APPROVED

James Jordan Middle School Board of Trustees

Minutes

Board Meeting

Date and Time
Thursday April 20, 2023 at 7:00 PM

This Board Meeting is open to the public.
There will be a public meeting on campus but the public can also listen and participate via the zoom link listed below.

Bridget Smith will be participating from 500 Powder Springs Street, Marietta GA 30064.

https://us06web.zoom.us/j/84542354836?pwd=MkxQRE50aEpFV1VETmxjYVliYlMvZz09

Meeting ID: 845 4235 4836 Passcode: V02flaYT
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El propósito de una reunión pública de la Junta de Síndicos ("Board") es llevar a cabo los asuntos de la Escuela en público. Nos complace que esté presente y esperamos que visite estas reuniones con frecuencia. Su participación nos asegura una comunidad con interés por nuestra Escuela.
La traducción al español está disponible en cada reunión de la junta.

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, S. Belle, T. Barillas

Trustees Absent
S. Juarez

Guests Present

E. Hodes (remote), G. Lara, M. Marsh, Randy Palisoc (remote), Sabine Abadou, V. Albores

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 Apr 20, 2023 at 7:14 PM.

C. Approve Minutes

B. Smith made a motion to approve the minutes from Regular Board Meeting- in person on 03-09-23.
S. Belle seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

D. PUBLIC COMMENT

E. Lead Teacher Report

6th Grade- Field trip to the CA Science Center & Mayan exhibition
7th Grade- Field trip to the CA Science Center & preparation for SBAC
8th Grade- CAST test the first week of May. Second 8th grade parent culmination meeting, Sea Side Lagoon

II. FINANCE

A. March Financials

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

- ADA + Enrollment shifts in the last months- $47k loss
- A group of kids have lost their emotional connection with the school
- CA has a 30% absentee rate, and JJMS has 12.5%

- Castillo- Suggestion bringing back more certificate rewards
- Operating income will be at $200k

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

Roll Call

B. Smith	Aye
S. Belle	Aye
N. Mondragon	Aye
P. Lambros	Aye
E. Castillo	Aye
T. Barillas	Aye
S. Juarez	Absent

B. fiscal policy updates

B. Smith made a motion to approve the updates to the fiscal policy manual listed as stated.
P. Lambros seconded the motion.
Fiscal updates to note:
Increase of limits-
1. Executive Director can authorize up to $10,000 for items not specifically mentioned in the board-approved budget.
2. The Principal can authorize up to $5000 for items not specifically mentioned in the board-approved budget.
3. The Chief Operating Officer can authorize up to $5000 for any expense not specifically listed in the budget if it is related to safety, cleanliness, or building maintenance without any additional approval from the board or the Executive Director.
4. The Assistant Principal can authorize $1000 of spending for items

Items that are specifically listed in the schedules of the board approved budget spreadsheet do not require individual board approval when it is time to purchase the services, items, books, computers or other things mentioned specifically in the board approved budget. The Executive Director can approve all purchases that are specifically listed in the board approved budget regardless of the amount.
The board **VOTED** unanimously to approve the motion.

Roll Call

N. Mondragon	Aye
T. Barillas	Aye
S. Juarez	Absent
P. Lambros	Aye
E. Castillo	Aye
B. Smith	Aye
S. Belle	Aye

C.

Employee retention strategy

P. Lambros made a motion to authorize the provision of a similar Friday afternoon meal to classified staff without the need for them to attend an agendized development meeting with a sign-in sheet as an employee retention strategy.
B. Smith seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

N. Mondragon	Aye
P. Lambros	Aye
S. Juarez	Absent
B. Smith	Aye
S. Belle	Aye
E. Castillo	Aye
T. Barillas	Aye

D. Culmination ceremony as a recruitment strategy

P. Lambros made a motion to authorize the spending of $18,000 on the culmination event to be held at Pierce College.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

N. Mondragon	Aye
S. Juarez	Absent
E. Castillo	Aye
P. Lambros	Aye
B. Smith	Aye
T. Barillas	Aye
S. Belle	Aye

III. Governance

A. Renew board terms for some board members

B. Smith made a motion to appoint Shanon Belle and Ponti Lambros to another two year term on the JJMS Board of Trustees.
N. Mondragon seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

N. Mondragon	Aye
P. Lambros	Abstain
S. Juarez	Absent
B. Smith	Aye
S. Belle	Abstain
E. Castillo	Aye

Roll Call

T. Barillas	Aye

B. Groupwork on JJMS 3-5 year strategic plan

The discussion will continue at the May board meeting.
B. Smith made a motion to adjourn at 9:05pm.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

B. Smith	Aye
N. Mondragon	Aye
S. Juarez	Absent
E. Castillo	Aye
P. Lambros	Aye
T. Barillas	Aye
S. Belle	Aye

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:05 PM.

Respectfully Submitted,
G. Lara

Documents used during the meeting

- 03.2023 JJMS Board Package.pdf
- 2022 - 2023 Fiscal Policies (Reviewed on 3_30 for board approval) (1).docx