APPROVED

# James Jordan Middle School Board of Trustees

# Minutes

## Special Board meeting to provide annual training for Brown Act compliance

**Date and Time**
Thursday February 25, 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)

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

**Trustees Absent**
*None*

**Guests Present**
G. Lara (remote), M. Marsh (remote), Martiza Flores (remote), Nagelly Calendaria (remote), P. Reyes-Guerrero (remote), Ponti Lambros (remote), Wayne Strumpfer (remote)

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## 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 25, 2021 at 7:08 PM.

### C. Take public comment on the Brown Act

### D. approve minutes

B. Smith made a motion to table the minutes to the next board meeting in March 2021.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

## II. Governance

### A. Annual Training for Brown Act Compliance

Wayne Strumpfer YMC Attorney

- Importance of Governance in Charter Schools for renewal
- People who join school boards may not have experience with the Brown Act
- Charter Schools use public funds to educate students
- The Board of Directors GOVERNS and the Executive Director MANAGES
- Governance is oversight of the ED
- Use of single point of delegation and accountability for operations
- Board members are independent of the ED
    - Ask questions in board meetings to get clarifying questions
- Board members must be well versed with the school's Charter, board policies (board book), and bylaws.
- Board Duties (Academics-Test scores, Financials-Budget, and Operations-Facilities) ASK QUESTIONS! Looks at the board packet/materials before a meeting.
- Yearly evaluation of ED- include expectations and reasonable baselines
- Charter school funds are public funds
- Criminal liability can result for staff and Board members for improperly spent funds
    - LCFF
    - Funds must be used for a public purpose
    - You cannot use public funds to send someone to go to college
    - Careful with gifts of public funds
- Education Code 47604.1
    - Public Records and Brown Act
- Meetings must be with an agenda and the public notice
- Board Committees must follow the Brown Act

- Unless the committee is advisory, temporary, only board members, less than a quorum and not standing committees

• Serial Meetings
- Hub or chain
  - E-mails, text messages, social media, website postings, Online forums, Telephone calls, faxes
- Instead, send to ED or employee at the school to send out a message to all board members.

• Teleconferencing
- Agenda must be posted 72hrs before the meeting
- Each teleconference location must be identified in the notice and agenda of the meeting
- All votes must be taken by roll call
- ADA compliance
- Members of the public must be able to access the meeting from your location and address the Board directly
- A quorum of the Board must be located within the county in which the Charter School is located

• Executive Order N-29-20
- Allows flexibility in teleconference meetings
  - No agenda posting for each teleconference location
- Allow access of electronic from for public comment
- No ending date to date (2/25/2021)

• Board meetings can meet as long as the local public health officials can clear it and there is enough space to safely gather. (See LA County Dep of Health limitations)
• Can we have a hybrid meeting model? (See LA County Dep of Health limitations)
• Notices and Agendas
- The agenda shall be posted properly in advance with a brief description of the item

• 72 hrs Regular Meetings
• 24 hours- Special meetings
• 1hr- Emergency Meeting RARE
• Rights to enable access and participation
- Limits of time can be given
- Disruptive speakers can be asked to leave a meeting
- Reasonable accommodations under ADA
- The public has a right to video record you.

• Closed sessions
- Litigation (Pending/litigation)
- Pupil Discipline (EdCode)
- Personnel
  - 24hrs written notice to an employee is required if Board will hear complaints that lead to employment discipline

- Real estate negotiations
- Labor negotiations
- Public security (law enforcement)
- "Safe Harbor"
- Prior to the closes session-Public announcement
- After the closed session- Take action in open session with a vote
- ED compensation at a regular meeting (not special)

• Violation of Brown Act-Items will be voided

- Notice of Concern
  - Charter Authorizer
  - Seek advice from legal counsel
- Notice of Demand for Cure or Cease and Desist
  - Can be taken to DA or member of the public
  - Board must cure/respond in 30 days
  - Seek advice from legal counsel

B. Smith made a motion to accept the annual training for the JJMS Board Brown Act Compliance.
A. Bierman seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

## III. Closing Items

### A. Adjourn Meeting

B. Smith made a motion to adjourn the meeting at 8:10 pm.
H. Blunt 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 |

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:10 PM.

Respectfully Submitted,
G. Lara

## Documents used during the meeting

*None*