APPROVED

James Jordan Middle School Board of Trustees

Minutes

Regular Board Meeting

Date and Time
Thursday November 21, 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
+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
N. Mondragon, P. Garza, T. Barillas, V. Garza

Trustees Absent
E. Castillo

Guests Present
G. Lara, M. Johnston, M. Marsh, P. Reyes-Guerrero, Sohail Bhatri, V. Albores

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I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

N. Mondragon called a meeting of the board of trustees of James Jordan Middle School Board of Trustees to order on Thursday Nov 21, 2024 at 7:04 PM.

C. Approve Minutes

N. Mondragon made a motion to approve the minutes from Regular Board Meeting on 10-24-24.
T. Barillas seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

D. Public Comment

E. Update on School Information

Dr. Marsh presented the CA Dashboard for JJMS, LAUSD, the state, and Northridge Middle School.

Mr. Bhatri, the 8th-grade lead teacher, presented the academic priorities for each department.

- JJMS has been exposing the students to release questions.
- Teachers have been focusing on strategies to teach kids how to develop responses in complete sentences.
- ELA Department
    - Use of URACE with Step Up to Writing
    - Sentence structure development
- Math Department
    - Incorporation of vocabulary
    - IAB practice questions

- Plan, Solve, Check strategy
- Use of Yellow Pages Graphic organizer

• Science

- Answering in complete sentences
- Use IABs
- Use of graphic organizers
- Incorporation of Step Up to Writing with the CER

II. FINANCE

A. October Financial report from ExED

V. Garza made a motion to approve the October Financials, including the check register, cash flow, and balance sheet, and accept the projections as the updated budget.
N. Mondragon seconded the motion.
Mike reviewed the dashboard and addressed the yellow zone, which is a default.

JJMS has strong reserves.

Attendance columns are lined up with the income statement.

Actual attendance up to month 3, 97.1%, and forecast P2 at 96.1%

JJMS is expected to have 71 days' cash on hand by the end of the year, which is 19.6%.

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

Roll Call

N. Mondragon	Aye
T. Barillas	Aye
E. Castillo	Absent
P. Garza	Aye
V. Garza	Aye

B. First Interim report

N. Mondragon made a motion to accept the first interim report as presented and instruct ExEd to submit it on behalf of JJMS.
P. Garza seconded the motion.
The state and district template of the financials at JJMS.
The board **VOTED** unanimously to approve the motion.

Roll Call

N. Mondragon	Aye

Roll Call

V. Garza	Aye
T. Barillas	Aye
P. Garza	Aye
E. Castillo	Absent

C. Ratification of Project Manager contract for facility projects

T. Barillas made a motion to ratify the contract with KDI Management.
N. Mondragon seconded the motion.
JJMS solicited and considered three proposals for Facility Project management.

The JJMS Administrators interviewed and selected KDI and the specific person JoAnn Koplin to serve as our owner's agent in facilities issues until all outstanding issues are resolved.
The board **VOTED** unanimously to approve the motion.

Roll Call

V. Garza	Aye
N. Mondragon	Aye
T. Barillas	Aye
P. Garza	Aye
E. Castillo	Absent

D. Presentation of 2023-24 Annual Audit

N. Mondragon made a motion to table the presentation of 2023-24 Annual Audit for the next board meeting.
T. Barillas seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

V. Garza	Aye
T. Barillas	Aye
P. Garza	Aye
N. Mondragon	Aye
E. Castillo	Absent

III. Academic Excellence

A. Provisional Intern Permit application

Item was removed from agenda as there is no longer a need for this PIP.

IV. Closing Items

A. Adjourn Meeting

N. Mondragon made a motion to adjourn the meeting at 8:19pm.

T. Barillas seconded the motion.
Next board meeting December 12, 2024
The board **VOTED** unanimously to approve the motion.

Roll Call

P. Garza	Aye
N. Mondragon	Aye
T. Barillas	Aye
E. Castillo	Absent
V. Garza	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:19 PM.

Respectfully Submitted,
G. Lara

Documents used during the meeting

- dashboard summary.docx
- Lead Teacher Report 11_21_24.pdf
- JJMS 10.2024 Board Financials.pdf
- JJMS FY25 First Interim.pdf
- Koplin Facility Project Manager.pdf