



# James Jordan Middle School Board of Trustees

## Regular Board Meeting

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### **Date and Time**

Thursday November 17, 2022 at 7:00 PM PST

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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](https://us06web.zoom.us/j/84542354836?pwd=MkxQRE50aEpFV1VETmxjYVliYlMvZz09)

Meeting ID: 845 4235 4836 Passcode: V02flaYT

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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:

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

## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:00 PM</b>
<b>A. Record Attendance</b>			2 m
<b>B. Call the Meeting to Order</b>			1 m
<b>C. Approve Minutes</b>	Approve Minutes	Bridget Smith	2 m
Approve minutes for Regular Board Meeting on October 20, 2022			
<b>D. Vote on membership of Tiffany Barillas</b>	Vote	Bridget Smith	5 m
<p>The board has had ample time to work with Tiffany Barillas and believes that she will be an excellent addition to the JJMS Board of Trustees. The board should consider a motion to appoint Ms. Barillas to a regular two year term of membership on the JJMS Board of Trustees beginning with this meeting.</p> <p><i>FYI- The School Site Council is taking nominations for the charter-required parent member and there should be an elected parent to be seated on the board at the January 2023 meeting.</i></p>			
<b>E. Determination of need for online board meetings. JJMS should prepare for a return to in person board meetings as of January 19,2023.</b>	Vote	Bridget Smith	5 m
<p>A state of emergency still exists in California <b>BUT WILL LIKELY END IN FEBRUARY 2023.</b></p> <p>As the possibility of a winter surge may exist during the month of December 2022, and a special board meeting might be needed for urgent business, therefore the board should consider a motion to hold all board meetings online for the next 30 days <b>with a plan for an in-person meeting on January 19, 2023.</b></p>			
<b>F. LEAD TEACHER REPORT</b>		LEAD TEACHER	10 m
<p>One of the teachers elected by their peers will present a brief report on victories and challenges facing the school in the first month of our new home.</p>			
<b>G. PUBLIC COMMENT</b>		Bridget Smith	5 m
<p>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 (<a href="mailto:info@jamesjordanms.com">info@jamesjordanms.com</a>) 48 hours in advance to allow us to find a translator.</p> <p>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 Board Chair may grant additional time if circumstances permit).</p>			

**II. Financials**

**7:30 PM**

**A. Revised budget for 2022-23 with estimated budgets for out years.** Vote Evan Hodes 15 m

JJMS is in excellent financial condition. The end of the year net income has increased considerably following action by the California State Legislature. **The board should consider a motion to approve this updated budget.**

This budget includes all revenues promised to charter schools by the State of California. This budget allows JJMS to keep all aspects of staff and program elements currently in place through the 2027-28 school year.

This budget includes a yearly modest raise for all staff, as well as payments for the new building loan and the costs of the new purchase of adjacent land. This budget shows a constant cash reserve of more than 60 days of operating expenses. There is a positive net income forecast for all out years.

The out-year budgets are subject to change if there is a drop in funding from the State of California.

**B. A second retention of high quality staff bonus** Vote Myranda Marsh 10 m

The approved budget from the previous agenda item includes the cost of this proposed retention bonus.

Like so many employers in the USA, the greatest challenge facing JJMS is maintaining high quality staff, both certificated and classified. For more than a decade, we have relied on our classified paraprofessionals developing into classroom teachers. Retaining staff is a huge advantage to maintaining a high quality program and a consistent dedication to our mission and vision. This particularly true since there is a shocking shortage of employees for public education positions.

