

MINUTES

GOVERNING BOARD MEETING

ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

September 13, 2017
6:30pm

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 or non-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, Shakeh Avakian at 6:45pm.

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"/>
Silva Karayan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hermine Mahseredjian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Giuliana Velarde	<input type="checkbox"/>	<input checked="" type="checkbox"/>

C. APPROVAL OF MINUTES OF BOARD MEETING OF AUGUST 2, 2017

The minutes were approved unanimously

Recommend approval

Motion 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.

Margarit Zakevosyan, parent of a first and second grade students addressed the Board with the following concerns: Increased class size is a concern – inquiring the possibility of having instructional aides in the classrooms – her students lack the motivation – concern about their lack of engagement. Parent also inquired about the Armenian instructions and if there has been any progress.

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

No Update

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. Calendar of Events

- August 7 thru Thursday August 17, 2017- Summer Staff Development
- September 5, 2017 thru September 15, 2017-CELDT Testing-Initial Student only
- September 5, 2017 thru September 8, 2017-Scholastic Book Fair

- September 7, 2017-Back to School Night
- September 27, 2017-Intervention 1 Begins- 1st thru 5th grade
- September 29, 2017-Award Assembly
- September 29, 2017-Coffee with the Principal
- October 2, 2017-Choir Begins

2. Update on Enrollment

Grade	sections per grade level	Grade Level Count 2017-18
K	3	78
1	2	54
2	2	54
3	2	52
4	2	54
5	2	45
Total		338

3. Update on Summer Staff Development

Monday 8/7	Tuesday 8/8	Wednesday 8/9	Thursday 8/10	Friday 8/11
Vision/Mission/Petition WASC Mid-Year Visit	16-17 School Performance Results SBAC Preparation	NGSS (Next Generation Science Standards)	Mandated Topics -Child Abuse -Blood Bourne Pathogens -Personnel Handbook	SST Process Special Education PBS (Positive Behavior Support)
Monday 8/14	Tuesday 8/15	Wednesday 8/16	Thursday 8/17	Friday 8/18
*GLAD (Guided Language Acquisition Design)	GLAD (Guided Language Acquisition Design)	KAGAN Engagement Professional Development	English Learners T1 Planning Time	Pupil Free Day -Teachers work in their classrooms

4. Update on State Testing

CELDT-California English Language Development Test: Students in Kindergarten and new students to California public schools who have been identified as English Learners will be taking the California English Language Development Test (CELDT). Students are identified as English Learners when parents/guardians fill out the Home Language Survey upon enrollment. Students must take the CELDT test in order to measure their English language proficiency. The CELDT test has three purposes:

- To identify students who are limited English proficient (LEP)
- To determine the level of English language proficiency of LEP students

CELDT Testing Dates:	September 5, 2017 thru Sept 15, 2017
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5. **Tardy Policy:** At ACS school begins promptly at 7:50 am on both campuses. After this time, students must report to the office and get a tardy slip. Tardiness to school will be unexcused even though the parent brings the student to school. Oversleeping, car/traffic problems etc. are all unexcused. Excessive tardiness to school may require adjustments in the family’s morning schedule.

Tardies are excusable under the following circumstances:

- Personal illness of student
- Student has a doctor/dentist/professional appointment (A note or phone call from parent or a professional note from doctor/dentist/professional will be required to verify)
- Family emergencies (approved by Principal)
- Religious holidays
- Court appointment

The consequences for repeated unexcused tardiness to school within a trimester are as follows:

Number of <u>Unexcused Tardies to School</u>	Consequences
1 – 2	Verbal Warning
3	Letter to parent
4	Letter to parent or conference regarding consequence with next tardy
5+	Parent conference and consequences appropriate for student

6. **Update on Audits, Reviews, & Mandated Reporting**

CALPADS Fall 1

CALPADS Submission	Census Day	Primary Data Submitted	Official Submission Window	Certification Deadline	Amendment Window
Fall 1	October 4, 2017	2017–18 Enrollment Counts 2016–17 Grads and Drops English Language Acquisition Status Immigrant Counts Free/Reduced Price Meal Eligibility	October 4, 2017 to December 15, 2017	December 15, 2017	December 16, 2017 to January 26, 2018

