

# MINUTES

## GOVERNING BOARD REGULAR MEETING

### ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

**September 19, 2015**

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 Secretary, Dr. Silva Karayan at 9:38 am.

**B. ROLL CALL**

	Present	Absent
Shakeh Avakian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lorena Gonzalez	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marlena 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Hermine Mahseredjian	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Aret Oz	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mayra Perez	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**C. APPROVAL OF MINUTES OF BOARD MEETING OF AUGUST 15, 2015**

The minutes of August 15, 2015 was approved unanimously.

Moved by: Mr. Henderson    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.*

Dr. Karayan introduced the new Governing Board Member, Ms. Marlena Gonzalez

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

- 1. Appointment of New Board Member Marlena Gonzales:** Dr. Karayan reported on behalf of Board’s Chairperson that at its August 15 meeting, the Governing Board appointed Ms. Marlena Gonzalez as a Governing Board member for a three year term. She will assume her membership on the Board effective September 2015. Ms. Gonzalez has a twelve year teaching experience at the elementary level and is currently employed by LAUSD.
- 2. Update Regarding the Leasing/Purchasing and Financing a Facility:** At the May Board meeting, the board took action to secure reference check on Red Hook Capital Partners and asked board member John Henderson to establish contact with Red Hook. The reference check was positive and Mr. Henderson has talked with Craig Underwood of Red Hook. It was determined that no cost will be incurred on the part of the school until such time that a location is found. At this meeting, the Board will take a look at the Memorandum of Understanding as prepared by Red Hook. This memorandum was reviewed by our attorney and signed by Red Hook Capital Partners. Mr. Villela and Mr. Henderson will provide the update on the status of the search of a location.
- 3. Salary Payments on the Basis of 10 Months vs 12 Months:** At the request of the Board, the board chairperson, Dr. Berjouhi Koukeyan looked into the possibility of paying teachers on 12 month basis vs. 10 month, which is the current practice. One of the options gives the employee the opportunity to

voluntarily withhold a certain amount of money each month and receive 2 checks during the summer for the 187 days already worked. The board discussed the ramifications and decided to give the certificated employees the option of having their salary paid over 12 months. Mr. Villela will provide an update on this option.

4. **Update on WASC Accreditation:** The school has started the process of seeking full WASC accreditation. The process requires that the school complete a complete Self-study with the full participation of the faculty and submit a proposal to the Western Association of School and Colleges for full accreditation. The self-study report must be fully aligned with the charter petition. The staff started working on the process during the 2014-15 school year and is ready to complete the report during the months of July and August. The first draft of the self-study was reviewed by the teachers on the 8/19 Staff development day. The teachers were given the opportunity to give feedback regarding the findings of each chapter and made recommendations for revisions. The draft of the Self-study will be on the board agenda at the September board meeting for board approval, to be submitted to WASC at the end of September. The WASC visit is scheduled for the month of November. The validation visit will last for three days and a recommendation will be submitted to the WASC board.

The school is getting ready to submit the WASC Focus on Learning Report for accreditation on October 5, 2015. WASC, the Western Association of Schools and Colleges, is an organization recognized by the U.S. Department of Education that conducts reviews of schools, both public and private, from kindergarten through senior college levels. Accreditation is a voluntary system of self-regulation developed to evaluate overall educational quality and effectiveness. The primary goals of WASC, as taken from their website, are to:

- Promote institutional engagement with issues of education effectiveness and student learning
- Develop a culture of evidence that informs decision-making
- Foster active interchange among public and independent institutions

The WASC Visiting Team will visit the school to conduct its review on November 16 – 18. This accreditation review enables us to ensure that we continue to provide the highest quality education to our students and maintain our commitment to provide a school of choice to our community.

