

James Jordan Middle School Board of Trustees

Board Meeting

Date and Time

Saturday August 3, 2013 at 8:00 AM PDT

Location

JJMS/Executive Directors Office

REGULAR MEETING BOARD OF TRUSTEES JAMES JORDAN MIDDLE SCHOOL
James Jordan Middle School 7911 Winnetka Ave, Winnetka CA 91306 August 3, 2013
9:00 A.M. INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS
AND CITIZENS James Jordan Middle School ("School") welcomes your participation at
the School's Board meetings. 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 attached to this notice and 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 5 minutes 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 agenzed 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 5 minutes 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. 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 Executive Director.

Agenda

	Purpose	Presenter	Time
I. Opening Items			8:00 AM

	Purpose	Presenter	Time
Opening items			
A. Record Attendance and Guests			
B. Call the Meeting to Order			
II. Governance			8:00 AM
Governance Agenda Stock Description			
A. Brown Act Training	Discuss	Lisa Corr	5 m
B. Effective Governance Training	Discuss	Lisa Corr	15 m
C. Conflict of Interest/Corporate Responsibility Training	Discuss	Lisa Corr	15 m
D. Setting board policies regarding governance	Discuss	Lisa Corr	5 m
E. Updating and adopting revised by-laws	Discuss	Lisa Corr	5 m
F. Review board composition in light of new by-laws	Discuss	Lisa Corr	5 m
G. Election of Officers	Discuss	Lisa Corr	5 m
III. Closing Items			8:55 AM
A. Adjourn Meeting	Vote		