APPROVED

James Jordan Middle School Board of Trustees

Minutes

BOARD MEETING

Date and Time
Thursday February 18, 2021 at 7:00 PM

This Board Meeting is open to the public.IN ACCORDANCE WITH ORDERS FROM GOVERNOR NEWSOME, THIS BOARD MEETING WILL BE ONLINE. James Jordan Middle School ("School") welcomes your participation at the School's Board meetings.

zoom.us/j/96140272136?pwd=YkxDcU... (ID: 96140272136, password: 437390)

Join by phone(US) +1 301-715-8592
Password: 437390

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. ONLINE Board meetings will still have time reserved for PUBLIC COMMENT. If you wish to make a public comment, expect to be limited to 3 minutes. To speak, send an email to bsmith@jamesjordanms.com with a Subject of PUBLIC COMMENT.

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 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 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)

Trustees Present
A. Bierman (remote), B. Smith (remote), H. Blunt (remote), N. Mondragon (remote)

Trustees Absent
None

Guests Present
E. Hodes (remote), G. Lara (remote), Iris Cruz (remote), J. Green (remote), M. Marsh (remote), P. Reyes-Guerrero (remote), S. Griego (remote), T. Baier (remote), V. Albores (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

B. Smith called a meeting of the board of trustees of James Jordan Middle School Board of Trustees to order on Thursday Feb 18, 2021 at 7:02 PM.

C.

Take public comment

Dr. Marsh: Educators will be eligible to take the COVID-19 on March 1st. Board Memebrs will be eligible to take the vaccine as JJMS will provide a letter.

D. approve minutes

B. Smith made a motion to approve the minutes from BOARD MEETING on 01-21-21.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Bierman	Absent
B. Smith	Aye
H. Blunt	Aye
N. Mondragon	Aye

E. Lead Teacher Report

Ms. Griego: Celebrations for students.

- 7th Grade- Level up for the i-Ready diagnostic
- 6th Grade- Kids who passed their lessons over the course of two quarters with a 70% or higher.
- Snail mail with merit scratchers

Mr. Bierman arrived at 7:07 pm
Students will be returning to campus.

- 6th Grade/7th Grade- Monday, 2/22
- 8th Grade/SDC- Monday, 3/1
- Process of student selections was shared, kids with IEPs, ELLs. All expected to present a negative COVID-19 test.
- LA County has said that all 6th grade can come back

i-Ready Diagnostic

- The data demonstrates that our students are getting nearly the same education as in the classroom under distance learning.

II. Financials

A. Financial Report

B. Smith made a motion to approve the December Financial Report including the cash flow, check register, and balance sheet.
A. Bierman seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Bierman	Aye
H. Blunt	Aye
B. Smith	Aye
N. Mondragon	Aye

B. FISCAL POLICY addendum

B. Smith made a motion to add the following sentence to the Fiscal Policy Manual as stated, "The ExED AM or VP will review the supporting documentation for completeness and the check for accuracy and will sign the check with an authorized signatory's facsimile signature stamp, which is maintained in a secured location when not in use.".
H. Blunt seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

B. Smith	Aye
A. Bierman	Aye
H. Blunt	Aye
N. Mondragon	Aye

III. Governance

A. CLOSED SESSION: Real Estate negotiations for parcel number APN: 2103 009 012, -013, -014 construction bids for financial modeling and comparative terms for loans

B. Smith made a motion to go into closed session at 7:36pm to discuss: Real Estate negotiations for parcel number APN: 2103 009 012, -013, -014 construction bids for financial modeling and comparative terms for loans, with Dr. Marsh, Mr. Tyler Baier, Evan Hodes, and the JJMS admin team.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

H. Blunt	Aye
B. Smith	Aye
N. Mondragon	Aye
A. Bierman	Aye

B. Report out any action or decision made in closed session

A. Bierman made a motion to instruct the Executive Director to engage in preliminary underwriting with Self Help.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

H. Blunt	Aye

Roll Call

B. Smith	Aye
N. Mondragon	Aye
A. Bierman	Aye

C. Consideration of a financial model and timeline for building a permanent home for JJMS

B. Smith made a motion to cease consideration of lease extension negotiations at JJMS' current site and proceed with the development activities for a new construction project at parcel number APN: 2103 009 012, -013, -014 as accomplished with the financial model presented by ExED.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Bierman	Aye
B. Smith	Aye
N. Mondragon	Aye
H. Blunt	Aye

D. Contract to continue with Tyler Baier of Level Field Partners

B. Smith made a motion to approve to continue the contract as presented with Tyler Baier of Level Field Partners.
A. Bierman seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

N. Mondragon	Aye
H. Blunt	Aye
B. Smith	Aye
A. Bierman	Aye

E. Contract to engage an architect for the new facility

B. Smith made a motion to authorize the Executive Director (Dr. Marsh) to sign an architect proposal with the intended changes.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

B. Smith	Aye
N. Mondragon	Aye
H. Blunt	Aye
A. Bierman	Aye

F. RECRUITING for the JJMS Board of Trustees

Smith: We need nomination to board members. Reached out to 4 people and the board book was shared. Dr. Carrillo (works at MEND clinic), Maritza Flores, and Nancy Velasquez (controller at UCLA).
Marsh: Board members in the marketing field would be ideal. Amy Heirs has also been recommended.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:23 PM.

Respectfully Submitted,
G. Lara
B. Smith made a motion to adjourn the meeting at 9:21 pm.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
H. Blunt	Aye
A. Bierman	Aye
N. Mondragon	Aye
B. Smith	Aye

Documents used during the meeting

- 12.2020 Board financials.pdf
- 12.2020 JJMS 5 Yr Income Statement.pdf
- JJMS Facility Budget - 02.11.21.xlsm
- James Jordan MS_LFP_Real Estate Expanded Support-Scope of Services_v20210129.pdf
- Architect New Facility Proposal.pdf
- Board Book 2021.pdf