**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**

- Back to School Night, September 10 , 2015
- Book Fair, September 8 thru September 11, 2015
- Fall Picture Day, Monday September 24, 2015
- Parent Involvement Committee, Friday September 25, 2015

**2. Update on School Activities:** No Updates

**3. Update on School Programs - CELDT & BINL testing, Intervention**

- **CELDT Testing Update September 3 thru 25**, the purposes of the CELDT are the following:
  - a) To identify students who are limited English proficient (LEP)
  - b) To determine the level of English language proficiency of LEP students

- c) To assess the progress of LEP students in acquiring the skills of listening, reading, speaking, and writing in English

State law (Education Code sections 313 and 60810) and federal laws (Titles I and III of the Elementary and Secondary Education Act [ESEA]) require that local educational agencies (LEAs) administer a state test of English language proficiency and develop Annual Measurable Achievement Objectives (AMAOs) for: (1) newly enrolled students whose primary language is not English, as an initial assessment, and (2) students who are English learners, as an annual assessment. For California’s public school students, this test is the California English Language Development Test (CELDT).

- **BINL Testing**

The Basic Inventory of Natural Languages (BINL) is a measure of oral language proficiency in English (as well as in 32 other languages) for students in grades K-12. It can be used for placement and the determination of language dominance. Test-taking skills are unnecessary for the examinee, since oral language is elicited through the use of large photographic posters. These posters depict scenes from a variety of cultures which can be discussed without reference to cultural specifics. Testing is done individually and takes ten minutes. There are two scoring options: Counting the number of target language words per sentence or calculating a score for linguistic complexity based on a point system. The latter can be done on a computer program if desired. For each grade level, scores are classified as Non-English Speaking, Limited-English Speaking, Fluent English Speaking, and Proficient English Speaking. Claims of validity are based on theoretical arguments about the nature of language rather than on statistical research. Estimates of reliability are not part of the EAC East collection.

- **Intervention** – The first session will start on both campuses on September 23 for students are struggling to meet grade level standards.
- **BIC** – Mr. Villela is awaiting the response from LAUSD Food Services in regards to the cost of this program. More update will follow.

**4. Update on Enrollment** – Current enrollment is as follows:

K	26
1	52
2	54
3	54
4	76
5	78
<b>Total</b>	<b>340</b>

**5. Update on Audits, Review, & Mandated Reporting**

- **DVR - Data Validation Review:** In the past, DVRs were conducted centrally and focused on 2 local districts each year (out of the 8 that we used to have when the process was set up), which meant all the schools in a particular local district only had to go through the DVR process once every 4 years. With the current reorganization each of the 6 local districts will conduct their own DVRs (about 25% of their schools per year including charters) - because of this, some schools in

the local districts that just had a DVR visit in the last year or two will have another DVR visit before 4 years pass.

The new DVR process has also changed the way that schools are selected for a DVR visit. The criteria for the selection of DVR schools is now based on support needed in specific targeted outcomes such as IEP Timelines and % of Service Delivery. End of year (2014-2015) Welligent Administrator Reports provided the data used for the selection of schools to receive a DVR visit this year; furthermore, if schools do not improve in these targeted areas after the DVR visit, the schools could potentially be supported next year with another DVR

- **Wilkinson-** The audit is pending some additional documents. School is providing the requested files.
- **MiSiS-** Data upload has been put to a halt. LAUSD data team is exploring the possibility of exporting data from CALPADS into the MiSIS system
- **CALPADS** – Fall report to be submitted in October. This report mainly contains student demographic information such as language classification, parent education level.
- **Attendance-** No update

**6. Update on Facilities:** 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.** Budget to date update and report from Edtec. The following budget items were reported:

- State Budget Update
- 2015/16 Forecast Update
- Financial Summary
- Revenue Forecast Changes
- Expenses Forecast Changes
- Cash Flow Forecast
- Balance Sheet Summary
- Exhibits
- Check Registers–July & August
- Budget vs. Actual Detail

**State Budget Update**

Final June State Budget approval included slightly lower LCFF implementation rate, one-time funding for schools, and revised SB740 eligibility

**LCFF Rate Decrease**

Final gap closure percentage of 51.52% vs. May Revise rate of 53%

**One-time mandated cost reimbursement / mandated block grant funding**

\$528 per Prior Year ADA –unrestricted funds, intended to cover professional development, new teacher training, and Common Core implementation

