

MINUTES

GOVERNING BOARD REGULAR MEETING

ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

May 21, 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.

All efforts will be made for reasonable accommodations.

I. OPEN SESSION

A. CALL TO ORDER:

Meeting was called to order by Board Chairperson, Dr. Berjouhi Koukeyan at 10:35 am.

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 checked="" type="checkbox"/>	<input 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 APRIL 16, 2016

Moved by: Prof. Mahseredjian Seconded by: Dr. Karayan Vote: all

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.

B. FOR INFORMATION: CHAIRPERSON'S REPORT. (Attachment)

1. Update Regarding the Leasing/Purchasing and Financing of a Facility: RED Hook has identified a 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 is anticipating a counter offer. Once this counter offer is received, Red Hook would like to arrange for a sight visit by the board and decide how to proceed. Red Hook is still waiting for a counter offer.

A grant has been offered to charter schools for lease reimbursement. The school has applied for this grant and is waiting to hear back.

2. Diversity Plan: Update 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 will report on the lottery outcome and the diversity during his report.

3. **Maternity and Paternity Leave Update:** 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. As of this date, the school has not received any updates indicating that this provision is also required of charter schools. However, the school will continue researching this issue and report back to the board in subsequent meetings. The Board decided to wait and not take any action at this point.

4. **Update on Local Control and Accountability Plan (LCAP):** CDE requires that all public schools update the LCAP annually. The plan must describe in full, actions and expenditures to support pupil outcomes and overall performance. The LCAP is intended to be a comprehensive planning tool and is supposed to cover the following three areas: 1) *Stakeholder Engagement*; 2) *Goals and Progress Indicators*; and 3) *Actions, Services and Expenditures*. In addition, each area must address the 8 priorities established by the State as: 1) conditions for Learning; 2) Implementation of State Standards; 3) Course access; Pupil Achievement; 5) Parent Involvement; 6) Pupil Engagement; and 7) School Climate

The Plan also includes an assessment of the level of implementation for the 2015-16 LCP plan in terms of programs and budget. The LCAP proposal that will cover 2016-17, 2017-18 and 2018-19 will be submitted to the board for approval at the June meeting and will meet all the budgetary and program requirements.

5. **Update on Finance Committee:** Finance Committee consisting of Board members, Dr. Koukeyan, Mr. Henderson and Ms. Mahseredjian, Principal Villela, Director Stuart and representatives from Edtec met on Saturday, May 21 at 9:30 AM to discuss and review the assumptions that will be used in preparing the 2016-17 preliminary budget. An update of this meeting was shared with the board and the final proposal will be presented for board approval at the June 18 meeting.

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 27, 2016-Awards Assembly
- May 2 thru May 6, 2016-Teacher Appreciation Week
- May 14, 2016- Public Lottery
- May 16 thru May 20, 2016-Classified Appreciation Week
- May 26, 2016-Open House (Minimum Day)
- May 23 thru 27,2016-Scholastic Book fair Campus 1
- May 27, 2016-Parent Involvement Committee Meeting
- May 30, 2016 –No School Memorial Day

2. Update on School Activities

- Movie Night, May 13, 2016 - \$1070.00

Field Trips:

May 2, 2016-1st Grade-Underwood Family Farm

May 3, 2016-4th Grade - Los Angeles County Museum of Arts (LACMA)

Summative Assessments Update: April 4 thru May 27

- All Summative assessments will be completed by May 27

FORM J13-A

In response to a terrorist threat to our schools, LAUSD and Charter schools were closed unexpectedly on December 15, 2015. As a result the district will be submitting a waiver request J13-A. This request is an allowance of attendance for emergency condition and that apportionments be maintained and instructional time be credited for the unexpected emergency closure. The District will submit this form on behalf of all district and charter schools.

