APPROVED

James Jordan Middle School Board of Trustees

Minutes

Regular Board Meeting

Date and Time
Thursday November 17, 2022 at 7:00 PM

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
P. Lambros

Guests Present
E. Hodes (remote), Evelyn Castillo (remote), G. Lara (remote), M. Marsh (remote), P. Reyes-Guerrero (remote), Tiffany Barillas (remote), V. Albores (remote), palisoc@jamesjordanms.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 Nov 17, 2022 at 7:05 PM.

C. Approve Minutes

N. Mondragon made a motion to approve the minutes from Regular Board Meeting on 10-20-22.
S. Belle seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Vote on membership of Tiffany Barillas

B. Smith made a motion to appoint Ms. Tiffany Barillas to a regular two-year term of membership on the JJMS Board of Trustees beginning today, 11/17/2022.
R. Edelen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. Determination of need for online board meetings. JJMS should prepare for a return to in person board meetings as of January 19,2023.

B. Smith made a motion to hold all board meetings online for the next 30 days with a plan for an in-person meeting on January 19, 2023.
N. Mondragon seconded the motion.
Tiffany Barillas- Aye
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Roll Call

B. Smith	Aye
S. Belle	Aye

F. LEAD TEACHER REPORT

Dr. Palisoc- 6th Grade Lead Teacher

- More than halfway to the second quarter. We are almost at the halfway mark of the school year.
- Teachers are working well together.
    - The incoming 6th-grade class came in very low. The learning interruption happened mid-way 3rd grade.
- Out-of-classroom activities
    - School culture- VIP students (no demerits) attended a trip to the LA Zoo.
- Spooky Festival
- Grade Level College Field Trips
    - 8th UCSB
    - 7th CSU Channel Islands
    - 6th USC and Natural History Museum
- Grade Level meetings with support staff (Paraprofessional and ASP Tutors)
- Challenge
    - Attendance- Students have been absent due to illnesses
- 87 students in 6th grade received an honor roll certificate at the 6th-grade assembly
    - Free Dress passes were honored
- 97 students earned an iReady award

G. PUBLIC COMMENT

No public comment

II. Financials

A. Revised budget for 2022-23 with estimated budgets for out years.

B. Smith made a motion to approve the updated budget as presented.
R. Edelen seconded the motion.
The JJMS fiances are excellent.

Evan Hodes

- This item is returning to a previous board item that was tabled due to changes in the funding forecast.
- The budget includes revenues through 2027-28
- Over a 400k net income
- Days cash on hand 60-90, even with the purchase of the new property

- 1.12 million in mandate block grants, an extension of ESSER funds is now reflected throughout the years
- The state may make you recognize it this year, which is different from the amount of time spent.
- Includes 3% raise for staff

Smith-

- Question- Adding an extra duties bonus to Mr. Albores and Mrs. Guerrero for their work in October
    - $500 for each staff member
    - Mrs. Lara will speak to Ms. Macias to add to the next pay period.

Tiffany Barillas- Aye
The board **VOTED** unanimously to approve the motion.

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

B. A second retention of high quality staff bonus

B. Smith made a motion to include a staff retention bonus for 2022-23 with the following rubric for compensation: 2% of annual 2022-23 salary if they have been on staff since October 31, 2022 (on board training has been completed) 4% for staff employed since October 1, 2021 (part of the return to in-person classes) 6% for staff employed (any role) since September 30, 2019 (pre-pandemic) To be paid out on March 15, 2023, as part of the regular pay period.
N. Mondragon seconded the motion.
Dr. Marsh

- The state has provided additional funds to address the impact of the pandemic regarding staff retention.
- JJMS is not proposing across-the-board salary raises, instead provide incentives as bonuses while the funds are available.
- Long-term sustainability and availability
- JJMS can afford this.
- Tiered bonus based on experience
    - The longer they have worked with us, the more they understand our unique culture. Greater the value

Smith

- How will this be presented?

Dr. Marsh

- Announce it now and award it in the Spring time, February 28, 2023

Belle

- Will there be a clear statement about when the money is distributed?

Dr. Marsh

- We will add language about when it will be paid out at the end of February.

Barillas

- What is the total dollar we are talking about here?

Evan

- 5%, 190k, perhaps a bit lower.

Barillas

- Net Income of 446k? Back down to 230k?

Evan/Marsh

- No. It was already budgeted in the budget presented.

Smith

- Wants to make sure kids get through the testing preparation. Proposing March 15.

