



James Jordan Middle School Board of Trustees

BOARD MEETING

Date and Time

Thursday February 18, 2021 at 7:00 PM PST

This Board Meeting is open to the public. IN ACCORDANCE WITH ORDERS FROM GOVERNOR NEWSOME, THIS BOARD MEETING WILL BE ONLINE. James Jordan Middle School ("School") welcomes your participation at the School's Board meetings.

zoom.us/j/96140272136?pwd=YkxDeU... (ID: 96140272136, password: 437390)

Join by phone(US) [+1 301-715-8592](tel:+13017158592)
Password: 437390

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 on the home page of www.jamesjordanms.com.
 2. ONLINE Board meetings will still have time reserved for PUBLIC COMMENT. If you wish to make a public comment, expect to be limited to 3 minutes. To speak, send an email to bsmith@jamesjordanms.com with a Subject of PUBLIC COMMENT.
 - 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 agendized and publicly noticed, the Board can discuss, respond, and possibly act upon such an item.
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b. Agenda Items: The presentation to the Board shall be made at the time a specific item is under discussion. 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 Board Chair may grant additional time if circumstances permit).

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 (lara@jamesjordanms.com, 818-882-2496)

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
Opening Items			
A. Record Attendance and Guests			
B. Call the Meeting to Order			
C. Take public comment		Bridget Smith	5 m
D. approve minutes	Approve Minutes	Bridget Smith	5 m
Approve minutes for BOARD MEETING on January 21, 2021			
E. Lead Teacher Report		Samantha Griego	10 m
II. Financials			7:20 PM
A. Financial Report	Vote	Evan Hodes	10 m
The board should consider a motion to approve the December Financial Report including the cash flow, check register and balance sheet.			
B. FISCAL POLICY addendum	Vote	Evan Hodes	5 m
Because the board has authorized the Principal to be a signatory to JJMS school accounts, the following change will be made to the Fiscal Policy manual.			
"The ExED AM or VP will review the supporting documentation for completeness and the check for accuracy and will sign the check with an authorized signatory's facsimile signature stamp, which is maintained in a secured location when not in use."			
III. Governance			7:35 PM
A. CLOSED SESSION: Real Estate negotiations for parcel number APN: 2103 009 012, -013, -014	Discuss	Myranda Marsh	30 m

	Purpose	Presenter	Time
construction bids for financial modeling and comparative terms for loans			

B. Report out any action or decision made in closed session	Vote	Bridget Smith	5 m
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Board may delegate selection of lenders to the Executive Director based on the presented term sheets.

C. Consideration of a financial model and timeline for building a permanent home for JJMS	Vote	Myranda Marsh	45 m
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ExEd has prepared a financial model that includes the costs of building a new facility. Board will consider a motion to approve moving forward with this new construction project assuming that it can be accomplished within the financial model presented by ExEd.

The financial model presented represents an optimistic estimate that JJMS would move into a new facility at the beginning of the 2022-23 school year. This would mean that we would be at our current location for the remainder of this year and then for one additional school year.

D. Contract to continue with Tyler Baier of Level Field Partners	Vote	Myranda Marsh	10 m
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Level Field Partners was recommended by LISC, the non profit organization that provided a \$50,000 grant to JJMS for facility development. When the grant money runs out, the cost of this support will be a reimbursable cost under a loan for a permanent facility. The only potential loss of money would take place if JJMS moved forward with planning a new facility and then did not complete a project.

E. Contract to engage an architect for the new facility	Vote	Tyler Baier	10 m
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An essential step in moving forward with the new facility will be to complete the Value Engineering of the project blueprints and then move the project through City Planning and LADBS building permits. Building permit expenses and the cost of the architect contract have been included in the full facility project budget. Those costs would be covered by the project loan unless JJMS chose to stop work and not complete the project.

The firm that presented this proposal was working on this project for another charter school. Significant time and money was expended by the previous school to reach a set of blueprints and to begin the City Planning and Building Permit process. Choosing to continue with the same firm will net a savings of more than \$100,000 for JJMS.

If the board intends to move forward with the new facility project, a motion to authorize the Executive Director to sign an architect proposal would be necessary.

F. RECRUITING for the JJMS Board of Trustees	Discuss	Bridget Smith	10 m
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The JJMS Board of Trustees should recruit additional members. During the February meeting, current board members should nominate potential candidates. A vote for additional board member can take place 7 days after nomination.

IV. Closing Items

9:25 PM

A. Adjourn Meeting	Vote		
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