

CAJ Board of Directors Meeting Minutes
October 28, 2025
Harvest Hall – Matsukawa Place

Attendance:

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

Supervisor- Auditors
Mark Bedow
Karen Johnson

Absent:

Nick Petkoff (TEAM)
Anne Marie Smoker (CRJM)

SY25-26:29 Call to Order and Determination of Quorum

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

SY25-26:30 Approval of Agenda

MSC to approve the agenda.

SY25-26:31 Nomination of Chair for Today's Meeting

- a. Grant Buchholtz

MSC to approve the nomination of Grant Buchholtz to chair today's meeting.

SY25-26:32 Approval of the Selection of the Signers of the Minutes:

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

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

SY25-26:33 Consent Agenda

- a. HoS Monitoring Report
- b. HoS Report

- i. Chemistry – teacher planned hire unable to come. Position remains vacant.
Need to fill, but potential candidate possibility
- ii. Planned maternity leave
- iii. Campus – flooding resolved, cleared by environmental specialist space is safe to use
- iv. Combined chapel – more involved, engaged students.
- c. PGRC Report and Policy Recommendations/drafts
- d. Banking Signatories and Policy Second Reading (2.8.12.1)
 - i. Executive Limitation 2.8.12.1
 - 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.
- e. Second Reading on Ends - Board Manual will need to be updated with the Second Readings
 - i. **Ends Statement:**
 - Students who pursue learning with the purpose of knowing God, the world He has created, and their place in it
 - Students who are equipped academically for college and future careers
 - Students who develop Christ-like character
 - Students who love their neighbors and serve to meet the needs of others
 - Students who follow Jesus and faithfully participate in a local church

MSC to approve the consent agenda.

SY25-26:34 CAJ Building Committee - Land Purchase Opportunity

- a. Met with Board Finance Committee, Bank, Owners
- b. Authorize to enter into negotiation with the land owners for purchase

MSC to approve the recommendations from the Building Committee and authorize move to enter into negotiations with land owners.

SY25-26:35 Board Policy/Manual Work

- a. Met and discussed how to proceed. Decided to change how we will review the manual.

Will defer to make any recommendations at this point. Will meet again and review with new approach.

SY25-26:36 Other Matters for the Board to Discuss

MSC to have an executive committee meeting to review of HoS hiring and contract renewal process before the next BoD meeting. Approved intent to renew HoS contract.

SY25-26:37 Staff Report

- a. Update from Renee VanDruff, MS principal
- b. Update Bryan Lewis, Business Manager

Prayed for them.

SY25-26:38 Review and Approve the Minutes of This Meeting

MSC to approve the minutes.

SY25-26:39 Prayer & Adjournment

MSC to adjourn the meeting.

Respectfully submitted, Susan Bae, secretary

Signatures

_____ Grant Buchholtz – Acting Board Chair

_____ Susan Bae – Board Secretary

_____ Chad Farmer– Board Member

_____ Mark Bedow - Supervisor-Auditor

_____ Karen Johnson - Supervisor-Auditor