

MINUTES

GOVERNING BOARD REGULAR MEETING

ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

October 17, 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.

All efforts will be made for reasonable accommodations.

I. OPEN SESSION

A. CALL TO ORDER:

Meeting was called to order by Board Chairperson at 9:32 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 type="checkbox"/> | <input checked="" type="checkbox"/> |
| Aret Oz | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Mayra Perez | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

C. APPROVAL OF MINUTES OF BOARD MEETING OF SEPTEMBER 19, 2015

The minutes of September 19, 2015 was approved unanimously.

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.

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

1. Update Regarding the Leasing/Purchasing and Financing a Facility: PROP. 39 UPDATE: On November 1, 2015, the school submitted its application for Prop. 39 facility request. The District’s response is expected on December 1st. The District will base its facilities allocation on the maximum enrollment of 340 as stated in the Charter Petition. With 96.67 % ADA, the District projected in-district classroom projection will be 328.68. This is similar to the last two years of projections. The District’s preliminary offer in terms of classroom space and facility needs is expected to be the same as this year’s.

| | |
|--|------------------|
| School Submits Prop. 39 Proposal | November 1, 2015 |
| District Responds to ADA projections | December 1, 2015 |
| School’s response to district’s response | January 1, 2016 |
| District makes preliminary offer | February 1, 2016 |
| School responds to preliminary offer | March 1, 2016 |
| District makes final offer | April 1, 2016 |
| School’s reply to district’s offer | May 1, 2016 |
| District’s final offer | By end of May |

2. Update on WASC Accreditation: WASC accreditation is a self-study process whereby the Western Association of Schools and Colleges acknowledges the effectiveness of a school’s instructional

programs, governance, leadership and resources. This process is a must for high schools and most colleges. In the public school system, elementary and middle schools do not seek WASC accreditation. However, elementary charter schools have the option of seeking WASC accreditation. Three years ago the school sought and received WASC Certification. This time, we are seeking full accreditation. The WASC self-study report was completed and approved by the board at its September board meeting. The self-study was submitted to WASC and representatives of WASC met with the school leadership on October 14. A full update will be provided at the board meeting.

3. **Facilities Update:** Principal Eduardo Villela visited the possible site that was identified by Red Hook Capital Partners and will provide a report to the board. He also met with a representative of Red Hook who advised the school in seeking material change for the enrollment before a final decision was made regarding the size of the facility sought. Dr. Koukeyan, Board Chairperson, will follow up and report at the December board meeting Red Hook is requesting additional documents to ensure financial stability. Therefore Dr. Koukeyan will reach out to school's attorney in regards to the possibilities of requesting a material change for enrollment increase for if and when a facility is obtained.
4. **Board Reorganization:** Based on its bylaws, the Governing Board will identify possible vacancies to be filled at its annual reorganization meeting in December. Since the resignation of two board members during the course of the year, those positions have been filled. There will be one more opening and possibly a second one. The board will make every effort to fill said positions based on the Diversity Plan that takes into account both, ethnic and professional backgrounds. Since the Governing Board has quite a few members with background in education, preference will be given to appoint a board member with business background.

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

- Safe Moves Assembly October 14, 2015
- Great Shake Out Drill, October 15, 2015
- Harvest Festival, October 30, 2015
- Parent Involvement Committee, Wednesday October 28, 2015
- Enrichment Session 1, Wednesday November 9, 2015

2. Update on School Activities

- Pizza Rev 5th Grade Fundraiser October 21, 2015
- Pizza Sale on October 30, after Harvest Festival – Campus 2 only

3. Update on School Programs - CELDT & BINL testing

- **School Choir:** Choir session 1 has begun on October 5, 2015 thru December 14, 2015
- **Student Council:** Elections for student Council
- **CEDLT Update:** All testing for K-5 has been completed. Testing Update September 3 thru 25, the purposes of the CELDT are the following:
 - To identify students who are limited English proficient (LEP)
 - To determine the level of English language proficiency of LEP students
 - 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)

4. Update on Audits, Review, & Mandated Reporting

- **DVR Update** - DVR was conducted on Tuesday October 13, 2015. We received a verbal report from the DVR team. We will be getting a written formal report on November 4, 2015. The DVR consisted of the following components:
 - Parent Interview- Parents did not address
 - Administrator/Staff Interview
 - Record Review

Findings:

Parent Interview: Parents did not express any concerns during the parent interview

Admin/Staff Interview: In regards to the admin/staff interview, they concluded that we were in compliance with all policies and procedures.

Record Review:

They found two discrepancies that were out of compliance.

1. ELD goals missing from IEP
2. Present Level performance goal was no in alignment with grade level standards.

Correction:

Errors will be corrected at the students' next IEP meeting. They have given us until April to make all corrections.

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.

