

CAJ Board of Directors Meeting Minutes
Tuesday, September 16, 2025
Harvest Hall – Matsukawa Place

Attendance:

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

Supervisor- Auditors
Mark Bedow
Karen Johnson

SY25-26:13 Call to Order and Determination of Quorum

The meeting was called to order at 8:45AM. A quorum was established with seven members present.

SY25-26:14 Approval of Agenda

MSC to approve the agenda.

SY25-26:15 Nomination of Secretary for BoD SY 25-26

- a. Susan Bae in nomination
- b. Other nominations

MSC to approve the nomination of Susan Bae.

SY25-26:16 Approval of the Selection of the Signers of the Minutes:

- a. Board Chair – Nick Petkoff
- b. Secretary – Susan Bae
- c. Signer – Grant Buchholtz
- d. Auditor-Supervisor – whoever is present

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

SY25-26:17 Consent Agenda:

- d. Head of School Report

MSC to approve the consent agenda.

SY25-26:18 Banking Signatories and Policy

- a. Current Policy:
 - i. Executive Limitation 2.8.12.1, authorized signatories on all bank

accounts should be: head of school, business manager, board chair, other board member (usually VC of Finance), and one other (finance) staff member.

b. Suggested revision by Business Manager:

i. Authorized signatories to school bank accounts shall be: head of school, business manager, board chair, and two other school-employed finance officers, all as approved by the board annually.

MSC to approve the banking signatories and policy as first reading and to be moved to second reading.

SY25-26:19 Add Bryan Lewis (Business Manager) as Signatory to National Covenant Properties Account.

MSC to approve adding Bryan Lewis (Business Manager) as Signatory to National Covenant Properties Account.

SY25-26:20 HoS Contract Amendment

MSC to approve HoS Contract Amendment.

SY25-26:21 CAJ Building Committee

- a. Board member attendance – would like to have a member attend regularly
- b. Land purchase opportunity

SY25-26:22 Second Reading on Ends

- a. Proposed Ends Document
 - i. Notes from PGRC meeting that worked on Ends
 - ii. Propose to drop Ends 2: “Students who achieve the Student Learning Objectives” – redundant, administrative
 - iii. Reword Ends 1

MSC to make necessary revisions to Ends and move to Second Reading.

SY25-26:23 Board Policy/Manual Work

- a. Discussed process and goal going forward this year to make necessary revisions to remove redundancy
- b. Board Policy Review B 2.1 (and B 2.0 reference) 2.5 3.2, 3.3, 3.5
 - i. Draft provided in meeting documents

PGRC to review Board Policy/Manual section discussed.

SY25-26:24 Staff Report

Heard from new ES Principal, John Van Hofwegen and new Director of Advancement, Emily Fahey. Prayed for them.

SY25-26:25 HoS Monitoring Report

- a. Discussion on content and purpose: Limitations vs. Ends

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

- a. Submission of Doctrinal Statements and Child Safety Agreements
- b. Sub-Committees for SY25-26
 - i. Finance – Grant Buchholtz (chair), Anne Marie Smoker
 - ii. Policy and Governance – Chad Farmer (chair), Susan Bae, Dave Skipper
- c. Review of contact information
- d. Planned Chair Absence in October and November
 - i. Acting Chair in October - Grant Buchholtz
 - ii. Acting Chair in November - Anne Marie Smoker

SY25-26:27 Review and Approve the Minutes of This Meeting

MSC to approve the minutes.

SY25-26:28 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