

# James Jordan Middle School Board of Trustees

## Minutes

### Board Meeting

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#### Date and Time

Tuesday May 5, 2015 at 6:00 PM

#### Location

L building of JJMS campus

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#### Trustees Present

F. Macauley, J. Boafó, J. LaBarbera (remote), J. Stoneburner, M. Avila, S. Cornell, T. Rivera-Tubbs

#### Trustees Absent

L. Yancsurak

#### Trustees who arrived after the meeting opened

F. Macauley

#### Guests Present

A. Peterson, M. Alvarado, M. Marsh (remote)

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### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

M. Marsh called a meeting of the board of trustees of James Jordan Middle School Board of Trustees to order on Tuesday May 5, 2015 at 6:13 PM.

#### C. Approve Minutes

F. Macauley arrived.

S. Cornell made a motion to approve minutes from the Board Meeting on 04-09-15 Board Meeting on 04-09-15.

T. Rivera-Tubbs seconded the motion.

The board **VOTED** unanimously to approve the motion.  
Roll call taken.

**D. Call for any public comment.**

Carolina Howard, 6th grade JJMS teacher Ms. Howard has an idea to hold a career day. Distributing a flyer regarding the event on June 4th. Asking the board to help recruit speakers.

**E. Lead Teacher Report**

An email was sent out to the board with the written report. Ms. Peterson presented the report to the board.

**II. Governance**

**A. Clarify fiscal policy on contracts**

Discussion of amount typical for size and age of school  
J. Stoneburner made a motion to delegate to Executive Director the power to sign contracts up to \$25,000 without full board approval as long as the contract is presented to the board's contract review designee. The designee shall have the ability to call a special board meeting if they feel that the contract needs full board approval. The current designee shall be Jessica LaBarbera and if that person is unavailable the board President can serve in that capacity.  
T. Rivera-Tubbs seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
Roll call vote was taken.

**B. Board Retreat: set date**

Board Retreat shall be held on Saturday August 8th from 8am to 12noon.  
T. Rivera-Tubbs made a motion to hold a board retreat on Saturday August 8th, 2015 from 8am to 12noon.  
J. Bofo seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
Roll call vote was taken.

**C. Set meeting dates for the next quarter.**

T. Rivera-Tubbs made a motion to hold regular board meetings on Wed. June 17th, 2015 and Tues Sept 1st, 2015 and Tues September 29th with no meeting in October, and Tues November 3rd, 2015 and Tues December 1st.  
J. Bofo seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
Roll call vote was taken.

**D.**

### **Audit company approval**

F. Macauley made a motion to approve Vicente Lloyd and Stuzman as the audit company for the 2014-15 year.

S. Cornell seconded the motion.

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

Roll call vote was taken.

## **III. Finance**

### **A. financials through March**

Tammy Stanton of ExEd facilitated a review of the financials through March 2015.

J. Stoneburner made a motion to approve the cash flow, check register and balance sheet for JJMS through March 2015.

T. Rivera-Tubbs seconded the motion.

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

Roll call voted was taken.

### **B. Budget for 2015-16**

Dr. Marsh presented the school leader decisions that were incorporated into the proposed budget for 2015-16. Tammy Stanton facilitated a review of the numerical spreadsheets detailing the budget.

T. Rivera-Tubbs made a motion to to approve the proposed budget for 2015-16 for submission to LAUSD including the EPA spending allocations.

J. Stoneburner seconded the motion.

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

Fathia Macauley left the meeting at 7:56pm. Roll call vote was taken at 7:58pm.

## **IV. Closing Items**

### **A. Call for suggestions for future board agenda items**

LCAP will be on the June agenda. SSD plan needs to be on the June agenda. Selection of a back office provider. Discuss board selection in June to plan to use August board retreat. Homeless education policy annual review. August 8th needs to include the ConApp.

### **B. Adjourn Meeting**

J. Stoneburner made a motion to adjourn.

J. Boafu seconded the motion.

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

Roll call vote was taken.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:04 PM.

Respectfully Submitted,  
A. Peterson