APPROVED

James Jordan Middle School Board of Trustees

Minutes

Regular Board Meeting

Date and Time
Thursday November 16, 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
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 (remote), E. Castillo, P. Lambros, S. Belle (remote), S. Juarez, T. Barillas

Trustees Absent
N. Mondragon

Guests Present

D. Jones (remote), G. Lara, 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 Nov 16, 2023 at 7:01 PM.

C. Approve Minutes

S. Belle made a motion to approve the minutes from Regular Board Meeting on 10-19-23.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Public Comment

No public comment.

II. Finance

A. Fiscal report for October 2023

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

- Drop in revenue was planned
- Nothing will be cut

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

Roll Call

P. Lambros	Aye
B. Smith	Aye
S. Juarez	Aye
S. Belle	Aye

Roll Call

N. Mondragon	Absent
T. Barillas	Aye
E. Castillo	Aye

B. First Interim Report

P. Lambros made a motion to approve the JJMS FY23.24 First Interim Report.
S. Juarez seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Fiscal Policy Manual update

S. Juarez made a motion to approve the Fiscal Policy Manual as presented and add: "Twice a year, a state of the school meeting will be held with employees and board members, and dinner will be served regardless of the time of day. The cost of the employee meals shall be in line with the GSA. These meetings will not provide meals to non-employees unless they are members of the JJMS board or they are presenting material during the meeting. For more information on current Fiscal Year CONUS travel per diem rates, please visit www.gsa.gov/perdiem.".
P. Lambros seconded the motion.

- Page numbers were added.
- Added terms such as "qualified designee."
- Specifics on the policy on how much is spent for meals for employees and board members.
- Travel expresses are defined for the ED
- Use of manual checks is defined.

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

Roll Call

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

III. Facility

A. Facilities report

- Temporary measures have been taken to address flooding concerns.
- On one side of Lanark, the property line goes into the street.
  - JJMS is seeking a plan to request a crosswalk and a four-way stop sign on Yolanda and Lanark
- There are no plans to develop the Strathern property until current facility concerns are addressed.

P. Lambros made a motion to adjourn the meeting at 7:31pm.
S. Belle seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

N. Mondragon	Absent
P. Lambros	Aye
T. Barillas	Aye
E. Castillo	Aye
S. Belle	Aye
S. Juarez	Aye
B. Smith	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 7:31 PM.

Respectfully Submitted,
G. Lara

Documents used during the meeting

- 10.2023 JJMS Board Package.pdf
- JJMS FY23.24 First Interim Form 62.pdf
- 2023-2024 Fiscal Policy.docx.pdf