APPROVED

James Jordan Middle School Board of Trustees

Minutes

Regular Meeting of the JJMS Board of Trustees

Date and Time
Thursday October 25, 2018 at 7:00 PM

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: 1933 S Broadway, Los Angeles, CA, 90007 .

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 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)

Trustees Present
B. Smith, J. LaBarbera (remote), M. Avila, M. Malone, V. Brown

Trustees Absent
C. Quinteros, J. Boafo

Guests Present
A. Bierman, A. Miranda, Alvaro Pineda, M. Marsh (remote), Samantha Griego

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I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

M. Malone called a meeting of the board of trustees of James Jordan Middle School Board of Trustees to order on Thursday Oct 25, 2018 at 7:50 PM.

C. Approve Minutes

B. Smith made a motion to approve minutes from the Regular meeting on 09-27-18 Regular meeting on 09-27-18.
V. Brown seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

II. Governance

A. New Board Member considered

M. Avila made a motion to approve his membership effective immediately.
M. Malone seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Fiscal Policy Manual

Questions:
- What was the prior amount to $15,000?
- How many times a year do we exceed $15,000?
- How did we come up with the $15,000 amount?
- Is the reason for this to expedite?
- Is there a way to add language to notify the board when we spend the $15,000?

On page 7, we are striking the amount of $15,000 and returning it to $5,000. Any expense over $5,000 will be forwarded to the treasurer for approval.

On page 17, we need to strike $15,000 and return it to $5,000.

Look at page 14, make sure the language has the correct amount.

Bierman aye.
J. LaBarbera made a motion to move the fiscal policy manual with the chances noted in the minutes.
B. Smith seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Resolution to clarify Bank Account Signers

M. Malone made a motion to designate Myranda Marsh, Maria Alvarado, Griselda Lara and Jessica LaBarbera as the signers for all bank accounts.
B. Smith seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Bierman Aye.

D. Educator Misconduct Reporting

E. Investment plan for income generation

No motion was made.

F. Brainstorming for Quorum and posting

How often had the meeting been cancelled due to the lack of quorum?
- 7 meetings cancelled in the last school year
Could we craft a policy to create proxy?
- We cannot craft a proxy vote because you are public officials.
Is there a way to recess or take a break from the board?
- That person would need to resign for the semester and then reapply for board membership and be re-elected.
We should be able to have an expectation of attendance.

We should have a cultural norm about meeting attendance.

Possible policy: Board policy that members should RSVP yes or no.

Possibly we need a pledge instead of a policy.

Have a board member also monitor the quorum list along with Dr. Marsh.

Victoria Brown has stepped up to assist Dr. Marsh in monitoring quorum and follow up if someone does not RSVP within the week prior to a board meeting. She has also agreed to follow up with someone who has missed more than 3 meetings in a year and have a conversation to evaluate board membership. Dr. Marsh will give Ms. Brown receipt of attendance. Ms. Brown will bring any conversations she has had to the board.

No motion was made.

Bierman Aye.

M. Malone made a motion to table III.E and III.F for further discussion at a later board meeting.
M. Avila seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

III. Board supporting Academic Achievement

A. Career Day in February 2019

Survey for the students to gauge interest.
Survey for the parents if they want to come in and talk about their career.
Set up a formal luncheon for students to speak with guests.

Date: February 11th, 2019

IV. Closing Items

A.

Adjourn Meeting

B. Smith made a motion to adjourn the meeting.
M. Malone seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Bierman Aye.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:04 PM.

Respectfully Submitted,
A. Miranda