



# James Jordan Middle School Board of Trustees

## Regular meeting

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### **Date and Time**

Thursday September 27, 2018 at 7:00 PM PDT

### **Location**

7911 Winnetka Ave

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This Board Meeting is open to the public. James Jordan Middle School ("School") welcomes your participation at the School's Board meetings. Participation from various locations will be possible for this meeting, this agenda shall be posted in compliance with the Brown Act at each location and the public can participate from that location. A quorum of members shall participate from inside the boundaries of our authorizing district including remote participation from the following locations which will have appropriate agenda posting and public access in compliance with the Brown Act: none for this meeting

The meeting can be heard by phone at Dial-in Number: (515) 739-1030 Meeting ID: 704-521-672

The purpose of a public meeting of the Board of Trustees ("Board") is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School.

To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the meeting.
2. "Non-Agenda Item: Request to Speak" and "Agenda Item: Request to Speak" cards are available to all audience members who wish to speak under the general category of "Public Comments" or on any specific agenda item(s) (as applicable).
  - a. Non-agenda items: any person may address the Board concerning any item not on the agenda provided that no individual presentation shall be for more than 3 minutes (or 6 minutes with translation) and the total time for this purpose shall not exceed 20 minutes (provided that the President may grant additional time if circumstances permit). Ordinarily, Board members will not respond to such presentations and no action can be taken as the Board is allowed to take action only on items on the agenda. However, the Board may give direction to staff following a presentation or calendar the issue for further discussion. Individuals may also request that a topic related to school business be placed on a future agenda and once such an item is properly agendaized and publicly noticed, the Board can discuss, respond, and possibly act upon such an item. See attached Request to Speak card.
  - b. Agenda Items: any person may address the Board concerning any item on the agenda provided that no individual presentation shall be for more than 3 minutes (6 minutes with translation) and the total time for this purpose shall not exceed 30 minutes (provided that the President may grant additional time if circumstances permit). The presentation to the Board shall be made at the time a specific item is under discussion. See attached Request to Speak card.
3. When addressing the Board, speakers are requested to state their name and address and adhere to the time limits set forth herein. Each speaker is limited to 3 minutes in English and 6

minutes with translation. Spanish translation will be provided by the school at every board meeting. If you need translation for another language, please contact the school 48 hours in advance to allow us to find a translator.

4. In compliance with the Americans with Disabilities Act (ADA) and upon request, the School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the Principal (alvarado@jamesjordanms.com, 818-882-2496)

## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:00 PM</b>
<b>A.</b> Record Attendance and Guests			
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Approve Minutes	Approve Minutes	Jessica LaBarbera	5 m
Approve minutes for Annual Board Meeting on August 4, 2018			
<b>II. Information</b>			<b>7:05 PM</b>
<b>A.</b> Introduction of potential board member Adam Bierman	FYI	Myranda Marsh	5 m
<b>B.</b> Grade Level Leader Reports	FYI		5 m
Each grade level has elected a lead teacher. These leads will give an introduction to the vision for this year.			
<b>III. FINANCIALS</b>			<b>7:15 PM</b>
<b>A.</b> Financial summary from ExEd for June 2018	Vote	Mike Johnston	10 m
This is summary of the June financials from 2018. The board should consider a motion to accept these financial reports including the balance sheet, cash			
<b>B.</b> FY17/18 Unaudited Actuals	Vote	Mike Johnston	10 m
The board should consider a motion to approve and accept the Unaudited Actual report for fiscal year 2017-18			
<b>C.</b> August 2018 Financial Report	Vote	Mike Johnston	10 m
This financial report reflects changes made since the May budget approval. Changes include additional time on campus for the Executive Director, calibrating all hourly employees proportionately to the new minimum wage, and a possible increase in tuition reimbursement for high demand content area intern teachers.			
<b>IV. Governance</b>			<b>7:45 PM</b>
<b>A.</b> LAUSD annual report from 2017-18	Discuss	Myranda Marsh	10 m
Please read this report from the LAUSD which rates our school performance for 2017-18.			
<b>B.</b> Single Plan for Student Achievement	Vote	Myranda Marsh	5 m
The SPSA is required by the California Department of Education. Our SPSA is a mirror of our LCAP goals and expenses. We still need board approval for this additional compliance item.			
<b>C.</b> Tuition reimbursement for University Intern credential employees	Vote	Maria Alvarado	5 m
The board has previously approved a program to reimburse intern teachers for credential program tuition. We reimburse \$3000 per year for three years starting at the end of first year of service on a Preliminary Credential. We would like to accelerate the schedule for reimburse for intern teachers in Math, Science and Special Education. Those interns would be receive their first reimbursement as soon as their Preliminary Credential clears and then each October after that for three payments. The			

board should consider a motion to approve accelerating the reimburse by one year for these hard to fill content areas.

- D. Uniform Complaint Policy- new language AB 669**      Vote      Myranda Marsh      10 m

Our attorneys have advised us that the LAUSD is requesting additional language in this policy. The board should consider a motion to approve this updated policy.

- E. Federal Educational Records Privacy Act**      Vote      Myranda Marsh      10 m

This policy memorializes the protocols for protecting the privacy of student records as required by the federal government.

- F. Additional revision to the Visitor and Volunteer Policy**      Vote      Myranda Marsh      10 m

A senior attorney at YMC informed us that additional language is requested for this policy. The board should consider a motion to adopt this policy as updated by our attorneys.

- G. Field Trip Policies**      Vote      Myranda Marsh      10 m

- H. Transportation Safety Plan**      Vote      Myranda Marsh      10 m

This is another policy that our attorneys feel is essential. The board should consider a motion to adopt the policy as presented.

- I. Letter to be sent to LAUSD to demonstrate compliance with AB699**      FYI      Myranda Marsh      5 m

The LAUSD has asked for documentation that we have revised our policies in line with AB699. During the August and September meetings, various updated policies will be reviewed and approved by the JJMS Board of Trustees. Attached you will find the letter we plan to send to LAUSD.

- J. Establishing board committee work structure and objectives**      Vote      Claudia Quinteros      30 m

The board should establish goals and meeting times for each committee. Also, with the understanding that all committee meetings are subject to the Brown Act, some training may be needed to insure that we comply with the law as we do committee work.

- K. Board meeting schedule for 2018-19**      Vote      Claudia Quinteros      10 m

The board should consider establishing as many dates for board meetings as possible.

## **V. Closing Items**

**9:40 PM**

- A. Adjourn Meeting**      Vote