



MINUTES



GOVERNING BOARD MEETING ARARAT CHARTER SCHOOL

February 28, 2023

6:30 pm

Regular Meeting

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

Topic: ACS Governing Board Meeting

Time: Feb 28, 2023, 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86780695869>

Meeting ID: 867 8069 5869

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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 emenjivar@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 6:30 pm.

b.

Roll Call

Shakeh Avakian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Silva Karayan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rosemarie Shamieh	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Giuliana Velarde	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nayri Horvat	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Karim Merzian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vache Shirvanian	<input checked="" type="checkbox"/>	<input type="checkbox"/>

II. GOVERNING BOARD FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953(e)

The Charter School Governing Board determines, in accordance with Government Code Section 54953(e)(1)(B), that meeting in person would present imminent risks to the health or safety of attendees. Pursuant to Government Code Section 54953(e)(3), the Board has also reconsidered the circumstances of the State of Emergency declared by the Governor on March 4, 2020, and finds the State of Emergency continues to directly impact the ability of the Directors to meet safely in person and/or that State or local officials continue to impose or recommend measures to promote social distancing.

Recommend approval

Motion by: Mr. Merzian
Seconded by: Dr. Velarde
Vote: Approved Unanimously

III. APPROVAL OF MINUTES OF THE BOARD MEETING OF JANUARY 19, 2023

Recommend approval

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

IV. APPROVAL OF CHECK AND CREDIT CARD REGISTERS

Recommend approval

Motion by: Mr. Merzian
Seconded by: Ms. Horvat
Vote: Approved Unanimously

V. COMMUNICATIONS

a. **Public Hearing/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 directions to staff following a presentation.

b. **Principal's Report**

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

1. **Assessments**

- Update on NWEA MAP Assessments which concluded on February 18, 2023.
- Data Chats with each of the teachers utilizing 3 data points – NWEA MAP, AR Diagnostic, and DIBELS (if appropriate)

2. **English Learner Instruction**

- Update on the Annual ELPAC Assessments
 - K and 1st grade individual annual ELPAC testing completed.
 - Grades 2-5 assessments will begin in March.
- Update on the GLAD Training
 - 3 teachers remain to attend GLAD training between March and April.
 - 2 Coordinators and ToSA were also trained.

3. **Special Education**

- No Update

4. **General Education**

- Targeted Classrooms receiving demonstration lessons in ELA, ELD, and Writing from designated Leadership Team members.

5. **School Fiscal Plans**

- LCAP
 - The LCAP plan is reviewed routinely during every SLC and ELAC meeting. We will bring the completed LCAP to the board by June 30, 2023.
- ESSER III
 - The ESSER plan is reviewed routinely. Please refer to the Financial Report.
- Extended Learning Opportunity Program (ELOP)
 - Please refer to Section VI, Item e
- Universal Pre-Kindergarten (UPK)
 - Please refer to Section VI, Item d

c. **DIRECTOR OF OPERATION'S REPORT**

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

1. Enrollment

- Latest student enrollment report by grade level as of Monday, February 27, 2023

<i>Grade</i>	<i># of Sections</i>	<i>Projected Cohort</i>	<i>Current Cohort</i>
TK	1	12	12
K	3	52	53
1st	2	52	55
2nd	2	52	51
3rd	2	52	54
4th	2	52	51
5th	2	68	63
Total	14	340	339

2. Attendance

- Aggregated Average Daily Attendance Report

	Attendance Percentage	Attendance Percentage	Attendance Percentage	Attendance Percentage	Attendance Percentage	Attendance Percentage
Grade	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
	08/15/2022 to 09/09/2022	09/12/2022 to 10/07/2022	10/10/2022 to 11/04/2022	11/07/2022 to 12/02/2022	12/05/2022 to 12/30/2023	1/09/2023 to 02/17/2023
K	89.18%	89.33%	92.79%	83.25%	86.67%	94.66%
1st	93.28%	92.66%	92.98%	89.85%	90.18%	95.69%
2nd	94.83%	95.01%	94.77%	89.13%	86.80%	96.18%
3rd	94.02%	91.18%	93.38%	84.52%	93.65%	96.77%
4th	91.04%	94.04%	96.20%	90.88%	93.53%	96.70%
5th	91.44%	93.73%	96.53%	88.10%	93.51%	96.91%
K-5th	92.11%	92.53%	94.41%	87.45%	90.65%	96.12%

