



MINUTES



GOVERNING BOARD MEETING ARARAT CHARTER SCHOOL

September 24, 2020

6:30 pm

Regular Meeting

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.

Ararat Charter School is inviting you to a scheduled Zoom meeting.

Topic: Ararat Charter School Governing Board Meeting
Time: Sep 24, 2020 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting
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Members of the public who wish to comment during the Board meeting may use the “raise hand” tool on the Zoom platform. Individual comments will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes. The Governing Board may limit the total time for public comment to a reasonable time.

The Board reserves the right to mute or remove a member of the public if comments or actions disrupts the Board meeting.

Access to Board Materials: A copy of the written materials which will be submitted to the School’s Governing Board may be reviewed by any interested persons on Ararat Charter School’s website along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting.

Disability Access: Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by calling (818) 994-2904 or cmenjivar@araratcharterschool.com. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

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 and all relevant documents are available to all audience members at the meeting.
2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda or non-agenda items.
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. 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 “Request to Address the Board” 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 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.

I. OPEN SESSION

a. Call to Order

This meeting was called to order by Board Chairperson, Ms. Avakian at 6:36pm

b. Roll Call

Shakeh Avakian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Silva Karayan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Giuliana Velarde	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rosemarie Shamieh	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Levi Kirkland	<input checked="" type="checkbox"/>	<input type="checkbox"/>

II. APPROVAL OF MINUTES OF BOARD MEETING OF August 20, 2020

Recommend approval

Motion by: Ms. Shamieh
Seconded by: Mr. Kirkland
Vote: Approved Unanimously

III. APPROVAL OF CHECK AND CREDIT CARD REGISTERS

Recommend approval

Motion by: Mr. Kirkland
Seconded by: Dr. Karayan
Vote: Approved Unanimously

IV. 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

b. Principal’s Report (Attachments)

This is a presentation of information that has occurred since the previous Board meeting.

1. Update on Certificated Vacancies

We have filled all but one of our certificated vacancies. We are still in need of a dynamic Spanish language teacher. We are advertising on Edjoin, LinkedIn, word of mouth, and we have also reached out to employment agencies which recruit for teaching positions.

2. Introduction of Newly Hired and Presentation of Continuing Teaching Staff

I would like to introduce all new teachers as well as continuing teachers to the board. We have hired 6 individuals since July 1, 2020.

We established/clarified last month that the school’s administration hires school personnel therefore, board members are no longer participating in the school’s hiring committee. With that said, each time we have a new staff member, either Ms. Gharibi or I will introduce them to the board, as a process.

3. Update on One-on-One Check-ins with Teachers

I have met with teachers one-on-one and my objective was twofold:

- Meet and greet and get to know the teachers a bit better
- Respond to any questions or concerns they have

4. Update on Virtual Back-to-School Night

Back to School Night was a huge success, thanks to our dedicated teachers' efforts. Each teacher team created PPT slides with relevant information that helped parents grasp our instructional program. Additionally, they incorporated a section on virtual fieldtrips and project-based learning! 156 families participated.

5. Update on Special Education Program

Emergency Learning Plans have been finalized. Prior Written Notice letters were sent out and have been translated into Spanish and Armenian. 60% of our IEPs have been completed. The rest have been scheduled. (We have about 25 students with IEPs). The District Validation Review date has been set for February. Teachers have been reaching out to the SpEd team with questions, concerns, and critical student updates. Communication has been fluid and ongoing.

6. Contracting an additional Special Education Service Provider

The leadership team is looking into contracting with another SpEd Service Provider for backup purposes. It is always good to work with more than one company to ensure that we get the contracted staff we need for our students.

7. Update on English Learner Program

Physically Distancing Test Administration guidelines have been published from the CDE. We are working with the District to see if in-person testing can occur on our sole occupancy.

Remote testing for ELPAC has been approved by the state of California. ACS will proceed forward for remote initial ELPAC testing. The identified Kindergarteners will take the Initial ELPAC to find their Placement moving forward. English Learner fifth graders will take the Optional Summative ELPAC as well. We will use that data to reclassify any fifth graders that meet the criteria prior to the usual Spring Assessment. This is critical because we want to ensure that all our 5th grade students who qualify will reclassify prior to middle school. All other grades can look forward to taking the usual ELPAC Summative in Spring 21. Currently, we are revising our EL Master Plan- this will include all reclassification criteria and up to date information about our programs. As soon as it is updated, we will bring forth to the board for approval.

8. Update on NWEA Map Implementation

Teachers will be trained by the team on October 13 and 20. Additional training will be provided, if needed, on October 23, 2020 which is our pupil free day. Our goal is to test school wide for ELA and Math the last week in October and first week in November.

9. Update on Attendance Review Team (ART)

Attendance has been a challenge for some families/students. We have engaged in several ART meetings - Attendance Review Team meetings, where teacher, parent, coordinators, and administrators met and planned supports to address student attendance. I want to underscore that these types of meetings were not occurring consistently last year. However, teachers and staff are on the same page and are committed to ensure that students attend school.

