APPROVED

James Jordan Middle School Board of Trustees

Minutes

Regular Board Meeting

Date and Time
Thursday November 6, 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
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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, T. Barillas

Trustees Absent
P. Garza, V. Garza

Guests Present

G. Lara, Janelle Ruley (remote), M. Johnston (remote), M. Marsh (remote), P. Reyes-Guerrero, Patricia Trinidad, V. Albores, Vanessa Garcia

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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 6, 2025 at 7:01 PM.

C. Approve Minutes

N. Mondragon made a motion to approve the minutes from Regular Board Meeting on 10-09-25.
T. Barillas seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Public Comment

No public comment

II. GOVERNANCE

A. Parent representative to the JJMS Board of Trustees

E. Castillo made a motion to approve the membership of Patricia Trinidad as new board member effective immediately.
T. Barillas seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Consideration of additional member for the JJMS Board of Trustees

N. Mondragon made a motion to approve the membership of Vanessa Garcia effectively immediately.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

C. Required Ethics Training hour #2

Janelle Ruley from YMC will present Ethics Training Hour #2.

- Training is every 2 years
- Brown Act
- Transparency- California Public Records Act
    - All budgets, Board Meeting Agendas, etc., are available to the public.
        - Receipt and Review of Request
            - Can be in any form. We cannot decline any records of the school, including student records.
        - Initial Response
        - Processing Records
            - Any handwriting, printing, photostating, or photographing is accepted
            - If a personal device is used for JJMS use, it can be used as a public record
            - Employees should use school-issued email accounts
            - A record retention policy is in place
        - Final Response
        - Post Production
- Personal Financial Gain
    - Conflict of Interest
    - Political Reform Act
    - Must File Form 700
- Bribery and Gifts
    - $590 gift is the limit from one source in a calendar year
- Use of Public Funds
- Fair Process

III. Financial

A.

September financials

N. Mondragon made a motion to approve the financials, including the cash flow, balance sheet, and check register.
E. Castillo seconded the motion.
September Board Package

- Key Performance Indicators are all green
- JJMS is going great in all areas
- ADA- Average Daily Attendance
  - 450 students
  - 97% attendance
  - ADA- 436 for month 2

Each month, a new dashboard will be presented.
Key Points - During the pandemic, schools received funds, and some of these will expire this year.
$598K in one-time funds.
Revenue and Expenses- Actuals through Sept 30th
Funding comes from different buckets: SPED, ELLs, Federal, Nutrition, and Local Revenue.
Expenses- Certificated, Classified, Benefits, Student Supplies

Recording new board members' votes:

- Vanessa Garcia- AYE
- Patricia Trinidad- AYE

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

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

B. Consideration of contract for student recruitment consultant firm

N. Mondragon made a motion to Approve the attached contract for Option 2 with Larson Communications.
E. Castillo seconded the motion.
This year, we used the entire waiting list.
The changes in the world are impacting our enrollment.

There is an organization named Larson Communication, which specializes in marketing and communications.
We need to hire a PR company.

The board requests a presentation with additional information and updates on progress.

Recording new board members' votes:

- Vanessa Garcia- AYE
- Patricia Trinidad- AYE

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

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

IV. Closing Items

A. Adjourn Meeting

N. Mondragon made a motion to adjourn the meeting at 9:21pm.
T. Barillas seconded the motion.
Garcia- AYE
Trinidad- AYE
The board **VOTED** unanimously to approve the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:22 PM.

Respectfully Submitted,
P. Reyes-Guerrero

Documents used during the meeting

- P. Trinidad Resume 2025.pdf

- Vanessa Garcia_ Resume 2025.pdf
- JJMS 09.2025 Board Financials (1).pdf
- 25-1028 James Jordan Middle School Digital Proposal.pdf