APPROVED

James Jordan Middle School Board of Trustees

Minutes

Regular Board Meeting

Date and Time
Thursday May 16, 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.

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
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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), N. Mondragon, T. Barillas, V. Garza

Trustees Absent
E. Castillo

Non Voting Members Present
D. Jones (remote)

Guests Present
G. Lara (remote), M. Marsh (remote), P. Reyes-Guerrero, T. Baier, V. Albores

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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 May 16, 2024 at 7:01 PM.

C. Approve Minutes

N. Mondragon made a motion to approve the minutes from Board Meeting on 04-18-24.
T. Barillas seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Public Comment

No public comment

II. Finances

A. Fiscal report through March 2024

T. Barillas made a motion to approve the March financial report that includes the balance sheet, income statement, cash flow, and check register.
V. Garza seconded the motion.

- The governor released a snippet of the budget for next year.
    - COLA adjustment to 1.07%
- Personal, Corporate, and Sales tax drive the actual state budget proposal (January proposal vs May Revise)

- The reconciliation process is in effect. The governor has veto power to determine the budget. The budget has to be approved by June 30, 2024

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

Roll Call

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

B. Initial assumptions for the 2024-25 budget

- JJMS will be developing the budget under a lower COLA
- The P2 is much higher than budgeted, with an enrollment 447 since the report was developed.
- For 2024-25, the ADA goal is 95%, with 450 kids enrolled
- Some classified positions will not be filled for 2024-25
- No programs have been cut
- SpEd expenses have been increased by 10%
- Net income of $10k
- Operating income $70k

C. Facilities development projects

V. Garza made a motion to approve the construction project modular building to be added to the Lanark campus via plan approval and, at this time the cost is expected to be $600,000.
N. Mondragon seconded the motion.

- JJMS owns the building.
- After two years, we have realized we need additional indoor spaces to use on campus for inclement weather
- Add a modular building. This building would have a lunchtime/PE capacity of at least 250 students, solving our indoor space problem.
- This urgently needed solution will cost approximately $600,000. We hope to install the modular building during the Summer of 2025.
- This is planned in phases. We are in the planning phase.
- JJMS is in line to get one million dollars from the IRS for the employee retention fund. Expected in May of 2025
- The mortgage for our building is short-term. JJMS could refinance next summer. When JJMS refinances the 13 million, we can add the $600k.
- Equitable Facilities Fund (EFF)
- JJMS needs to submit an application with LADBS.
- We ask the board to approve $65,000 for the preliminary work

• During the initial construction, the conditional use permit was set.

Milestone
Date
Estimated Capital Outlay
Submit Plan Approval Application to LA City Planning
June 2024
$65,000

Approval of Plan Approval
Dec 2024

Contract with Modular Building Manufacturer
Begin Architectural Drawings for Permit
January 2025
$75,000

Permit Review, Solicit Construction Bids and General Contractor Selection Process
March – May 2025
$125,000 (Architecture & Engineering fees)

Approval of Permits; Start of Construction and Modular Installation
May – June 2025
$280,000

Construction Completion & Project Closeout
July - Aug 2025
$20,000 – $60,000

Approximate Cost: $565,000 – 605,000

The $65k would be non-refundable

Smith- We want to get what we need. Getting started to make sure the city approves.

Marsh- Paying the $65k from cash reserves
The board **VOTED** unanimously to approve the motion.

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

III. GOVERNANCE

A. Provisional Intern Permits

T. Barillas made a motion to approve the submission of Provisional Intern Permits for 1. Karina Casillas PIP as an Educational Specialist (Special Education Teacher) for the 2024-25 school year. 2. Eliezer Tarin, Jr, PIP as an Educational Specialist (Special Education Teacher) for the 2024-25 school year.
V. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

B. Public Hearing for input on the LCAP

- We will be including any suggestions from parents—for example, the School Site Council.
    - Family Nights (Art night and movie night)
- Field Trip experiences for all grade levels
    - Based on arts and music to satisfy a special grant
    - University programs
- We will add the new construction project
- Gallery Displays in glass cases

C. Review of proposals for vendors for National School Lunch Program.

N. Mondragon made a motion to to approve Revolution Foods as the food vendor for the next 3-5 years (2024-2029).
T. Barillas seconded the motion.

- Every five years, we are required to seek out new vendor proposals
- Criteria are clearly used. Parents, Staff, and Students had an opportunity to compare the vendors
- JJMS recommends Revolution Foods.
- We expressed our concern about ordering last-minute meals during inclement weather.
- State and Federal meal rules have restrictions, and the children are not impressed.

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

Roll Call

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

D. Academic Calendar

T. Barillas made a motion to approve the academic calendar for the 2024-25 school year with 179 days.
V. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IV. Closing Items

A. Adjourn Meeting

B. Smith made a motion to adjourn the meeting at 8:46pm.
N. Mondragon seconded the motion.
Next meeting on June 27, 2024
The board **VOTED** unanimously to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:47 PM.

Respectfully Submitted,
G. Lara

Documents used during the meeting

- 03.2024 JJMS Board Package.pdf

- FY25 Draft Budget.pdf
- LFP_JJMS Board Meeting Update_16May2024 (1).pptx
- Top Notch Proposal.pdf
- James Jordan FSMC Proposal 24-25.pdf
- Proposal - Food Service Management Company 2024-25.pdf
- 2024-25 JJMS Academic Calendar .pdf