

# MINUTES

## GOVERNING BOARD REGULAR MEETING

### ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

**March 18, 2017**

**8:30am**

#### *Regular Meeting*

#### **INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS**

The Ararat Charter School (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Governing Board (“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 at the door to the meeting.
2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda or non-agenda items or under the general category of “Oral Communications.”
3. “Oral Communications” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
4. With regard to items that are on the agenda, you may specify that agenda item on your blue request form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.
5. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
6. Citizens may request that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

#### **Americans with Disabilities**

The Ararat Charter School adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact us at least 48 hours in advance at

818-994-2904, or [agharibi@araratcharterschool.com](mailto:agharibi@araratcharterschool.com).

All efforts will be made for reasonable accommodations.

**I. OPEN SESSION**

**A. CALL TO ORDER:**

Meeting was called to order by Board Chairperson, Shakeh Avakian at 8:32 am.

**B. ROLL CALL**

	Present	Absent
Shakeh Avakian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marlena Gonzalez	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lorena Gonzalez	<input type="checkbox"/>	<input checked="" type="checkbox"/>
John Henderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Silva Karayan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hermine Mahseredjian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Giuliana Velarde	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**C. APPROVAL OF MINUTES OF BOARD MEETING OF MARCH 1, 2017**

Moved by: Mr. Henderson    Seconded by: Ms. Gonzalez M.    Vote: Approved Unanimously

**II. COMMUNICATIONS**

**A. ORAL COMMUNICATIONS:**

*Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.*

Nouritsa Martinyan – parent of a first grader – follow up with already expressed issues, communication of the leadership and parents are minimal. Previous concerns are not addressed. Moral of the school has been low. Parent involvements especially during fundraisings are minimal. There is a separation between the Board members, staff and parents.

Margaret Zakevosyan – Parent of a kindergartener and a first graders, expressed concern about the Armenian instruction and lack of homework.

Ani Ter-Gevorkyan, parent of a first grader – concerned about parent not being welcomed, concerned about office staff and administration not welcoming the students, school is understaffed, volunteering issue, right of observing. The parent was also concerned about lack of nurse being present daily and school cleanliness.

Liana Beglaryan mother of a 2<sup>nd</sup> grader - wanting to follow up with previous issues, concern about the supervisor and valet procedures. Asking for a more friendlier office staff and school personnel who would welcome

Artak Mkrtchian, parent of a 5<sup>th</sup> grader and two 2<sup>nd</sup> graders – concern about how a tardy was dealt with at campus 2, causing the 5<sup>th</sup> grader embarrassment. Parent is suggesting to change the start time on one campus to accommodate the parents who have students at both campuses.

Eliza Ter-Arakelyan, mother of a 2<sup>nd</sup> grader - concerned about lack of connection between the teacher and student, and also student regressing academically.

The Board stated that they would work with the principal and staff directly and closely to investigate and research the above mentioned issues and will communicate the findings as well as all established procedures and policies to parents.

**B. FOR INFORMATION: CHAIRPERSON'S REPORT.** (Attachment)

1. **Update on Facilities:** A conference call was held between Board Chairperson, Treasurer and Principal and the Red Hook representative to discuss future partnership plans. More detail to follow.
  
2. **PROP. 39 UPDATE:** On November 1, 2016, the school submitted its application for Prop. 39 facility request and has received an acknowledgement letter on December 1<sup>st</sup>. The District will base its facilities allocation on the maximum enrollment of 340 as stated in the Charter Petition. With 95.39 % ADA, the District projected in-district classroom projection will be 324.34. Because of the fact that our enrollment is stable, we do not need additional space for 2017-18. Last year LAUSD gave the school the option of going with an Alternative Facilities Use Agreement, bypassing the extended process over several months.

➤ School Submits Prop. 39 Proposal	November 1, 2016
➤ District Responds to ADA projections	December 1, 2016
➤ School's response to district's response	January 1, 2017
➤ District makes preliminary offer	February 1, 2017
➤ School responds to preliminary offer	March 1, 2017
➤ District makes final offer	April 1, 2017
➤ School's reply to district's offer	May 1, 2017
➤ District's final offer	By end of May

3. **DIVERSITY PLAN UPDATE:** At the Board's last meeting, the Chairperson shared a report that included the following demographic information: Student population, staffing (certificated and classified) and governing Board makeup. The data will also address the annual goals in each of these categories based on the Diversity Plan and evaluate the extent that the school is meeting the goals for 2016-17. The report also included a description of the student recruitment efforts. The report was submitted to LAUSD at the end of October.

- **The goals based on the Diversity Plan for 2016-17 are as follows:** student demographics, 82% White and 18% PHBAO; Certificated staff, 74.95% White and 25.05% PHBAO; and Governing Board, White 82% and PHBAO 18%.
- **The actual data for 2016-17 is as follows:** Student demographic, 89.1% White and 10.9% PHBAO; certificated staff: 76.5% White and 23.6% PHBAO; and Governing Board is 71.5% white and 28.5% PHBAO.
- **Challenges to be met:** Governing Board, Student demographics and certificated staff

The Diversity Committee met on March 1, 2017, and will report back to the Board. The focus of the meeting was to increase student diversity and a community outreach plan and development of Facebook. The next meeting is scheduled for March 18, 2017 at 8:00 AM.

