



James Jordan Middle School Board of Trustees

Board Meeting

Date and Time

Thursday November 18, 2021 at 7:00 PM PST

Location

7911 Winnetka Ave, Winnetka CA 91306

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

+16468769923,,84542354836#,,,,*42668767# US (New York)

+16699006833,,84542354836#,,,,*42668767# US (San Jose)

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 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
I. Opening Items			7:00 PM
Opening Items			
A. Record Attendance and Guests			
B. Call the Meeting to Order			
C. approve minutes	Approve Minutes	Bridget Smith	5 m
Please review the minutes and we need to approve them if they are accurate.			
D. 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 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.			
E. Lead Teacher report			15 m
II. Financials			7:25 PM
A. Financial Report	Vote	Evan Hodes	15 m
The board should consider a motion to approve the financial report including check register, cash flow and balance sheet.			

	Purpose	Presenter	Time
B. Executive Director Report on Staffing	FYI	Myranda Marsh	10 m

JJMS is better off than many schools regarding staff shortages, however, the number of open positions means that current employees are picking up the slack and experiencing greater stress. The board and the school leaders need to begin an analysis of how we can improve working conditions to retain and attract high-quality employees.

C. Order to establish a bank account for Phoenix LLC to be monitored by ExEd	Vote	Evan Hodes	10 m
---	------	------------	------

The JJMS board should consider a motion to open a membership and establish an account for Phoenix Facilities LLC at California Credit Union. The account will be established with Myranda Marsh, Victor Albores and Board treasurer Shannon Belle as signators.

D. Additional contract for accounting services for Phoenix LLC	Vote	Myranda Marsh	5 m
---	------	---------------	-----

Creating and maintaining accounting for the LLC is not included in our current ExEd contract. The Executive Director propose that JJMS engage ExEd for these additional services. The agreement for the FY 2021-22 will have a fee prorated to \$2,625 for FY21/22 assuming services starting in December. The board should consider a motion to authorize the Executive Director to sign an additional agreement with ExEd for services pertaining to Phoenix Facilities LLC.

E. Board organized fundraiser ideas	Vote	Bridget Smith	15 m
--	------	---------------	------

Can the board consider a modest fundraiser that they might be able to organize? What would work? What would be the financial goal? Each year the school needs a fund of private donations so that we can give out cash gift card awards to students at Culmination. Because only private dollars can be used for gift cards, we need this fundraiser to be organized by someone who is not an employee. Last year, we had about \$3500 in private donations that were spent on awards for culmination. The awards are for a variety of reasons, not just academic achievement. JJMS staff can help distribute information and supplies.

III. Academic Achievement 8:20 PM

A. DATA from student achievement	FYI	Griselda Lara	15 m
---	-----	---------------	------

Massive increase in students who arrive at JJMS more than 2 years behind in MATH. 2019- 49% of incoming 6th graders were in the lowest rank for Math. 2021- 79% of incoming 6th graders were in the lowest rank for Math.

The number of students who arrive at JJMS more than 2 years behind in ELA has also increased compared to pre-pandemic levels. In 2019, 31% of incoming 6th graders were 2 or more years behind in ELA when they enrolled. in 2021 42% of incoming 6th graders were 2 or more years behind in ELA when they enrolled.

Additional information about increased Social/Emotional needs will also be presented.

B. Brief update on new building	FYI	Tyler Baier	10 m
--	-----	-------------	------

Summary: The new building construction is currently running on time and on budget. Move in likely last week of July or first week of August.

IV. Governance 8:45 PM

	Purpose	Presenter	Time
A. Final approval of Campus Safety Plan	Vote	Paola Reyes-Guerrero	5 m

The board reviewed the Campus Safety Plan at the October board meeting. The board should consider a motion to give approval to the JJMS Campus Safety Plan.

B. CLOSED SESSION: Threat to Public Services or Facilities (§ 54957)	Discuss	Myranda Marsh	15 m
---	---------	---------------	------

On October 27, 2021, JJMS consulted with LAPD Officer Elarabi #38131 and other officers concerning a threat to school staff. The board will enter into closed session to receive information regarding this matter.

The threat has been addressed and the campus is secure.

V. Closing Items

9:05 PM

A. Adjourn Meeting	Vote
---------------------------	------