meeting

MSC to approve the minutes.

SY25-26:78 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