



# James Jordan Middle School Board of Trustees

## Board Meeting

---

### Date and Time

Thursday December 12, 2024 at 7:00 PM PST

---

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.

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

---

## Agenda

|   | Purpose         | Presenter       | Time           |
|---|-----------------|-----------------|----------------|
| <b>I. Opening Items</b>   |                 |                 | <b>7:00 PM</b> |
| <b>A.</b> Record Attendance   |                 |                 | 1 m            |
| <b>B.</b> Call the Meeting to Order   |                 | Nancy Mondragon |                |
| <b>C.</b> Approve Minutes   | Approve Minutes | Nancy Mondragon | 5 m            |
| Approve minutes for Regular Board Meeting on November 21, 2024  |                 |                 |                |
| <b>D.</b> Public Comment  | Discuss         | Nancy Mondragon | 5 m            |
| <b>II. FINANCE</b>  |                 |                 | <b>7:11 PM</b> |
| <b>A.</b> CYBHI grant expenditure authorization   | Vote            | Myranda Marsh   | 10 m           |
| <p>JJMS has won a \$50,000 grant to increase mental health and behavior support services. This money will be used to purchase 2 years software license for medical record keeping that will qualify JJMS to apply for reimbursement for mental health services to students. The grant will also pay for tablets and software to provide online mental health services in the counseling center on the 2nd floor, and a portion of the grant will reimburse a some of the salary of the PPS School Counselor who has taken point on attending trainings and doing research for these services.</p> <p><b><i>The board should consider a motion to authorize Dr. Marsh to expend these funds according to the implementation plan which will be filed with LACOE by January 31, 2025, without regard to spending limits mentioned in the fiscal policy manual .</i></b></p> |                 |                 |                |
| <b>B.</b> Fiscal policy for RAMP  | Vote            | Victor Albores  | 15 m           |
| <p>We have a new credit card system that allows greater documentation of expenditures. This system was recommended to JJMS by board member Vanessa Garza, who has no financial interest in the company but has used the system.</p> <p><b><i>The board should consider a motion to approve the updated fiscal policy manual which now reflects procedures for the RAMP credit card system.</i></b></p>  |                 |                 |                |
| <b>C.</b> Presentation of 2023-24 Annual Audit  | Vote            | Myranda Marsh   | 20 m           |
| <p>Our auditing firm CLA has prepared the audit of JJMS finances and programs for the 2023-24 school year.</p>  |                 |                 |                |

| Purpose | Presenter | Time |
|---------|-----------|------|
|---------|-----------|------|

***The board should consider a motion to approve the attached audit for the 2023-24 school year.***

|             |                            |  |                |
|-------------|----------------------------|--|----------------|
| <b>III.</b> | <b>Academic Excellence</b> |  | <b>7:56 PM</b> |
|-------------|----------------------------|--|----------------|

- |           |  |      |      |
|-----------|--|------|------|
| <b>A.</b> | ELOP program adjustments due to flood control construction | Vote | 10 m |
|-----------|--|------|------|

The roof of the JJMS building has had a two year history of leaks and flooding. A project manager has been retained to address this issue. The repairs to the roof cannot be done when children are present, however they represent an emergency level priority for protecting the health and safety of all occupants. Negotiations are underway to determine the legal responsibility for repairs.

***The board should consider a motion to allow ELOP programs to be curtailed as needed to provide safe times for roof repairs as soon as practical, which may need to wait until Spring or Summer break 2025.***

- |           |   |         |               |      |
|-----------|---|---------|---------------|------|
| <b>B.</b> | JJMS receives Awards for academic achievement | Discuss | Griselda Lara | 10 m |
|-----------|---|---------|---------------|------|

|            |                      |  |                |
|------------|----------------------|--|----------------|
| <b>IV.</b> | <b>Closing Items</b> |  | <b>8:16 PM</b> |
|------------|----------------------|--|----------------|

- |           |                 |      |
|-----------|-----------------|------|
| <b>A.</b> | Adjourn Meeting | Vote |
|-----------|-----------------|------|