



# James Jordan Middle School Board of Trustees

## Regular Board Meeting

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### Date and Time

Thursday May 16, 2024 at 7:00 PM PDT

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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>

Meeting ID: 845 4235 4836 Passcode: V02flaYT

One tap mobile

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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.

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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. **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 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)

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## Agenda

	Purpose	Presenter	Time
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<b>I.</b>	<b>Opening Items</b>		<b>7:00 PM</b>
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	Purpose	Presenter	Time
<b>A.</b> Record Attendance			1 m
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Approve Minutes	Approve Minutes	Nancy Mondragon	5 m
Approve minutes for Board Meeting on April 18, 2024			
<b>D.</b> Public Comment	Discuss	Bridget Smith	5 m
<b>II. Finances</b>			<b>7:11 PM</b>
<b>A.</b> Fiscal report through March 2024	Vote	DeAnna Jones	15 m
The Board should consider a motion to approve the financial report presented here.			
<b>B.</b> Initial assumptions for the 2024-25 budget	Discuss	Myranda Marsh	10 m
The Governor issued his revised budget proposal last week. He provided some additional details regarding the funding of public education for 2024-25 school year.			
The state budget is likely to include a COLA of only 1%. Our budget has included a salary increase of 3% for all JJMS employees. We believe that providing that increase is essential to keeping high quality staff and it can be supported by cuts in other portions of the budgets that will not have a huge negative impact on the educational experience of our students.			
<b>C.</b> Facilities development projects	Vote	Myranda Marsh	45 m
JJMS has operated in our current building for two years. Our experience has prompted us to plan a change to our current facility.			
We need more indoor space for lunch and for PE classes because of the new normal of heavy rain. We knew climate change would create more heat, so we designed for shade and powerful A/C. We did not foresee the hundred year storms that would be annual challenges. This has meant during inclement weather we are forced to serve lunch in individual classrooms in addition to the MultiPurpose room. This creates a terrible problem for staffing. Staffing individual classrooms requires many more people. We have tried to fix this problem by planning for three different lunch periods in the 2024-25 school year, but that is a poor solution because it means that paraprofessionals will spend the majority of their time doing lunch supervision instead of providing academic support in classrooms.			

We have worked with our Facilities consultants and developed a plan to add a modular building. This building would have a lunch time/PE capacity of at least 250 students. This would solve our indoor space problem.

This urgently needed solution will cost approximately \$500,000. We hope to install the modular building during the Summer of 2025.

Overall Funding would be as follows:

**Plan A:** If the Employee Retention Tax Credit is sent to JJMS by May 1, 2025, we can use that one million dollars to fund the construction. If the tax credit has not been received by the time we start construction, we go with Plan B.

**Plan B:** Our mortgage needs to be refinanced to a 30 year term. We have identified and begun working with a non-profit vendor. They are very confident that we will be approved at a low rate for low income projects. We would add \$500k to our mortgage.

We pay for the modular building from cash reserves in the month of July and get reimbursed by the refinance in the month of August or September.

**At this time, the only commitment we need is to approve the expenses associated with applying for zoning permission** via LADBS plan approval process.

This process will take 10-12 months of paperwork. Construction in July 2025 means that we need to start the paperwork now.

This paperwork portion of the project would be funded from cash reserves and then reimbursed when we activate the funding of either Plan A or B described above.

A more detailed budget and timeline will be added before the board meeting Thursday night. Getting planning permission does NOT obligate us to complete the project if there is a economic disaster prior to July 2025.

***The board should consider a motion to approve the "Plan Approval Process" expenses listed in the attachments to be spent from cash reserves to complete the application for permission to install a modular building in July 2025.***

### III. GOVERNANCE

8:21 PM

#### A. Provisional Intern Permits

Vote

Myranda Marsh

10 m

Special Education continues to be the most difficult area to staff. We have determine that the best course of action is to work with non credentialed candidates who wish to become a Special Education teacher. Previously approved board policy allows us to pay credential tuition for areas of critical shortage, including Special Education. The

	Purpose	Presenter	Time
	Provisional Intern Permit allows an employee to begin their teaching under close supervision and mentoring while they work their way through the full credentialing process. We believe that this is the best option to fully staff our Special Education department for the 2024-25 school year.		
	<b><i>The board should consider a motion to approve the submission of Provisional Intern Permits for</i></b>		
	1. Karina Casillas PIP as an Educational Specialist (special education teacher) for the 2024-25 school year.		
	2. Eliezer Tarin, Jr, PIP as an Educational Specialist (special education teacher) for the 2024-25 school year.		
<b>B.</b>	Public Hearing for input on the LCAP	Discuss	Myranda Marsh
	10 m		
	JJMS collects input from various stakeholders before creating the final draft of our LCAP. We will present input given by teachers, students, School Site Council and the English Learners Committee. We have not received our report from the annual LAUSD site inspection which took place on April 19, 2023.		
<b>C.</b>	Review of proposals for vendors for National School Lunch Program.	Vote	Victor Albores
	10 m		
	Federal law requires us to put out a Request for Proposals every 3-5 years. Attached are the three bids that we received.		
	The Chief Operating Officer, Mr. Albores, recommends that we contract with Revolution Foods.		
	The board should consider a motion to approve one of these vendors as our meal provider for the next 3-5 years.		
<b>D.</b>	Academic Calendar	Vote	Griselda Lara
	5 m		
	The state of California requires a minimum of 175 days of instruction for public schools. The attached calendar will create a school year with 179 instructional days for the 2024-25 school year.		
	The board should consider a motion to approve the attached academic calendar for the 2024-25 school year.		
<b>IV.</b>	<b>Closing Items</b>		<b>8:56 PM</b>
<b>A.</b>	Adjourn Meeting	Vote	