Not in approved budget -increase of \$193K to forecast

**Professional development funds**

Increase of \$500 million in one-time Prop. 98 general fund for educator support. Funding will be allocated per FY15 certificated staff -official amount is still being determined by the fiscal division of CDE

**SB740 update**

Eligibility for SB740 grant lowered to 55% (from previous threshold of 70%)

Not applicable for Prop 39 facilities, but does make funds more accessible if in the future ACS leases a private facility

Ararat's forecasted operating income has increased by \$134K compared to the Approved Budget

**Revenue Forecast**

Revenue Forecast increased by \$148K to \$3.5M

**General Purpose**

\$63K decrease

LCFF recalculated using most recent FCMAT calculator assumptions

**Federal Funding**

•\$10K increase

•Federal Sped revenue decreased \$10K due to lower rate

•Title I-III funding increase \$20K based on preliminary entitlement schedules

**Other State Funding**

\$202K increase

State Sped revenue increase \$2K due to increase rate

State Lottery Revenue increased \$6K due to increased rate assumption

Added one-time discretionary funding of \$528 per ADA, a total of \$193K

**Local Revenues & Fundraising**

No change

**Expense Forecast**

Expense Forecast increased by \$14K to \$3.1M

**Compensation & Benefits**

\$27K increase

Added teacher hourly pay and stipends that were left out of budget in error

**Books & Supplies**

No change

**Services & Operating**

Decreased \$17k

Special Education Encroachment fee contribution rate lower than anticipated.

**Capital Outlay**

Increased \$4k

Added depreciation expense of capitalized equipment.

**Cash Flow Forecast**

Cash balances forecasted to remain above \$1.6M all year.

Total Cash balances at August 31st were \$1,664,840 as follows:

Checking -\$1,064,406  
Savings -\$600,434

**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 the Purchase of 15 Two-Way Radios for the Amount of \$4904.84**

The Board would like to see three different quotes prior to approving this purchase.

**Recommend approval**

Motion by:  
Seconded by:  
Vote: Not Approved

**B. Approval is Requested for WASC Self-Study Report.**

**Recommend approval**

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

**C. Approval is Requested for Contracting Adam Bruno as a School Counselor**

This action item is being approved conditionally until a more permanent and cohesive solution is found in regards to SPED vendors.

**Recommend approval**

Motion by: Mrs. Avakian  
Seconded by: Mrs. Gonzalez  
Vote: Approved Unanimously

**D. Approval is Requested for Contracting the Aptus Group as SPED Service Provider**

This action item is approved as long as the cost remains under \$ 200 per month. Board would like to investigate this topic further

**Recommend approval**

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

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

**A. Schools share of Co-Location Computer Lab Intrusion Alarm Installation for \$1300:** The Board would like to inquire more detail to ensure this action will not be against the FUA.

- B. Update on Certificated Teacher Salary Payments of 10 Months vs. 12 Months:** See Chairperson's Report
- C. Update on Paychex Software Cost for Tracking Staff Sick Days and Vacation Days Electronically:** The site construction is going on and it should be ready to be used by November.
- D. Update on Breakfast in the Classroom at ACS2 (Erwin Campus):** See Principal's report
- E. Association Update:** None

**VI. CLOSED SESSION**

*Adjourned to Closed Session at \_\_\_\_\_ to consider and/or take action upon any of the following items:*

*There was no closed session.*

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

Title:

- **Certificated Personnel Update**
- **Certificated/Management Update**

**VII. PUBLIC SESSION – REPORT OUT OF CLOSED SESSION**

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

There were no closed session items.

**V. FUTURE AGENDA ITEMS**

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

SELPA Option Board would like to visit the options available to Charter School (Option 2 and Option 3)  
Purchasing of new two-way radios

**VI. NEXT BOARD MEETING DATE:**

October 17, 2015, 9:30 am at the ACS 1 Campus

**VII. ADJOURNMENT**

The meeting was adjourned at 11:00 am.