



# MINUTES



## GOVERNING BOARD MEETING ARARAT CHARTER SCHOOL

**March 18, 2021**

**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: Finance Committee Board Meeting  
Time: Mar 18, 2021 05:30 PM Pacific Time (US and Canada)

**Join Zoom Meeting**  
**<https://zoom.us/j/96591010669>**

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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 6:33pm

**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 type="checkbox"/>	<input checked="" type="checkbox"/>

**II. APPROVAL OF MINUTES OF BOARD MEETING OF February 18, 2021**

**Recommend approval**

Motion by: Ms. Shamieh

Seconded by: Dr. Velarde

Vote: Approved Unanimously

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

**Recommend approval**

Motion by: Dr. Velarde

Seconded by: Ms. Shamieh

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. Special Education Program**

- Traditional District Validation Review (TDVR) Results  
TDVR report was reviewed with commendations, findings; corrective actions; and recommendations. TDVR team found that ACS is implementing and maintaining District mandated documentation procedures for special education programs; furthermore, there is coordination and collaboration between general and special education staff; information to parents about special education mandates and District policies and procedures is being shared. All corrective actions and recommendations have been implemented. See Principal's report for further details.
- SPED Expenditures by Types of Services Provided  
SpEd expenditures by contracted personnel were reviewed to gauge program's needs through service provider expenditures. See Principal's report for further details.

**2. Update on Charter Schools Division Annual Performance Based Oversight Visit**

Will be shared next month

**3. Update on School-Wide Student Activities**

- Talent Show

The Talent Show Committee is comprised of the music teacher and classroom teachers. The product will be a 2-minute video featuring a student's talent (song, instrument, magic act, presentation, theatre). Monday, April 5, 2021 is the deadline for students to turn in videos to teachers. Friday April 9, 2021 is the deadline for teachers to submit videos to the Talent Committee; and Monday, April 12, 2021 the Talent Committee will meet to communicate next steps. The Committee will edit and combine the acts into one single video to stream live on Talent Show Day. This will be a schoolwide event that will be viewed via Zoom.

- Picture Day/Yearbook

The operations team and instructional teams are working to take pictures of students for the ACS Yearbook.

**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 Attendance**

Grade	Attendance Percentage	Attendance Percentage	Attendance Percentage	Attendance Percentage	Attendance Percentage	Attendance Percentage	Attendance Percentage
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7
	08/17/2020 to 09/11/2020	09/14/2020 to 10/09/2020	10/12/2020 to 11/06/2020	11/09/2020 to 12/04/2020	12/07/2020 to 01/17/2021	01/18/2021 to 02/12/2021	02/15/2021 to 03/12/2021
<b>K</b>	97.16%	96.70%	96.63%	94.62%	95.22%	95.79%	97.38%
<b>1<sup>st</sup></b>	95.56%	96.30%	95.37%	95.38%	94.96%	94.90%	94.72%
<b>2<sup>nd</sup></b>	98.37%	97.14%	96.52%	97.53%	97.62%	96.80%	98.12%
<b>3<sup>rd</sup></b>	95.98%	95.93%	97.53%	96.49%	96.42%	96.66%	97.12%
<b>4<sup>th</sup></b>	98.39%	97.74%	98.31%	97.10%	98.52%	97.37%	98.50%
<b>5<sup>th</sup></b>	93.12%	95.70%	95.47%	91.54%	95.78%	95.58%	95.44%
<b>K-5<sup>th</sup></b>	<b>96.41%</b>	<b>96.54%</b>	<b>96.73%</b>	<b>95.59%</b>	<b>96.46%</b>	<b>96.25%</b>	<b>96.94%</b>

**2. Update on Enrollment**

**2020-2021 Enrollment Update**

Grade	Sections	8/17/2020 Enrollment	03/15/2020 Enrollment	Available Seats	Waitlist Count
Kinder	2	46	51	0	128
1st	2	50	49	1	56
2nd	2	54	56	0	23
3rd	3	79	81	0	10
4th	2	51	52	0	0
5th	2	51	50	0	0
<b>TOTAL</b>		<b>331</b>	<b>339</b>	<b>0</b>	<b>245</b>

