



James Jordan Middle School Board of Trustees

Board Meeting

Date and Time

Thursday April 20, 2023 at 7:00 PM PDT

This Board Meeting is open to the public.

There will be a public meeting on campus but the public can also listen and participate via the zoom link listed below.

Bridget Smith will be participating from 500 Powder Springs Street, Marietta GA 30064.

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

El propósito de una reunión pública de la Junta de Síndicos ("Board") es llevar a cabo los asuntos de la Escuela en público. Nos complace que esté presente y esperamos que visite estas reuniones con frecuencia. Su participación nos asegura una comunidad con interés por nuestra Escuela.

La traducción al español está disponible en cada reunión de la junta.

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. **If you wish to make a public comment, expect to be limited to 3 minutes.** 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.

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 agendaized 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	Bridget Smith	2 m
Approve minutes for Regular Board Meeting- in person on March 9, 2023			
D. PUBLIC COMMENT		Bridget Smith	5 m

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E. Lead Teacher Report		Griselda Lara	10 m
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One of the Lead Teachers will provide a report that will include current progress on departmental goals for academic achievement as well as other topics regarding teaching activities.

II. FINANCE **7:20 PM**

	Purpose	Presenter	Time
A. March Financials	Vote	Evan Hodes	10 m

The board should consider a motion to approve the January Financials including cash flow, balance sheet and check register.

B. fiscal policy updates	Vote	Victor Albores	10 m
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The recent visit by LAUSD has brought us to consider a few updates to our fiscal policy manual. Several procedures are listed on the attachment to this agenda item .

Inflation and supply line cost increases mean that we should increase the approval limits for the administration.

1. Executive Director can authorize up to \$10,000 for items not specifically mentioned in the board approved budget.
2. The Principal can authorize up to \$5000 for items not specifically mentioned in the board approved budget.
3. The Chief Operating Officer can authorize up to \$5000 for any expense not specifically listed in the budget if it is related to safety, cleanliness or building maintenance without any additional approval from the board or the Executive Director.
4. The Assistant Principal can authorize \$1000 of spending for items

Items that are specifically listed in the schedules of the board approved budget spreadsheet do not require individual board approval when it is time to purchase the services, items, books, computers or other things mentioned specifically in the board approved budget. The Executive Director can approve all purchases that are specifically listed in the board approved budget regardless of the amount.

The board should consider a motion to approve the updates to the fiscal policy manual listed in this summary and attached to this agenda.

C. Employee retention strategy	Vote	Myranda Marsh	10 m
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On Fridays, we provide a meal to our certificated teachers who are attending professional development meetings so that they do not have to lose time by leaving campus. We have always extended this free meal to classified employees as well.

This has been our policy for ten years. However, the LAUSD feels that it is not appropriate to provide meals to classified staff under the wording of our current fiscal policy manual.

The board should consider a motion to authorize the provision of a similar Friday afternoon meal to classified staff without the need for them to attend an agenda development meeting with a sign in sheet as an employee retention strategy.

	Purpose	Presenter	Time
D. Culmination ceremony as a recruitment strategy	Vote	Griselda Lara	15 m

Providing a Culmination ceremony for our qualified 8th graders and their families is an essential recruitment and motivational strategy. The ceremony is streamed online for stakeholders. Prizes for attendance, prosocial behavior and academic achievement are presented to students. The 8th grade team teachers take charge of this event with the collaboration of the administration and parent and student coordinators. Our new building has a much smaller field and smaller parking lot. Additionally, we have seen a significant uptick in conflict between parents in the parking lot and at events. JJMS administrators are at risk when they step in to de-escalate these conflicts. This prompts us to hold our ceremony at another location to provide additional space, parking and trained professional security. **We ask the Board of Trustees to consider a motion to authorize the spending of \$18,000 on this event to be held at Pierce College.**

III. Governance 8:05 PM

A. Renew board terms for some board members	Vote	Bridget Smith	10 m
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The terms for Shanon Belle, Rich Edelen and Ponti Lambros are expiring this month. The board should consider a motion to appoint some or all of them to another two year term on the JJMS board of Trustees.

B. Groupwork on JJMS 3-5 year strategic plan	Discuss	Bridget Smith	45 m
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Time for each team to work on the strategic plan

IV. Closing Items 9:00 PM

A. Adjourn Meeting	Vote		
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