

James Jordan Middle School Board of Trustees

Minutes

Board Meeting

Date and Time

Monday November 3, 2014 at 6:00 PM

Location

JJMS campus

Trustees Present

F. Macauley (remote), J. Boafo, 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

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. Boafo seconded the motion.

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

Stoneburner Aye Boafo 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