APPROVED

James Jordan Middle School Board of Trustees

Minutes

Regular Board Meeting

Date and Time
Thursday March 20, 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
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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
E. Castillo, N. Mondragon, P. Garza, V. Garza

Trustees Absent
T. Barillas

Guests Present

G. Lara, JoAnn Koplin (remote), 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 Mar 20, 2025 at 7:05 PM.

C. Approve Minutes

V. Garza made a motion to approve the minutes from Board meeting on 03-12-25.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

D. Public Comment

II. GOVERNANCE

A. CLOSED SESSION: Anticipated litigation consultation with attorney

Item covered in March 12, 2025 board meeting.

B. Policy for establishing a safe learning environment for all

The California Department of Justice has provided the attached guide for K12 schools with particular recommendations regarding student information and steps to avoid disruption of the educational program on campus. All JJMS leaders and office staff shall receive training on how to comply with this policy.

The Board should consider a motion to adopt the attached Policy for a Safe Learning Environment and attach to that policy the California Department of Justice guide for K12 schools.
N. Mondragon made a motion to adopt the attached Policy for a Safe Learning Environment and attach to that policy the California Department of Justice guide for K12 schools.
E. Castillo seconded the motion.

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

Roll Call

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

III. Financial

A. Approve audit contract

V. Garza made a motion to approve CLA as the JJMS auditor for FY 24-25.
P. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Second Interim Financials

E. Castillo made a motion to approve the attached Second Interim financial report as presented.
P. Garza seconded the motion.
January financials- Not much change
There has been a drop in attendance in all schools- flu season and other stress factors in the community.
JJMS is very strong financially.

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

Roll Call

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

C. Opening High Yield savings account

E. Castillo made a motion to approve opening a high-yield savings account at Banc of California with Myranda Marsh, Griselda Lara, and Nancy Mondragon as signers.
V. Garza seconded the motion.
As a public entity, our account is FDIC-insured for the full amount.

JJMS will be moving one million dollars into this account for an interest-bearing account.
The percentage is 3.35%
Mr. Garza- What is the FDIC limit? $250k Banc of CA pays for additional covered insurance at 100%.
Mr. Garza- What is the timeline to withdraw the money? No penalty no timeline.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. 990 return

N. Mondragon made a motion to approve the 990 forms attached for James Jordan MS and Phoenix Facilities.
E. Castillo seconded the motion.
JJMS is required to declare our financial status as a tax-exempt organization.
This document was prepared by CLA.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. Budget for Funraising event in april

P. Garza made a motion to approve an expenditure of $5000 as budget for this community engagement event.
V. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

F. Modular project update with possible vendor approval

V. Garza made a motion to purchase the iMod product for our modular installation this summer with the facility team to negotiate a final price not to exceed this proposal plus 10%.

N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

G. CARE SOLACE contract ratification

N. Mondragon made a motion to approve the attached contract with Care Solace so that JJMS can begin to receive reimbursements from the State of California with a correction to the school address to 18600 Lanark St. Reseda, CA 91335.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

H. RAMP credit card management offers a credit increase

E. Castillo made a motion to approve accepting the RAMP credit increase to $125,000.
N. Mondragon seconded the motion.
JJMS currently has a credit limit of $35,000 with our RAMP card. RAMP has offered us a credit increase to $125,000. The JJMS administration believes that for emergency purposes and the rush of end of year events, it would be prudent to accept the credit increase. ExEd does not believe there would any negative impact to our financial status with the credit increase.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

I. Site Engineering needed for modular project

P. Garza made a motion to tabled this item to a future board meeting.
E. Castillo seconded the motion.

JJMS received a response to our request for proposals for the site engineering to provide the necessary testing and creation of required Plans and specifications that will be submitted to the City of Los Angeles.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IV. Closing Items

A. Adjourn Meeting

N. Mondragon made a motion to adjourn the meeting at 8:11pm.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

E. Castillo	Aye
V. Garza	Aye
T. Barillas	Absent
N. Mondragon	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 8:12 PM.

Respectfully Submitted,
G. Lara

Documents used during the meeting

- CA DOJ school-guidance-model-k12.pdf
- Policy for Safe Learning Environment.pdf
- JJMS 2025 Statement of Work - Audit Services.pdf
- JJMS 2025 Entity Tax Compliance Statement of Work.pdf
- JJMS 01.2025 Board Financials (1).pdf
- JJMS FY25 2nd Interim.pdf
- Phoenix Facilities LLC FY24 199 DRAFT 3.3.25.pdf
- James Jordan Middle School FY24 990 DRAFT 3.3.25.pdf
- JJMSProposal 2.28.pdf

- Silver Creek Proposal - Jordan MS.pdf
- JJMS product comp 250320 highlight.pdf
- James Jordan Middle School Care Solace Agreement CC SS EHR BAA FY25-26.pdf