

CAJ Board of Directors Meeting Minutes
Wednesday, April 22, 2026
Basement Conference Room 26

Attendance:

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

Supervisor-Auditor:

Karen Johnson

Absent:

Anne Marie Smoker (CRJM)
Mark Bedow (Supervisor - Auditor)

SY25-26:79 Devotion/Prayer led by Karen Johnson

Shared from Hebrews 13:8 on trusting God amid transitions because He does not change.

SY25-26:80 Staff Report

- a. Update from Parallel Educational Services Director: Jacquie Willson
- b. Update from Director of Advancement: Emily Fahey
 1. Fundraising Information
 - donation received
 - signed "thank you" to be sent

Prayed for them.

SY25-26:81 Call to Order and Determination of Quorum

The meeting was called to order at 10:50 a.m. A quorum was established with six members present. Chad Farmer present with response agenda (see attached below).

SY25-26:82 Approval of Agenda

MSC to approve the agenda.

SY25-26:83 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: Karen Johnson

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

SY25-26:84 Consent Agenda

- a. HoS Report
- b. HoS Monitoring Report
- c. PG&R Report

MSC to approve the consent agenda.

SY25-26:85 Forming Director Appointing Committee

- a. DAC to review nominations for boards

MSC to approve forming the DAC with all members being members of the BoD.

MSC to recommend both Angela (Lam) Lee and Stephen Kento Yosypiw to the BoC as BoD appointees for approval.

SY25-26:86 Determining Recurring and Changing roles

- a. Secretary - Dave Skipper to be nominated at the next meeting
- b. Substitutions/absences
 1. Grant Buchholtz
 - Home assignment: June 10, 2026 - January 23, 2027
 - will be available to Zoom into meetings
 2. Karen Johnson
 - Home assignment: dates to be determined but during 2026-2027 academic year
 - will be available to Zoom into meetings

SY25-26:87 Policy Review and Compliance

- a. Discussed what happened this year and how to proceed next year.

SY25-26:88 SY 26-27 Annual Agenda

MSC to approve proposed SY 26-27 annual agenda.

SY25-26:89 Other Matters for the Board to Discuss

- a. BoC involvement with BoD
 1. Data from last year's board survey
 - ?BoC members to be able to join BoD subcommittees
- b. SY 26-27 Schedule
 1. October 27 BoD meeting rescheduled to either October 20 or to be held in Thailand if enough BoD present at the Thailand Governance Conference.
- c. Thailand Governance Conference (Oct 6-11)

SY25-26:90 Executive Session held 1:03 p.m. - 1:47 p.m.

- a. HoS Contract

SY25-26:91 Review and Approve the Minutes of This Meeting

MSC to defer approving today's meeting minutes to the beginning of the next meeting on May 19.

SY25-26:92 Prayer & Adjournment

MSC to adjourn the meeting. Meeting was adjourned at 1:49p.m.

Respectfully submitted, Susan Bae, secretary

Signatures

_____ Nick Petkoff – Board Chair

_____ Susan Bae – Board Secretary

_____ Grant Buchholtz – Board Member

_____ Karen Johnson - Supervisor-Auditor

CAJ Board of Directors Response Agenda
Wednesday, April 22, 2026

All Documents/Materials for Meeting: [Board of Directors - Google Drive](#)

NAME: Chad Farmer

1. Devotion and Prayer – Karen

2. Staff Report

- a. Fundraising Information

3. Call to Order and Determination of Quorum

4. Approval of Agenda

APPROVAL? **YES** NO

5. Approval of the Selection of the Signers of the Minutes:

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

APPROVAL? **YES** NO

6. Consent Agenda

- a. HoS Report
- b. HoS Monitoring Report
- c. PG&R Report

APPROVAL? **YES** NO

7. Forming Director Appointing Committee

- a. DAC to review nominations for boards

APPROVAL? **YES** NO

8. Determining Recurring and Changing roles

- a. Secretary
- b. Substitutions/absences

9. Policy Review and Compliance

- a. Verbal

10. SY 26 27 Annual Agenda

APPROVAL? **YES** NO

11. Other Matters for the Board to Discuss

- a. BoC involvement with BoD
 - i. Data from last year's board survey
- b. SY 26_27 Schedule
APPROVAL? (YES NO)
- c. Thailand Governance Conference (Oct 6-11)

12. Executive Session

- a. HoS Contract

13. Review and Approve the Minutes of This Meeting

14. Adjournment

15. Signing of Minutes