3. Prop 39 Related Information

- No Update

4. State and Local Mandated Reports

- CALPADS Fall II
 - Primary Data Submitted:
 - Student Course Enrollments
 - Staff Assignments and full-time equivalency (FTE)
 - English Learner Education Services
- Added Codes:
 - “World Language”
 - Non-Classroom Based Assignments
 - Teacher on Special Assignment
 - SPED Case Manager
 - Program Coordinators
- Certification Date:
 - March 10, 2023

5. Update on Legislation

- No Update

d. Financial Report

This is an update from what has transpired since the last board meeting since the last board meeting. (Per attached report)

1. Budget to Date Ms. Jean Yang reviewed the financial report that entailed the following items:

- State and Local Updates
 - Expect statutory COLA calculation to be greater than 8.13%
 - Legislature can cap at Governor’s 8.13% or reduce further, perhaps to 6.4%
 - Reduce ELO-P
- FY23 2nd Interim Financials
 - Net income 201k, a decrease of 6.9k from previous forecast
 - Forecasted year-end cash flow 5.1M. 1.91 days. cash on hands
 - Current ADA 304.1 compared to forecast 307.4

VI. DISCUSSION, INFORMATION, AND POSSIBLE ACTION ITEMS

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 and Facilities Committee

No update

b. Revision to the Governing Board Committee List

It was recommended to the board to have the Finance Committee as the only Standing Committee.

c. Update from the World Language Committee

We did not meet as scheduled due to unforeseen circumstances. An update will be shared next month.

d. Update on the UPK Program

- TK Facilities' requirement must be the same as the kindergarten
- TK and K are considered two single-year programs
- Enrollment in TK may reduce to 10
- ADA can be claimed after students turn 5
- Teacher Requirements:
 - Must satisfy one of these criteria:
 - Multiple Subject Teaching Credential + 24 units of Child Development or Early Childhood Education
 - Multiple Subject Teaching Credential + professional experience established by the Board comparable to 24 units of child development or early childhood education
 - Multiple Subject Teaching Credential + Child Development or Early Childhood Education Credential
- UPK team is looking for an appropriate TK curriculum

e. Update on APEX (ELOP) Program

The following items were shared with:

- 2022-2023 ELOP Schedule and Enrollment
- 2022-2023 Organizational Chart
- 2022-2023 Salary Table
- 2023-2024 APEX Calendar
- Student Enrichment Survey Results

f. Updated Promotion and Retention Policy

This agenda item has been tabled to the next board meeting.

g. Updated Volunteer Policy

The updated volunteer system and the requirements for Tier I, Tier II, Tier III, and Tier IV volunteers were shared.

h. Selection of External Fiscal Auditor

The School has received RFPs from the following Accounting Firms:

Clifton Larson: \$16,600 (2022-2023),

Eide Bailly: \$17,000 (2022-2023), \$17,500 (2023-2024), \$18,000 (2024-2025)

Wilkinson and Hadley: \$10,200 (2022-2023), \$10,700 (2023-2024), \$11,200 (2024-2025)

It is recommended to continue with Wilkinson Hadley for a multi-year contract.

i. Staffing Addition – In-House Substitute/Teacher on Special Assignment beginning 2023-2024

This agenda item has been tabled to the next board meeting.

j. Alternative Option for the Music Instruction

To have the alternative option of music theory and songs in Armenian, Spanish, and English.

VII. 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**

VIII. PUBLIC SESSION – REPORT OUT OF CLOSED SESSION

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

IX. ACTION ITEMS/CONSENT AGENDA ITEMS

After the presentations, the Board considered which items to be removed from the list of "consent" items that 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 the Revised Governing Board Committee List**
- b. **Approval is Requested for the Revised Promotion and Retention Policy**
This item will be tabled to a later time.
- c. **Approval is Requested for the Revised Volunteer Policy**
- d. **Approval is Requested for the Selection of the External Fiscal Auditor**
- e. **Approval is Requested to Add the TOSA/In-House Substitute Position Beginning 2023-2024 School Year**
This item will be tabled to a later time.

Recommend approval

Motion by: Ms. Horvat

Seconded by: Dr. Velarde

Vote: Approved Unanimously

X. FUTURE AGENDA ITEMS

The Board will discuss items for future Board meeting agendas

- Sharing facts about District findings regarding a Local District Charter School
- Private School Service Credit
- Revised Promotion and Retention Policy
- Add the TOSA/In-House Substitute Position Beginning 2023-2024 School Year
- Purchasing of Display Boards
- 2023-2024 APEX Calendar

XI. NEXT BOARD MEETING DATE

March 23, 2023 at 6:30 pm

XII. ADJOURNMENT

The meeting was adjourned was at 9:44 pm.