We have also started PART – Perfect Attendance Review Team meetings. Perfect Attendance awards have always taken place at ACS. Students/parents/families will receive a “good news” email with Perfect Attendance certificates attached. Additionally, MailChimp flyer will be sent to all families acknowledging and celebrating students with perfect attendance. Finally, Administrators and Coordinators will visit classrooms and read out the names of students with perfect attendance. We want to celebrate their commitment and success. The word PART is intentional, because everyone has a part in perfect attendance (parent/family; student; school) and when we are all united and each play our part, everyone wins!

10. Update on Digital Citizenship and Use of Social Media

We had some issues with inappropriate use of social media. Instead of punishing students, we relied on our positive behavior support process to help teach the students a lesson through restorative practices. We held restorative parent meetings with the appropriate parties and discussed the infractions with parents and steps moving forward. We also held student Community Circle meetings and had the students talk amongst themselves with teachers and Coordinator and Administrators present. We drafted behavior contracts between teacher, student, and parent as well as supported students with counseling sessions (with parent consent, of course). Considering these occurrences, we are looking into lessons for Digital Citizenship and specifically looking into an online program called *Common Sense*. The lessons can easily be incorporated into the daily teaching and learning at ACS.

c. Director of Operation’s Report

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

1. Update on Virtual Learning Student Accommodations

- Computing Devices
 - Currently over 200 devices (laptops/iPads) have been distributed
 - Additional iPads have been ordered
 - All laptops will be exchanged with iPads once they arrive
- Musical Instruments
 - Ukuleles and recorders have been ordered for 4th and 5th grades
 - Devices are lent to students on short-term basis

2. Update on Restitution for Lost/Stolen/Damaged Devices

- There is a legal responsibility concerning any lost or damaged school property belonging to the Ararat Charter School. California Education Code Section 48904 states that the parent or guardian of any minor who willfully cuts, defaces, or otherwise injures any real or personal property of the school district or its employees shall be liable for all damages caused by the minor up to \$19,100, increased annually for inflation.
- School property includes, but is not limited to, buildings and grounds, as well as instructional materials, library books, computers, devices, and sports equipment. A parent or guardian is liable to Ararat Charter School for all School property loaned to a minor and not returned upon demand.
- Parents are expected to pay the replacement or repair cost for any lost or damaged School property due to the student’s carelessness and negligence. The school is legally authorized to withhold the grades, diploma, and transcripts of students, or to deny participation in school activities that are deemed privileges until the obligation is cleared.
- This statement has been shared with our families on the “Technology Device Checkout Form” as well as the “Virtual Parent-Student Handbook” emailed to all on August 24, 2020.

3. Update on Daily/Weekly Attendance and Participation Report (DWAP)

For FY 2020–21 a minimum day of instruction for school districts, classroom-based charter schools are as follows:

- 180 instructional minutes in TK/K
- 230 instructional minutes in grades 1 through 3, inclusive
- 240 instructional minutes in grades 4 through 12, inclusive
- There is no instructional time averaging in FY 2020-21.22 students
- LEAs will not have to collect or report ADA for the purpose of apportionment in FY 2020–21
- For FY 2020-21, most LEAs will be funded based on ADA reported in the 2019–20 P-2 and Annual
- LEAs are required to record and track student attendance and participation for the purpose of compulsory education, chronic absenteeism reporting in CALPADS, and their annual audit
- LEAs are required to maintain daily participation and weekly engagement records for each student receiving instruction through distance learning. These are auditable records that must be made available for the LEA’s 2020–21 Annual External Audits
- Effective September 1, 2020, LEAs must document daily participation for each student on each instructional day, in whole or in part, for which distance learning is provided. Daily participation is used to track attendance, and may include, but is not limited to, any of the following:
 - evidence of participation in online activities
 - completion of regular assignments
 - completion of assessments
 - contacts between employees of the LEA and the student or parents/guardians
 - other methods of verification determined by LEAs
- LEAs are also required to complete weekly engagement records, verify daily participation, and track assignments
- These documents will be used to indicate whether students received synchronous or asynchronous instruction for each whole or partial day of distance learning

4. Update on Student Attendance

Grade	Attendance Percentage Week 1 8/17 to 8/21/2020	Attendance Percentage Week 2 8/24 to 8/28/2020	Attendance Percentage Week 3 8/31 to 9/4/2020	Attendance Percentage Week 4 9/7 to 9/11/2020	Attendance Percentage Week 5 9/14 to 9/18/2020
K	96.44%	98.67%	97.95%	96.00%	94.80%
1 st	92.00%	97.61%	96.00%	97.50%	97.60%
2 nd	97.37%	98.53%	97.73%	100%	97.14%
3 rd	95.92%	96.26%	96.30%	95.37%	95.80%
4 th	96.83%	99.61%	97.63%	99.52%	97.36%
5 th	92.97%	95.29%	91.67%	91.54%	95.50%
K-5th	95.31%	97.53%	96.23%	96.61%	96.35%

