

# MINUTES

## GOVERNING BOARD REGULAR MEETING

### ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

**April 16, 2016**

9:30 AM

*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 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:** the meeting was called to order at 9:40 AM and recessed to closed session at 9:45 to confer with legal counsel regarding pending litigation.

Meeting was reconvened from closed to open session at 10:10 by Board Chairperson, Dr. Berjouhi Koukeyan. It was reported that no action was taken in closed session.

**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"/>
Sylva Karayan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Berjouhi Koukeyan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hermine Mahseredjian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayra Perez	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**C. APPROVAL OF MINUTES OF BOARD MEETING OF MARCH 19, 2016**

Moved by: Dr. Karayan    Seconded by: Mrs. Avakian    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.*

Vivien Tazlakian – Community member - here to observe how board meetings are conducted.

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

**1. Update Regarding the Leasing/Purchasing and Financing of a Facility:** RED Hook has identified another site for a possible location for the school at 18050 Vanowen St., in Reseda, in a nice residential area. It will have to be completely torn down to build a new facility. It has room for staff parking and playground. Red Hook recommended that the board explore the possibility of requesting Material Change in the maximum enrollment the school. This is a major factor in determining the size of the facility to be acquired. LAUSD Regulations state that if a school is increasing its enrollment by 20% or 100 students, whichever is less, and the school is using its own facility, then a material revision is not required for this increase. Increases beyond this guideline, will require Material Revisions. At the March Board meeting, the board had a positive reaction with respect to the location of the site and requested that Red Hook proceed to the next step. Red Hook has placed a bid on the property and has received a counter offer. Red Hook would like to arrange for a sight visit by the board and decide how to proceed. More information will follow.

**2. Update on the Diversity plan:** with respect to diversity with certificated Faculty, the five year plan calls for a 3% annual increase for PHBAO to achieve 66%-34% ratio within five years. The 2015-16

ratio in this category is 87.5% White/Other and 12.5% PHBAO. With respect to the student population, ACS will increase its PHBAO students by 4% annually to achieve the goal of increasing from 10% to 30% and decreasing the Other White students from 90% to 70% over the next five years. The 2015-16 ratio is 88.52% White/Other and 11.47% PHBAO. The Diversity Committee has been meeting on a regular basis addressing outreach efforts for the recruitment of students and faculty. The Diversity Committee will give a full report.

LAUSD is requiring that ACS conduct year one evaluation of the Diversity plan and submit a report by October 2016. Mr. Villela, the Co-Chairperson of the Diversity Committee, gave a report on the committee’s meeting (See Diversity Committee minutes)

3. **Update on LAUSD Annual Review/Governing Board:** In its oral exit report, LAUSD is recommending that the Board take action on the following items: 1) Immediate training on the Brown Act for the newly appointed board members Lorena Gonzales and Marlena Gonzales; 2) Filling the existing vacancy; and 3) Revise the Board organization chart to include the Director’s position.

**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 Calendar of Events**

- April 4 thru May 27, 2016 – CAASSP Summative Assessments window
- April 6 & 7 - Math/Literacy Fair
- April 18 , 2016 - Enrichment Session 2 begins
- April 22, 2016 - Parent Involvement Committee Meeting
- April 27, 2016 - Awards Assembly

**2. Update on School Activities**

- Pizza Sale April 7 & 8 - \$350.00

**Summative Assessments Update:**

The school has completed testing for two of our 5<sup>th</sup> grade classrooms. On the week off 4/18, one fourth grade classroom and our last fifth grade classroom will begin testing.

**April 4 thru May 27**

ELA	Grades	CAT(Computer Adaptive Test)	PT (Performance Task)	Total hrs:	Classroom Activity	Total Hrs.
	3-5	1.5 hrs.	2 hrs.	3.5	:30	4.00
Math	Grades	CAT(Computer Adaptive Test)	PT (Performance Task)	Total hrs:	Classroom Activity	Total Hrs.
	3-5	1.5 hrs.	1 hrs.	2.5	:30	3.00

**Facilities Update:**

Red Hook has contacted the owner in order to work on making an offer for the property. Red Hook is waiting to hear back from the owner. No additional properties have sent for review.