Annual Lottery

Grade	Max Seats	New exempt entering	Not Returning	Available for Lottery	# of Applicants
0	52	20	0	32	195
1	52	1	0	23	76
2	51	0	1	0	33
3	54	0	0	0	35
4	53	0	2	0	16
5	78	0	0	0	6
Total	340	21	3	55	361

Grade	PHABAO	PHABAO from outreach	Accepted PHBAO
0	68	16	8
1	18	3	4
2	8	3	0
3	13	0	0
4	5	1	0
5	1	0	0
Total	113	23	12

31%

20%

~~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. The owner is moving very slowly in responding to Red Hook's offer.~~

2. Audits, Reviews, & Mandated Reporting

LCAP Update: As part of the LCFF, school districts, COEs, and charter schools are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP) using a template adopted by the California State Board of Education (SBE). In addition, the SBE is required to adopt evaluation rubrics to assist LEAs and oversight entities in evaluating strengths, weaknesses, areas that require improvement, technical assistance needs, and where interventions are warranted on or before October 1, 2016. Subsequent revisions to the template or evaluation rubrics are required to be approved by the SBE by January 31 before the fiscal year in which the template or rubric would be used. The LCAP is required to identify goals and measure progress for student subgroups across multiple performance indicators.

- Is in the process of reviewing current goals and measuring progress for 2015-2016 school year
- Updated LCAP will be presented at June board meeting

The Board decided to raffle iPads or Xbox per grade level as attendance incentive not to exceed 1500.00 all together

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

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

Cash balances forecasted to remain above \$1.6M all year. Total Cash balances at April 30th were \$2,293,533 as follows: Checking - \$1,391,871

Savings - \$901,662

Forecasted Operating Income of \$302K after depreciation, an increase of \$76K from the Previous Month's forecast.

In April, \$300,000 was transferred from Checking to the interest bearing Savings account

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 2016-2017 Charter Life Contract to Cover Health Benefits

Recommend approval

Motion by: Mr. Henderson
Seconded by: Prof. Mahseredjian
Vote: Approved Unanimously

The Board decided to offer the two options of Kaiser HMO low and Blue Cross HMO low. The school will cover in full Kaiser Low and the employees will pay the difference in the Blue Cross HMO.

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

**B. Approval is Requested for 2016-2017 COLA Increase as Recommended by the Finance Committee
Recommend approval**

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

Since the State is offering 0% COLA for next year, the Finance committee's recommendation is to postpone the decision and see what other districts are practicing. Edtec will provide the Column and step raises for next year. Should the Board chose to approve a COLA increase, the salaries will be adjusted and employees will get a retroactive pay.

**C. Approval is Requested for Form J13-A Waiver Request for Allowance of Attendance Because of
Emergency Condition**

Recommend approval

Motion by: Mr. Henderson
Seconded by: Mrs. L. Gonzalez
Vote: Approved Unanimously

V. INFORMATION ITEMS/POSSIBLE ACTION:

- A. Update for Special Education 2016-2017; RSP teacher, BII:** Mrs. Avakian reported on the result of the SPED Committee meeting from this morning. The committee is recommending for the Board to consider hiring a full-time RSP teacher

Recommend approval

Motion by: Mrs. Avakian
Seconded by: Mr. Henderson
Vote: Approved Unanimously

- B. Update on SELPA Option III:** The school's application along with other school's application was not approved. The SPED Committee recommends for the school to revise the application and apply for next year. The Board also asked the Director and the Principal to appeal the current ruling. Appeal's deadline is May 27th.

- C. Update on AB 375 Pregnancy Law – See Chair Person's Report**

- D. **Update on Food Services for 16-17:** Finance Committee is recommending to stay with LAUSD for the upcoming school year.
- E. **Association Update:** None

VI. CLOSED SESSION

Adjourned to Closed Session at 11:56 AM to consider and/or take action upon any of the following items:

Public Employee Employment (G.C. 54957)

Title:

- **Certificated Employment contracts, 2016-17**
- **Classified Employment contracts, 2016-17**
- **Payroll Procedure 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 1:15 PM and the Board Chairperson reported the following actions: 1) the Board approved the renewal of the certificated and classified employee contracts for 2016-17; 2) search for a certificated Spanish Language position; 3) Reach a closure with Ms. Adrineh Gharibi regarding the unpaid rest breaks.

The board also discussed the need to recruit board members who add to the diversity of the board make-up in terms of gender, ethnic and business background.

V. FUTURE AGENDA ITEMS

The Board will consider items for future Board Meeting Agenda

VI. NEXT BOARD MEETING DATE:

June 18, 2016, 9:30 am at the ACS 1 Campus

VII. ADJOURNMENT

The meeting was adjourned at 1:25 PM