APPROVED

James Jordan Middle School Board of Trustees

Minutes

Regular Board Meeting

Date and Time
Thursday August 17, 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.
Shannon Belle will be participating from XXXXXXXX

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)

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, S. Juarez (remote), T. Barillas

Trustees Absent
None

Trustees who arrived after the meeting opened
S. Belle

Guests Present
DeAnna Jones (remote), G. Lara, M. Marsh (remote), P. Reyes-Guerrero

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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 Aug 17, 2023 at 7:05 PM.

C. Approve Minutes

N. Mondragon made a motion to approve the minutes from Board Meeting on 06-15-23.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. PUBLIC COMMENT

Ms. Smith invited the audience to participate in public comment.
S. Belle arrived at 7:07 PM.

II. Academic Achievement

A. LAUSD annual inspection report card

LAUSD Oversight Visit Performance Results:
Governance- Score of 4 Accomplished
Student Achievement and Educational Performance- Score of 3 Proficient
Organizational Management, Programs, and Operations- Score of 4 Accomplished
Fiscal Operations- Score of 2 Developing

Dr. Marsh addressed the Fiscal performance and reviewed the text with the board.

- Cash reserve level has fluctuated but is above the best practice of 5%
- Debt ratio jumped because we borrowed money to build a permanent home
- Areas noted:
    - Inconsistent Guidance on Fiscal Policies and Procedures- Employee and Volunteer expense reimbursement (recurring issue)
        - The board has reviewed the Fiscal Policy manual several times
        - Action plan is to have Ms. Jones align the practices to the Fiscal Policy
        - JJMS needs to have a Fiscal Policy that accurately represents procedures
    - Lack of Clear Guidance- Expense Policy (Food Purchases)
    - Noncompliance with School's Fiscal Policies and Procedures
    - Lack of Board-Approved Contracts

The Fiscal Policy Manual must match what happens on campus.

Mike J- The goal is to fix the issues in the Fiscal Policy Manual by the October board meeting.

NO MOTION MADE. ONLY PRESENTATION AND DISCUSSION.

B. Teaching Permits

B. Smith made a motion to approve the Local Area Option Ed Code (§44258.2) and EC §44256(b) that will allow Veronica Ramos to teach math in a departmentalized setting.
N. Mondragon seconded the motion.
Veronica Ramos has completed the final assessments needed for a preliminary credential. Therefore, we are no longer seeking a short-term staff permit. Instead, we are asking for the board to approve a Local Area Option that will allow Veronica Ramos to teach math in a departmentalized setting. She has the correct number of units of math on her college transcripts to qualify for an LAO in addition to her preliminary credential.

In accordance with Ed Code (§44258.2) the Board delegates to the Principal/Ex. Dir. the authority to employ the holder of a single subject teaching credential, with his or her consent, to teach classes in grades 6 to 8, inclusive, in a JJMS middle school, if he or she has a minimum of **12 semester units, or six upper division or graduate units**, of coursework at an accredited institution in the subject to which he or she is assigned. And also in accordance with EC §44256(b) the Board delegates to the principal and the Ex. Dir. the authority to employ holder of a multiple subject teaching credential to teach any subject in departmentalized classes to a given class or group of students below grade 9, provided that the teacher has completed at least 12 semester units, or six upper division or graduate units, of coursework at an accredited institution in each subject to be taught. Such assignment shall be with the teacher's consent.

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

Roll Call

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

P. Lambros made a motion to approve submission of a Provisional Intern Permit for Ana Canez.
S. Belle seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

III. Governance

A. Strathern Project update

P. Lambros made a motion to authorize the Executive Director to apply for the Employee Retention Credit from the Federal Government.
E. Castillo seconded the motion.
JJMS signed an agreement with a land use consultant. She will work on four-way stop signs.

A rendering has been requested to begin planning the gym project.
JJMS is looking into a pass-through between the properties.

Staff has been parking at the Strathern property.

It will take about two years to get planning permission. Financing will be arranged during this time. JJMS met with a consultant about compensation for JJMS for keeping all the employees (Employee Retention Credit). The IRS is in charge of determining if we are eligible. The statute of limitations is 3 years. JJMS may get $ 1 million to pay for the gym. JJMS will put the money aside for the next three years.

JJMS plans to use the funds three years from now.

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

Roll Call

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

IV. Closing Items

A. Adjourn Meeting

B. Smith made a motion to to adjourn at 8:06pm.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

P. Lambros	Aye
N. Mondragon	Aye
T. Barillas	Aye
S. Belle	Aye
E. Castillo	Aye
S. Juarez	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 8:06 PM.

Respectfully Submitted,
G. Lara

Documents used during the meeting

- v2 ExEd Board - August Presentation (08.17.23) (1).pdf
- JMSJRDN 8195 Annual Performance-Based Oversight Visit Report 2022-2023.pdf
- From the credentials.docx