Red Hook has found a potential property in the city of Reseda located on 18050 Vanowen Street, Reseda, CA

- In good residential area
- Parking lot is big enough to accommodate staff parking and school yard
- Property has an entry and exit point onsite

### **3. Audits, Reviews, & Mandated Reporting**

**2<sup>nd</sup> Financial Interim Reports:** Under Education Code Sections 35035(g), 42130 and 42131, District staff must prepare and submit interim financial reports to the governing board at intervals throughout the fiscal year. The reports are provided to the County Superintendent of Schools, the State Controller, and the State Superintendent of Public Instruction. As part of the first and second interim financial reports, the Board certifies whether the District is able to meet its financial obligations for the remainder of the fiscal year and the next two fiscal years, using one of three certification scenarios:

- A positive certification indicates that based on current projections, the district will meet its financial obligations for the current fiscal year and two subsequent years.
- A qualified certification indicates that the district may not be able to meet its financial obligations for the current or two subsequent fiscal years.
- A negative certification indicates that the district will not be able to meet its financial obligations for the current and subsequent fiscal year.

**MiSIS-No update:** In order to comply with MCD (Modified Consent Decree) requirement of having a centralized key data in MiSIS to ensure access to student records throughout all district authorized schools, LAUSD has come up with the following key solutions:

- Development of processes know as application programming interfaces (API's), that will link MiSIS with student information systems currently being used by charter school
- Data sharing agreements between each charter school and the District will specify system compatibility requirements with the API. Informational workshops to be provided by LAUSD.

- 4. Update on LAUSD Visit:** Mr. Villela share some of the points mentioned in the oral report provided by the visiting committee. The official report will be sent to the school within 8 weeks.
- 5. Update for Sick Leave Requirement for Part-Time Classified Employees:** The school has consulted the council to ensure that the sick-leave policy complies with all state and federal laws. This policy is submitted to the Board for their approval.

**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:** Kelsey Wrobel presented the March 2016 Financial Update with the following items.

- 2015-16 Forecast Update
- Financial Summary
- Cash Flow Forecast
- Balance Sheet Summary
- Exhibits
- March Check Register
- Budget vs. Actual Detail

A one-time transaction for the amount of \$300,000.00 will occur and the funds will be transferred from checking to the savings account once Mrs. Dietz contacts Mr. Henderson to set up the transaction.

**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.*

NONE

**IV. ACTION ITEMS**

**A. Approval is Requested for 2<sup>nd</sup> Interim Financial Report 15-16 Fiscal Year**

**Recommend approval**

Motion by: Mr. Henderson  
Seconded by: Shake  
Vote: Approved Unanimously

**B. Approval is Requested for 990 Non-Profit Tax Return Form**

**Recommend approval**

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

**C. Approval is Requested for Charter LIFE Renewal**

**Recommend approval**

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

The Board asked the principal to check last year's minutes to determine if the board took action regarding having employees pay the difference between Kaiser and Blue Cross. The board will reconsider this agenda item at the he May meeting.

**D. Approval is Requested for Revisions on Employee Harassment Policy**

**Recommend approval**

Motion by: Mrs. Avakian  
Seconded by: Dr. Karayan  
Vote: Approved Unanimously

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

- A. Options for Special Education 2016-2017:** Committee will meet on May 21 at 8:30 am
- B. Update on AB 375 Pregnancy Law:** In October 2015 AB375 was passed regarding maternity and paternity leaves. The law contends that once the employee has used all accumulated sick days, he/she should receive the differential pay between his/her pay and that of the substitute hired to cover for the teacher on leave for up to 5 months. At this time, the information that the school has received indicates that this provision does not apply to charter schools. However, the school will continue researching this issue and get a definitive legal advice and report back to the board in subsequent meetings.
- C. Update on Diversity Committee Meeting:** See Principal's Report
- D. Prospective Financial Meeting for Budget Development 16-17:** Board Finance Committee will meet after GB meeting
- E. Association Update:** Prof. Mahseredjian stated that the Association is considering to plan a celebratory lunch for the WASC accreditation. More information will follow.

**VI. CLOSED SESSION**

*Adjourned to 2<sup>nd</sup> Closed Session at 11: 10 AM to consider and/or take action upon any of the following items:*

**Public Employee Employment (G.C. 54957)**

Title:

- **Certificated Update**
- **Classified Update**

**Conference with Legal Counsel: Anticipated Litigation**

Possible litigation pursuant to (2) or (3) of subdivision (d) of section 5495956.9: two cases

**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 11:50 and it was reported that the board took action to have the two classified employees start 10 minutes later and end 10 minutes earlier in the afternoon to bring their work day within the 8 hours. The board also took action to compensate the Office Manager for the unpaid rest breaks at the overtime rate.

**V. FUTURE AGENDA ITEMS**

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

**VI. NEXT BOARD MEETING DATE:**

May 21, 2016, 9:30 am at the ACS 1 Campus

**VII. ADJOURNMENT**

The meeting was adjourned at 12 Noon.