

# James Jordan Middle School Board of Trustees

## Minutes

### Board Meeting

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#### Date and Time

Monday August 26, 2013 at 6:00 PM

#### Location

JJMS campus R building

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#### Trustees Present

F. Macauley, J. Munsch, J. Stoneburner, V. Gandarilla

#### Trustees Absent

J. LaBarbera, V. Andrews

#### Guests Present

M. Alvarado, M. Marsh

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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 Monday Aug 26, 2013 at 6:20 PM.

#### C. Approve Minutes

F. Macauley made a motion to approve minutes from the Board Meeting on 08-03-13 Board Meeting on 08-03-13.

V. Gandarilla seconded the motion.

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

#### D. Consent agenda for June Financials

F. Macauley made a motion to table the June financials to the end of the governance section.

J. Munsch seconded the motion.

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

**E. Consent item :KL Myles reapplication for membership**

J. Munsch made a motion to begin a new term of board membership for KL Myles.

F. Macauley seconded the motion.

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

**II. Governance**

**A. Change of officers requires change of signers**

K. Myles made a motion to replace Neil Shah with Fathia Macauley as a signer on all JJMS accounts for which the treasurer is required.

J. Munsch seconded the motion.

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

**B. Policy for Oath of Office**

J. Munsch made a motion to approve the oath of office as an official part of board membership.

K. Myles seconded the motion.

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

**C. Policy for Board Meeting Agendas**

F. Macauley made a motion to approve and accept the policy for board agenda as presented in the packet.

J. Stoneburner seconded the motion.

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

**D. Policy for regular and special board meetings**

J. Stoneburner made a motion to accept and approve the Regular and Special board meetings policy as presented in the packet.

F. Macauley seconded the motion.

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

ExecDirector's recommendation mistakenly included the word Emergency.

**E. Policy to define roles of Board and Executive Director**

K. Myles made a motion to approve the policy to define the roles of the Board and the Executive Director as presented in the packet.

J. Stoneburner seconded the motion.

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

**F. June Financials**

K. Myles made a motion to approve and accept the June financials as presented by ExEd.

J. Munsch seconded the motion.

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

### III. CEO Support And Eval

#### A. Announce Closed Session

J. Stoneburner made a motion to go into closed session and announce the same.

F. Macauley seconded the motion.

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

#### B. Closed Session Personnel Evaluation (Executive Director)

#### C. Announce any action taken in closed session

K. Myles made a motion to go into open session at 8:32 pm.

J. Munsch seconded the motion.

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

J. Munsch made a motion to announce closed session actions taken i.e. consensus on evaluation which will be presented to the CEO.

F. Macauley seconded the motion.

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

#### D. Set executive salary retroactive to July 1, 2013

J. Munsch made a motion to board authorize an increase in Executive Salary retroactive to July 1, in the amount of \$10,000.

K. Myles seconded the motion.

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

### IV. Closing Items

#### A. Adjourn Meeting

F. Macauley made a motion to adjourn the meeting.

K. Myles seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:59 PM.

Respectfully Submitted,

F. Macauley