



# MINUTES



## GOVERNING BOARD MEETING ARARAT CHARTER SCHOOL

**October 15, 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: Oct 15, 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](mailto: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 6:37pm

**b. Roll Call**

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

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

**Recommend approval**

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

**III. APPROVAL OF CHECK AND CREDIT CARD REGISTERS**

**Recommend approval**

Motion by: Ms. Shamieh  
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**

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

**1. Update on Surveillance COVID-19 Testing**

The District is discussing bringing charters into the fold of their testing, which they say will cost \$250/student per year (no details have been provided with respect to location, methods, frequency, etc.) CCSA is also looking into pooling charters with a private company to do surveillance testing at a lesser cost that is to be determined. The situation is fluid and school leaders are keeping abreast of the latest information.

**2. Update on Recruitment**

A Resource Teacher was hired as part of our Special Education team. This individual will be supporting the SpEd team and working with students on IEP goals. We are still in need of a Spanish Language teacher.

**3. English Learner Master Plan**

The EL Master Plan has been updated for the 2020-2021 school year. There are no significant changes other than the addition of the Corrections Process “Reasonable Doubt”. The legal basis for requiring ELP (English Language Proficiency) testing, as stated in the California Code of Regulations, Title 5 (5 CCR), Section 11518, is that all students have the right to an equal and appropriate education, and any English language limitations left unidentified and/or unaddressed

could preclude a student from accessing that right. The Corrections Process “Reasonable Doubt” verbiage was not in our EL Master Plan, but we have added it.

**4. Update on ELPAC and Special Education Assessments**

The English Language Proficiency Assessment for California (ELPAC) assessments have commenced with 5<sup>th</sup> grade and our initials (K students). We have 22 5<sup>th</sup> grade students and approximately 34 kindergarten students to assess. We also have approx. 9 students with special needs that need to be assessed – in person. These will be done in-house during various times. We received an email recently from the CDE for being “out of compliance” with 4 assessments/students with IEPs. Assessment for these students started and were not completed due to COVID (back in February/March). Therefore, these IEPs were opened but never completed. The SpEd team is working diligently to resolve these as soon as possible.

**5. Update on the Single/School Plan for Student Achievement**

We are working on our Single/School Plan for Student Achievement. We will present this to the board in November. It must be adopted/approved in December. We will also share the plan with our stakeholders and get it approved by the School Leadership Council.

**6. Update on Awards Celebrations – Perfect Attendance and Citizenship**

We had our first awards/recognition assembly for Perfect Attendance and Citizenship (Respect) for the year. It was well received by parents. The Leadership Team visited classrooms and celebrated students. Expectations for perfect attendance are zooming by 8am; camera on; present throughout the day; participating through chat or other means.

**7. Update on NWEA MAP Implementation**

We had our first NWEA MAP assessment training on 10/13/2020. The second training is scheduled for 10/20/2020. A third question/answer/practice session is scheduled for 10/23/2020. Testing will commence October and end in November for ELA and Math, respectively. Our collective goal is to know exactly where each student is academically, so we can provide appropriate interventions that will increase student academic outcomes.

**8. Student Work Samples on School’s Website to Showcase Culturally Responsive Education**

Since culturally responsive education is so important to Ararat, we will start highlighting students’ work on the school’s website that reflects their cultures, customs, traditions, etc.

**9. Amendment to the Charter of Ararat Charter School to include Mindful Mondays**

The Charter Schools Division approved the amendment to our petition to include Mindful Mondays from 1:30pm – 4:00pm every Monday when we will engage in PD, grade level collaboration, assessment analysis, etc. This will commence when we are back to in-person instruction.

**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**

No updates

**2. Update on 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	Attendance Percentage Week 6 9/21 to 9/25/2020	Attendance Percentage Week 7 9/28 to 10/2/2020	Attendance Percentage Week 8 10/5 to 10/9/2020
<b>K</b>	96.44%	98.67%	97.95%	96.00%	94.80%	98.00%	96.80%	97.20%
<b>1<sup>st</sup></b>	92.00%	97.61%	96.00%	97.50%	97.60%	96.80%	96.40%	94.40%
<b>2<sup>nd</sup></b>	97.37%	98.53%	97.73%	100%	97.14%	98.21%	97.50%	95.71%
<b>3<sup>rd</sup></b>	95.92%	96.26%	96.30%	95.37%	95.80%	96.54%	94.32%	94.07%
<b>4<sup>th</sup></b>	96.83%	99.61%	97.63%	99.52%	97.36%	98.87%	95.47%	95.09%

5 <sup>th</sup>	92.97%	95.29%	91.67%	91.54%	95.50%	95.60%	95.20%	96.40%
K-5 <sup>th</sup>	95.31%	97.53%	96.23%	96.61%	96.35%	97.29%	95.82%	95.35%

### 3. Update on Enrollment

#### 2020-2021 Enrollment Update

<i>Grade</i>	<i>Sections</i>	<i>8/23/2020 Enrollment</i>	<i>10/13/2020 Enrollment</i>	<i>Available Seats</i>	<i>Waitlist Count</i>
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	0	0
<b>TOTAL</b>		<b>331</b>	<b>340</b>	<b>0</b>	<b>245</b>