### 3. Update on State/Federal Reporting

- Fall 2 CALPADS Key Measure Indicators

Ararat Charter  
Reporting Period: Fall 2

Current Year  
Previous Year

2020-2021  
2019-2020



Census Date  
Census Date

10/7/2020  
10/2/2019

CALPADS Fall 2 Certification Key Accountability Measures	2019-2020	2020-2021	% Change	Two-year average	Supporting Certification Reports	Links
<b>English Language Learner Services</b>						
Count of students receiving EL services	187	157	↓ -16.0%	172.00	2.4, 2.7	<a href="#">Source</a>
Count of teachers identified as providing EL services	13	13	→ 0.0%	13.00	2.5, 4.3	<a href="#">Source</a>
<b>Staff Information</b>						
Total # of Staff	17	20	↑ 17.6%	18.5	4.1, 4.4	<a href="#">Source</a>
Unduplicated FTE	16.60	18.78	↑ 13.1%	17.69	4.1, 4.4, 4.5	<a href="#">Source</a>
FTE to Staff Ratio	0.976	0.939	↓ -3.8%	0.958	4.1, 4.4	<a href="#">Source</a>
Average years of Educational Service at school	4.35	3.85	↓ -11.6%	NA	4.4	<a href="#">Source</a>
Average years of Educational Service total	9.82	11.00	↑ 12.0%	NA	4.4	<a href="#">Source</a>
% of Inexperienced Teachers (per ESSA definition)	15.4%	18.8%	↑ 21.9%	17.07%	4.4	<a href="#">Source</a>
<b>Class information</b>						
Average class size	26.08	26.15	↑ 0.3%	26.12	3.1, 3.3, 3.6, 3.8	<a href="#">Source</a>
% of classes assigned to a 999999999 SEID	0.0%	0.0%	-	0.0%	4.3	<a href="#">Source</a>
# of sections reported with a Local Assignment Option	0	0	-	0	4.3	<a href="#">Source</a>
# of Independent Study sections	0	0	-	0	4.3	<a href="#">Source</a>
# of Distance Learning sections	0	15	-	7.5	4.3	<a href="#">Source</a>
# of sections flagged with Middle School Core indicator	0	0	-	0	4.3	<a href="#">Source</a>
# of sections identified as meeting UC/CSU A-G	0	0	-	0	4.3	<a href="#">Source</a>
# of sections identified as CTE	0	0	-	0	4.3	<a href="#">Source</a>
<b>Postsecondary Status Outcome</b>						
Count of students with reported PSTS Outcome				NA	17.1	

#### d. Financial Report

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

##### 1. Budget to Date Ms. Kristin Dietz reviewed the financial report that entailed the following items:

- **Federal and State Updates**
  - AB/SB86 In-Person Instruction - \$117,645
    - 1% deduction per instructional day
    - Certificated employee supervision
    - No minimum days or minutes in-person
    - Continuous instruction until year end
    - COVID safety plan required
    - CDE Report due June 1, 2021
    - April 1, 2021 start date, May 15, 2021 default grant
  - AB/SB86 In-Person Instruction - \$248,145
    - Supplemental instruction and supports
    - 85% for in-person instruction
    - 10% for paraprofessionals
    - Up to 15% on remote activities
    - Board approval narrative and expense plan by June 1, 2021
    - Spend by August 31, 2022
    - TBD Audit requirements, audit finding – payback of funds
  - ESSER II & ESSER III
    - ESSER II – 325,333
    - ESSER III – 754,916
    - Eligible Expenses
  - Restricted One-Time Relief Funds
    - LLM almost spent – planning for in AB/SB 86 and ESSER I, II, III

