

# MINUTES

## GOVERNING BOARD REGULAR MEETING

### ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

**June 18, 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:**

Meeting was called to order by Board Chairperson, Dr. Berjouhi Koukeyan at 9:30 am.

**B. ROLL CALL**

|                      | Present                             | Absent                              |
|----------------------|-------------------------------------|-------------------------------------|
| Shakeh Avakian       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Marlena Gonzalez     | <input type="checkbox"/>            | <input checked="" 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 MAY 21, 2016**

Moved by: Mr. Henderson    Seconded by: Dr. Karayan    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.*

- The Board Chairperson welcomed Mr. Alex Gomez, LAUSD Charter School Division Specialist. Mr. Gomez expressed that on behalf of LAUSD Charter School Division, he was at the meeting to observe how the Governing Board conducts school business.

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

- 1. YEAR END CULMINATING ACTIVITIES:** Dr. Koukeyan stated that the total staff is commended for the fifth grade promotional activity and for the total school student performances. All the activities were carefully planned and carried out and student participation was lively and full of decorum. They recited poems, danced and sang in different languages and the upper grade chorus was amazing. The teachers and staff are highly commended for their dedication and commitment.
- 2. 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.

On the day of the meeting it was announced that the sellers have changed their mind and withdrawn from the market.

3. **Diversity Plan Update:** Dr. Koukeyan reported that 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.

Mrs. Gharibi reported that according to the latest enrollment and outreach reports, 31% of total participants in 2016-17 lottery were PHBAO. This is a significant growth in compare to previous years.

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;
- 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
- 4) Pupil Achievement
- 5) Parent Involvement
- 6) Pupil Engagement
- 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 covers 2016-17, 2017-18 and 2018-19 is submitted to the board for approval. LCAP meets all the budgetary and program requirements.

5. **Update on Year End program assessments Staff/Parents:** The Board Chairperson and Co-Chairperson met with staff and parents on Monday, June 13. Information collected will assist the Board in evaluation the principal as well as meeting their instructional needs. As has been the board's practice for the past 6 years, Dr. Berjouhi Koukeyan, Board Chairperson, and Ms. Hermine Mahseredjian, Co-Chairperson, met with the certificated staff and sought their feedback on 2015-16 academic year. Topic covered the academic programs, such as, Language Arts, Math, Science and Social Studies. The staff will work on reviewing Language Arts

textbooks that are aligned with Common Core standards. Meeting the needs of the Special Needs students and follow up with general student discipline procedures are remain of great concern.

**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**

- June 3, 2016-Staff vs. 5<sup>th</sup> Grade Students
- June 3, 2016- Year End Perfect Attendance Awards/Parent Awards
- June 4, Annual Spring Picnic (Hazeltine Park)
- June 9, 5<sup>th</sup> Grade Culmination
- June 10, Annual Spring programs
- June 14, Last Day for Teachers
- June 16, 2016- Review of ELA adoptions w/teachers

**2. Update on School Activities**

- Scholastic Book Fair - \$1228.00

**3. Update on Local Control and Accountability Plan (LCAP) – See attachment and Action Item A**

**4. Update on Enrollment:** Below are the current numbers for 2016-17 enrollment:

|              |     |
|--------------|-----|
| <b>K</b>     | 52  |
| <b>1</b>     | 50  |
| <b>2</b>     | 52  |
| <b>3</b>     | 54  |
| <b>4</b>     | 50  |
| <b>5</b>     | 78  |
| <b>Total</b> | 336 |

Office will be calling from the wait list to fill in the vacant seats.

**5. Update on School Staff Openings:** Will be discussed during closed session.

**6. Attendance Update for School Incentives**

Campus 1 June 6 thru 10

Campus 2 June 6 thru 10

2014-15    2015-16  
16%        22%

2014-15    2015-16  
19%        16%

**7. 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. RedHook has indicated that the owner is being unreasonable and unresponsive to offers.

RedHook 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

## 8. Audits, Reviews, & Mandated Reporting

**ConApp:** The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. Annually, in May, each local educational agency (LEA) submits the spring release of the application to document participation in these programs and provide assurances that the district will comply with the legal requirements of each program. Program entitlements are determined by formulas contained in the laws that created the programs.

The winter release of the application is submitted in January of each year and contains the district entitlements for each funded program. Out of each state and federal program entitlement, districts allocate funds for indirect costs of administration, for programs operated by the district office, and for programs operated at schools.

**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.

**MiSIS-No update**

## 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:** Mrs. Dietz shared previous month's financial report as well as the preliminary budget for 2016-17 school year. The reports entailed the following:

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

FY 2017 Preliminary Budget

- Operating Income of \$24K after depreciation, and before one-time funding

- Revenue Assumptions
- Budget uses conservative assumptions and no COLA increase in funding rates from FY16 to FY17

**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.*

Check Register and May Financial Report was approved unanimously

**Recommend approval**

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

**IV. ACTION ITEMS**

**A. Approval is Requested for a 3yr Local Control and Accountability Plan (LCAP)**

**Recommend approval**

Motion by: Prof. Mahseredjian  
 Seconded by: Mrs. Avakian  
 Vote: Approved Unanimously

**B. Approval is Requested for 2016-2017 Budget**

**Recommend approval**

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

**C. Approval is Requested for Consolidated Application (ConApp) 16-17: Must be submitted by June 31 of each year.**

**Recommend approval**

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

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

**A. Update for Special Education 2016-2017; RSP teacher, BII:** Dr. Koukeyan presented a preliminary review of the SPED services. Current caseload is 24students and the anticipated case load for 2016-17 is 19 students. The SPED Implementation Committee is proposing to take control over the quality of SPED services. The Committee will recommend to the Board which services to take full control beginning 2016-17 and which services take over gradually.

**B. Update on SELPA Options:** Director Stuart reported that the school has been denied the appeal. A notification letter will be sent to LAUSD that announces the School’s intends to explore its options for SELPA membership, and may exit the LAUSD SELPA effective July 1, 2017.

**Recommend approval**

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

- C. **Update on Renewal of Custodial Services:** In accordance with the school’s financial policy, Mr. Villela will present three quotes from three vendors to be selected and approved by the Governing Board for next month’s meeting.
  
- D. **Association Update:** Prof. Mahseredjian announced that the Association is intending to recognize the teachers and staff in celebration of WASC accreditation.

**VI. CLOSED SESSION**

*Adjourned to Closed Session at \_\_\_\_\_ 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**

**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 \_\_\_\_\_ .

**VII. FUTURE AGENDA ITEMS**

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

**VIII. NEXT BOARD MEETING DATE:**

July 16, 2016, 9:30 am at the ACS 1 Campus

**IX. ADJOURNMENT**

The meeting was adjourned at \_\_\_\_\_