- **MiSiS**- LAUSD is now waiting to make a decision on how data will be migrated into MiSiS, a decision is to be reached by the end of December.

- **CALPADS** – Will be submitted by mid-November once all meal codes have been received.

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 - Kelsey Wrobel shared the following report that entails

Educator Effectiveness Entitlement
 2015/16 Forecast Update
 Financial Summary
 Revenue Forecast Changes
 Expenses Forecast Changes
 Cash Flow Forecast
 Balance Sheet Summary
 Exhibits
 Check Register–September
 Budget vs. Actual Detail

One-Time Grant from State to Fund Teacher Quality Improvement Initiatives

- Amount is \$1,466 per certificated FTE reported in CALPADS in FY15
- 80% of funds disbursed in December 2015; 20% in March 2016
- Funds can be spent over 3 years (FY16-FY18)
- Four major types of eligible expenses
- Beginning teacher and administrator support and mentoring (including BTSA induction)
- Professional development and support for teachers identified as needing improvement
- Professional development for teachers and admin aligned to state content standards
- Professional development focused on mentoring and coaching certificated staff
- Schools must approve plan and track expenses to be in compliance
- Present expenditure plan at board meeting; approve it at subsequent meeting
- Provide detailed expenditure report to CDE on or before July 1, 2018
- Format for reporting still in development
- Will require number of teachers, admin, and paras who received professional development
- Likely to also request list of specific expenditures
- Ararat will receive \$25,591 from this grant

Financial Summary: Forecasted Operating Income of \$421,954 after depreciation

Revenue Forecast: Revenue Forecast increased by \$26K to \$3.5M

Federal Funding: No change

Other State Funding

- \$26K Increase
- Educator Effectiveness Funds added to forecast

Local Revenues & Fundraising

- \$112 increase
- Interest received

Expense Forecast: Expense Forecast decreased by \$50K to \$3.1M

Compensation & Benefits

- \$70 K decrease
- Adjusted teacher salaries to actual new contract amounts.

Books & Supplies: No change

Services & Operating

- Increased \$20 K
- \$24K nursing charge from LAUSD in September

Capital Outlay: No change

Cash Flow Forecast

- Cash balances forecasted to remain above \$1.6M all year.
- Total Cash balances at September 30th were \$1,801,555 as follows:
- Checking -\$1,200,973
- Savings -\$600,582

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 Prop 39 application for the 2016-2017 school year

Recommend approval

Motion by: Mr. Henderson

Seconded by: Mr. Oz

Vote: Approved Unanimously

B. Approval is Requested for Riley’s Farm 5th grade field trip for the amount of \$11,500.00

This action item was approved pending 5th grade parent donations and monthly fundraisings to compensate for part of the expenses.

Recommend approval

Motion by: Mrs. Avakian

Seconded by: Mr. Oz

Vote: Approved Unanimously

V. INFORMATION ITEMS/POSSIBLE ACTION:

- A. Update on Schools share of Co-Location Computer Lab Intrusion Alarm Installation for \$1300:**
Eric Estrada from LAUSD Prop 39 has clarified that Ararat Charter School is responsible for 1/5 of the cost.

Recommend approval

Motion by: Mr. Henderson

Seconded by: Dr. Karayan

Vote: Approved Unanimously

- B. Update on Certificated Teacher Salary Payments of 10 Months vs. 12 Months:** So far employees have signed up for the Summer Holdbacks program.
- C. Update on Paychex Software Cost for Tracking Staff Sick Days and Vacation Days Electronically:** Mrs. Gharibi is working with an Implementation Manager from Paychex to set up the website which should be ready to be used in November.
- D. Update on Breakfast in the Classroom at ACS2 (Erwin Campus):** Principal has reached out to LAUSD Food Services to figure out the change in the cost if school chooses to implement breakfast in classroom. The LAUSD is yet to respond.
- E. Options for Special Education 2016-2017:** The Open house will be in December, and the deadline for the school to make a decision is February of 2016. More information to follow.
- F. Special Education Contractual Services:** It was decided that the School should look into the cost and the quality of the Service providers and report to the Board.
- G. Association Update:** None

VI. CLOSED SESSION

Adjourned to Closed Session at 10:35am to consider and/or take action upon any of the following items:

Public Employee Employment (G.C. 54957)

Title:

- **Certificated Personnel Update**
- **Certificated/Management Update**
- **Board Re-organization update**

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 11:20 am. Dr. Koukeyan reported that the board discussed the appointments of board members in accordance of the Diversity Plan. No decision was made

V. FUTURE AGENDA ITEMS

The Board will consider items for future Board Meeting Agendas.

- Educators Effectiveness Settlement Fund

VI. NEXT BOARD MEETING DATE:

November 14, 2015, 9:30 am at the ACS 1 Campus

VII. ADJOURNMENT

The meeting was adjourned at 11:30 am.