

James Jordan Middle School Board of Trustees

Minutes

Board Meeting

Date and Time

Monday September 23, 2013 at 6:00 PM

Location

R building of JJMS Campus

Trustees Present

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

Trustees Absent

V. Andrews, V. Gandarilla

Guests Present

M. Marsh

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