APPROVED

James Jordan Middle School Board of Trustees

Minutes

Board Meeting

Date and Time
Thursday March 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
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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), P. Lambros (remote), S. Belle (remote)

Trustees Absent
R. Edelen

Trustees who arrived after the meeting opened
P. Lambros

Guests Present

E. Hodes (remote), G. Lara (remote), J. Green (remote), Jerry Simmons (remote), M. Antone (remote), M. Marsh (remote), P. Reyes-Guerrero (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 Mar 17, 2022 at 7:02 PM.

C. Approve Minutes

N. Mondragon made a motion to approve the minutes from Board Meeting on 02-17-22.
B. Smith seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

P. Lambros arrived at 7:05 PM.

D. Lead Teacher Report

Antone (7th Grade Lead)

- CCSA was a unique experience.
- Workshops session were informative
  - Staff Community
  - Project-based learning
  - Latinx success
- On-campus activities
  - 6th and 7th-grade iReady reward for kids who completed 70% of iReady green lessons. 130 7th graders
  - 8th grade will have a celebration on 3/18
  - Spring Fling on 3/25

II. Governance

A. Brown Act Training including summary of essential duties of a charter board

Brown Act Training by Jerry Simmons from YMC

- In-person Board Meetings are coming back
- Brown Act- Its the LAW
    - EdCode 47604.1 -Open meetings and transparency for all stakeholders.
    - "To foster broad public access"
        - Allowing the public to influence the decisions of public officials.
    - Meetings are held in public. Any time there is a meeting to "hear, discuss, deliberate or take action on any item of Charter School business."
    - Exceptions- No need for an agenda posting
        - Advisory Committee (not decision making)
        - Composed of only Board members
        - Less than a quorum of the Board
        - Must not be a standing committee
    - Serial meetings are prohibited
        - The majority of Board members are present or there is communication via e-mails, text messages, social media, web postings, online forums, telephone calls
        - Staff may email/text ALL of the board members. Board members should not reply all. One-way communications.
        - If there is a need to have a discussion that can not wait for the next board meeting, call a special meeting.
        - Board members should not comment on social media if another board member has posted something.
    - Employees or other school officials can engage in separate conversations or communications with staff to get additional information.
    - Teleconferences
        - Six Additional Requirements
            - 1. Agenda posting on all teleconferences locations. 72 hrs in advance.
            - 2. Each teleconference location must be identified in the notice and agenda of the meeting.
                - This includes home addresses, hotels, or other locations
            - 3. All votes taken must be by roll call
            - 4. ADA compliance for public access.
            - 5. Members of the public must be able to hear and address the board
            - 6. A quorum must participate from within the charter school's "jurisdiction."
    - Assembly Bill 361-Oct. 1, 2021
        - Agenda does not need to provide notice of each location.
        - A quorum does not need to be located in the Charter Schools Jurisdiction
        - Proclaimed state of emergency
        - Promotion of social distancing

        - Charter school board determines that meeting in person would present imminent risks to the health or safety of attendees.
        - The agenda must be posted 72 hrs before the board meeting. Posted on the school website.
        - Must allow public comment
        - Every 30 days the Board must reconsider the state of emergency and make findings to impose social distancing or declare imminent risks to the health or safety of attendees.
    - Notice and Agendas
        - Items listed must be discussed
        - Brief description
    - Rights to Enable Access and Participation
        - Give oral testimony
            - Time limits and addressing disruptive speakers.
            - Minutes are contained in the corporation code. Include enough information to inform Board members
            - Members of the public have the right to audio record and broadcast the meeting
            - Non-discriminatory facilities and copies of agendas as well as public writings
    - Closed Sessions
        - Pending/Anticipated litigation (conference with legal counsel)
            - Personnel (appointment, employment, evaluation, discipline, dismissal)
            - 24 hr written notice to employees is required if Board will hear complaints and/charges
        - Conference with Real State Negotiator
        - Conference with Labor Negotiator
        - Public Security
        - Pupil Discipline (Ed Code)
        - "Safe Harbor" agenda language with a public announcement
            - Public comment
            - After the closed session, the Board must make a pubic action taken
            - Necessary personnel may attend
            - Confidentiality is required
    - Executive Compensation
        - Oral report before approval and final action in open session
    - Enforcement
        - Complaints and Challenges
            - Not intentional mistakes need to be corrected.
    - Board Officers & Responsibilities
        - Board Chair- A board member

        - President - Executive Director
        - Secretary- Prepares Board Agendas, minutes, etc
        - Treasurer- Chief financial officer
        - Officers do not have to be members of the board
    - Duties and Responsibilities of the Charter School Board
        - Hiring and evaluating Executive Director
        - Financial Oversight-Balanced budget? adequate reserves? enrollment goals? approving financial transactions?
        - Academic Oversight- Are we on track for renewal?
        - Appeals Body of Last resort
        - Policy Setter
    - Effective Boards
        - Professionally develop by attending CCSA and CSDC
        - Agenda items are focused on the core functions
        - Advocate for legislative and regulatory language that will benefit kids
        - What is good for kids?
        - Avoid conflicts of interest
        - Promote transparency
        - Accountability for results
        - Celebrate staff and student success
        - Show kindness and welcome challenging conversations

B. Update Uniform Complaint Policy

B. Smith made a motion to to approve the updated version of the Uniform Complaint Policy 3/17/2022.
S. Belle seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

C. Review of Stakeholder (non UCP) Complaint Procedures

B. Smith made a motion to approve the updated Non-UCP complaint the procedure which includes the Employee Handbook and the Non-UCP Complaint procedure Website.
N. Mondragon seconded the motion.
This review is in compliance with LAUSD's area for improvement from the 2020-21 school site visit report. The updated policy addresses concerns about specifying an appeals process.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Audit Engagement Letter

B. Smith made a motion to approve the CLA engagement letter for our annual audit.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

III. Financials

A. 21-22 2nd Interim ratify LAUSD submission

B. Smith made a motion to approve the 2021-22 2nd Interim report to LAUSD.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Update Fiscal Policy manual

B. Smith made a motion to approve the updated JJMS Fiscal policy pdf regarding the per diem rates.
P. Lambros seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C.

Attendance analysis for 2021-22

The January attendance rates were significantly lowered due to the Omicron surge.

IV. Closing Items

A. Adjourn Meeting

B. Smith made a motion to adjourn the meeting at 9:18pm.
P. Lambros seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

P. Lambros	Aye
B. Smith	Aye
R. Edelen	Absent
N. Mondragon	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 9:18 PM.

Respectfully Submitted,
G. Lara

Documents used during the meeting

- Brown Act Workshop March 2022 (4894-7171-8146.v1).pptx
- UCP_Policy_and_Procedures_3-17-2022.docx
- 1.11 Uniform Complaint Procedures 2021-22.docx
- internal complaint review Emp Handbook 3-17-2022.docx
- Non-UCP Complaint Procedure website March-17-2022.docx
- CLA_Engagement_Letter213-109130-James_Jordan.pdf
- 21.22 JJMS Form 62 - 2nd Interim.pdf
- JJMS_3.15.22_Per_Diem_update.pdf