- **February 2021 Forecast Update**
  - FY 20-21 Forecast Change
    - Forecast increased \$167k from previous forecast
    - The current forecast reflects a net increase of \$162k
  - 2020-21 Cash Flow
    - Projected to end FY21 with 3.37M, 124 days Cash on Hand after reducing Building Fund and Spring deferrals
  - Cash Balance Designations
    - Building fund designation leaves \$967k cash available for operations
- **Restricted Spending Tracking**
  - Ararat Title I-IV Funds
  - Special Education
- **Budget Considerations FY22**
  - 3.84% COLA, Annual pay increase, increased Comp & Benefits
  - With a 301k increase to Comp & Benefits, net income at 98k
  - Budget revenue is pending and is not on the forecast yet

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

*After the presentations, the Board will consider which items will be removed from the list of "consent" items which will be adopted with a single vote without discussion. This is followed by the Board discussing and voting on the items removed from the list by the Board or where individuals have signed up to address the Board on the item.*

**a. Update on Facility Purchase**

No updates

**b. Update on AB86**

The Board reviewed the analysis of AB86

- Reporting requirements apply to all charter schools.
- Covid-19 safety plan
- Vaccinations
- Tiering
- Testing requirements
- Grant programs
- Funding
- Allocations
- Snacks and meals
- Certification

**c. Discussion and Selection of Hybrid Schedule**

The Board reviewed and approved the Aggressive Return Hybrid Model Schedule.

**d. Discussion on Staff COVID-19 Vaccination and Possible Policy**

The Board reviewed the Health and Safety Policy for COVID-19. The purpose of the policy is to ensure we take reasonable measures to prevent the spread of the novel coronavirus disease (COVID-19) among students and staff.

**e. Update on Student Testing Policy**

The Board reviewed and approved the Student Testing Policy.

**f. Update on COVID-19 School-Wide Testing**

Consistent with California "Safe Schools for All" Reopening Plan and Current CDPH Guidance, the School will test both employees and students based entering campus for any period. Testing will depend on local disease trends and will be implemented on symptomatic, response, and asymptomatic bases.

In the seven (7) days prior to the reopening of the School, all students and employees who will be returning to campus must test for COVID-19. Thereafter, all students and employees continuing to be present on campus must undergo weekly asymptomatic testing for COVID-19, and All students must undergo symptomatic and response testing for COVID-19, as needed.

**g. Selection of External Financial Auditor**

The Board recommended to proceed with our current auditor – Wilkinson Hadley King & CO. LLP

**h. Update from Board Finance Committee Meeting**

The finance committee had a meeting on Thursday, March 18, 2021 at 5:30pm. The topics of discussion were:

- a. Review of Certificated and Classified Salary Tables
- b. Review of 2021-Budget

Committee will reacquaint on Thursday, April 15, 2021

**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/CONSENT AGENDA ITEMS**

*After the presentations, the Board has considered which items to be removed from the list of "consent" items which will be adopted with a single vote without discussion. This is followed by the Board discussing and voting on the items removed from the list by the Board or where individuals have signed up to address the Board on the item.*

- a. Approval is Requested for 2020-2021 Second Period Interim Financial Report**
- b. Approval is Requested for 2020-2021 TK-5 Hybrid Schedule**
- c. Approval is Requested for Student Testing Policy**
- d. Approval is Requested Selection of External Financial Auditor**

**Recommend approval**

Motion by: Dr. Velarde

Seconded by: Dr. Karayan

Vote: Approved Unanimously

Public Comment: No Public Comment

Roll Call for Casting the Vote

**IX. FUTURE AGENDA ITEMS**

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

- Update on Charter School Division Oversight
- NWEA MAP Assessment Growth Report
- Community Impact Assessment
- Decision on COVID-19 Vaccination Policy
- Certificated/Classified Salary Tables
- Middle School Petition

**X. NEXT BOARD MEETING DATE**

April 15, 2021, 6:30pm

**XI. ADJOURNMENT**

The meeting was adjourned was at 10:41pm

APPROVED