

APPROVED

# James Jordan Middle School Board of Trustees

## Minutes

### Board Meeting

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#### Date and Time

Monday September 23, 2013 at 6:00 PM

#### Location

R building of JJMS Campus

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#### Trustees Present

F. Macauley, J. LaBarbera (remote), J. Munsch, J. Stoneburner

#### Trustees Absent

V. Andrews, V. Gandarilla

#### Guests Present

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 Sep 23, 2013 at 6:33 PM.

#### C. Approve Minutes

J. Munsch made a motion to approve minutes from the Board Meeting on 09-09-13 Board Meeting on 09-09-13.

J. Stoneburner seconded the motion.

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

#### D. board member resignation

### II. Governance

**A. Terms of employment for the Executive Director**

F. Macauley made a motion to approve the employment agreement as amended by the board on September 23, 2013. Pending email approval by Chastin, school lawyers.

J. Stoneburner seconded the motion.

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

Dr. Marsh can be on-call during summer and spring break and be a 12 month employee throughout the calendar year. #12 the word in the first sentence "approval" is being changed to "notification". Omit "regular session" in the agreement.

**B. Procedures: Application for board membership**

Consulting with attorney to determine if ad hoc committees should be made standing committees. Suggestion to increase board members to 9-11 members. Ad Hoc committees- Jessica & John will sit on membership. Fathia & Munsch on finance.

**III. Finance**

**A. Review of the July Financials**

J. Stoneburner made a motion to approve the July financials as presented.

F. Macauley seconded the motion.

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

**B. Addition of Maria Alvarado as a signer on the CCU account**

F. Macauley made a motion to make Ms. Alvarado a signer for the school's bank account.

J. LaBarbera seconded the motion.

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

**C. Adopt new fiscal policy manual with restructured roles**

J. Munsch made a motion to approve the new fiscal policy and procedures handbook with amendments mentioned in comments section.

J. LaBarbera seconded the motion.

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

M. recommends adding Petty Cash #11 "at least once a year". Marsh recommends replacing "OM" to "AP" Contracts #6. Bank Checks #5 change to "JJMS Charter School".

Travel #2 add "the board must preapprove all out of town travel for ED".

**IV. Closing Items**

**A. Adjourn Meeting**

J. Stoneburner made a motion to end meeting.

F. Macauley 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 8:40 PM.

Respectfully Submitted,  
F. Macauley