APPROVED

James Jordan Middle School Board of Trustees

Minutes

Board Meeting

Date and Time
Monday June 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

Trustees Absent
T. Barillas, V. Garza

Guests Present
G. Lara, Joann Koplin, M. Johnston (remote), P. Reyes-Guerrero (remote)

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 Monday Jun 16, 2025 at 7:02 PM.

C. Approve Minutes

N. Mondragon made a motion to approve the minutes from Regular Board Meeting on 05-15-25.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Public Comment

N/A

II. GOVERNANCE

A. Authorize Interim Executive Director

E. Castillo made a motion to that on the occasions when Dr. Myranda Marsh is on personal leave or out of the country, the JJMS board of trustees names Griselda Lara as the Interim Executive Director with all of the associated powers and permissions.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Facilities update from our Project Manager, J. Koplin

P. Garza made a motion to approve the additional three services: 1) roofing and siting not to exceed $5,000 2) design coordination services not to exceed $15,000 and 3) the

authorization for Del Amo construction to proceed with additional services for solar removal and replacement of solar equipment, not to exceed $70,000, and not violating the warranty of the equipment.
N. Mondragon seconded the motion.

- The reroofing project will start on June 23rd.
- Roof Phasing
  - Remove solar panels
  - Replace the roof
  - Install solar panels
  - Staging will be limited to the parking spaces adjacent to the building on the west side.
  - There will be a lift, a container for supplies, a trash bin, temp restrooms, and construction staff vehicles on site.
  - Access to the roof will be through the roof hatch on the campus. No exterior ladder will be set up.
  - The fire lane/drop-off and pick-up area will be kept clear and operational. Cones will be set up, and fencing will be available if necessary.
  - The work will be divided into 2 phases, starting with the south L-shaped area and then the north section
  - The solar panels will be removed and stored on the roof
  - No disruption of summer school is anticipated
- In the green area, there will be an impact from construction equipment

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

Roll Call

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

C. LCAP approval

N. Mondragon made a motion to to approve the attached LCAP for submission to the State of California as presented.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D.

Local Indicators for the California Dashboard

E. Castillo made a motion to to accept and approve the attached Local Indicators report for submission to the California Department of Education.
P. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. Updates to the Comprehensive School Safety Plan- Instructional Continuity

P. Garza made a motion to approve the attached Instructional Continuity Plan as part of the overall JJMS Comprehensive School Safety Plan.
E. Castillo seconded the motion.

- In the event of an emergency, JJMS needs to close, and the Instructional Continuity Plan will take effect.

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

Roll Call

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

F. Education Protection Account spending plan approval

N. Mondragon made a motion to approve the attached plan for our state required Education Protection Account.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

G. Submission of J13A form to document school closure during the January 2025 Wildfires

P. Garza made a motion to approve the attached J13A form for submission to the California Department of Education.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

H. Executive Director hiring agreement and salary

N. Mondragon made a motion to approve the employment agreement of Myranda Marsh as Executive Director with a salary of $163,463 plus the performance pay of $10,000, which is paid in installments during December and June.
P. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

III. Financial

A. JJMS Budget for 2025-26

N. Mondragon made a motion to approve the attached budget with the note that the contracts for all vendors specifically mentioned by name in the budget are therefore also approved.
P. Garza seconded the motion.
Governor's May Budget

- Revenue COLA 2.3% for next year
- Learning Recovery one-time funds $135K
- Unrestricted one-time funds $131K

JJMS 2025-26 Budget Assumptions

- Enrollment: 450
- 23% Rent increases (new Phoenix Facilities lease reflects refinance)
- Very Healthy Cash Reserves

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

Roll Call

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

B. Spring Consolidated Application for federal funding

N. Mondragon made a motion to approve the Spring Consolidated Application for submission.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Additional language for Fiscal Policy Manual under Purchases and Procurement

N. Mondragon made a motion to approve the additional language listed here as part of the Fiscal Policy Manual.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Approval of Loan Documents for refinancing the mortgage on Lanark and Strathern properties.

N. Mondragon made a motion to approve the LLC resolution and board resolution as presented.
P. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Roll Call

V. Garza	Absent

E. Extension of Revolution Food contract

E. Castillo made a motion to approve the attached contract with Revolution Foods to provide the state required meal program for students.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

F. Contract approval for cleaning crew

P. Garza made a motion to approve the attached contract with JanPro of the West for the regular cleaning of the JJMS facility.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IV. Closing Items

A. Adjourn Meeting

N. Mondragon made a motion to adjourn the meeting at 8:27pm.
P. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:28 PM.

Respectfully Submitted,

P. Reyes-Guerrero

Documents used during the meeting

- JJMS ASA-01_PT Signed (1).pdf
- JJMS ASA-02-2_PT Signed.pdf
- XS James Jordan Full Scope (1).pdf
- NuLife Proposal - 18600 Lanark Street - Jun 16 2025.pdf
- Xero Solar_James Jordan Middle School_James Jordan MS - 18600 Lanark St, Reseda (SRV)_Xero Solar - Service O.pdf
- JJMS LCAP 2026 Board Approved.pdf
- JJMS 2025 Local Indicators Report.docx
- 2025_Instructional_Continuity_Plan_(ICP)_James_Jordan_Middle_School_20250606.pdf
- 2024-25 Comprehensive School Safety Plan-JJMS (1).pdf
- JJMS 2025-26 EPA Spending Plan.pdf
- 2025 LA County Wildfires Form J13A Signature Page.pdf
- 2025-1-14.LA-Fires-K-12-and-Child-Care-EO.FINAL_ (1).pdf
- 2024-2025 J13A for JJMS.pdf
- 2024-5_update_Independent_Study_Policy_for_Emergency_Conditions_ONLY__4866-9502-8720.v1___5_ (2).pdf
- COR 8195 James Jordan MS 05-29-25 Rev. 3.pdf
- Marsh Agreement 2025-26 (1).pdf
- JJMS 05.2025 Board Financials.pdf
- JJMS 25-26 Budget (1).pdf
- JJMS Spring 2025 ConApp & Board Summary.pdf
- LLC Resolution - Strathern financing (4935-8841-0444.v3).docx.pdf
- Board Resolution - Strathern financing (4934-2057-2748.v3).docx.pdf
- 1-Renewal_001 (2) (2).pdf
- Complete_with_Docusign_24-25_James_Jordan_MS (1) (1) (1).pdf
- James Jordan Middle School 2025-2026 Contract.pdf