



James Jordan Middle School Board of Trustees

Board Meeting

Date and Time

Thursday December 11, 2025 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

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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

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
B. Call the Meeting to Order		Nancy Mondragon	
C. Approve Minutes	Approve Minutes	Nancy Mondragon	5 m
Approve minutes for Regular Board Meeting on November 6, 2025			
D. Public Comment	Discuss	Nancy Mondragon	5 m
II. GOVERNANCE			7:11 PM
A. Larson Communications overview of enrollment campaign	Discuss	Myranda Marsh	15 m
B. Policy for implementation of SB707 under the Brown Act	Vote	Myranda Marsh	5 m
SB707 clarified how non-profit boards should deal with disruptions.			
<i>The board should consider a motion to adopt the attached policy for compliance with SB 707</i>			
NOTE: There is a guide attached to this agenda item that was created by JJMS leaders to help new board members have the basics of how meetings of the Board of Trustees will be conducted.			
C. Emergency Action Plan for Interscholastic Athletics	Vote	Griselda Lara	5 m
The law requires that we have a plan in place to deal with any emergencies that might take place in our sports program. The plan for JJMS is attached.			
<i>The board should consider a motion to approve the attached Emergency Action Plan for Interscholastic Athletics.</i>			
D. ELOP program possible disruption during winter break	Vote	Myranda Marsh	5 m
The construction of the new modular building has been delayed again. The current estimate of delivery is December 22nd. there is no anticipated impact on school			

	Purpose	Presenter	Time
	<p>operations. However, adverse weather and other factors beyond human control may occur and create an impact on school operations, specifically the ELOP program scheduled for the first week of January.</p> <p><i>The board should consider a motion to empower the Executive Director to shorten hours of operation for the ELOP program or to convert the ELOP program to a shortened online version if construction demands make it unsafe or ill-advised to have students on campus as planned for ELOP programs during the month of January 2026.</i></p>		
E.	Statutory Permit to cover leave for Special Day Class	Vote Victor Albores	5 m
	<p>A member of our staff is taking FMLA leave for a legally protected reason. The credentialing commission will allow us to apply for a short term permit to allow the assistant in that class to serve as a long term substitute while the employee is on leave.</p> <p><i>The board should consider a motion to approve an application for a short term staff permit for Priscilla Torres to ensure continuity of instruction.</i></p>		
III.	Financial		7:46 PM
A.	October financials	Vote Mike Johnston	10 m
	<p><i>The board should consider a motion to approve the financials including the cash flow, balance sheet and check register.</i></p>		
B.	CLA Audit report	Vote Myranda Marsh	10 m
	<p>The board will review and consider the Annual Audit conducted by the CLA audit firm.</p> <p><i>The Board should consider a motion to approve the attached Audit report and have the Executive Director submit the report to the various authorities.</i></p>		
C.	1st Interim Financials	Vote Mike Johnston	5 m
	<p>JJMS needs to make a report of our financial status/progress at this point during the 2025-26 school year. The attached form is the required format for reporting our</p>		

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<p>financial information required by our authorizer, LAUSD. The Board is responsible for verifying that this report matches the information that they have received from regular financial reports during board meetings.</p> <p>The Board should consider a motion to approve the attached report for submission to various authorities.</p>			
D.	Special Education and Behavioral Health training expense	Vote	Myranda Marsh
	<p>Current demographics for JJMS show 19% of our students have either an IEP or a 504 plan. 4.4% of total enrollment of students are currently enrolled in our Special Day Program. New state laws require additional policy and training for behavioral health for general ed students as well as Students with Disabilities.</p> <p>In order to keep our staff and students safe, we need a significant number of staff trained to perform hands-on intervention when students are a danger to themselves and others.</p> <p>The vendor we work with is Calm Every Storm. We believe that this training is essential despite the expense.</p> <p>We have prepared a list that includes a variety of staff roles including afterschool program, Bii, special education teachers, campus leaders, and campus safety staff.</p> <p><i>The board should consider a motion to approve the attached Calm Every Storm invoice to pay for this safety training.</i></p>		5 m
E.	Approve expenditure for Administration to receive additional training in Special Education	Vote	Myranda Marsh
	<p>Part of a responsible succession plan includes increasing the Special Education expertise of a member of the Administration other than Dr. M. Marsh. Mrs Guerrero has volunteered to pursue a masters degree in Special Education in order to insure ongoing expertise. The program selected will take 2 years to complete.</p> <p><i>The board should consider a motion to approve the expense of tuition for Paola Reyes-Guerrero to pursue a masters degree in Special Education.</i></p>		10 m
IV.	Academic Achievement		8:26 PM
A.	Data Report on progress in student achievement	Discuss	Griselda Lara
			15 m

	Purpose	Presenter	Time
	<p>Dr. Palisoc, the chair of the Math department, has prepared a report on what progress has been made in Academic Achievement for JJMS students from August through December of 2025.</p>		
B.	<p>Updates to incentive program to motivate student effort on assessments</p> <p>A member of the JJMS leadership will present an overview of the incentives that we provide to students for various pro-social behaviors, including academic achievement. This will include the compliance restrictions imposed by the free school lunch program.</p> <p><i>The board should consider a motion to approve the new policy for funding an incentive program to increase emotional engagement and motivation in making their best effort in academic achievement.</i></p>	<p>Vote</p> <p>Paola Reyes-Guerrero</p>	15 m
V.	Closing Items		8:56 PM
A.	Adjourn Meeting	Vote	