APPROVED

James Jordan Middle School Board of Trustees

Minutes

Board Meeting

Date and Time
Thursday February 17, 2022 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
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), Rebecca Saltoon (remote), V. Albores (remote)

I. Opening Items

A. Record Attendance

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 17, 2022 at 7:01 PM.

C. Removal of Board member for failure to attend

B. Smith made a motion to remove Maritza Flores from membership on the JJMS Board of Trustees due to a failure to attend board meetings.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Approve Minutes

B. Smith made a motion to approve the minutes from Board Meeting on 01-20-22.
S. Belle seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

II. State of the School

A. Executive Director Report

- Construction
  - We have a date for the ribbon-cutting ceremony. Saturday 7/30/2022.
  - Dr. Marsh and some members of the admin team visited earlier this month.
  - Plans are being developed to transition out of the current facility.
  - Suggestion- reversed yardsale
- iReady Scores- Local Assessment
  - SARC School Accountability Report Card 20-21

        - ELA-49%
        - Math-52%
    - Current percentages
        - ELA 40%
        - Math-31%
- Impact of COVID-19
    - Closed for a day for this school year
    - Drop-in attendance, all schools are seeing the same
    - Academic impact- Math based on current data
- Recruitment 22-23
    - Current numbers and plan
        - 6th- 97 applications goal 200
        - 7th- 4
        - 8th-1
    - Recruitment fair on 2/26 in partnership with other charter schools
        - Ms. Mondragon-
        -
- LAUSD Scores 20-21
    - Governance- 4
        - No Corrective actions
    - Student Achievement and Educational Performance -3
        - Chronic Absenteeism yellow
        - No Corrective actions
    - Organizational Management, Programs, and Operations- 4
        - No Corrective actions
    - Fiscal Operations- 3
        - Areas noted for further growth and improvement
            - Incorrect Signatory for Checks issued by the school (recurring issue)
            - Untimely Submissions of Employee reimbursement requests
            - Check reviews (finance charge)
                - The CSD recommends that the school implement procedures to track all invoices and ensure that all vendors are paid timely, to avoid additional late charges in the future.

B. Lead Teacher Report

Q3 Staff Check-in was positive

- Constructive ideas were given to help teachers and classified staff
- Team building, tacos, mental health day, collaboration time with paras, spirit days
- Teachers setting boundaries to not take things home
- Interaction with admin

- Motivation Mondays
- New paras on campus supporting teachers- training
- Shoutouts for coordinators
- Valentines Day event was a success

III. Financials

A. LCAP addendum

B. Smith made a motion to approve the LCAP addendum and the budget overview for parents.
R. Edelen seconded the motion.
LCAP Mid Year Review

- Goal 1: Climate
- Goal 2: Student Achievement
- Goal 3: Teacher PD
- Goal 4: Parent Engagement

Check-in for supplemental concentration grants. Most needy schools got additional funds.
JJMS is spending to address the needs of our students.

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

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

B. Fiscal Year 2021-22 first interim

B. Smith made a motion to approve the first interim for Fiscal Year 2021-22.
S. Belle seconded the motion.

- Four times a year budgets are provided to LAUSD
- Dated financials
    - Form 62 is what is submitted

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

Roll Call	
P. Lambros	Absent
B. Smith	Aye

Roll Call

N. Mondragon	Aye
S. Belle	Aye
M. Flores	Absent
R. Edelen	Aye

C. FY 2021-22 preliminary budget

B. Smith made a motion to approve the preliminary budget for the FY 2021-22.
N. Mondragon seconded the motion.
Form 62 was shown to highlight the different money buckets
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IV. Closing Items

A. Adjourn Meeting

B. Smith made a motion to adjourn the meeting at 8:04 pm.
R. Edelen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:04 PM.

Respectfully Submitted,
G. Lara

Documents used during the meeting

- JMSJRDN 8195 - Annual Performance-Based Oversight Visit Report 2020-2021.pdf
- JJMS LCAP Mid Year Report.pdf

- FY22 1st Interim LAUSD Balance Sheet - JJMS.xlsx
- JJMS 1st Interim - Cert Form.pdf
- JJMS 1st Interim - Form 62.pdf
- JJMS FY21.22 PB Cert_Form - Signed.pdf
- JJMS FY21.22 Prelim Budget - Form 62.pdf