Tiffany Barillas- Aye
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Consideration of inclusion of Executive Director in the high quality retention bonus

B. Smith made a motion to to include the Executive Director, Dr, Myranda Marsh, and the Interim Executive Director, Griselda Lara, in the second retention bonus. 6% for staff

employed (any role) since September 30, 2019 (pre-pandemic) To be paid out on March 15, 2023, as part of the regular pay period.
N. Mondragon seconded the motion.
Tiffany Barillas- Aye
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Earthquake and Flood insurance for JJMS campus

B. Smith made a motion to table the Earthquake and Flood insurance proposal for a special meeting to be called in December.
R. Edelen seconded the motion.
Marsh

- 25k deductible
- JJMS will not have any trouble paying this out.
- Earthquakes are real
- Yearly cost us under 36k

Barillas

- What is the value of the current asset?

Bair

- Current value $15 million

Barillas

- Is there regulatory relief coverage for schools?

Marsh

- Charter schools may be excluded. Charter schools are not automatically included.
- JJMS can cover the building

Evan

- Would you like to hear what other building owners?

Smith

- Dixie Canyon Charter had a policy after the parent board did all the work.

- It would protect a $15 million property

Mondragon

- Yes, We need to insure

Edelen

- Yes, I do believe it needs to be insured. Would we get that additional relief?

Belle

- Agrees with Edelen and Barillas. Don't want to double pay if it's not necessary.

Marsh

- The question the board has is, Does California offer additional relief for earthquakes and floods?

Barillas

- Have the data from other

Tiffany Barillas-Aye
The board **VOTED** unanimously to approve the motion.

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

III. FACILITIES

A. due diligence purchase of APN 2103-009-024. THIS AGENDA ITEM WILL BE DISCUSSED AT 8:10pm time certain

S. Belle made a motion to approve expending up to $7000 for due diligence environmental testing for parcel APN 2103-009-024.
B. Smith seconded the motion.

- Grant with Level Field Partners with an appointment advisor, Tyler Bair
- Strathern property is rated for residential use only.
- File a conditional use permit. This property is adjacent to JJMS. We foresee a very strong chance of getting our conditional use permit.
- Steps

1. Due diligence with inspections. Initial inspection was promising. The previous owner installed a professional vehicle lift. Persona use in a garage where their vehicles were modified. This will require further investigation to finance this property. A sampling of soil Two sample soils and groundwater.
2. Remediate or meditate environmental contamination.

Tiffany Barillas- Aye
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Facilities Report- This agenda item will be discussed at time certain of 8:10 pm.

B. Smith made a motion to approve expending up to $7000 for due diligence environmental testing for parcel APN 2103-009-024 in addition, authorize up to $10,000 in legal consulting for the initial analysis of provisions and timeline for pursuing a Conditional Use Permit for the best school use of APN 2103-009-024 following the inspection report on the environment.
N. Mondragon seconded the motion.
Tiffany Barillas-Aye
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IV. LAUSD/CDE REQUIRED BOARD ITEMS

A. LAUSD Required Board Self Review Checklist- This item may be addressed before 8pm to accomodate the time certain facilties agenda items.

B. Smith made a motion to authorize Board Chair Bridget Smith to sign this review checklist representing the confirmation that the JJMS board has been kept apprised of these essential issues.
S. Belle seconded the motion.
Tiffany Brillas-Aye
The board **VOTED** unanimously to approve the motion.

Roll Call

R. Edelen	Aye

Roll Call

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

V. Governance

A. Creating a Strategic Plan for JJMS

B. Smith made a motion to have the board work collectively and collaboratively on the strategic plan with the hopes of presenting a written plan at the May 2023 board meeting.
S. Belle seconded the motion.
Tiffany Barillas-Aye
The board **VOTED** unanimously to approve the motion.

Roll Call

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

VI. Closing Items

A. Adjourn Meeting

B. Smith made a motion to adjourn the board meeting at 9:00pm.
N. Mondragon seconded the motion.
Tiffany Barillas-Aye
The board **VOTED** unanimously to approve the motion.

Roll Call

N. Mondragon	Aye
S. Belle	Aye
P. Lambros	Absent
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 9:00 PM.

Respectfully Submitted,
G. Lara

Documents used during the meeting

- Barillas, Tiffany - Resume.pdf
- 10.2022 JJMS Board Report.pdf
- James Jordan Middle School and Phoenix Facilities LLC - Earthquake coverage proposal ver 1.pdf
- 22-23 AdminComplianceReview.pdf