5. Update on Enrollment

2020-2021 Enrollment Update

Grade	Sections	8/23/2020 Enrollment	9/18/2020 Enrollment	Available Seats	Waitlist Count
Kinder	2	46	50	0	145
1st	2	50	50	0	57
2nd	2	54	56	0	27
3rd	3	79	81	0	10
4th	2	51	53	0	0
5th	2	51	50	2	0
TOTAL		331	340	0	245

6. Update Hybrid Learning Setup

- ACS1 classrooms have been reconfigured for hybrid learning
- Excess furniture will be stored in a storage facility
- Additional instructional materials will be ordered for when students return

7. Update on Federal and State Reporting

- CARES Act Report for used funds for 2019-2020 school year was due 9/14/2020

8. Update on Prop 39

- Application window opens on 10/10/2020
- Application is due on 11/1/2020
- LAUSD is offering a workshop and we intend to attend.

d. Financial Report

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

- **Budget to Date:** Ms. Kristin Dietz reviewed the financial report that entailed the following items:
 - **Forecast Update**
Forecast increased \$161k from approved budget
The current forecast reflects a net increase of \$161k due to approved LCFF rates being flat and additional CARES Act funding
 - **2020-21 Cash Flow**
Ararat projected to end FY21 with a cash balance of \$3.18M, 102 days cash on hand after reducing for building fund and estimated deferrals in spring
 - **FY 20-21 State Aid Deferrals**
Spring State Aid to be paid much later in the year
 - **Cash Balance Designation**
Building fund designation still leaves \$1M cash available for operations

V. **DISCUSSION INFORMATION ITEMS/POSSIBLE ACTION**

- a. **Revised Classified Salary Table:** Addition of a new position for 2020-2021 School Year

Recommend approval

Motion by: Dr. Karayan

Seconded by: Mr. Kirkland

Vote: Approved Unanimously

- b. **CCSA Virtual Conference - March 15-19, 2021**

CCSA's Annual conference will be held virtually in which our Principal, Director of Operations and Compliance, two Coordinators, and two Teachers are encouraged to attend.

- c. **Update on Facility Purchase**

Purchasing a facility remains as a long-term goal for Ararat Charter. Given the current situation we have abstained until further notice.

- d. **Amendment to ACS Financial Policies and Procedures Manual**

Approval has been made to remove petty cash paragraph on (Pg.11 of 19) on our ACS Financial Policies and Procedures Manual. School will no longer utilize a petty cash advance of \$2,500 for the purpose of the beginning of the school year professional development.

Recommend approval

Motion by: Ms. Shamieh

Seconded by: Dr. Karayan

Vote: Approved Unanimously

- e. **Appoint the Governing Board Co-Treasurer as Treasurer**

Mr. Kirkland has been approved as Treasurer effective immediately.

- f. **Supplemental Eureka Math Curriculum**

Lead teachers in the grades 1, 2 and 5 are currently in the process of piloting the program. Team will be meeting once a week from now until the end of November to review this program or another with the goal of supplementing our current math program with one that has a stronger online component. Our collective goal is to improve student outcomes in Mathematics.

- g. **Parental Notice Regarding Controversial and Sensitive Topics**

A school literature selection committee will be formed of teachers representing all grade levels. Committee will be tasked to examine the policy set forth before the Board and provide feedback, review the English Language Arts Program for themes; set criteria for book selection; and select books as part of the curriculum. After reviewing, board will have further conversations on the policy and approval process.

- h. **Change the words Bias, Diversity, and Social Justice to Diversity, Equity, and Inclusion (DEI) on the ACS Board Statement approved during last month's meeting**

Board has agreed to change the words Bias, Diversity, and Social Justice to Diversity, Equity, and Inclusion on the ACS Board Statement.

VI. CLOSED SESSION

*Adjourned to Closed Session to consider and/or take action upon any of the following items:
Public Employee Employment (G.C. 54957)*

Title:

- **Conference with Legal Counsel**
- **Pupil Discipline**
- **Appointment, Employment, Evaluation and Discipline of Personnel**
- **Real Estate Negotiations**
- **Public Security**

VII. PUBLIC SESSION – REPORT OUT OF CLOSED SESSION

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

VIII. ACTION ITEMS

a. Approval is Requested for ACS Learning Continuity and Attendance Plan

Recommend approval

Motion by: Dr. Velarde
Seconded by: Dr. Karayan
Vote: Approved Unanimously

b. Approval is Requested for ACS Fiscal Policies and Procedures Manual

Recommend approval

Motion by: Ms. Shamieh
Seconded by: Dr. Karayan
Vote: Approved Unanimously

c. Approval is Requested for ACS Daily/Weekly Attendance and Participation Report

Recommend approval

Motion by: Mr. Kirkland
Seconded by: Ms. Shamieh
Vote: Approved Unanimously

IX. FUTURE AGENDA ITEMS

The Board will consider items for future Board Meeting Agendas

X. NEXT BOARD MEETING DATE

October 15, 2020, 6:30pm

XI. ADJOURNMENT

The meeting was adjourned was at 9:59pm