



James Jordan Middle School Board of Trustees

Board Meeting

Date and Time

Monday June 16, 2025 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.

<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 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, 818-882-2496)

Agenda

| | Purpose | Presenter | Time |
|-------------------------|---------|-----------|----------------|
| I. Opening Items | | | 7:00 PM |
| A. Record Attendance | | | 1 m |

| | Purpose | Presenter | Time |
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| B. Call the Meeting to Order | | Nancy Mondragon | |
| C. Approve Minutes | Approve Minutes | Nancy Mondragon | 5 m |
| Approve minutes for Regular Board Meeting on May 15, 2025 | | | |
| D. Public Comment | Discuss | Nancy Mondragon | 5 m |
| II. GOVERNANCE | | | 7:11 PM |
| A. Authorize Interim Executive Director | Vote | Victor Albores | 5 m |
| The Board should consider the following motion | | | |
| <i>On the occasions when Dr. Myranda Marsh is on personal leave or out of the country, the JJMS board of trustees names Griselda Lara as the Interim Executive Director with all of the associated powers and permissions.</i> | | | |
| B. Facilities update from our Project Manager, J. Koplin | Vote | Griselda Lara | 10 m |
| There are two major facilities projects that are taking place this summer. Our Project Manager, JoAnn Koplin, will present an overview of the schedule and answer questions. | | | |
| <i>The board should consider a motion to approve the authorization for removing and replacing the solar panels in preparation for the roof replacement.</i> | | | |
| C. LCAP approval | Vote | Griselda Lara | 5 m |
| During the May board meeting, a hearing was held to present a proposed LCAP and solicit input from stakeholders. | | | |
| <i>The board should consider a motion to approve the attached LCAP for submission to the State of California.</i> | | | |
| D. Local Indicators for the California Dashboard | Vote | Griselda Lara | 5 m |
| The state of California requires each LEA to review their progress on required Local Indicators. Here is the report for JJMS. | | | |
| <i>The board should consider a motion to accept and approve the attached Local Indicators report for submission to the California Department of Education.</i> | | | |

| | | Purpose | Presenter | Time |
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| E. | Updates to the Comprehensive School Safety Plan- Instructional Continuity | Vote | Victor Albores | 5 m |
| | <p>The state of California now requires that each school provide a written plan for how they will maintain instructional continuity during a long term emergency closure.</p> <p><i>The Board should consider a motion to approve the attached Instructional Continuity Plan as part of the overall JJMS Comprehensive School Safety plan.</i></p> | | | |
| F. | Education Protection Account spending plan approval | Vote | Griselda Lara | 5 m |
| | <p>The state of California requires each LEA to submit a Education Protection account plan.</p> <p><i>The board should consider a motion to approve the attached plan for our state required Education Protection Account.</i></p> | | | |
| G. | Submission of J13A form to document school closure during the January 2025 Wildfires | Vote | Griselda Lara | 5 m |
| | <p>In January 2025, JJMS consulted with board members and determined that closing the school was needed due to the state of emergency caused by wildfires. The school can declare those days to be non-instructional days.</p> <p><i>The board should consider a motion to approve the attached J13A form for submission to to the California Department of Education.</i></p> | | | |
| H. | Executive Director hiring agreement and salary | Vote | Victor Albores | 5 m |
| | <p>The state requires that the CEO agreement and salary be set by the JJMS board in open session. This agreement provides a salary of \$163,463 for Myranda Marsh to serve as the Executive Director for the 2025-26 school year. In addition to the base salary, Dr Marsh shall be awarded an additional performance pay of \$10,000. The salary here represents a 3% raise which is what all returning employees shall receive. Performance Pay is also available to all employees in ratio to their salary.</p> <p><i>The board should consider a motion to approve the employment agreement of Myranda Marsh as Executive Director with a salary of \$163,463 plus the performance pay of \$10,000 which is paid in installments during December and June.</i></p> | | | |

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| III. Financial | | | 7:56 PM |
| A. JJMS Budget for 2025-26 | Vote | Griselda Lara | 10 m |
| <p>The budget for JJMS for the 2025-26 school year was presented and discussed during the May board meeting. The state requires that the budget be approved during the same meeting in which the LCAP is approved.</p> <p><i>The Board should consider a motion to approve the attached budget with the note that the contracts for all vendors specifically mentioned by name in the budget are therefore also approved.</i></p> | | | |
| B. Spring Consolidated Application for federal funding | Vote | Mike Johnston | 10 m |
| <p>The documents presented will allow the JJMS Board to verify that our Consolidated Application matches the financial reports that have been reviewed by the board over the year.</p> <p><i>The board should consider a motion to approve the Spring Consolidated Application for submission.</i></p> | | | |
| C. Additional language for Fiscal Policy Manual under Purchases and Procurement | Vote | Griselda Lara | 10 m |
| <p>Current Language: "</p> <ul style="list-style-type: none">• The Executive Director or Chief Operations Officer will ensure that a written contract clearly defining work to be performed is on file for all contract service providers (i.e. consultants, independent contractors, subcontractors).• Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and workers' compensation insurance currently in effect. The Executive Director may also require that contract service providers list the school as an additional insured. <p>ADDITIONAL LANGUAGE:</p> <ul style="list-style-type: none">• Because some vendors do not usually provide separate individual service contracts to clients for short term services, such as plumbing repairs, a quote from the vendor shall be considered sufficient in place of a more formal contract. Solicitation of 3 bids is preferred but can be limited to hiring the | | | |

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| | <p>vendor that is immediately available to provide a time sensitive service, such as urgent repair work.</p> <ul style="list-style-type: none"> • For independent consultants that for workshops of less than \$5000 total, a detailed exchange of emails shall be considered adequate definition of the scope of services in place of a more formal contract. The Main Office will process all legally required paperwork such as W9 form for independent contractors. • Proof of license, bonding, liability and workers compensation insurance shall not be required for the short term services that do not require a formal written contract as described above. . <p><i>The board should consider a motion to approve the additional language listed here as part of the Fiscal Policy Manual.</i></p> | | |
| D. | Approval of Loan Documents for refinancing the mortgage on Lanark and Strathern properties. | Vote Griselda Lara | 10 m |
| | JJMS has retained attorney Sarah Kollman of Young Minney and Corr to draft the attached documents for board approval. | | |
| E. | Extension of Revolution Food contract | Vote Victor Albores | 5 m |
| | <i>The board should consider a motion to approve the attached contract with Revolution Foods to provide the state required meal program for students.</i> | | |
| F. | Contract approval for cleaning crew | Vote Victor Albores | 5 m |
| | <i>The board should consider a motion to approve the attached contract with JanPro of the West for the regular cleaning of the JJMS facility.</i> | | |
| IV. | Closing Items | | 8:46 PM |
| A. | Adjourn Meeting | Vote | |