

# James Jordan Middle School Board of Trustees

## Minutes

### Board Meeting

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**Date and Time**

Monday November 3, 2014 at 6:00 PM

**Location**

JJMS campus

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**Trustees Present**

F. Macauley (remote), J. Boafó, J. LaBarbera (remote), J. Stoneburner, L. Yancsurak, T. Rivera-Tubbs

**Trustees Absent**

*None*

**Guests Present**

A. Peterson, J. Green, M. Alvarado, M. Malone, M. Marsh, Maria Avila, Susan Cornell, T. Stanton

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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 Nov 3, 2014 at 6:14 PM.

J. Stoneburner made a motion to call the meeting to order.

J. Boafó seconded the motion.

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

Stoneburner Aye Boafó Aye Rivera-Tubbs Aye Yancsurak Aye.

**C. Approve Minutes**

T. Rivera-Tubbs made a motion to approve minutes from the Board Meeting on 10-06-14 Board Meeting on 10-06-14.

J. Stoneburner seconded the motion.

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

Stoneburner Aye Boaf0 Aye Rivera-Tubbs Aye Yancsurak Aye.

## II. Governance

### A. Candidate for board membership

J. Stoneburner made a motion to offer a seat on the JJMS board to Susan Cornell Cornell.

T. Rivera-Tubbs seconded the motion.

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

Stoneburner Aye Boaf0 Aye Yancsurak Aye Rivera-Tubbs Aye.

### B. Lead Teacher report: focus on final exams

### C. Pulse survey results: Sept and Oct

## III. Finance

### A. September Financials

J. Stoneburner made a motion to approve the September financials including income statement, check register and balance sheet.

T. Rivera-Tubbs seconded the motion.

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

Stoneburner Aye Boaf0 Aye Yancsurak Aye Rivera-Tubbs Aye Cornell Aye.

### B. Fiscal Policy- FDIC

J. Boaf0 made a motion to table the motion to approve that if a JJMS account exceeds, XXXX with a forecast that it will remain above that level for XXX months, the board directs the Executive Director to open an additional account with a board member as signator in order to preserve FDIC coverage.

T. Rivera-Tubbs seconded the motion.

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

Stoneburner Aye Boaf0 Aye Yancsurak Aye Rivera-Tubbs Aye Cornell Aye.

## IV. CEO Support And Eval

### A. Executive Director job description

J. Boaf0 made a motion to develop and adopt a detailed job description for the Executive Director of JJMS.

T. Rivera-Tubbs seconded the motion.

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

Stoneburner Aye Boaf0 Aye Yancsurak Aye Rivera-Tubbs Aye Cornell Aye.

## V. Closing Items

### A. Adjourn Meeting

J. Stoneburner made a motion to adjourn the board meeting at 8:25pm.

T. Rivera-Tubbs seconded the motion.

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

Stoneburner Aye Bofo Aye Yancsurak Aye Rivera-Tubbs Aye Cornell Aye.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:25 PM.

Respectfully Submitted,

M. Alvarado