

# MINUTES

## GOVERNING BOARD REGULAR MEETING

### ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

**January 23, 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 Secretary, Dr. Berjouhi Koukeyan at 9:45am.

**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 checked="" type="checkbox"/>	<input type="checkbox"/>

**C. APPROVAL OF MINUTES OF BOARD MEETING OF DECEMBER 19, 2015**

The minutes of December 19<sup>th</sup> meeting was approved unanimously.

Moved by: Dr. Perez    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.*

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

- 1. Update Regarding the Leasing/Purchasing and Financing of a Facility:** Dr. Koukeyan reported that the Red Hook has identified a sight located at 7510 Hazeltine Ave., in Van Nuys. This site is for sale and the board members are encouraged to stop by and take a look. Red Hook recommended that the board explore the possibility of requesting Material Change in the maximum enrollment of 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. It is strongly recommended that Board members actually visit the site that has been identified before making a commitment. As it stands now, the facility will require major renovation.
- 2. Update on the Diversity plan:** Dr. Koukeyan stated 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 met on January 23, 2016, to lay the groundwork for extensive recruitment efforts to meet the intended goals. Dr. Myra Perez, Chairperson of the Diversity Committee gave an update on the first meeting. Committee is to meet on Saturday, February 20, 2016 at 8:30 am.

**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**

- English Learner Parent Workshop took place on Wednesday, January 20, 2015. The turnout was less than expected.
- Kindergarten parent meet & greet meeting with Mrs. Sargsyan took place on Wednesday, January 20, 2015. The majority of the parents were present to get acquainted with Mrs. Sargsyan.
- College & Career Day took place on Friday January 22, 2016. There were total of seven volunteers (attorney, engineer, demolition specialist, broker, dentist, marketing and advertisement, graphic designer) who introduced their profession and career in every single classroom.
- Parent Involvement Committee meeting, will take place on January 29.

**2. Update on School Activities**

- January 22, 2016 – Pizza Sale fundraiser – was organized by 3<sup>rd</sup> Grade to generate additional funds for another 3<sup>rd</sup> grade field trip.
- January 29, 2016- Skateland family event is organized by PIC

**3. School Programs**

- **Intervention 2:** Starting February 10 thru March 17, 2016

**4. Audits, Reviews, & Mandated Reporting**

- **DVR Update-** Meeting has been scheduled for January 28, 2016 in order for LAUSD to provide written report about DVR findings.
- **LAUSD Compliance Monitoring Certification Form:** As part of LAUSD's oversight responsibility set forth in California Education Code § 47604.3, the LAUSD, through the Charter Schools Division (CSD), monitors each charter public school's compliance with applicable legal, charter, and policy requirements. Similar to last year, the CSD's compliance oversight process encompasses two important actions by each charter school. (See form attached)
- **SARC:** In November 1988, California voters passed Proposition 98, also known as The Classroom Instructional Improvement and Accountability Act. This ballot initiative provides California's public schools with a stable source of funding. In return, all public schools in California are required annually to prepare SARCs and disseminate them to the public. SARCs are intended to provide the public with important information about each public school and to communicate a school's progress in achieving its goals. Attached is Ararat Charter School's SARC for 2014-15 school year.
- **CELDT Update:** Student score reports have been received and both internal and state data will be updated in the weeks to come. A copy of the results will be mailed to parents by the end of the month.

- **EPA (Educational Protection Account) Spending Plan:** The Education Protection Account (EPA) provides local educational agencies (LEAs) with general purpose state aid funding pursuant to Proposition 30, The Schools and Local Public Safety Protection Act of 2012, approved by the voters on November 6, 2012. The EPA funding is a component of an LEA's total LCFF entitlement as calculated in the Principal Apportionment.
- **CALPADS:** Fall 2 reports are due in the first week of February. Fall 2 is composed of student's language classifications, teacher assignments, teacher qualifications, and student and assignments.
- **Attendance:** The P1 Report (First four months of school) has been submitted and approved by LAUSD
- **Facilities:** See Chairperson's report

**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. Kelsey Wrobel and Mrs. Kristin Dietz from Edtec had prepared a comprehensive budget report that included the following items: (See complete report attached)
  - State Budget Update
  - Special Education Contract Expenses
  - ADA Update
  - 2015-16 Forecast Update
  - Financial Summary
  - Revenue & Expense Forecast Changes
  - Cash Flow Forecast
  - Balance Sheet Summary
  - Check Register–December
  - Budget vs. Actual Detail

The Governing Board requested from Edtec to take a closer look at the SPED encroachment percentage taken from both State and Federal by LAUSD.

A motion was made to create a SPED Implementation Committee to take a closer look at the expenditure and recommend alternatives. The following Board members and staff were selected as committee members:

- Mrs. Avakian
- Dr. Perez
- Prof. Mahseredjian
- Ms. Stuart
- Mr. Villela

**Recommend approval**

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

**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 LAUSD Compliance Monitoring Certification Form (See attached)**

**Recommend approval**

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

**B. Approval is Requested for 2014-2015 SARC (School Accountability Report Card) (See attached)**

**Recommend approval**

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

**C. Approval is Requested for 2015-16 EPA (Education Protection Account) Spending Plan (See attached)**

**Recommend approval**

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

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

- A. Update on Paychex Software Implementation:** Mrs. Gharibi reported that as of January 18<sup>th</sup> all staff members have begun using the website for signing in purposes. The system requires further monitoring and modification. A mock payroll will be run to ensure the credibility of the system.
- B. Form 700 Submission Deadline:** This form is due to LAUSD by March 1<sup>st</sup>. Board members were asked to return their complete form by next Board meeting.
- C. Options for Special Education 2016-2017:** The school is in the process of completing the SELPA application for Option 3. The deadline is February 5, 2016.
- D. Update on IPADS:** School is in the process of creating a business account with Apple.
- E. Minimum Wage Increase of \$10.00:** The Board decided to adjust the hourly wages of the yard supervisors to reflect the recent minimum wage increase.

**Recommend approval**

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

- F. Upcoming CCSA Conference – March 14-17, 2016 Long Beach, CA:** Board members L. Gonzalez and M. Gonzalez will let the school know about their availability.
- G. Refurbishment of 9 Benches at Erwin Campus:** No action was taken.
- H. Association Update:** Prof. Mahseredjian reported that the Association has started a membership drive.
- I. School Safety Assurance Letter:** A letter has been drafted and will be mailed to all parents that ensures the safety of all stakeholders at the school.

**VI. CLOSED SESSION**

*Adjourned to Closed Session at 11:15 AM to consider and/or take action upon any of the following items:*

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

Title:

- **Certificated Personnel Public Employee: Discipline/Dismissal/Release**
- **Classified Employee Update**

**CONFERENCE WITH LEGALE COUNSEL: ANTICIPATED LITIGATION**

Possible litigation pursuant to paragraph (2) or (3) of subdivision (d) of section 54956.9: Two (2) 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 12:50 PM. Dr. Koukeyan reported that the board discussed with counsel the two pending litigations. No decision was made.

**V. FUTURE AGENDA ITEMS**

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

**VI. NEXT BOARD MEETING DATE:**

February 20, 2016, 9:30 am at the ACS 1 Campus

**VII. ADJOURNMENT**

The meeting was adjourned at 1 PM.