APPROVED

James Jordan Middle School Board of Trustees

Minutes

Board Meeting

Date and Time
Thursday January 19, 2023 at 7:00 PM

This Board Meeting is open to the public.
There will be a meeting on campus but the public can access the meeting will also allow online participation via the zoom link listed below.

A board member will be participating from
4338 Willow Draw Rd, Park City, UT 84098. The agenda will be posted and the public invited to participate from that location.

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. **If you wish to make a public comment, expect to be limited to 3 minutes.** Each speaker is limited to 3 minutes in English and 6 minutes withtranslation. 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.
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, E. Castillo, N. Mondragon, P. Lambros, R. Edelen, S. Belle, T. Barillas (remote)

Trustees Absent
None

Guests Present
E. Hodes (remote), G. Lara, M. Marsh, P. Reyes-Guerrero, V. Albores

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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 Jan 19, 2023 at 7:16 PM.

C. Approve Minutes

N. Mondragon made a motion to approve the minutes from Regular Board Meeting on 12-01-22.
S. Belle seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

N. Mondragon	Aye
S. Belle	Aye
B. Smith	Aye
E. Castillo	Abstain
P. Lambros	Aye
R. Edelen	Aye
T. Barillas	Aye

D. PUBLIC COMMENT

No public comment.

E. Approval of elected parent representative

B. Smith made a motion to have Ms. Evelyn Castillo board membership activated immediately effective 1/19/2023.
R. Edelen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

E. Castillo	Abstain
P. Lambros	Aye
N. Mondragon	Aye
S. Belle	Aye
T. Barillas	Aye
R. Edelen	Aye
B. Smith	Aye

II. FINANCE

A. Request for Credit card limit increase

P. Lambros made a motion to request an increase in the credit limit on our credit card to $25, 000 with California Credit Union effective immediately.
N. Mondragon seconded the motion.
Mr. Albores presented a need to increase the credit card limit.

- Big festivals at different times of the year a need for expenditures that may be larger than $15k

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

Roll Call	
B. Smith	Aye
T. Barillas	Aye
P. Lambros	Aye
R. Edelen	Aye
E. Castillo	Aye
N. Mondragon	Aye
S. Belle	Aye

B. December Financials

B. Smith made a motion to approve the December 2022 Financials including the balance sheet, check register, and cash flow.
S. Belle seconded the motion.
Evan:

- The first half of the school year's financials.
- Box 2 was discussed
    - No current hold harmless
- JJMS is fully enrolled. Mid 90s ADA, 95%
    - 450 students enrolled
- Falling slightly below target.
    - Emergency funds are available to bridge the gap that was budgeted
- Since October actuals, SpEd expenses have skyrocketed
    - Emergency funds are available to bridge the gap that was budgeted
    - Dr. Marsh was awarded a $40k grant to cover some SpEd costs

Dr. Marsh:

- All special education services MUST be covered. Very difficult to predict. The law states that schools must cover all services and costs.
- Budgets are increasing rapidly.
- JJMS has a positive net income
- JJMS still has a million dollars that have not been used. Emergency reserve.

Evan:

- If SpEd costs become a larger budget than anticipated and if JJMS can't cover such expenses, there are other options to have the state cover the costs.

Marsh:

- JJMS has about an 18% cash reserve

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

Roll Call

B. Smith	Aye
N. Mondragon	Aye
T. Barillas	Abstain
S. Belle	Aye
P. Lambros	Aye
E. Castillo	Aye
R. Edelen	Aye

III. Governance

A. Confirmation of eligible expulsion panel members

B. Smith made a motion to confirm Expulsion panel members as listed Yvette King-Berg, Executive Director of YPI schools Vanessa Garza, Principal of GALS charter school Ricardo Mireles, Executive Director of Academia Advance Caprice Young, former Executive Director of the California Charter School Association Anne Cochran, Executive Director of VIP charter high school Vashon Nutt, Director of Special Education for YPI schools.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

N. Mondragon	Aye
P. Lambros	Aye
B. Smith	Aye
S. Belle	Aye
R. Edelen	Aye
T. Barillas	Aye
E. Castillo	Aye

B. Fiscal Audit for 2021-22

B. Smith made a motion to accept and approve the financial audit performed by Clifton-Larson LLC for the year 2021-22.
S. Belle seconded the motion.
Marsh:

- No findings on our audit for 2021-22
- Auditors are changed over three years

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

Roll Call

E. Castillo	Aye
B. Smith	Aye
P. Lambros	Aye
S. Belle	Aye
T. Barillas	Aye
N. Mondragon	Aye
R. Edelen	Aye

C. Improvements to the Fiscal Policy Manual

B. Smith made a motion to adopt the changes shown in the attached PDF of the fiscal policy manual as presented.
R. Edelen seconded the motion.
Evan:
Best practice to update the Fiscal Policy.
Updates are being made in response to the recommendations made by LAUSD in the last oversight.

- Specifics on what Dr. Marsh can approve pg 4-5
- Few changes to address the position of responsibility instead of a persons role

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

Roll Call

P. Lambros	Aye
B. Smith	Aye
R. Edelen	Aye
S. Belle	Aye
N. Mondragon	Aye
T. Barillas	Aye
E. Castillo	Aye

IV. Closing Items

A. Adjourn Meeting

B. Smith made a motion to adjourn the meeting at 7:54 pm.
P. Lambros seconded the motion.
Next board meeting will be on Feb.16 at 7pm
The board **VOTED** unanimously to approve the motion.

Roll Call

B. Smith	Aye
R. Edelen	Aye
T. Barillas	Aye
N. Mondragon	Aye
P. Lambros	Aye
S. Belle	Aye
E. Castillo	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:55 PM.

Respectfully Submitted,
G. Lara

Documents used during the meeting

- Signed Final Report and Financial Statements - James Jordan Middle School.pdf
- 2020 - 2021 Fiscal Policies (Reviewed 1_11_23 for board approval).pdf