### 4. Update on Prop 39

- Application window opened on 10/10/2020
- Application is due on 11/1/2020
- LAUSD is requesting “verifiable” signatures on Intent to re/Enroll applications

### 5. Update on State/Federal Reporting

- 2020 Census Day: First Wednesday in October – 10/7/2020
  - Enrollment counts
  - English Language Acquisition Status
  - Immigrant Counts
  - Free/reduced-Price Meal-Eligibility
  - Special Education
  - Graduates and Dropouts 2019–20:
- Data submitted to the State through the following Systems:
  - The California Longitudinal Pupil Achievement Data System (CALPADS)
  - The California Basic Educational Data System (CBEDS)
  - The Consolidated Application Reporting System (CARS): 2020–21 dates coming soon
- Data submitted directly impacts LCFF and Supplemental and Categorical Funding:

### 6. Update on Charter Schools Division Oversight

- Document submission through DropBox
  - Contact Info
  - Governing Board Information
  - Governing Board Meeting Calendar
  - Calendar
  - COVID-19 Written Report

- Unaudited Actuals
  - Learning Continuity & Attendance Plan
  - Certificate of Occupancy
  - Compliance Monitoring Certification (Admin/Board)
  - EL Master Plan
  - Certificate of Clearance (DOJ) and Credentialing
  - Mandated Trainings (Child Abuse, Blood Borne Pathogen, Active Shooter, Suicide Prevention, Personal Boundaries)
  - PARENT-STUDENT HANDBOOK
  - School Safety Plan
  - Uniform Complaint Procedures
- Deadline for submitting the above documents is October 23, 2020.

**7. Update on Mandated State Hearing and Vision Testing**

- These are required at specific intervals and grade levels in California. Schools must conduct vision screening on all students upon school entry and every third year thereafter through grade eight. At Ararat Charter School, Vision testing is done in kindergarten, 2<sup>nd</sup> grade, and 5<sup>th</sup> grade, as well as referrals at any grade level. Hearing screening is mandated in kindergarten, 2<sup>nd</sup> grade, 5<sup>th</sup> grade (California Code of Regulations, Title 17, Section 2952 (c)(1)). Hearing screening in California public schools must be conducted by a credentialed school audiometrist
- Possibility of bringing students back on ACS1 Campus in designated cohorts to administer the screenings.
- Total number of students to be assessed in grades K, 2, and 5 = 156

**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:
  - **FY 20-21 Forecast Change – Sept20 vs. Approved Budget**  
Forecast increased \$84k from approved budget  
The current forecast reflects a net decrease of \$86k mostly due to increase in Comp & Benefits.
  - **2020-21 Cash Flow**  
Ararat projected to end FY21 with a cash balance of \$3.1M, 93 days cash on hand after reducing for building fund and estimated deferrals.
  - **FY 20-21 State Aid Deferrals**  
Spring State Aid to be paid much later in the year.
  - **Cash Balance Designation**  
Building fund designation leaves \$670k cash available for operations.

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

**a. Update on Facility Purchase**

No new/current updates.

**b. Frequency of Governing Board Meetings**

The organization has been meeting once a month for the past 10 years. However, the school is no longer a startup and meeting monthly may not be necessary. Ararat Charter School’s 2021-2022 Board Calendar

will be reviewed and developed with less frequency for board meetings. Item will be revisited in our December meeting with a preview of the board calendar to be approved.

**c. 2020-2021 English Learner Master Plan**

No new/current updates.

**d. Update on Literature Selection Committee**

The Book Review Committee is a 7-member committee. The committee will review the policy on controversial and sensitive topics and will set the criteria for book selections and select books. The committee will then discuss the approval process at a later date. Committee will have their first meeting in November.

**e. Update on Statement from the Board regarding conflict in Artsakh**

Our board chairperson prepared a formal letter that was shared with the community on October 7, 2020. During our Cappuccino with the Principal, parents expressed interest in doing something for Artsakh. We organized to have our Armenian teacher and a classroom teacher join social and emotional times on Tuesdays, Thursdays and Fridays to speak with students in a community circle and respond to questions and concerns that the students may have and engage while making it a learning opportunity. An Artsakh committee has been formed consisting of 2 administrators, 2 teachers, 1 classified staff, and 1 parent. The committee has planned a voluntary fundraiser for Armenia and Artsakh.

**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 2020-2021 English Learners’ Master Plan**

**Recommend approval**

Motion by: Ms. Shamieh

Seconded by: Dr. Karayan

Vote: Approved Unanimously

**b. Approval is Requested for 2020-2021 Annual School Calendar**

**Recommend approval**

Motion by: Ms. Shamieh

Seconded by: Dr. Karayan

Vote: Approved Unanimously

**IX. FUTURE AGENDA ITEMS**

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

**X. NEXT BOARD MEETING DATE**

November 19, 2020, 6:30pm

**XI. ADJOURNMENT**

The meeting was adjourned was at 8:17pm