APPROVED

James Jordan Middle School Board of Trustees

Minutes

Board Meeting

Date and Time
Thursday December 12, 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
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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
E. Castillo, N. Mondragon, P. Garza, T. Barillas, V. Garza

Trustees Absent
None

Guests Present
G. Lara, M. Johnston (remote), M. Marsh (remote), P. Reyes-Guerrero, 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 Dec 12, 2024 at 7:10 PM.

C. Approve Minutes

N. Mondragon made a motion to approve the minutes from Regular Board Meeting on 11-21-24.
T. Barillas seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

D. Public Comment

No public comment

II. FINANCE

A. CYBHI grant expenditure authorization

V. Garza made a motion to authorize Dr. Marsh to expend these funds according to the implementation plan, which will be filed with LACOE by January 31, 2025, without regard to spending limits mentioned in the fiscal policy manual .
N. Mondragon seconded the motion.

- New grant program in CA
- JJMS has $50k to spend on software for medical record keeping so that JJMS can ask for reimbursement.
- JJMS will by tablets and software for the counseling center
- Mr. Wu has been attending the training and doing the research

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

Roll Call

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

B. Fiscal policy for RAMP

P. Garza made a motion to approve the updated fiscal policy manual, which now reflects procedures for the RAMP credit card system.
E. Castillo seconded the motion.

- The board approved JJMS to open an account with RAMP.
- The RAMP program allows expenditure controls, making it easy to submit receipts.
- The Fiscal Policy now includes the implementation of RAMP
- ExED also recommended adding the language of paperless tracking
- Ms. Barillas mentioned a concern about the stability of RAMP as a vendor
- Ms. Garza mentioned that this company is well-developed compared to other managing companies that other charter schools researched.
- Dr. Marsh mentioned how limits are set for each person with specific restrictions.

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

Roll Call

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

C. Presentation of 2023-24 Annual Audit

V. Garza made a motion to approve the attached audit for the 2023-24 school year.
N. Mondragon seconded the motion.
We now have the corrected version of the Audit for 2023-24.

- There is a small finding, which means the program's rules do not exactly match.
- ELOP funds were to provide 9 hours a day for Winter, Spring, and Summer.
    - The Winter program was offered online due to the construction in the courtyard.
- JJMS will need to return about $3400. The state will withhold the money.
- JJMS will request the board to approve a provision to
- Mike explained that the other finding was under accounting
    - JJMS has financials for JJMS and Phoenix Facilities

        - Phoenix Facilities is the entity set up to be our landlord. The state will not give money for mortgage payments but instead for rent. The school pays to the LLC.
    - When looking at Phoenix facilities, there is a negative asset.
    - There are new auditing standards to follow.
    - JJMS has over 4 million dollars of assets
- Barillas asked what was being done before.
- Mike stated that the line deficit was not on there. The elimination column eliminated it under consolidated financials.
- No significant deficiencies were found.

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

Roll Call

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

III. Academic Excellence

A. ELOP program adjustments due to flood control construction

T. Barillas made a motion to allow ELOP programs to be curtailed as needed to provide safe times for roof repairs as soon as practical, which may need to wait until Spring or Summer break of 2025.
N. Mondragon seconded the motion.

- The JJMS roof has been leaking for two years.
- JJMS will need to develop different plans to prepare for the roof to get fixed. It is possible to shorten the ELOP programs to accommodate the construction.

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

Roll Call

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

B. JJMS receives Awards for academic achievement

- JJMS shared the list of awards JJMS has been awarded.
- JJMS shared the current fundraiser, the Double Good.

IV. Closing Items

A. Adjourn Meeting

T. Barillas made a motion to adjourn the meeting at 8:08pm.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:11 PM.

Respectfully Submitted,
G. Lara

Documents used during the meeting

- 2024-2025 Fiscal Policy.docx (3) (1).pdf
- James Jordan Middle School FY23-24 Signed Final Report and Financial Statements (2).pdf