



# James Jordan Middle School Board of Trustees

## Board Meeting

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### Date and Time

Thursday October 21, 2021 at 7:00 PM PDT

### Location

7911 Winnetka Ave, Winnetka CA 91306

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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.** The right to teleconference continues under AB 361 because California public health officials continue to declare that a state of emergency, requiring social distancing measures, still exists in California, particularly in Los Angeles County. James Jordan Middle School ("School") welcomes your participation at the School's Board meetings.

<https://us06web.zoom.us/j/84542354836?pwd=MkxQRE50aEpFV1VETmxjYVliYlMvZz09>

Meeting ID: 845 4235 4836 Passcode: V02flaYT One tap mobile

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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.

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 September 16, 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).			
Ordinarily, Board members will not respond to such presentations and no action can be taken as the Board is allowed to take action <b>only on items on the agenda</b> . 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.			
<b>II. Academic Achievement</b>			<b>7:10 PM</b>
<b>A.</b> Master Plan for English Learners	Vote	Griselda Lara	10 m
<b>B.</b> Provisional Intern Permit	Vote	Myranda Marsh	10 m
As the staffing shortage gets worse and worse, JJMS continues to bring up our best paraprofessionals and move them into teaching positions. Frances Mac started at JJMS last			

	Purpose	Presenter	Time
<p>year and has been an excellent employee. This year she is working as a substitute teacher. We are presenting her as a candidate for the Provisional Intern Permit from the California Commission on Teacher Credentialing. This needs to be approved by the JJMS Board.</p>			

<b>C. Update of Independent Study Program policy and paperwork</b>	Vote	Griselda Lara	5 m
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Our attorneys have prepared this update to our Independent Study Policy and paperwork.

**III. Financials** **7:35 PM**

<b>A. Financial Report</b>	Vote	Evan Hodes	15 m
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The board should consider a motion to approve the financial report including check register, cash flow and balance sheet.

<b>B. ESSER 3 Spending plan</b>	Vote	Myranda Marsh	10 m
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The proposal for how to spend the COVID-19 emergency funds designated as ESSER III. The JJMS board should consider a motion to approve the plan as presented.

<b>C. Consideration of 1% one time additional compensation for JJMS employees</b>	Vote	Myranda Marsh	10 m
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During this year, our staff is being asked to take on greater responsibilities than in past years. Last year, we implemented the COVID-19 safety procedures with only about 60 students on campus. This year, implementing the safety procedures with 415 students has increased the responsibility of the staff. In the world of public education, many jobs, including some support staff positions at JJMS, have not been filled despite increasing salary and benefits and advertising widely. The empty support positions have meant that the existing staff picks up the slack. We continue to advertise and interview. But, in light of the extraordinary circumstances, the Executive Director proposes that a one time compensation be added for every employee in the amount of 1% of the employees current salary calculated as an annual amount. This compensation is to be paid out on the December 1st pay period. We believe that this small gesture of support may help us retain employees in these trying circumstances.

**IV. Governance** **8:10 PM**

<b>A. Appointment of a new board Treasurer</b>	Vote	Bridget Smith	10 m
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Hillary Blunt has resigned from the JJMS Board. We need to select a new treasurer. The Board Chair nominates Shannon Belle as the new Treasurer.

<b>B. School Safety Plan</b>	Discuss	Victor Albores	10 m
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The Board of Trustees will review the School Safety Plan. It will also be reviewed by the SSC and a first responder. The final draft of the plan will be presented for approval at the November board meeting.

<b>C. Parent Student Handbook</b>	Vote	Paola Reyes-Guerrero	10 m
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Members of the Board of Trustees should review and approve the Parent Handbook for 2021-22.

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>D. CLOSED SESSION: Public Employee Discipline/Dismissal/Release</b>	Discuss	Bridget Smith	30 m
The board will enter into closed session to receive information regarding a confidential HR matter.			

**V. Closing Items**

**9:10 PM**

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