

APPROVED



## James Jordan Middle School Board of Trustees

### Minutes

#### Annual Board Meeting

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**Date and Time**

Saturday August 4, 2018 at 9:00 AM

**Location**

7911 Winnetka Ave

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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: none for this meeting

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 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 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**

B. Smith, C. Quinteros, J. Boafó, M. Avila, M. Malone, V. Brown

### **Trustees Absent**

J. LaBarbera, M. Antone

### **Guests Present**

M. Marsh

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## **I. Opening Items**

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

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

J. Boafó called a meeting of the board of trustees of James Jordan Middle School Board of Trustees to order on Saturday Aug 4, 2018 at 9:21 AM.

### **C.**

### **Approve Minutes**

J. Boafo made a motion to approve minutes from the Regular meeting of the Board of Trustees on 07-09-18 Regular meeting of the Board of Trustees on 07-09-18.

B. Smith seconded the motion.

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

#### **Roll Call**

M. Avila Aye  
C. Quinteros Aye  
J. LaBarbera Absent  
M. Malone Aye  
J. Boafo Aye  
M. Antone Absent  
B. Smith Aye

### **D. New Member- Victoria Brown**

M. Avila made a motion to make Victoria Brown a member of the board effective immediately.

J. Boafo seconded the motion.

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

#### **Roll Call**

J. Boafo Aye  
M. Avila Aye  
M. Malone Aye  
M. Antone Absent  
B. Smith Aye  
C. Quinteros Aye  
J. LaBarbera Absent

### **E. Introduction of Harvey Berg**

## **II. CEO EVALUATION**

### **A. CLOSED SESSION: Personnel Evaluation of the Executive Director**

Motion to go into closed session by Boafo. Second by Quinteros

## **III. Governance**

### **A. Compensation of the Executive Director**

J. Boafo made a motion to set the compensation of the Executive Director at a 3% raise and offer an agreement at that salary.

C. Quinteros seconded the motion.

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

**Roll Call**

C. Quinteros Aye  
V. Brown Aye  
M. Malone Aye  
M. Antone Absent  
B. Smith Aye  
M. Avila Aye  
J. LaBarbera Absent  
J. Boafo Aye

**B. ELECTION OF BOARD OFFICERS**

Facilities Improvement committee  
Quinteros, Brown

Campus Culture  
Brown, Avila

Protocols  
Malone, Smith

Safety  
Quinteros,

Audit

CEO Committee

J. Boafo made a motion to Elect Ms. Avila as the board secretary Elect Ms. LaBarbera as treasurer Elect Mrs. Quinteros as board president Elect Ms. Smith as Vice President.

M. Malone seconded the motion.

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

**Roll Call**

C. Quinteros Aye  
M. Avila Aye  
B. Smith Aye  
M. Malone Aye  
M. Antone Absent  
J. LaBarbera Absent  
J. Boafo Aye  
V. Brown Aye

**C. Renewal of membership for board members at the end of their term**

M. Malone made a motion to Begin a new term for Janice Boafo as a member of the board.

M. Avila seconded the motion.

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

**Roll Call**

V. Brown Aye  
J. Boafo Aye  
C. Quinteros Aye  
M. Antone Absent  
M. Malone Aye  
J. LaBarbera Absent  
M. Avila Aye

**D. Retention of high quality staff: MEDICAL BENEFITS PROPOSAL**

M. Avila made a motion to increase the school contribution to employees who pay out of pocket in the amount of \$100 per month.

M. Malone seconded the motion.

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

**Roll Call**

M. Malone Aye  
M. Antone Absent  
B. Smith Aye  
M. Avila Aye  
V. Brown Aye  
J. LaBarbera Absent  
J. Boafo Aye  
C. Quinteros Aye

**E. Visitor and Volunteer Policy**

M. Malone made a motion to to adopt the new visitor and volunteer policy as drafted by our attorneys.

V. Brown seconded the motion.

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

**Roll Call**

C. Quinteros Aye  
M. Malone Aye  
J. LaBarbera Absent  
M. Antone Absent  
V. Brown Aye  
M. Avila Aye  
J. Boafo Aye  
B. Smith Aye

**F.**

### **Freedom of Expression for Students**

M. Avila made a motion to adopt the policy with added reference to social media and a reference to the school discipline policy.

C. Quinteros seconded the motion.

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

#### **Roll Call**

M. Avila     Aye  
J. LaBarbera Absent  
C. Quinteros Aye  
M. Antone    Absent  
B. Smith     Aye  
M. Malone    Aye  
J. Boafo     Aye  
V. Brown     Aye

### **G. Technology and Acceptable Use Policy**

M. Malone made a motion to adopt the technology policy as presented.

B. Smith seconded the motion.

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

#### **Roll Call**

J. LaBarbera Absent  
J. Boafo     Abstain  
V. Brown     Aye  
M. Antone    Absent  
C. Quinteros Aye  
B. Smith     Aye  
M. Avila     Aye  
M. Malone    Aye

### **H. Attendance Policy**

J. Boafo made a motion to to adopt the Attendance policy as presented.

M. Avila seconded the motion.

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

#### **Roll Call**

C. Quinteros Aye  
M. Malone    Aye  
V. Brown     Aye  
M. Avila     Aye  
J. LaBarbera Absent  
J. Boafo     Aye  
M. Antone    Absent  
B. Smith     Aye

#### IV. Closing Items

##### A. Adjourn Meeting

C. Quinteros made a motion to adjourn the meeting.

J. Boafo seconded the motion.

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

##### Roll Call

C. Quinteros Aye

M. Malone Aye

V. Brown Aye

B. Smith Aye

M. Avila Aye

J. LaBarbera Absent

M. Antone Absent

J. Boafo Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:51 AM.

Respectfully Submitted,

M. Marsh