APPROVED

James Jordan Middle School Board of Trustees

Minutes

Regular Board Meeting

Date and Time
Thursday January 16, 2025 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
E. Castillo, N. Mondragon, P. Garza, V. Garza

Trustees Absent
T. Barillas

Guests Present
M. Johnston (remote), M. Marsh (remote), P. Reyes-Guerrero, Randy Palisoc, 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 Jan 16, 2025 at 7:08 PM.

C. Approve Minutes

N. Mondragon made a motion to approve the minutes from Board Meeting on 12-12-24.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Public Comment

E. E. Board member terms

V. Garza made a motion to to approve the terms of Nancy Mondragon, Tiffany Barillas, and Evelyn Castillo as specified above.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

II. FINANCE

A. Fiscal report from ExEd

N. Mondragon made a motion to approve the financials including the cash flow, balance sheet, and check register as presented.
V. Garza seconded the motion.
Attendance is above expected.
Teachers' Salaries are under budget.

Substitute Salaries are above budget.

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

Roll Call

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

B. Ratify contract for modular building installation.

N. Mondragon made a motion to approve the selection of Verse Design for the modular project and to authorize the Executive Director, Dr. Marsh, to engage all vendors needed to complete the installation without individual board approval of each vendor.
E. Castillo seconded the motion.
2 Proposals for modulars to add to campus

1. IMOD
2. Sliver Creek

IMOD are modulars that can be moved and placed in other locations if needed.

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

Roll Call

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

C. Ratify Employee Retention Credit representation and submission

V. Garza made a motion to authorize Michael Williams, tax attorney, CFOMW Tax, LLC 38 29th Place Venice, CA 90291 to continue to represent JJMS in the application process for Employee Retention Credits.
N. Mondragon seconded the motion.
We submitted an application to be reviewed. The IRS has
The board **VOTED** unanimously to approve the motion.

Roll Call

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

III. GOVERNANCE

A. Declaration of Need for 24-25

P. Garza made a motion to have JJMS submit a 2024-25 Declaration of Need to the California Commission on Teacher Credentialing.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Compliance Monitoring Checklist for LAUSD

E. Castillo made a motion to authorize the Board President to sign this form on behalf of the JJMS Board of Trustees for submission to the LAUSD.
P. Garza seconded the motion.
LAUSD provides each charter school board with a list of topics to review during each school year.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Workplace Violence Prevention Plan

N. Mondragon made a motion to adopt the Workplace Violence Prevention Plan as presented.
E. Castillo seconded the motion.
CA all employers to create and implement the Workplace Violence Prevention Plan in the workplace.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D.

Parent concern regarding final exam policy

V. Garza made a motion to uphold the decision by school leaders to apply the policy from the Parent Student handbook and not allow a make-up exam from an unexcused absence.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. School Accountability Report Card

N. Mondragon made a motion to approve the attached SARC to be published as required by Feb 1, 2025.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IV. Academic Excellence

A. Review of iReady data

Dr. Randy Palisoc presents information on Student iReady Data:
Each Grade Level (6,7,8)
1. Reading
2. Math
Halfway through the school year
In the Green (At grade level)
6- Reading- Aug. 17% Currently in Jan. 26%
7- Reading Aug. 36% in Jan. 38%
8- Reading Aug. 36% in Jan. 48%
In the Green (At grade level)
6- Math Aug. 15% Currently in Jan. 24%
7- Math Aug. 20% in Jan. 34%
8- Math Aug. 29% in Jan. 35%

V. Closing Items

A. Adjourn Meeting

N. Mondragon made a motion to ajourn the meeting at 8:24pm.
V. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:25 PM.

Respectfully Submitted,
P. Reyes-Guerrero

Documents used during the meeting

- JJMS 12.2024 Board Financials.pdf
- Verse Design _James Jordan Proposal 250109 (1).pdf
- cl500 2024-25 marsh.pdf
- Att E - Charter School Compliance Monitoring 2024-2025 BOARD.pdf
- JJMS Workplace Violence Prevention Plan.pdf
- JJMS 2023-24 SARC (published in 2025).pdf