APPROVED

# James Jordan Middle School Board of Trustees

# Minutes

## Regular Board Meeting

**Date and Time**
Thursday January 8, 2026 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)

**The Brown Act allows board members to participate via zoom from an address that is listed on this agenda. Any address listed here is open to the public and will display the agenda for 72 hours prior to the meeting. Board members will be visible on camera at all times and will participate with audio as well.**

5255 Zelzah Avenue
Conference Room
Encino CA 91316

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**
N. Mondragon, P. Garza (remote), P. Trinidad, V. Garza (remote)

**Trustees Absent**
E. Castillo, V. Garcia

**Guests Present**
G. Lara, 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 Jan 8, 2026 at 7:02 PM.

### C. Approve Minutes

N. Mondragon made a motion to approve the minutes from Board Meeting on 12-11-25.
V. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

### D. Public Comment

No Public Comment.

### E. Facilities project update for new modular building

The new modular building has arrived on campus.

- It is not completed

## II. GOVERNANCE

### A. Presentation of updated Brown Act as of January 1, 2026

V. Garza made a motion to adopt and promise to abide by all of the procedures in the attached "JJMS Board Guide" document.
N. Mondragon seconded the motion.
New laws as of January 1, 2026

- Updated Brown Act
- Remote participation in board meetings
- Remote participation counts for quorum
- Remote attendance
    - The address must be sent to Dr. Marsh by Monday
    - The address must be in LA County
    - The agenda must be posted at that location, in a place visible to the public, by 6 pm.
    - Location must be ADA accessible
    - Willing to let the public into this location
- Cannot change your mind
- Someone over the age of 18 must be able to let anyone into the location
- Camera and audio must be on when participating/voting

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

**Roll Call**

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

### B. ASES grant application for the after school program

N. Mondragon made a motion to approve the ASES grant application as presented at this board meeting.
P. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

### C. Approval of School Accountability Report Card

N. Mondragon made a motion to approve the attached SARC for publication by February 2nd, 2026.

P. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

### D. Compliance checklist for LAUSD

N. Mondragon made a motion to approve the submission of the LAUSD Compliance Checklist as discussed during this board meeting.
P. Trinidad seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

### E. Approval of the ParentStudent Handbook.

N. Mondragon made a motion to approve the 2026-27 Parent Student handbook attached to this agenda and adopt all the policies that it contains.
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 | Absent |
| P. Garza | Aye |
| E. Castillo | Absent |

### F. Media campaign update

- Larson Communication
  - Yesterday, we refreshed and updated photographs of our school, students, parents, and staff.
  - Ms. Trinidad shared her family experience. She felt welcomed.

## III. Financial

### A. November financials

P. Garza made a motion to approve the financials, including the cash flow, balance sheet, and check register.
N. Mondragon seconded the motion.

- ADA has improved from the previous month
- State revenues are increasing due to the one-time funds
- Special Education expenses have doubled.
- Expected an increase of 30%, but it is at 100% right now.

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

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

### B. Approve expenditure for Administration to receive additional training and essential certification

V. Garza made a motion to approve the expense of tuition up to $30,000 for Griselda Lara to pursue a master's degree in Educational Leadership, which will also achieve an Administrative Credential from the CCTC.
P. Trinidad seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

## IV. Academic Achievement

### A. Winter School services

- Attendance in Winter School started low
- Improvement throughout the week

- Suggestions from the board: online parent conferences, in-person conferences, and then a letter sent home denying additional opportunities to support students in their academics

## V. Closing Items

### A. Adjourn Meeting

N. Mondragon made a motion to adjourn the meeting at 8:44pm.
P. Trinidad seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:44 PM.

Respectfully Submitted,
P. Reyes-Guerrero

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**Documents used during the meeting**

- Brown Act Basics for the JJMS Board Jan2026.docx.pdf
- 2026-2027 ASES Program Plan (1).pdf
- James Jordan SARC 2024-25 (published in 2026).pdf
- Attachment E - Charter School Compliance Monitoring 2025-2026 (2) (1).pdf
- 2026-27 ParentStudent Hndbk Eng (YMC edits) (4929-6215-6166.v2).docx (1).pdf
- JJMS 11.2025 Board Financials.pdf