APPROVED

James Jordan Middle School Board of Trustees

Minutes

Regular Board Meeting

Date and Time
Thursday October 19, 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.

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)

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 (remote)

Trustees Absent
S. Juarez, T. Barillas

Guests Present

D. Jones (remote), G. Lara, 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 Oct 19, 2023 at 7:09 PM.

C. Approve Minutes

N. Mondragon made a motion to approve the minutes from Regular Board Meeting on 09-21-23.
E. Castillo seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Public Comment

No public comment

II. Finance

A. Fiscal report for August 2023

N. Mondragon made a motion to approve the financials as presented, including cash flow, check register, and balance sheet.
P. Lambros seconded the motion.

- IRS has stopped processing new claims for pandemic-era business tax breaks. The JJMS claim is on a pause.
- JJMS does not depend on those tax dollars.
- Enrollment is higher than budgeted. Currently at 454 and budgeted at 450.
- ADA is also conservative. Budgeted at 93.5% and currently trending at 96.3%
- Currently not in need of one-time funds. JJMS has until 2028 to use those funds if it becomes necessary.
- JJMS will end with a 1.5 million cash for operations

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

Roll Call

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

B. Policy for Special Education interns- Critical shortage

P. Lambros made a motion to give the Executive Director the authority to pay tuition up front for JJMS classified staff who are pursuing a credential in Special Education.
N. Mondragon seconded the motion.

- Include a clause to hold the employee accountable after they complete their credential
- Smith- make it part of the compensation packet
- Create an opportunity for other candidates.
- The board suggests that there is a cohort that starts together and finishes together.

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

Roll Call

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

III. Facility

A. Facilities report

- Currently resolving the Lanark property issues
    - Rain causes large puddles.
- Strathern property development is paused.
- JJMS is working with a land use consultant.
    - Crosswalk
    - Speedbumps
    - Stop sign

- The process to request a right-lane turning space in front of the church on Lanark and Reseda.

IV. Academic Excellence

A. Master Plan for English Learners

N. Mondragon made a motion to approve the Master Plan for English Learners as presented.
E. Castillo seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Data Analysis from Diagnostic in ELA and Math

- COVID-19 School Closures
  - Class of 2026 was in 2nd grade when we closed
  - 2020-21 full year of Zoom- 3rd grade year
- Before COVID 23% of kids were proficient, 43% were bubble kids, and 34% were two or more years below grade level.
- After COVID 13% of kids were proficient, 34% were bubble kids, and 53% were two or more years below grade level.
- Students in 6th grade ELA are making progress.
- Students in 6th grade are also making progress in Math.

C. Summary of challenges to academic achievement for 23-24

Summary of challenges to academic achievement for 23-24
This report will overview our challenges and the support system we provide for staff, students, and families.

1. Low skills upon enrollment for incoming students

- Lack of social skills
  - Lunch clubs for student who struggle with peer interaction
- Lack of fundamental ELA and Math skills such as addition and subtraction
  - Lower sections focus on skill building concepts
- Lack of organizational skills

- CSUN CADV interns who meet with students to help with organizing their backpack, school supplies, etc.

2. Low motivation for at-risk students

- Student with multiple NCs and who are 2 or more grade levels below.
  - Lunch time tutoring
  - Intersessions (Winter, Spring, Summer)
  - Academic Growth incentives
- Lack of parent response- Grade Level, Parent Coordinator, Directors, and administrators
  - Home visits
  - Certified mail
  - Extreme cases may require the support of authorities in the community

V. Closing Items

A. Adjourn Meeting

B. Smith made a motion to adjourn the meeting at 8:37pm.
E. Castillo seconded the motion.
The board **VOTED** to approve the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:38 PM.

Respectfully Submitted,
G. Lara

Documents used during the meeting

- 08.2023 JJMS Board Package.pdf