



# James Jordan Middle School Board of Trustees

## BOARD MEETING

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### **Date and Time**

Thursday July 15, 2021 at 7:00 PM PDT

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This Board Meeting is open to the public. IN ACCORDANCE WITH ORDERS FROM GOVERNOR NEWSOM, 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...](https://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](http://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](mailto: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 no 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 no 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
<b>I. Opening Items</b>			<b>7:00 PM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests			
<b>B.</b> Call the Meeting to Order			
<b>C.</b> approve minutes	Approve Minutes	Bridget Smith	5 m
Please review the minutes and we need to approve them if they are accurate.			
Approve minutes for BOARD MEETING on June 17, 2021			
<b>D.</b> Public comment: NON AGENDA ITEMS		Bridget Smith	5 m
Any person may address the Board concerning any item not on the agenda provided that no individual presentation shall be for no 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).			
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<b>II. Academic Achievement</b>			<b>7:10 PM</b>
<b>A.</b> Instructional Calendar and Minutes	Vote	Griselda Lara	5 m
The JJMS board should consider a motion to adopt the attached calendar of instructional days and the associated calculation of instructional minutes.			
<b>B.</b> Annual Declaration of Need for highly-qualified teachers	Vote	Myranda Marsh	5 m

	Purpose	Presenter	Time
<p>California is experiencing a teacher shortage crisis. JJMS has a strong history of growing our own teachers. We find that our approach increases the number of employees that are teachers of color. Increasing the options that allow employees to teach through their credential training is essential to making a teaching career economically feasible for many of our hourly employees. 80% of JJMS employees are people of color.</p> <p>In order to make these options available, JJMS must now file an annual declaration of need with the CCTC.</p>			

<p><b>C. Credential flexibility: Local Area Option proposed for 2021-22</b></p>	Vote	Myranda Marsh	15 m
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Ed Code provides for a way to have a Multiple Subject Credentialed teacher serve as a single subject teacher in grades 6-8. This is called the Local Area Option. While the JJMS Board has approved use of the LAO in general, new regulations require that the assignments for each year be presented for board approval.

### III. Financials

**7:35 PM**

<p><b>A. Approval of financial documents relevant to a loan for the construction of a permanent building</b></p>	Vote	Tyler Baier	10 m
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Approval of board resolution and financial documents relevant to a loan in an amount not to exceed \$13,000,000 with Self Help, a non-profit lender, to purchase land and construct a permanent facility for JJMS.

<p><b>B. Selection of a Bid for the construction of the new building</b></p>	Vote	Tyler Baier	15 m
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A RFP for this project was issued this Spring. Four companies were interviewed and presented evidence that they are qualified to construct our building. Detailed bids were due on June 30. Our project manager and facilities consultant examined all of the bids, line by line, and determined that EPI construction has the bid that is best suited to this project.

JJMS Board of Trustees should authorize the Executive Director to sign a guaranteed price contract with EPI not to exceed \$9.2 million dollars. This is authorized with the understanding that the total project cost to purchase the land and construct the building will not exceed \$14,350,000.

<p><b>C. Approval of a lease for a permanent facility between JJMS and Phoenix Facilities, LLC.</b></p>	Vote	Tyler Baier	5 m
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The JJMS Board shall authorize the board secretary to sign a lease detailing the relationship and obligations between JJMS and Phoenix Facilities, LLC.

This lease shall be presented during the meeting and it will delineate the obligations of JJMS and Phoenix Facilities, LLC.

<p><b>D. Bank account for Phoenix Facilities</b></p>	Vote	Evan Hodes	5 m
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The JJMS board will consider a motion to instruct the Executive Director and our ExEd team to establish a bank account for the purpose of facility financing. The following people will be signers on the new account, Myranda S Marsh, Griselda Lara, Bridget Smith, Nancy Mondragon.

### IV. Governance

**8:10 PM**

<p><b>A. CLOSED SESSION: Evaluation of the Executive Director</b></p>	Discuss	Bridget Smith	30 m
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	Purpose	Presenter	Time
The Board will work on completing the annual evaluation for the Executive Director.			

<b>B. OPEN SESSION:</b> Set the compensation for the Executive Director for 2021-22.	Vote	Bridget Smith	15 m
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California Law requires that the compensation for the top executive of a public charter school be determined in an open session of a public board meeting.  
 For reference, the credentialed staff of JJMS have received, on average, a 7% raise in salary to reflect changes triggered by the increase in minimum salary for exempt employees.  
 For reference, the Board Chair approved a large bonus for the on campus administrators due to the extraordinary efforts needed to sustain the school during the pandemic, including requiring the physical presence of the administration on campus during the entire pandemic period.

**V. Closing Items**

**8:55 PM**

<b>A. Adjourn Meeting</b>	Vote
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