APPROVED

James Jordan Middle School Board of Trustees

Minutes

Board Meeting

Date and Time
Wednesday September 16, 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)
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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.
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, P. Garza, P. Trinidad, V. Garza

Trustees Absent
N. Mondragon, V. Garcia

Guests Present
G. Lara

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

V. Garza called a meeting of the board of trustees of James Jordan Middle School Board of Trustees to order on Wednesday Sep 16, 2026 at 7:06 PM.

C. Approve Minutes

E. Castillo made a motion to approve the minutes from Regular Board Meeting on 08-05-26.
P. Trinidad seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

II. Governance

A. Renewal of membership for board member Nancy Mondragon

V. Garza made a motion to renew Nancy Mondragon's membership for an additional two-year term.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Revised Bell Schedule

V. Garza made a motion to update to the Friday schedule as of Quarter 2 (October 12, 2026) to improve Friday dismissal procedures.
P. Trinidad seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Adoption of the revised lease between Phoenix Facilities LLC and James Jordan Middle School

P. Garza made a motion to adoption of the revised lease between Phoenix Facilities LLC and James Jordan Middle School.
V. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Approval of the Parent-Student Handbook

E. Castillo made a motion to approve the Parent-Student handbook attached to this agenda and adopt all the policies that it contains.
P. Trinidad seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. Approval of the Employee Handbook

V. Garza made a motion to approve the employee handbook attached to this agenda and adopt all the policies that it contains.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

F. GENDER IDENTITY INCLUSIVENESS AND NONDISCRIMINATION POLICY

P. Garza made a motion to approve the updated GENDER IDENTITY INCLUSIVENESS AND NONDISCRIMINATION POLICY drafted by YMC.
V. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

G. Artificial Intelligence Policy

P. Trinidad made a motion to adopt the Artificial Intelligence Policy as presented.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

III. Finance

A. End of Year fiscal summary for FY25-26

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

- Final Financial $36k better than prior forecast.
- Additional one-time funds are reflected in this report. This is because this is the last year it will be used.
- Ending with less cash than anticipated due to roof replacement and new building.
- Cash is still strong
- Variances
    - Prop 28- Not enough expenses, but we have 3 years
- Teacher salaries $58k over due to contracted subs
- ASP staff salaries increased due to adding a staff member
- Student supplies were reduced from what was anticipated

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

Roll Call

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

B. Unaudited Actuals

P. Garza made a motion to confirm the accuracy of the Unaudited Actuals report and approve submission to LAUSD.
V. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Parker Anderson elective contract

V. Garza made a motion to approve the contract for Parker Anderson for up to $180k.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

P. Trinidad	Aye
N. Mondragon	Absent
P. Garza	Aye

Roll Call

E. Castillo	Aye
V. Garza	Aye
V. Garcia	Absent

D. Nursing agreement rate update

V. Garza made a motion to approve the PRN agreement with the rates as presented.
P. Garza seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IV. Closing Items

A. Adjourn Meeting

P. Garza made a motion to adjourn the meeting at 7:47 pm.
E. Castillo seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:48 PM.

Respectfully Submitted,
G. Lara

Documents used during the meeting

- Updated (Friday) 26-27 Bell Schedule Q2.pdf
- Fourth Amendment to Lease - JJMS (4917-6177-0166.v2).docx
- 2026-27 ParentStudent Hndbk Eng (YMC edits) July 2026 (4899-0788-6018.v1).docx.pdf

- 2026-27 SY JJMS Employee Handbook (Updated August 2026).docx.pdf
- Gender Inclusiveness and Nondiscrimination Policy Safety Plan.docx.pdf
- JJMS AI Policy.docx.pdf
- JJMS 2026.06 Board Financials.pdf
- JJMS FY26 Unaudited Actuals Report.pdf
- James Jordan Middle School Agreement.pdf
- PRN Nursing Contract (2026 - 27).pdf