

APPROVED



# James Jordan Middle School Board of Trustees

## Minutes

### Regular

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#### Date and Time

Thursday March 8, 2018 at 7:00 PM

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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 including remote participation from the following locations which will have appropriate agenda posting and public access in compliance with the Brown Act: N/A

The meeting can be heard by phone at Dial-in Number: (515) 739-1030 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 agendized 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](mailto:alvarado@jamesjordanms.com), 818-882-2496)

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### **Trustees Present**

C. Quinteros, J. LaBarbera (remote), J. Stoneburner, M. Avila, M. Malone

### **Trustees Absent**

J. Boafo, M. Antone

### **Trustees who arrived after the meeting opened**

M. Malone

### **Guests Present**

Alvaro Pineda, Juan Alvarado, Kristine Kilgore, Leslie Gameros, M. Cory, M. Johnston, Paola Guerrero, Randolph Palisoc, Samantha Griego, T. Dominguez, Veronica Ramos

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## **I. Opening Items**

### **A. Record Attendance and Guests**

### **B. Call the Meeting to Order**

J. Stoneburner called a meeting of the board of trustees of James Jordan Middle School Board of Trustees to order on Thursday Mar 8, 2018 at 7:11 PM.

**C. Activation of new member and quorum**

M. Malone arrived.

Ms. Malone's membership is now active.

**D. Approve Minutes**

J. LaBarbera made a motion to approve minutes from the Regular Board meeting on 02-08-18 Regular Board meeting on 02-08-18.

C. Quinteros seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

M. Antone      Absent

C. Quinteros    Aye

J. Stoneburner Aye

M. Avila       Aye

J. LaBarbera Aye

J. Boafo       Absent

**II. Governance**

**A. Update Security Policy**

Kristine Kilgore- public comment: in favor of ballistic shields

Randolph Palisoc- Public comment: in favor of ballistic shields

Cory: door barricade question

Question: Do the teachers feel safe?

Cory- comment yes

Pineda- comment yes but walls feel insecure

Guerrero- comment

Kilgore- comment

Cory: requesting a subcommittee to present more information on safety measures.

C. Quinteros made a motion to put forth a budget up to \$25,000. The board committee will present a plan for specific purchases for a board vote on April 5th, 2018.

M. Malone seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

J. Stoneburner Aye

M. Antone      Absent

M. Malone      Aye

J. Boafo       Absent

**Roll Call**

M. Avila Aye

C. Quinteros Aye

J. LaBarbera Aye

J. Stoneburner made a motion to delegate the authority of the board to Mary Cory and Ms. Quinteros to empanel the 9 member subcommittee.

M. Malone seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

C. Quinteros Aye

J. LaBarbera Aye

J. Stoneburner Aye

J. Boafo Absent

M. Antone Absent

M. Malone Aye

M. Avila Aye

**B. Safe School Plan**

J. Stoneburner made a motion to table the motion until the board meeting on April 5th, 2018.

C. Quinteros seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

C. Quinteros Aye

M. Antone Absent

J. Boafo Absent

M. Malone Aye

J. Stoneburner Aye

J. LaBarbera Aye

M. Avila Aye

Ms. Claudia Quinteros and Mrs. Cory will form a committee of 9 members

The school staff committee will be decided by Monday, March 12th

J. Stoneburner made a motion to add it to the board meeting on April 5th, 2018.

C. Quinteros seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

J. Boafo Absent

M. Antone Absent

J. Stoneburner Aye

M. Malone Aye

M. Avila Aye

J. LaBarbera Aye

C. Quinteros Aye

### **III. Finance**

#### **A. 2nd Interim Financial Report**

J. Stoneburner made a motion to submit the 2nd interim report as presented.

J. LaBarbera seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **Roll Call**

M. Antone      Absent

C. Quinteros    Aye

J. Stoneburner Aye

M. Avila       Aye

M. Malone      Aye

J. LaBarbera Aye

J. Boafo       Absent

#### **B. Form 990**

J. LaBarbera made a motion to approve the 2016 tax filing documents as presented.

M. Avila seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **Roll Call**

M. Antone      Absent

M. Avila       Aye

J. Boafo       Absent

J. LaBarbera Aye

M. Malone      Aye

J. Stoneburner Aye

C. Quinteros Aye

#### **C. Auditing contract**

M. Malone made a motion to approve the multi-year audit contract with CLA.

J. Stoneburner seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **Roll Call**

J. Boafo       Absent

C. Quinteros Aye

J. Stoneburner Aye

M. Antone      Absent

M. Malone      Aye

J. LaBarbera Aye

M. Avila       Aye

#### **D. Winter Consolidated Application**

C. Quinteros made a motion to approve the Winter Consolidation application as submitted.

J. LaBarbera seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

M. Antone      Absent

C. Quinteros    Aye

M. Malone      Aye

J. Stoneburner Aye

J. Boafo        Absent

J. LaBarbera    Aye

M. Avila        Aye

**E. Review January Financials**

M. Malone made a motion to approve the financials including cash flow, balance sheet and check register.

C. Quinteros seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

J. Boafo        Absent

C. Quinteros    Aye

M. Malone      Aye

J. LaBarbera    Aye

M. Avila        Aye

J. Stoneburner Aye

M. Antone       Absent

**IV. CEO Support And Eval**

**A. Conversation to set CEO survey questions and timelines.**

Draft will be presented on April 5th, 2018

**V. Closing Items**

**A. Adjourn Meeting**

J. Stoneburner made a motion to adjourn the meeting.

C. Quinteros seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

M. Avila        Aye

M. Antone       Absent

J. Stoneburner Aye

M. Malone      Aye

**Roll Call**

C. Quinteros Aye  
J. LaBarbera Aye  
J. Boafo Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:44 PM.

Respectfully Submitted,  
T. Dominguez