APPROVED

James Jordan Middle School Board of Trustees

Minutes

Board Meeting

Date and Time
Thursday June 16, 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), R. Edelen (remote)

Trustees Absent
S. Belle

Guests Present
E. Hodes (remote), G. Lara (remote), M. Antone (remote), M. Marsh (remote), P. Reyes-Guerrero (remote), dmorrar@insiteefs.com (remote), tyler@levelfieldpartners.com (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 Jun 16, 2022 at 7:01 PM.

C. Approve Minutes

N. Mondragon made a motion to approve the minutes from Board Meeting on 05-19-22.
R. Edelen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Determination of need for online board meetings

B. Smith made a motion to hold the board online for the next 30 days.
R. Edelen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. Lead Teacher Report

Antone: The year ended on very positive notes. Several shoutouts for multiple departments.
Smith: Mr. Lambros wants to host a come-together at his studio.

II. Financials

A. Preliminary Budget for 2022-23 school year

B. Smith made a motion to approve the budget for JJMS for the 2022-23 school year as presented this evening.
N. Mondragon seconded the motion.

Marsh: JJMS has additional funds. More revenue is expected next year. This is a preliminary budget that needs to be submitted to LAUSD. Massive money is coming to an end.
Evan: Federal funds will be gone (ESSER III) Sept. 2024/25
Marsh: For the next two years we will be okay. We need to monitor the fiscal cliff. JJMS needs to be sustainable. Instead. JJMS is planning one-time bonuses. Bonus in October (Census Day). 3% of the annual salary as a bonus. State funding will be included when it passes. Planning budgets will be a challenge. Each money is a different bucket on what it is spent. JJMS has spent hours making sure each expenditure matches the conditions. There is a typo. We will not have 600 kids.
Evan: It was taken out.
Marsh: Net income is what happens after depreciation. Different from actual dollars left over at the end of the year.
Evan: We also have ELOP as an additional bucket of money. The other variance SB740. $206, 512 to the good on the accountants sheets. The real dollar number is about $350,000.

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

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

B. EPA spending Plan

B. Smith made a motion to approve the EPA spending plan as presented.
N. Mondragon seconded the motion.
Marsh: JJMS has to present every year how it is going to be used. It is used for teacher salaries and benefits. A million dollars.
Smith:
The board **VOTED** unanimously to approve the motion.

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

III. Governance

A. Minor change in leadership structure

Marsh: Mr. Albores is responsible for the big move and maintaining the new campus. A COO, or chief operations officer, oversees a company's business operations and reports to the CEO. A COO ensures the company has effective operational and financial procedures in place. Standardized vision for our school. New org charge in August.
Smith: The board appreciates him.

B. LCAP Approval

N. Mondragon made a motion to approve the LCAP as presented for submission to various state, federal, county, and district authorities as mandated by law and charter authorization.
R. Edelen seconded the motion.
Marsh: Second LCAP vote is made when the budget is approved. The same LCAP was presented at the last board meeting.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Local Indicators for CA dashboard

Marsh: CA Dashboard. The state puts on an annual report with state test scores. The law required to publicly show and explain the local indicators. What's attached is the analysis. See in bright yellow, priority 2 as well as marking for implementation. The only place for 3, we continue to work on ELLs. History and social science implementation. There is no state test for history. Identifying the professional learning needs of professional teachers. Skills, training, development. 90% of parents feel welcomed. 77% of the school provides useful training for parents. School climate- students report that 90% feel safe at JJMS.

D. Declaration of Need

B. Smith made a motion to sign the Declaration of Need addressed to the CA Teacher Credentialing Commission and submit the letter to the state of California.
P. Lambros seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E.

Local Area Option board approvals

B. Smith made a motion to authorize following educators (SEID numbers) for departmental teaching in 2022-23 under Ed Code as presented.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

F. Academic Calendar for 2022-23

B. Smith made a motion to to approve the 2022-23 JJMS Academic calendar as presented.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

G. FISCAL POLICY MANUAL UPDATE

B. Smith made a motion to update the Fiscal Policy Manual to include the statements as written: The Executive Director, Chief Operating Officer, and Principal may incur school-related expenses without pre-approval. When JJMS is legally obligated to provide a check under a specific deadline or to avoid a disruption of service, any employee who is listed as a signatory on the bank account can sign a manual check to meet legal requirements for payments. Such payment shall be authorized in writing/email by the Executive Director or a JJMS Board member.
R. Edelen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

H. Student Vaccine Mandate for 2022-23

B. Smith made a motion to suspend the COVID-19 student vaccine mandate for the school year 2022-23 to align with the State of California.
R. Edelen seconded the motion.
Marsh: A law was proposed in Sacramento and the bill was dropped. Proposal to align with the state of CA and postpone to not enforce this year.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

I. Proposed teaching permits for staff entering credential programs

R. Edelen made a motion to approve supporting the following permit applications for the 2022-23 school year as listed in the agenda.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

J. Board consideration of additional parcel acquisition adjacent to new building

B. Smith made a motion to enter closed session at 8:25pm for the purpose of hearing information related to a possible purchase of land with the parcel and agents specified in this agenda.
N. Mondragon seconded the motion.
Marsh: The parking and traffic will be a challenge. LA has changed the rules on how properties can be used. Parcels can now have up to three homes. The cost of each parcel will increase.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

K. CLOSED SESSION: REAL ESTATE NEGOTIATIONS 8:30-9pm

Board entered closed session at 8:25 pm

L. Open session to report any action taken in closed session for real estate negotiations

B. Smith made a motion to open session at 8:55 pm and the board authorizes non-binding negotiation and then will convene a Special Board meeting in July to receive further information and vote on whether or not to proceed.
N. Mondragon seconded the motion.
Smith: What relationship does Insight EFS have with LevelField Partners?
Dan: Real state broker that works for this school. Bright Star, Citizens, and other CMOs
Smith: We need more information. Scenarios are important to develop a co[rehensive plan/
Marsh: We will have options for buying and developing. We will develop timelines as well. Conditional use permit for the July meeting.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

M. CLOSED SESSION: personnel evaluation CEO/Executive Director Myranda Marsh

B. Smith made a motion to to enter closed session at 9:04 pm for the purpose of the evaluation CEO/Executive Director Dr. Myranda Marsh.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

N. OPEN SESSION returns to set compensation for the Executive Director

B. Smith made a motion to open session at 9:32 pm and table the compensation for the CEO/Executive Director Dr. Myranda Marsh for the July meeting.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

B. Smith	Aye
N. Mondragon	Aye
S. Belle	Absent

Roll Call

R. Edelen	Aye
P. Lambros	Aye

IV. Closing Items

A. Adjourn Meeting

B. Smith made a motion to adjourn the meeting at 9:35pm.
R. Edelen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:35 PM.

Respectfully Submitted,
G. Lara

Documents used during the meeting

- NPR map of COVID.pdf
- JJMS 22-23 Forecast.xlsm
- JJMS FY22.23 EPA Spending Plan.docx
- JJMS Board Approval Packet.pdf
- JJMS local indicators June 2022.pdf
- 2022 pdf DecNeed.pdf
- Guerrero Local Area Option Checklist.doc (1).pdf
- LARA Local Area Option.doc.pdf
- Bhatri Board LAO 21-22.docx (3).pdf
- Antone Local Area Option 2022 v1.pdf
- Klippel LAO checklist .docx (1).pdf
- T Chavez LAO checklist .docx (1).pdf
- 2022-23 JJMS Academic Calendar .pdf
- Updates to Fiscal Policy manual.pdf

- public notice for 2022-23 permits.pdf