APPROVED

James Jordan Middle School Board of Trustees

Minutes

Board Meeting

Date and Time
Thursday October 21, 2021 at 7:00 PM

Location
7911 Winnetka Ave, Winnetka CA 91306

This Board Meeting is open to the public.**IN ACCORDANCE WITH ORDERS FROM GOVERNOR NEWSOM, THIS BOARD MEETING WILL BE ONLINE.** The right to teleconference continues under AB 361 because California public health officials continue to declare that a state of emergency, requiring social distancing measures, still exists in Calfornia, particularly in Los Angeles County. James Jordan Middle School ("School") welcomes your participation at the School's Board meetings.

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)
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 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)

Trustees Present
A. Bierman (remote), B. Smith (remote), N. Mondragon (remote), R. Edelen (remote), S. Belle (remote)

Trustees Absent
M. Flores, P. Lambros

Guests Present
E. Hodes (remote), G. Lara (remote), J. Green (remote), M. Marsh (remote), P. Reyes-Guerrero (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 Oct 21, 2021 at 7:04 PM.

C. approve minutes

N. Mondragon made a motion to approve the minutes from Board Meeting on 09-16-21.
R. Edelen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

M. Flores	Absent
R. Edelen	Aye
A. Bierman	Aye
P. Lambros	Absent
B. Smith	Aye
N. Mondragon	Aye
S. Belle	Aye

D. Public comment: NON AGENDA ITEMS

No Public Comment

II. Academic Achievement

A. Master Plan for English Learners

B. Smith made a motion to approve the Master Plan for English Learners.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

P. Lambros	Absent
B. Smith	Aye
M. Flores	Absent
A. Bierman	Aye
R. Edelen	Aye
N. Mondragon	Aye
S. Belle	Aye

B. Provisional Intern Permit

B. Smith made a motion to approve Ms. Frances Mac as a candidate for the Provisional Intern Permit from the California Commission on Teacher Credentialing.
S. Belle seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

P. Lambros	Absent
A. Bierman	Aye
R. Edelen	Aye
S. Belle	Aye
B. Smith	Aye
M. Flores	Absent
N. Mondragon	Aye

C. Update of Independent Study Program policy and paperwork

B. Smith made a motion to approve the Independent Study Program Policy and agreement.
R. Edelen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

R. Edelen	Aye
N. Mondragon	Aye
P. Lambros	Absent
B. Smith	Aye
M. Flores	Absent
A. Bierman	Aye
S. Belle	Aye

III. Financials

A. Financial Report

B. Smith made a motion to approve the financial report including check register, cash flow, and balance sheet for September 2021.
S. Belle seconded the motion.
JJMS is being very conservative with the budget.

The dashboard was explained to the board as well as specific variances.
The board **VOTED** unanimously to approve the motion.

Roll Call

N. Mondragon	Aye
A. Bierman	Aye
R. Edelen	Aye
P. Lambros	Absent
B. Smith	Aye
M. Flores	Absent
S. Belle	Aye

B. ESSER 3 Spending plan

B. Smith made a motion to approve the ESSER 3 spending plan for James Jordan Middle School.
N. Mondragon seconded the motion.
A detailed plan on how to use COVID-19 funds for lost learning.
The board **VOTED** unanimously to approve the motion.

Roll Call

B. Smith	Aye
P. Lambros	Absent
S. Belle	Aye
N. Mondragon	Aye
R. Edelen	Aye
A. Bierman	Aye
M. Flores	Absent

C. Consideration of 1% one time additional compensation for JJMS employees

B. Smith made a motion to approve a one time 1% additional compensation for all JJMS employees to be distributed on the December 15, 2021.
N. Mondragon seconded the motion.

- Recognition for staff members who have taken additional duties.

The board **VOTED** unanimously to approve the motion.

Roll Call

N. Mondragon	Aye
A. Bierman	Aye
M. Flores	Absent
R. Edelen	Aye
B. Smith	Aye
S. Belle	Aye
P. Lambros	Absent

IV. Governance

A. Appointment of a new board Treasurer

A. Bierman made a motion to select Shanon Belle as the Treasurer for the James Jordan Middle school Board of Trustees.
R. Edelen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

P. Lambros	Absent
R. Edelen	Aye
N. Mondragon	Aye
A. Bierman	Aye

Roll Call

B. Smith	Aye
M. Flores	Absent
S. Belle	Aye

B. School Safety Plan

- JJMS is a plan in place to protect staff and students
- Emergency procedures, mandated reporter, COVID-19 Safety,
    - Parking lot safety (new protocol)
        - Parents have only two choices to participate in the drive-thru OR park and wait.
- JJMS participated in the Great Shakeout and it was very successful
- COVID-19 Safety features
    - Oransi Air purifiers, Plexi glass
    - Staggered lunches and dismissal

C. Parent Student Handbook

B. Smith made a motion to approve the updated Parent & Student Handbook for 2021-22.
S. Belle seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

B. Smith	Aye
N. Mondragon	Aye
M. Flores	Absent
A. Bierman	Aye
P. Lambros	Absent
R. Edelen	Aye
S. Belle	Aye

D. CLOSED SESSION: Public Employee Discipline/Dismissal/Release

B. Smith made a motion to move the board into a closed session at 8:39pm.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

A. Bierman	Aye
P. Lambros	Absent
M. Flores	Absent
S. Belle	Aye
N. Mondragon	Aye
B. Smith	Aye
R. Edelen	Aye

V. Closing Items

A. Adjourn Meeting

B. Smith made a motion to adjourn the meeting at 9:07pm.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

R. Edelen	Aye
A. Bierman	Aye
N. Mondragon	Aye
M. Flores	Absent
P. Lambros	Absent
B. Smith	Aye
S. Belle	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:07 PM.

Respectfully Submitted,
G. Lara

Documents used during the meeting

- 2021-22 Master Plan for English Learners (1).pdf
- Mac worksheet PIP.pdf
- 21 09 18 James Jordan Independent Study Policy (AB 167 update).pdf
- James Jordan Independent Study Written Agreement (1).pdf
- 09.21 JJMS Board Financials.pdf
- James Jordan MS - esseriiiexpenditureplan.docx
- DRAFT Comprehensive School Safety Plan 2021-22.pdf
- 2021-22 ParentStudent Hndbk Eng.pdf