APPROVED

James Jordan Middle School Board of Trustees

Minutes

Board Meeting

Date and Time
Thursday November 18, 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
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+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), P. Lambros (remote), R. Edelen (remote), S. Belle (remote)

Trustees Absent
M. Flores

Guests Present
Andrew Krawchuk (remote), Brandon Guzman (remote), E. Hodes (remote), Elizabeth Lopez (remote), Elizabeth Pineda (remote), G. Lara (remote), J. Chavez (remote), J. Green (remote), Jacqueline Estrada (remote), Lynn Tidwell (remote), M. Marsh (remote), Mario Rojas (remote), P. Reyes-Guerrero (remote), Rebecca Saltoon (remote), Rebekah Todd (remote), V. Albores (remote), Veronica Ramos (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 Nov 18, 2021 at 7:03 PM.

C. approve minutes

N. Mondragon made a motion to approve the minutes from Board Meeting on 10-21-21.
S. Belle seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Public comment: NON AGENDA ITEMS

Public Comment (Name and comment)
Jesica Green- AP for Special Services working at JJMS for 14 years. Works with small group kids to make learning equitable. Coming to the board on behalf of another small group, the unvaccinated staff. Staff tests weekly as part of Wednesdays. ASL comes to campus on Mondays and Tuesdays. Unvaccinated staff cannot test on campus. They are expected to test on Wednesdays. Mrs. Green is asking the Board to consider moving the testing dates to Wednesdays to allow unvaccinated staff to test on campus.

Smith- The Board will need to wait to add the request to a future agenda. This is the last board meeting of the calendar year.

Smith- Mr. Bierman has served on the JJMS board for the last 3 years. This is his last meeting with us.

Bierman- Not an easy decision. Decided it was not fair to the community to stay on. Has seen the resilience of the school. New school site. Has been a great 3 years.

E. Lead Teacher report

Mr. Chavez-

- All staff was given a Q2 survey.
- Compared to Q1, teachers are happier entering 2 grades per week instead of 3 grades per week.
- Stress levels- results are the same compared to Q1. There are more 3, 4, and 5 as responses.
- Teachers feel overwhelmed with tasks given by the admin.
    - Admin has been receptive and has made changes to PD
- Student News
    - Spooky Festival- Student event
    - Tetris Tournament on Monday and Tuesday of next week
    - Selling Thankful grams
    - Sees Candies fundraiser
- COVID-19 protocol
    - Kids are keeping their masks on
    - Teachers report our protocols are effective.
    - Suggestion- Popcorn fundraiser

II. Financials

A. Financial Report

Evan

- Substitutes and stipends were a bit higher.
    - Subs have been needed more frequently
- Very similar to last month
- Outsourced pupil services
- ASP budget is below the anticipated expenditure
- JJMS is in a good spot enrollment-wise on comparison to other schools

B. Smith made a motion to approve the financial report including check register, cash flow, and balance sheet as presented.
R. Edelen seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

B. Executive Director Report on Staffing

Dr. Marsh-
The labor shortage in public education.
Classified positions that are still open
Trying to compensate for the additional stress for staff. The Board approved the small December bonus for staff.
Not a problem unique to JJMS.
National crisis. Added a few paid days off for the classified staff.
In January we may have some board members to think about what is possible. Some efforts to help relieve stress are not welcomed for all.

Smith-
The board appreciates everything that you are trying to do. We are all stretched on every single job. When we go through tough times, we come together. The board values all staff and the kids. No one knew this would become. Please try to help us, help you. Lets us know. If it's something that you can do to make it work. If we all do what we are supposed to do, we will get out of this safely. Don't lose hope, kindness, and civility. Askin to step in someone else's shoes. Sometimes it will work your way and sometimes it will not. Let's work together. Amongst us and not destroy us. Put the focus on the kids.

Lambros-
What are the team-building activities or plans for a winter party?
Offers the facility for team building.
Host a team party to energize the staff.

Lara-
Invites the board to come and lead some team-building activities.

Smith-
Not signing off to a party as we are still in a pandemic.

Ramos-
Appreciates help from admin

Guzman-
Curriculum training in UnBoundEd.
Meaningful experience with an organized PD.
Some teachers eat then tutor

Todd-
Overall, I feel like I am doing pretty well, but I have a lot more experience than a lot of other teachers on our campus.

Pineda-

The support I am getting from Mrs. Green during this busy year with IEP's has really been helpful. It would be helpful to have more time to collaborate as a department. I agree with Ms. Ramos, time to collaborate with my team is valuable.

Smith-
We are in this together!
We need to move collectively and cohesively.

C. Order to establish a bank account for Phoenix LLC to be monitored by ExEd

B. Smith made a motion to open a membership and establish an account for Phoenix Facilities LLC at California Credit Union. The account will be established with Dr. Myranda Marsh, Victor Albores, and Board treasurer Shanon Belle as signators.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Additional contract for accounting services for Phoenix LLC

B. Smith made a motion to authorize the Executive Director, Dr. Marsh to sign an additional agreement with ExEd for services pertaining to Phoenix Facilities LLC with the prorated rate of $2,625 for the fiscal year 2021-22 starting in December 2021 through June 30th, 2022.
R. Edelen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. Board organized fundraiser ideas

B. Smith made a motion to table the board organized fundraiser idea until the December 16 board meeting.

S. Belle seconded the motion.
Tabled the idea until December 16

Smith-
Every year board members have committed to donating a set amount to the school for culmination. Annual contribution.
Fundraiser- Double Good- Popcorn fundraiser

Lambros-
Art Studio in Sherman Oaks
Had artist who created a utility box donates a painting. Art show or gallery with students artwork to sell. This will generate funds with creative means.
The board **VOTED** unanimously to approve the motion.

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

III. Academic Achievement

A. DATA from student achievement

Massive increase in students who arrive at JJMS more than 2 years behind in MATH.
2019- 49% of incoming 6th graders were in the lowest rank for Math.
2021- 79% of incoming 6th graders were in the lowest rank for Math.

The number of students who arrive at JJMS more than 2 years behind in ELA has also increased compared to pre-pandemic levels.
In 2019, 31% of incoming 6th graders were 2 or more years behind in ELA when they enrolled.
in 2021 42% of incoming 6th graders were 2 or more years behind in ELA when they enrolled.

Mental Health referrals are at 99 to date

Smith-
Time for the adults to be adults. Give yourselves garce.

B. Brief update on new building

Dr. Marsh-

The new building construction is currently running on time and on budget. Move-in likely last week of July or first week of August.
The first floor slabs are being poured.
July 15- Temporary certificate of occupancy
Emergency fund $900k, $23k has been spent
Drainage had to be dug in deeper.
Steele frames are going up to define the bottom floor and second floor.
On time and on budget.

IV. Governance

A. Final approval of Campus Safety Plan

S. Belle made a motion to approve the JJMS Comprehensive Safety Plan for 2021-22 that was presented at the October board meeting.
B. Smith seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. CLOSED SESSION: Threat to Public Services or Facilities (§ 54957)

Dr. Marsh-
On 10/27/21 a threat of violence against specific staff members was made
4 students were arrested by LAPD
Students returned to campus
We are working hard to get through without any expulsions

V. Closing Items

A. Adjourn Meeting

B. Smith made a motion to adjourned the meeting at 8:50pm.
A. Bierman seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:50 PM.

Respectfully Submitted,
G. Lara

Documents used during the meeting

- 10.21 JJMS Board Package.pdf
- How Staff Shortages Are Crushing Schools.pdf
- Comprehensive School Safety Plan 2021-22.pdf