

James Jordan Middle School Board of Trustees

Board Meeting

Monday September 12, 2016 at 7:00 PM PDT

Location

7911 Winnetka Ave, Winnetka CA 91306. JJMS main office.

Meeting Notice

Date and Time

This Board Meeting is open to the public. James Jordan Middle School ("School") welcomes your participation at the School's Board meetings. Participation from various locations will be possible for this meeting, this agenda shall be posted in compliance with the Brown Act at each location and the public can participate from that location. A quorum of members shall participate from inside the boundaries of our authorizing district. Other board members shall participate from the following locations with Brown Act Compliant postings. 1. 3833 Wisconsin Street, Oakland, CA 94619. 2. 12289 Mayberry Road, Spring Hill, FL 34609 3.6678 Colgate Ave, LA 90048.

The meeting can be heard by phone at Dial-in Number: (605) 562-0020 Meeting ID: 704-521-672

The purpose of a public meeting of the Board of Trustees ("Board") is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School.

To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

- 1. Agendas are available to all audience members at the meeting.
- 2. "Non-Agenda Item: Request to Speak" and "Agenda Item: Request to Speak" cards are available to all audience members who wish to speak under the general category of "Public Comments" or on any specific agenda item(s) (as applicable). a. Non-agenda items: any person may address the Board concerning any item not on the agenda provided that no individual presentation shall be for more than 3 minutes (or 6 minutes with translation) and the total time for this purpose shall not exceed 20 minutes (provided that the President may grant additional time if circumstances permit). Ordinarily, Board members will not respond to such presentations and no action can be taken as the Board is allowed to take action only on items on the agenda. However, the Board may give direction to staff following a presentation or calendar the issue for further discussion. Individuals may also request that a topic related to school business be placed on a future agenda and once such an item is properly agenized and publicly noticed, the Board can discuss, respond, and possibly act upon such an item. See attached Request to Speak card. b. Agenda Items: any person may address the Board concerning any item on the agenda provided that no individual presentation shall be for more than 3 minutes (6 minutes with translation) and the total time for this purpose shall not exceed 30 minutes (provided that the President may grant additional time if

circumstances permit). The presentation to the Board shall be made at the time a specific item is under discussion. See attached Request to Speak card.

- 3. When addressing the Board, speakers are requested to state their name and address and adhere to the time limits set forth herein. Each speaker is limited to 3 minutes in English and 6 minutes with translation. Spanish translation will be provided by the school at every board meeting. If you need translation for another language, please contact the school 48 hours in advance to allow us to find a translator.
- 4. In compliance with the Americans with Disabilities Act (ADA) and upon request, the School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the Principal (alvarado@jamesjordanms.com, 818-882-2496)

Agenda

Purpose Presenter Duration

I. Opening Items

- A. Record Attendance and Guests
- **B.** Call the Meeting to Order
- C. Lead Teacher Report 5 m
- **D.** Approve Minutes from August 6, 2016 Approve John 5 m

Minutes Stoneburner

Please review the minutes before our meeting tonight.

Approve minutes for Board Meeting on August 6, 2016

II. Governance

A. Annual Election of Board Officers Vote John 15 m

Stoneburner

We need to have a President, Treasurer, and Secretary.

B. Board Meeting Dates Vote John 10 m

Stoneburner

We need to establish and publish board meeting date through December 2016.

III. FISCAL OVERSIGHT

A. Secretary Signature FYI Myranda 5 m
Marsh

Bank forms need secretary signatures. The forms will be in an envelope that Ms.Alvarado will have with her at the meeting.

B. ExEd contracts Vote Myranda 5 m Marsh

We need to sign a contract for the current year fiscal services. I strongly recommend signing with ExEd for basic services plus CALPADS support.

C. June Financials and Unaudited Vote Tammy 5 m Actuals for EOY 2016. Stanton

We need to review and approve the June financial dashboard and the matching Unaudited Actuals for submission. The motion would be to approve and accept the June financials including cash flow, balance sheet, check register and the accompanying UnAudited Actuals for LAUSD submission.

D. August Financials Vote Tammy 10 m Stanton

We need to review the financials for July through August 2016. The motion would be to approve and accept the June and August Financials including the cash flow, balance sheet and check register.

IV. CAMPUS CLIMATE

A. Construction Update

Discuss Myranda Marsh

5 m

Phase I, the main office and entrance is complete at a cost of \$126,000. The restroom installation is in progress for a cost of approx. \$80,000. Phase II budget is under development but forecast at \$300,000. City Planning delays with Phase 2 have been significant and the building may not be installed until Summer 2017.

V. Academic Excellence

A. JJMS is one of Top 20 schools for low-Myranda FYI 5 m income students Marsh

https://schooldatanerd.com/2016/08/29/low-income-middle-schools-whodoes-it-best/comment-page-1/

VI. CEO support

A. Executive Director Salary and Vote John 15 m Agreement Stoneburner

The salary of the Executive Director must be discussed and voted on in open session. Also, the Executive Director needs a signed agreement for 2016-17. The attached 2015-16 agreement can be edited and printed for 2016-17 signatures.

VII. Closing Items

A. Adjourn Meeting Vote