

# MINUTES

## GOVERNING BOARD REGULAR MEETING

### ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

**November 14, 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.



Motion: To follow and implement the School's Attorney's advice in regards to Prop 39 procedure and whether or not to accept the alternative agreement currently offered by LAUSD.

**Recommend approval**

Motion by: Prof. Mahseredjian

Seconded by: Dr. Karayan

Vote: Approved Unanimously

2. **FACILITIES UPDATE:** 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.
  
3. **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 meeting. The WASC team is scheduled for a three day visit on November 16-18. An orientation reception will be held with the Board, the WASC Leadership Team, faculty, parents and community members on Sunday, November 15. The Board and community reception is scheduled from 4-5 pm.
  
4. **BOARD REORGANIZATION:** Based on its bylaws, the Governing Board has identified one reappointment and one vacancy. The annual reorganization meeting is scheduled for today, November 14, 2015. 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. In accordance with its Diversity Plan, ACS will increase the ethnic and professional diversity of the Governing Board by 33% by the end of its charter term (2020). By this date, the school is meeting the 33% ethnic diversity, but needs to address the professional diversity.
  
5. **DIVEERSITY PLAN UPDATE:** 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.

It was decided for the Diversity Committee to convene in January 2016, to lay the groundwork for extensive recruitment efforts to meet the intended goals.

**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

- Harvest Festival, October 30, 2015
- Parent Involvement Committee, Wednesday October 28, 2015
- Enrichment Session 1, Wednesday November 4, 2015
- Professional Development, Friday November 6, 2015
- School Closed for Thanksgiving November 26 thru 27

## 2. School Activities/Fundraising

- 10/21 - Pizza Rev 5<sup>th</sup> Grade fundraising raised \$250.00
- 10/30 - 5<sup>th</sup> Grade in-school Pizza Sale raised \$300.00
- 11/16 thru 11/20- Scholastic Book Fair is scheduled for Campus 2
- 11/23 thru 12/4 World's Finest Chocolate Sale with a goal to raise \$4000.00
- 11/16 thru 11/23 - Annual Food Drive – to be distributed to the needy families as well as the Bernardie Center which is a senior citizen shelter and center.

## 3. Field trips

- 10/26-2<sup>nd</sup> Grade walking field to Fire station
- 10/29-2<sup>nd</sup> Grade walking field trip to City hall
- 11/19-2<sup>nd</sup> Grade walking field trip to local library
- 11/24-3<sup>rd</sup> Grade Leonis Adobe Museum

## 4. School Programs

- **School Choir :** Choir session 1 has begun on Monday October 5, 2015, and will continue until December 14, 2015
- **Student Council:** Elections for the officers were held on October 4, 2015
- **Enrichment Session 1:** It is scheduled for Wednesday, beginning November 4, 2015, for 6 weeks. The classes being offered to ours students are :

Campus 1: for grades 1, 2, and 3 - Art, Yoga, and Reader's Theatre

Campus 2: for grades 3, 4, and 5 - Culinary Arts, Arts & Crafts, Fun Fitness

- **CEDLT Update:** All testing for K-5 has been completed and shipped out for scoring  
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)

- **CAASPP Update** - Student score reports have been received and mailed out to parents.

- **BINL Update** - All testing has been completed for all new ACS students and has been sent out for scoring.
- **BIC (Breakfast in the classroom)** – School is still waiting for LAUSD Food Services response in regards to the increase in the fee, if our students were to participate in BIC program.

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

- **DVR Update-** LAUSD is going to be providing us a written report as soon as their software program becomes operational
- **Wilkinson-** No update – The report is due to CDE on December 15<sup>th</sup>. Mrs. Dietz will contact the auditors to find out about the report status.

- 6. Facilities:** A property is available at 7510 Hazeltine Ave., Van Nuys. Dr. Koukeyan, Ms. Stuart and Mr. Villela checked the property. All expressed reservations about the proposed locate.

**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 – Mrs. Kristin Dietz reported on the following budget items:

**Financial Summary:** Forecasted Operating Income of \$401,695 after depreciation  
 \$20K decrease to Forecasted Net Income from Prior Month  
 ADA as of Month 2 was 328.5, about 2 greater than budget.

**Revenue Forecast:** Revenue Forecast increased by \$1K to \$3.5M

General Purpose: No change

Federal Funding: No change

Other State Funding

\$1K increase

Prior year assessment reimbursement revenue received

Local Revenues & Fundraising

\$195 increase: Interest received

**Expense Forecast:** Expense Forecast increased by \$21K to \$3.1M

Compensation & Benefits: \$21K increase - Adjusted estimate for employee substitutes for long term leaves, added H&W benefits for new long-term sub contract.

Books & Supplies: \$3K increase (Moved from 5000s)

Services & Operating: \$3K decrease (Moved to 4000s)

Capital Outlay: No change

**Cash Flow Forecast:** Cash balances forecasted to remain above \$1.6M all year.

Total Cash balances at October 31st were **\$1,800,740** as follows:

Checking -\$1,200,006

Savings -\$600,734

**Balance Sheet Summary October 2015** - attached

- 2. Budget Implications on Special Education Option:** Current Special Education Forecast projects a Net Loss of \$173K

- Option 3 also provides opportunity for additional Special Education Grant revenue targeting high needs students (not included in estimate).
- Largest financial difference is cost of District Fair Share or “Encroachment” fee.
- Option 3 fee is 20% of Special Education revenue.
- Joining Option 3 would reduce the cost of district fair share fees, thereby reducing the overall net loss of the Special Education program.
- Option 3 also carries more risk & responsibility for the school such as covering the cost of a non-public placement if necessary.

**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 Title III Local Educational Agency Budget Plan in the Amount of \$20,819**

**Recommend approval**

Motion by: Mrs. L Gonzalez

Seconded by: Ms. M. Gonzalez

Vote: Approved Unanimously

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

**A. Update on Schools Share of Co-Location Computer Lab Intrusion Alarm Installation for \$1300**  
LAUSD will contact the school and will send an invoice.

**B. Update on Paychex Software for Tracking Staff Sick Days and Vacation Days Electronically:**  
School has been in constant contact with the company trying to build the website based on the school’s needs and policies. The website will be operational in a near future.

**C. Update on Breakfast in the Classroom at ACS2 (Erwin Campus):** The breakfast program is not operational at this time.

**D. Options for Special Education 2016-2017:** Mr. Villela and Ms. Stuart will attend a meeting offered by LAUSD and report back to the Board.

**E. Presentation of Educator Cost Effectiveness Expenditure Plan:** See Edtec Report

**F. IPADS vs. Chromebooks:** Mr. Villela will submit proposals for next month’s meeting.

**G. Update on the Possibility of Purchasing 12 Two-Way Radios not to exceed \$3500**  
This action item was approved unanimously.

**Recommend approval**

Motion by: Mrs. Avakian

Seconded by: Prof. Mahseredjian

Vote: Approved Unanimously

**H. Association Update:** None

**VI. CLOSED SESSION**

*Adjourned to Closed Session at 11:40to consider and/or take action upon any of the following items:*

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

Title:

- **Certificated Personnel Update-Kindergarten, Long Term Sub- January to June**
- **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 12:30. The Chairperson reported that the Board discussed certificated personnel issues, which needed some follow up.

**V. FUTURE AGENDA ITEMS**

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

**VI. NEXT BOARD MEETING DATE:**

December 19, 2015, 9:30 am at the ACS 1 Campus

**VII. ADJOURNMENT**

The meeting was adjourned at 12:35 pm.