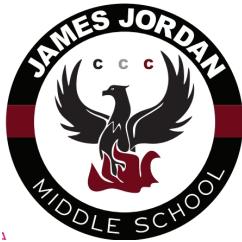


APPROVED



# James Jordan Middle School Board of Trustees

## Minutes

### Regular Board Meeting- in person

---

#### Date and Time

Thursday March 9, 2023 at 7:00 PM

---

#### Location

18600 Lanark St, Reseda CA 91335

---

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=MkxQRE50aEpFV1VETmxjYVliYIMvZz09>

Meeting ID: 845 4235 4836 Passcode: V02flaYT

One tap mobile

+16468769923,,84542354836#,,,,\*42668767# US (New York)

+16699006833,,84542354836#,,,,\*42668767# US (San Jose)

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](http://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 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.
  - 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](mailto:lara@jamesjordanms.com), 818-882-2496)

---

### Trustees Present

B. Smith (remote), E. Castillo, N. Mondragon, R. Edelen, S. Juarez, T. Barillas

---

### Trustees Absent

P. Lambros, S. Belle

### **Guests Present**

E. Hodes (remote), G. Lara, M. Marsh (remote), P. Reyes-Guerrero, 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 Mar 9, 2023 at 7:11 PM.

### **C. Approve Minutes**

R. Edelen made a motion to approve the minutes from Regular Board Meeting on 02-16-23.

N. Mondragon seconded the motion.

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

#### **Roll Call**

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

### **D. PUBLIC COMMENT**

## **II. FINANCE**

### **A. January Financials**

N. Mondragon made a motion to approve the January Financials including cash flow, balance sheet and check register.

E. Castillo seconded the motion.

- Huge net income \$180k
- Small loss on nutrition program. JJMS has additional funds for the meal program
- JJMS now owns the Strathern property
  - Lender honored the same rate
- SpEd expenses have increased.

- ESSER and learning recovery grant
- No financial impact

Smith- Are there are similarities with what other schools are seeing?

Evan- Nutrition trends are across the board due to attendance trends. 20% over budget in SpEd for other schools.

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

**Roll Call**

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

**B. 2nd Interim report**

B. Smith made a motion to approve the 2nd interim report for submission to various oversight organizations.

N. Mondragon seconded the motion.

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

**Roll Call**

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

**III. Governance**

**A. Approval of CLA as our financial auditing firm for the coming year.**

B. Smith made a motion to approve CLA as the auditing firm for the FY2022-23.

R. Edelen seconded the motion.

Evan endorses CLA.

The CLA cost has increased by 20%

CLA understands SB740 and the rules JJMS has to follow for the LLC

Dr. Marsh highly recommends approval of CLA.

Clifford, Larson Allen

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

**Roll Call**

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

**B. Policy to continue medical benefits for employees on unpaid medical leave**

B. Smith made a motion to continue to pay the medical premium for 3 months beginning the date of leave when a new employee files for medical leave, but does not qualify for FMLA.

E. Castillo seconded the motion.

- New employees may not qualify for FMLA and medical benefits may be terminated.
  - 1250 hours must be worked to qualify
- JJMS leadership is proposing that we continue to pay the medical premiums for 3 months beginning the date of leave.

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

**Roll Call**

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

**C. LAUSD binder items needed for annual inspection**

B. Smith made a motion to table this item until April 20, 2023 board meeting.

N. Mondragon seconded the motion.

LAUSD will complete the oversight on April 12, 2023.

At this time, there are no additional items.

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

**Roll Call**

S. Juarez Aye  
T. Barillas Aye  
P. Lambros Absent

**Roll Call**

N. Mondragon Aye  
R. Edelen Aye  
B. Smith Aye  
S. Belle Absent  
E. Castillo Aye

**D. Groupwork on JJMS 3-5 year strategic plan**

Moved to the April 20, 2023 meeting.

**IV. Closing Items**

**A. Adjourn Meeting**

B. Smith made a motion to adjourn the meeting at 7:43pm.  
E. Castillo seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:43 PM.

Respectfully Submitted,  
G. Lara

---

**Documents used during the meeting**

- 01.2023 JJMS Board Package.pdf
- Statement of Work - Audit Services.pdf