APPROVED

James Jordan Middle School Board of Trustees

Minutes

Board Meeting

Date and Time
Thursday April 18, 2024 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
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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, T. Barillas, V. Garza

Trustees Absent
None

Non Voting Members Present
D. Jones (remote)

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

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 18, 2024 at 7:05 PM.

C. Approve Minutes

N. Mondragon made a motion to approve the minutes from Regular board meeting on 03-21-24.
V. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

T. Barillas	Aye
V. Garza	Aye
B. Smith	Aye
N. Mondragon	Aye
E. Castillo	Aye

D. Public Comment

No public comment

II. Finances

A. Fiscal report through February 2024

B. Smith made a motion to approve the financial report through February 2024 that includes the income statement, balance sheet, and check register.
N. Mondragon seconded the motion.

- May revise will be available by May 15 with new updates
- The income of taxes for Feb. 2024 is coming in a bit higher than anticipated
- COLA is projected to be under 1%.
- Questions about one-time funds and how the state will respond to future money available exist.

- JJMS continues to have a very strong ADA and enrollment
    - Ms. Jones shared the experience of other schools with lower enrollment than anticipated.
    - Families are moving out of state to a more affordable location.
- ADA percentage is above average.
- Income statement- trending very well for LCFF
- Red under federal and state due to a reduction of one-time funds
- Federal monies are being used over time. JJMS still has some funds left.
- State revenue less expanded learning opportunity expenses.
- Additional expenses under the SELPA (SpEd expenses)
- Net income is above the budget, under $15k
- Balance sheet- The school is projected to have cash on hand at 79 school days.
- JJMS would be in a strong position in the event of deferrals by the state
- Employee Retention Credit is not reflected as JJMS applied, and the application is under review for one million dollars.

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

Roll Call

E. Castillo	Aye
B. Smith	Aye
V. Garza	Aye
N. Mondragon	Aye
T. Barillas	Aye

B. Powerschool contract renewal

V. Garza made a motion to delegate to the Executive Director the authority to sign the annual PowerSchool contract without annual board approval for the duration of the existence of JJMS as a school.
N. Mondragon seconded the motion.

- Garza commented that the price is very reasonable compared to another system.
- For the future, the board suggested to add language in the Fiscal Policy to approve contracts without board approval if the Board President or Board Treasurer approves.

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

Roll Call

B. Smith	Aye
V. Garza	Aye
N. Mondragon	Aye
T. Barillas	Aye
E. Castillo	Aye

III. GOVERNANCE

A. Vaccination Policy for COVID-19 sunset with end of state of Emergency

N. Mondragon made a motion to end the requirement for COVID-19 vaccination policy because the state of emergency has been lifted in California.
E. Castillo seconded the motion.

- The state of emergency is over

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

Roll Call

B. Smith	Aye
N. Mondragon	Aye
T. Barillas	Aye
V. Garza	Aye
E. Castillo	Aye

B. Comprehensive School Safety Plan

N. Mondragon made a motion to approve the Comprehensive School Safety Plan as presented.
V. Garza seconded the motion.

- Examples of the type of emergencies we prepare for
  - Fire, earthquakes, active shooter
- The staff is assigned to specific areas to respond to
- SB 671 has been added to reflect our action plan
- The staff will also be trained on how to use the Narcan
- JJMS has bullet-resistant glass
- A retired law enforcement officer who trained our staff in verbal de-escalation and physical retention was very impressed with our campus. (Crisis response training)

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

Roll Call

E. Castillo	Aye
T. Barillas	Aye
N. Mondragon	Aye
B. Smith	Aye
V. Garza	Aye

C. Independent Study program for emergency closures

B. Smith made a motion to adopt policy number 41924A Independent Study for emergency closures.
V. Garza seconded the motion.

- All the students have laptops and internet access.

- This policy would be in the event of emergencies.
- The policy describes very specific reasons for activating this policy.

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

Roll Call

E. Castillo	Aye
N. Mondragon	Aye
V. Garza	Aye
B. Smith	Aye
T. Barillas	Aye

IV. Academic Excellence

A. 8th grade Culmination

T. Barillas made a motion to approve a budget of $9000 for the culmination on June 7.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

V. Garza	Aye
E. Castillo	Aye
N. Mondragon	Aye
B. Smith	Aye
T. Barillas	Aye

V. Closing Items

A. Adjourn Meeting

B. Smith made a motion to adjourn the meeting at 8:14pm.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

T. Barillas	Aye
N. Mondragon	Aye
B. Smith	Aye
E. Castillo	Aye
V. Garza	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:14 PM.

Respectfully Submitted,
G. Lara

Documents used during the meeting

- 02.2024 JJMS Board Package.pdf
- PowerSchool_Quote_for_your_review_and_signatu (1).pdf
- 2023-25 Comprehensive School Safety Plan-JJMS (Pending Board Approval).pdf
- Independent Study Policy Emergency Conditions policy 41924A.pdf