**C. FOR INFORMATION: PRINCIPAL'S REPORT.** (Attachment)

*This is a presentation of information that has occurred since the previous Board meeting. (Per attached report)*

## **1. Update on School Calendar of Events**

- Friday, February 27 thru March 3, 2017-Scholastic Book fair- Campus 2
- Friday, March 3, 2017-Community Open House
- Friday, March 10, 2017-Professional Development Day
- Tuesday thru Wednesday, March 14 thru 15-5<sup>th</sup> Grade Riley's Farm Trip
- Friday, March 17, 2017-Parent Conferences
- Friday, March 24, 2017-College and Career Day
- Friday, March 27, 2017-Community Open House
- Wednesday, March 29, 2017-Award Assembly

## **2. Update on School Events**

### **Fundraisers/Donations:**

Scholastic Book fair: January 27 thru March 3, \$1200.00 gross sales

Riley's Farm Donations: \$1745.00

5<sup>th</sup> Grade Walk-a-thon fundraiser scheduled for April.

### **Update on Interim Assessment Blocks**

In preparation for our upcoming Summative assessments in April, students in grades 3-5 will be taking the interim assessment practice blocks from February 8-March 3. The practice test will be in English Language Arts and Math.

## **3. Update on Prop 39**

Prop 39 office has reached out to us on March 10 inquiring our interest in an Alternative Use Agreement.

- a) November 1- submit a written facilities request to the District. The application is on the agenda for Governing Board to approve
- b) December 1- District reviews the application and the school's ADA and can make written objections and express the District reasonable ADA
- c) January 2- The school responds with any objections to Districts projections
- d) February 1- Preliminary proposal regarding space allocated to the school will be offered
- e) March 1- The school responds to the Districts offer
- f) April 1- District makes final offer
- g) May 1- The school determines to accept offer

Preliminary Proposal received on February 1 based on 324.34 ADA

Site 1: Erwin ELE space allocation: 8 teachers stations being allocated, 7 teacher classrooms and 1 special education room, 1 administrative office

Site 2: Kindergarten Learning Academy

### **Update on Facilities:**

A phone conference with RedHook was held on March 9, 2017 and the key items discussed were:

- Projected Cost
- Property Boundaries
- School Enrollment

## **Update on Audits, Reviews, & Mandated Reporting**

Fall 2 Data submitted March 3, 2017

### **D. FOR INFORMATION: FINANCIAL REPORT**

*This is an update from what has transpired since the last board meeting.*

**1. Budget to Date Update from Edtec** – Mr. Levi Kirkland explained the February budget report that entailed the following:

- Financial Summary
- Revenue Forecast Changes
- Expenses Forecast Changes
- Cash Flow Forecast
- Balance Sheet Summary
- Exhibits
- Check Register – February
- Cash Flow Projections
- Budget vs. Actual Detail

### **III. CONSENT AGENDA ITEMS**

*All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Principal recommends approval of all consent agenda items.*

**Check register for the month of February was approved unanimously**

**Recommend approval**

Motion by: Mr. Henderson

Seconded by: Prof. Mahseredjian

Vote: Approved Unanimously

### **IV. ACTION ITEMS**

**A. Approval is Requested 2<sup>nd</sup> Financial Interim Report due to LAUSD**

**Recommend approval**

Motion by: Mr. Henderson

Seconded by: Dr. Karayan

Vote: Approved Unanimously

**B. Approval is Requested for selection of auditor-Wilkinson and Hadley**

**Recommend approval**

Motion by: Mr. Henderson

Seconded by: Ms. Gonzalez M.

Vote: Approved Unanimously

### **V. INFORMATION ITEMS/POSSIBLE ACTION:**

**A. Update for Special Education 2017-2018 SELPA Application:** Meeting was held last Wednesday with representatives from LAUSD, Fenton, KIPP and PUC. School will be notified of the outcome in the upcoming weeks.

**B. Update on Diversity:** Over 15000 flyers have been mailed out in the last three weeks. Two dates have been set aside for community open house. There will be multiple tours offered each day to accommodate interested parents.

**C. LAUSD Utilities Invoice:** School has received a 34,000.00 bill from LAUSD for utility use. The Board decided that the school's legal council will be contacted for further clarification.

**D. Association Update:** None

**VI. CLOSED SESSION**

*Adjourned to Closed Session at to consider and/or take action upon any of the following items:*

Meeting with Ms. Margarit Zakevosyan

**Public Employee Discipline/Dismissal/Release**

**Conference with Legal Counsel – Anticipated Litigation**

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9 – one case

Public Employment (Executive Director)

Nothing to report

**VII. PUBLIC SESSION – REPORT OUT OF CLOSED SESSION**

The Governing Board will report out any action taken in closed session, if any.

The meeting was reconvened to open session at 10:51 am.

**V. FUTURE AGENDA ITEMS**

*The Board will consider items for future Board Meeting Agendas.*

- Report on current volunteer and observation policy
- Report on possibility of staggering school start and dismissal times for both campuses
- Improve the drop off and pick up procedure and school climate

**VI. NEXT BOARD MEETING DATE:**

April 22, 2017, 8:30 am at the ACS 1 Campus

**VII. ADJOURNMENT**

The meeting was adjourned at 11:20 am.