



# James Jordan Middle School Board of Trustees

## Regular Board Meeting

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### Date and Time

Thursday March 20, 2025 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.

<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.

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

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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)

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## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:00 PM</b>
<b>A. Record Attendance</b>			1 m

	Purpose	Presenter	Time
<b>B.</b> Call the Meeting to Order		Nancy Mondragon	
<b>C.</b> Approve Minutes	Approve Minutes	Nancy Mondragon	5 m
Approve minutes for Board meeting on March 12, 2025			
<b>D.</b> Public Comment	Discuss	Nancy Mondragon	5 m
<b>II. GOVERNANCE</b>			<b>7:11 PM</b>
<b>A.</b> Policy for establishing a safe learning environment for all	Vote	Myranda Marsh	15 m
<p>The California Department of Justice has provided the attached guide for K12 schools with particular recommendations regarding student information and steps to avoid disruption of the educational program on campus. All JJMS leaders and office staff shall receive training on how to comply with this policy.</p> <p><b><i>The Board should consider a motion to adopt the attached Policy for a Safe Learning Environment and attach to that policy the California Department of Justice guide for K12 schools.</i></b></p>			
<b>III. Financial</b>			<b>7:26 PM</b>
<b>A.</b> Approve audit contract	Vote	Myranda Marsh	5 m
<p>Each year, JJMS must contract with an auditor to conduct a financial and programmatic audit of JJMS operations.</p> <p><b><i>The Board should consider a motion to approve CLA as our auditory for FY 24-25.</i></b></p>			
<b>B.</b> Second Interim Financials	Vote	Mike Johnston	10 m
<p>The board is responsible for reviewing and approving the Interim Financials that will be submitted to our authorizer. The amounts in this report should match the reports provided to the board by our ExEd team.</p> <p><b><i>The Board should consider a motion to approve the attached Second Interim financial report.</i></b></p>			
<b>C.</b> Opening High Yield savings account	Vote	Myranda Marsh	5 m

	Purpose	Presenter	Time
	JJMS has a large cash reserve. It would be to our advantage to open a high yield savings account with Myranda Marsh, Griselda Lara and Nancy Mondragon as signers. It is recommended that we move at least half of our cash reserve into this account. As a public entity, our account is FDIC insured for the full amount.		
	<b><i>The Board should consider a motion to approve opening a high yield savings account with Myranda Marsh, Griselda Lara and Nancy Mondragon as signers.</i></b>		
D.	990 return	Vote	Myranda Marsh
	Tax exempt organizations are still required to file a 990 form with the IRS to declare their financial status for the year.		5 m
	<b><i>The Board should consider a motion to approve the 990 forms attached for JJMS and Phoenix Facilities.</i></b>		
E.	Budget for Fundraising event in April	Vote	Griselda Lara
	To mark the 20th year of operation for JJMS, we will hold an event that will create community engagement, raise funds for a specific fund, and as an opportunity to recruit potential JJMS board members.		10 m
	<b><i>The Board should consider a motion to approve an expenditure of \$5000 as budget for this community engagement event.</i></b>		
F.	Modular project update with possible vendor approval	Vote	Myranda Marsh
	The modular project continues to move forward. The JJMS facilities team was able to find two manufacturers that responded to our Request for Proposals. Other manufacturers declined due to the small size of our project. The Facilities team recommends proceeding with the iMod manufacturer. This product has the ability to add a second story in the future and will stand up well to a relocation should we need it for the Strathern development. The full JJMS administration visited an iMod building last month and feel that it would be an excellent product for our program.		15 m
	<b><i>The board should consider a motion to purchase the iMod product for our modular installation this summer with the facility team to negotiate a final price not to exceed this proposal plus 10%. .</i></b>		
G.	CARE SOLACE contract ratification	Vote	Myranda Marsh
			10 m

	Purpose	Presenter	Time
<p>California has begun a reimbursement program for mental health services that are provided by K12 schools to students that are not part of the Special Education process. JJMS must contract with a service to manage confidential medical records. Care Solace is the provider that is best organization.</p>			

***The Board should approve the attached contract with Care Solace so that JJMS can begin to receive reimbursements from the State of California.***

<p><b>H.</b> RAMP credit card management offers a credit increase</p>	Vote	Victor Albores	5 m
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JJMS currently has a credit limit of \$35,000 with our RAMP card. RAMP has offered us a credit increase to \$125,000. The JJMS administration believes that for emergency purposes and the rush of end of year events, it would be prudent to accept the credit increase. ExEd does not believe there would any negative impact to our financial status with the credit increase.

***The board should consider a motion to approve accepting the RAMP credit increase to \$125,000.***

<p><b>I.</b> Site Engineering needed for modular project</p>	Vote	Myranda Marsh	10 m
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JJMS received a response to our request for proposals for the site engineering to provide the necessary testing and creation of required Plans and specifications that will be submitted to the City of Los Angeles.

***The board should consider a motion to engage one of the attached site engineering proposals. (Insert name of selected vendor for the meeting minutes).***

<b>IV. Closing Items</b>			<b>8:41 PM</b>
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<p><b>A.</b> Adjourn Meeting</p>	Vote		
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