



James Jordan Middle School Board of Trustees

Board Meeting

Date and Time

Thursday March 17, 2022 at 7:00 PM PDT

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)

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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.

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
A. Record Attendance			2 m
B. Call the Meeting to Order			1 m
C. Approve Minutes	Approve Minutes		2 m
D. Lead Teacher Report			15 m
II. Governance			7:20 PM
A. Brown Act Training including summary of essential duties of a charter board	FYI	Myranda Marsh	60 m
Annual requirement for Brown Act Training will be conducted by an attorney from YMC. This training will include a summary of the essential duties of a charter school board in addition to training in how to comply with the Brown Act.			
B. Update Uniform Complaint Policy	Vote	Myranda Marsh	10 m
JJMS regularly asks our attorneys to update policies to align with new legal standards. The board should consider a motion to approve this updated version of the Uniform Complaint Policy.			
C. Review of Stakeholder (non UCP) Complaint Procedures	Vote	Myranda Marsh	10 m
This review is in compliance with LAUSD's area for improvement from the 2020-21 school site visit report. The updated policy addresses concerns about specifying an appeals process. The board should consider a motion to approve this updated Non-UCP complaint procedure.			
D. Audit Engagement Letter	Vote	Myranda Marsh	5 m

	Purpose	Presenter	Time
The board should consider a motion to ratify the engagement letter for our annual audit.			

III. Financials

8:45 PM

A. 21-22 2nd Interim ratify LAUSD submission	Vote	Evan Hodes	10 m
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This report should match the internal financial reports that the board reviews on a regular basis. The board should consider a motion to ratify the submission of the 2nd Interim report to LAUSD.

B. Update Fiscal Policy manual	Vote	Evan Hodes	10 m
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The board should consider a motion to update our per diem policy which allows stakeholders to be reimbursed for meals that must be taken away from home due to attendance at a professional event, such as a multi-day training or conference so that the reimbursement rate will match the rates recommended by the federal government as shown on <https://www.federalpay.org/>.

For example, the meal per diem rate for Las Vegas conferences would be \$61 dollars per day.

C. Attendance analysis for 2021-22	FYI	Evan Hodes	10 m
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The attendance rate for January was significantly lower than normal due to the COVID-19 Omicron surge. Attendance rates for February will be compared to see if rates have returned to normal.

IV. Closing Items

9:15 PM

A. Adjourn Meeting	Vote	
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