In the 2024-25 school year, the emergency support funding called ESSERiii will expire. Accountants and auditors caution against using this "one time" money to give permanent salary raises because this funding has an expiration date and The ESSERiii is designed to help restore/retain quality to pre-pandemic levels. **This is why the JJMS leadership is not proposing an across the board salary raise and instead believes it is fiscally prudent to provide incentives in the form of bonuses while the additional money lasts.**

The administrative team proposes a monetary recognition of staff that have become skilled in our unique culture and procedures. Here is the rubric we propose for compensation:

- 2% of annual 2022-23 salary if they have been on staff since October 31, 2022 (on board training has been completed)
- 4% for staff employed since October 1 2021 (part of the return to in-person classes)
- 6% for staff employed (any role) since September 30, 2019 (pre-pandemic)

**C. Consideration of inclusion of Executive Director in the high quality retention bonus** Vote Bridget Smith 5 m

**Purpose    Presenter    Time**

Compensation for the Executive Director must be voted on in open session. For this year, Griselda Lara spent 30 days serving as the Interim Executive Director so her inclusion in an additional retention bonus should also be considered here.

The board should consider a motion to determine if they wish to include the Executive Director, Myranda Marsh and the Interim Executive Director in the second retention bonus.

**D. Earthquake and Flood insurance for JJMS campus**      Vote      Myranda Marsh      5 m

We need to protect our beautiful new home with adequate insurance for California specific hazards. The admin team has reviewed the attached proposal and recommends the Golden Bear proposal.

**III. FACILITIES**

**8:05 PM**

**A. due diligence purchase of APN 2103-009-024. THIS AGENDA ITEM WILL BE DISCUSSED AT 8:10pm**      Vote      Myranda Marsh      10 m  
time certain

The initial inspection of the parcel **APN 2103-009-024 is promising**. However, there is a small chance that there may be some environmental impact that may be due to equipment and uses of the current owner. To protect the value of a purchase and to provide confidence for our lender, JJMS should contract for testing not to exceed \$7000 in cost.

Should the additional testing show any environmental issues that would need mitigation, JJMS will consider a re-negotiation of the purchase price.

The board should consider a motion to approve expending up to \$7000 for due diligence testing.

**B. Facilities Report- This agenda item will be discussed at time certain of 8:10 pm.**      Vote      Myranda Marsh      15 m

19600 Lanark St is substantially completed. Waiting for DWP to activate our solar panels and start credit on our utilities bill.

**APN 2103-009-024. purchase**

Following the close of escrow, the school will begin to pursue permission for future use of the parcel under a Conditional Use Permit. This process is likely to take 12-15 months depending on what is required by the Planning Department of the City of Los Angeles. Obtaining expert guidance for the process is strongly recommended.

**PHASE ONE: Likely to close in February 2023.**

- minor repairs to house
- one year lease to an employee
- paving back area
- create pedestrian gate for safety evacuation

**The board should consider a resolution to authorize up to \$10,000 in legal consulting for the initial analysis of provisions and timeline for pursuing a Conditional Use Permit for the best school use of APN 2103-009-024.**

Purpose      Presenter      Time

**IV. LAUSD/CDE REQUIRED BOARD ITEMS** **8:30 PM**

This section will contain agenda items that are required by our authorizer, LAUSD.

**A. LAUSD Required Board Self Review Checklist-** This item may be addressed before 8pm to accommodate the time certain facilities agenda items. Vote      Myranda Marsh      15 m

Anyone wishing to hear this agenda item should join the meeting by 7:45pm in case it is heard earlier to accommodate the time certain discussion of facilities.

The LAUSD requires that charter school board certify that they discuss essential elements of oversight during each school year. The JJMS administration does the first certification of essential elements and then presents their report to the board.

The board should consider a motion to authorize Board Chair Smith to sign this review checklist representing the confirmation that the JJMS board is kept apprised of these essential issues.

**V. Governance** **8:45 PM**

**A. Creating a Strategic Plan for JJMS** Vote      Bridget Smith      15 m

Board Chair Bridget Smith will introduce the general concept for forming a strategic plan for JJMS to span the next 3-5 years.

The board may consider a motion to form a committee that will work on this strategic plan with the hopes of presenting a written plan at the May 2023 board meeting.

**VI. Closing Items** **9:00 PM**

**A. Adjourn Meeting** Vote