CBEDS Due October 31, 2017: The California Basic Educational Data System (CBEDS) is an annual data collection administered in October. CBEDS data are reported through an Online Reporting Application called CBEDS-ORA. The purpose of CBEDS is to collect data about schools and districts, as well as some aggregate data on students and staff. There are two separate forms used to collect these data. The County/District Information Form (CDIF) is used to collect data specific to districts and county offices on the number of classified staff and estimated number of teacher hires. The School Information Form (SIF) is used to collect data specific to schools on the number of classified staff, kindergarten program type, educational calendars, parental exception waivers, truancy, and School Improvement Grant information. Student aggregate counts (i.e., graduates, dropouts, and various enrollment data) previously collected on the SIF and certificated staff, course and assignment data

MiSIS Update

- Participated in conference call with LAUSD on July 19, 2017 regarding getting students demographic data into MiSIS
- LAUSD developed a plug in that will The read only Plug In will allow LAUSD to retrieve the enrollment data and import the data into LAUSD's testing environment.
- Plug-in has been installed in our student information system

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: Ms. Kristin Dietz shared the monthly budget report that entailed the following items: along with a few statements:

- Last Forecast Comparison to Unaudited Actuals (UA)
 - June 30, 2017 Balance Sheet
 - 2016-17 Cash Flow
 - 2017-18 Current Forecast
 - Exhibits
-
- Year-End Net Income is \$140k higher than the May Forecast Budget
 - Ararat ended FY 16-17 with a cash balance of \$2.4M
 - The addition of one time funds, budgeted at \$147 per prior year ADA,
 - are now included in the forecast

Ms. Kristin Dietz also presented the unaudited Budget and the EPA for approval (see attached)

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 for the month of June was approved unanimously.

Recommend approval

Motion by: Mr. Henderson
Seconded by: Prof. Mahseredjian
Vote: approved unanimously

IV. ACTION ITEMS

A. Approval is Requested for 2017-2018 LAUSD Food Services Agreement

Recommend approval

Motion by: Dr. Karayan
Seconded by: Mr. Henderson
Vote: approved unanimously

B. Approval is requested for 2017-18 Education Protection Account Spending Plan

Recommend approval

Motion by: Mr. Henderson
Seconded by: Prof. Mahseredjian
Vote: approved unanimously

C. Approval is requested for 2016-2017 Unaudited Financial Report

Recommend approval

Motion by: Mr. Henderson
Seconded by: Prof. Mahseredjian
Vote: approved unanimously

V. INFORMATION ITEMS/POSSIBLE ACTION:

A. Update on Redevelopment of School Website: Mr. Villela reported that weekly conferences are undergoing between the website designer, the principal and the office manager to ensure that the new website is built to our specifications.

B. Update on Teacher Laptop Computers: Board asked the principal to contact Prop 39 for an upgrade or exchange of the old laptops that were given to the school during the first two years. These laptops could be utilized for student use once upgraded. The Board also approved purchasing Apple laptops for teachers for their longevity and durability.

Recommend approval: Board authorized up to \$20000.00 to purchase Mac book Air

Motion by: Mr. Henderson
Seconded by: Prof. Mahseredjian
Vote: approved unanimously

C. California Charter School Association (CCSA) Conference: Mr. Villela announced that the upcoming Annual CCSA Conference will be held From March 26-28 in San Diego. Early bird special is \$350.00 per person. Ms. Avakian expressed her interest to attend this conference.

D. Update on Diversity Committee Meetings: Mr. Villela stated that this committee will continue meeting on the same days of next GB meeting. More information will follow in regards to the meeting dates.

E. Association Update: Professor Mahseredjian stated that the tradition of the luncheon has been postponed to November's professional development day. All Board members are invited.

VI. CLOSED SESSION

Adjourned to Closed Session at 7:40pm to consider and/or take action upon any of the following items:

Public Employee Employment (G.C. 54957)

Title:

- **Certificated Personnel Update**
- **Classified Updates**
- **Update on Certificated/Management**

**Public Employee Discipline/Dismissal/Release
Conference with Legal Counsel – Anticipated Litigation**

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 _____ .

V. FUTURE AGENDA ITEMS

The Board will consider items for future Board Meeting Agendas.

VI. NEXT BOARD MEETING DATE:

Wednesday, October 18, 2017, 6:30pm

VII. ADJOURNMENT

The meeting was adjourned at _____