APPROVED

# James Jordan Middle School Board of Trustees

# Minutes

## Board Meeting

**Date and Time**
Thursday December 11, 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)

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**Trustees Present**
E. Castillo (remote), N. Mondragon, P. Garza, P. Trinidad, V. Garcia, V. Garza

**Trustees Absent**
*None*

**Guests Present**
G. Lara, M. Johnston, 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 11, 2025 at 7:14 PM.

### C. Approve Minutes

V. Garza made a motion to approve the minutes from Regular Board Meeting on 11-06-25.
P. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| V. Garza | Aye |
| N. Mondragon | Aye |
| E. Castillo | Aye |
| P. Garza | Aye |
| V. Garcia | Aye |
| P. Trinidad | Aye |

### D. Public Comment

Ms. Barillas has sent a letter of resignation from the board.

## II. GOVERNANCE

### A. Larson Communications overview of enrollment campaign

Larson Communications has prepared an Enrollment Marketing Key Messages for the board.

### B. Policy for implementation of SB707 under the Brown Act

P. Garza made a motion to adopt the attached policy for compliance with SB 707.
V. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| P. Trinidad | Aye |
| E. Castillo | Aye |
| P. Garza | Aye |
| V. Garcia | Aye |
| V. Garza | Aye |
| N. Mondragon | Aye |

### C. Emergency Action Plan for Interscholastic Athletics

N. Mondragon made a motion to approve the attached Emergency Action Plan for Interscholastic Athletics as presented.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| E. Castillo | Aye |
| P. Garza | Aye |
| N. Mondragon | Aye |
| V. Garcia | Aye |
| P. Trinidad | Aye |
| V. Garza | Aye |

### D. ELOP program possible disruption during winter break

N. Mondragon made a motion to to empower the Executive Director to shorten hours of operation for the ELOP program or to convert the ELOP program to a shortened online version if construction demands make it unsafe or ill-advised to have students on campus as planned for ELOP programs during the month of January 2026.
V. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| P. Trinidad | Aye |
| V. Garza | Aye |
| P. Garza | Aye |
| N. Mondragon | Aye |
| V. Garcia | Aye |
| E. Castillo | Aye |

### E. Statutory Permit to cover leave for Special Day Class

P. Garza made a motion to approve an application for a short-term staff permit for Priscilla Torres to ensure continuity of instruction.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| V. Garcia | Aye |
| V. Garza | Aye |
| P. Trinidad | Aye |
| N. Mondragon | Aye |
| E. Castillo | Aye |
| P. Garza | Aye |

## III. Financial

### A. October financials

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

**Roll Call**

| | |
|---|---|
| E. Castillo | Aye |
| V. Garza | Aye |
| P. Garza | Aye |
| P. Trinidad | Aye |
| N. Mondragon | Aye |
| V. Garcia | Aye |

### B. CLA Audit report

V. Garza made a motion to approve the attached Audit report and have the Executive Director submit the report to the various authorities.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| E. Castillo | Aye |
| N. Mondragon | Aye |
| V. Garza | Aye |
| P. Garza | Aye |
| P. Trinidad | Aye |
| V. Garcia | Aye |

### C. 1st Interim Financials

V. Garza made a motion to approve the attached 1st Interim report for submission to various authorities.
N. Mondragon seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| P. Garza | Aye |
| V. Garcia | Aye |
| E. Castillo | Aye |
| N. Mondragon | Aye |
| V. Garza | Aye |
| P. Trinidad | Aye |

### D. Special Education and Behavioral Health training expense

N. Mondragon made a motion to to approve the attached Calm Every Storm invoice to pay for this safety training.
P. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| P. Garza | Aye |
| N. Mondragon | Aye |
| V. Garza | Aye |
| P. Trinidad | Aye |
| E. Castillo | Aye |
| V. Garcia | Aye |

### E. Approve expenditure for Administration to receive additional training in Special Education

N. Mondragon made a motion to approve the expense of tuition for Paola Reyes-Guerrero to pursue a masters degree in Special Education.
V. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| N. Mondragon | Aye |
| V. Garza | Aye |
| P. Trinidad | Aye |
| V. Garcia | Aye |
| E. Castillo | Aye |
| P. Garza | Aye |

## IV. Academic Achievement

### A. Data Report on progress in student achievement

- Mrs. Lara is presenting a comparison of 24-25 and 25-26 ELA/Math iReady scores.
  - Last year's data is from Q1- end of Q2
  - This year's data is from Q1- mid of Q2
- This year's 6th-grade students are stronger in skills than last year's.
- We are moving students along/showing progress with the 7th & 8th graders.
- Next steps: iReady Lessons, test prep, and Eureka Math

Question: Garcia, does staff receive training for this curriculum?

### B. Updates to incentive program to motivate student effort on assessments

V. Garza made a motion to approve the new policy for funding an incentive program to increase student emotional engagement and motivation in making their best effort in academic achievement.
N. Mondragon seconded the motion.

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

| **Roll Call** | |
|---|---|
| V. Garza | Aye |
| V. Garcia | Aye |
| P. Trinidad | Aye |
| N. Mondragon | Aye |
| P. Garza | Aye |
| E. Castillo | Aye |

## V. Closing Items

### A. Adjourn Meeting

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

| **Roll Call** | |
|---|---|
| V. Garza | Aye |
| E. Castillo | Aye |
| P. Garza | Aye |
| P. Trinidad | Aye |
| V. Garcia | 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 8:24 PM.

Respectfully Submitted,
P. Reyes-Guerrero

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## Documents used during the meeting

- 25-12 JJMS Draft Enrollment Marketing Key Messages - Updated (1).docx
- Brown Act update under SB 707.pdf
- Brown Act Basics for the JJMS Board.docx
- Sports - Emergency Action Plan 2025-2026.pdf
- James Jordan 2025 FS draft 12.8.25.pdf
- JJMS FY26 First Interim - Form AI (1).pdf
- JJMS FY26 First Interim -Balance Sheet.xlsx
- SB 153 Letter to the field.pdf
- VSL.png
- James Jordan Middle_CES Trainer_Proposal_11.25.2025.pdf

- National University Enrollment Agreement(update).pdf
- i-Ready Diagnostic Progress Report.pdf
- High Value Incentive Board Approved Policy .pdf