

APPROVED



## James Jordan Middle School Board of Trustees

### Minutes

#### Regular Board Meeting

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#### Date and Time

Thursday April 9, 2026 at 7:00 PM

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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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**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.**

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](http://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 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.

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](mailto:lara@jamesjordanms.com), 818-882-2496)

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### Trustees Present

E. Castillo, N. Mondragon, P. Garza, P. Trinidad, V. Garcia, V. Garza

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## Trustees Absent

None

## Guests Present

G. Lara, 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 Apr 9, 2026 at 7:01 PM.

### C. Approve Minutes

N. Mondragon made a motion to approve the minutes from Regular Board Meeting on 03-12-26.

E. Castillo seconded the motion.

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

#### Roll Call

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

### D. Public Comment

- Dr. Marsh is sharing with the board that LAUSD
  - Union is set to strike on Tuesday, April 14, 2026
  - Strike will not impact JJMS
  - Mrs. Lara shared that the information was sent to parents

## II. GOVERNANCE

### A. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9) Name of case: (OAH Case No. 2026020573)

N. Mondragon made a motion to go into closed session with all board members, Dr. Marsh, Mrs. Lara, and Mrs. Guerrero.

E. Castillo seconded the motion.

Started at 7:07 pm.

Ended 7:24 pm.

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

**Roll Call**

P. Garza Aye

V. Garza Aye

V. Garcia Aye

E. Castillo Aye

P. Trinidad Aye

N. Mondragon Aye

N. Mondragon made a motion to Authorize Dr. Marsh to sign documents to fulfill our legal duties to OAH Case No. 2026020573.

E. Castillo seconded the motion.

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

**Roll Call**

P. Garza Aye

V. Garza Aye

V. Garcia Aye

P. Trinidad Aye

E. Castillo Aye

N. Mondragon Aye

**B. CALSTRS compliance including Articles of Incorporation and Board By Laws**

V. Garza made a motion to Approve the attached updated job descriptions for administrators.

N. Mondragon seconded the motion.

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

**Roll Call**

N. Mondragon Aye

P. Garza Aye

E. Castillo Aye

P. Trinidad Aye

V. Garcia Aye

V. Garza Aye

**III. Financial**

**A. Revised 990 due to auditor error in filing**

V. Garza made a motion to approve the three attached 990 documents for CLA to resubmit on behalf of JJMS.

P. Garza seconded the motion.

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

**Roll Call**

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

**B. Nursing agreement rate update**

P. Garza made a motion to approve the current PRN nursing contract including the rate sheet attached.

N. Mondragon seconded the motion.

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

**Roll Call**

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

**C. Updated Janitorial contract to include new modular building**

N. Mondragon made a motion to approve the updated janitorial contract to include the new modular building.

E. Castillo seconded the motion.

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

**Roll Call**

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

**IV. Closing Items**

**A. Adjourn Meeting**

N. Mondragon made a motion to adjourn the meeting at 7:48pm.

P. Garza seconded the motion.

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

**Roll Call**

N. Mondragon Aye

**Roll Call**

V. Garza      Aye  
P. Trinidad    Aye  
E. Castillo    Aye  
P. Garza      Aye  
V. Garcia      Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:50 PM.

Respectfully Submitted,  
P. Reyes-Guerrero

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**Documents used during the meeting**

- 2026 Executive Director job description.docx.pdf
- 2025-26 Principal Job Description.pdf
- 2026 Assistant Principal Student Services.pdf
- James Jordan Middle School 990 Client Draft 3.18.26.pdf
- Phoenix Facilities LLC FY24 990 Client Draft 3.18.26.pdf
- Phoenix Facilities LLC FY25 990 Client Draft 3.18.26.pdf
- James Jordan\_PRN Nursing Contract 20260409.pdf
- PRN RATES 2025 - 2026 (1).doc
- James Jordan Charter Amendment to Contract.pdf