

# MINUTES

## GOVERNING BOARD REGULAR MEETING

### ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

**December 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 Chairperson, Dr. Berjouhi Koukeyan at 9:40 am.

**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 type="checkbox"/>	<input checked="" 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"/>
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 NOVEMBER 19, 2015**

The minutes of November 12, 2015 meeting was approved unanimously.

Moved by: Dr. Karayan    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. Prop 39/Alternative Facilities Use Agreement:** Dr. Koukeyan reported that on November 1, 2015, the school submitted its application for Prop. 39 facility request. The District's response is expected on December 1<sup>st</sup>. 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. Because of the fact that our enrollment is stable and we do not need additional space for 2016-17, LAUSD gave the school the option of going with an Alternative Facilities Use Agreement, bypassing the extended process over several months. The school received the Alternative Facilities Use Agreement for both facilities, signed it and returned to LAUSD on 12/14/15 by the due date.

**2. Update Regarding the Leasing/Purchasing and Financing of a Facility:** RED Hook has identified a sight located at 7510 Hazeltine Avenue, in Van Nuys, California. 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.

3. **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. Four years ago the school sought and received WASC Certification. This time, we are seeking full accreditation. The WASC team was at the school on November 16-18 and will recommend a six year accreditation. The Board is planning a recognition event for all school staff and personnel.
  
4. **Board Reorganization:** Based on its bylaws, the Governing Board has identified one reappointment and one vacancy. The annual reorganization meeting was held on November 14, 2015. The Board will make every effort to fill the 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. The board officers were selected and committee membership established.
  
5. **Calendar for Governing Board 2016-17 Meetings:** The board also reviewed and approved the 2016-17 calendar of meetings. (See attached)

**Recommend approval**

Motion by: Mrs. Avakian  
Seconded by: Dr. Karayan  
Vote: Approved Unanimously

6. **Governing Board Committee Members List:** It was suggested to include 2 or more teachers in certain committees as well as include the Director, Principal and the Coordinator as Ex Officiis in selected committees. (See list attached)

**Recommend approval**

Motion by: Mrs. Avakian  
Seconded by: Dr. Karayan  
Vote: Approved Unanimously

7. **Update on the Diversity plan:** 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 will 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. Update on Calendar of Events**

- Common Core Standards Workshop December 2, 2015 – There was a few parent participation.
- Parent Conferences, Friday December 4, 2015 – School had a 100% turn out. Conferences were held either in person or via phone.
- Winter Program for both Campuses will take place on December 21, 2015
- Winter Break will be from December 22 thru January 8 , 2016
- School Resumes January 11, 2016

**2. Update on School Activities**

- 11/20 – There was a Bake Sales organized by the PIC committee in both campuses. \$ 420.00 was raised from this sale.
- Annual chocolate sale took place from 11/23 thru 12/11. School contracted World's Finest Chocolate for this event. The goal was to raise \$4000.00, however, with a Gross Sales of \$9600.00, ACS was able to raise \$5100.00.
- 5th Grade Candy Gram Sales raised \$400.00. The money raised by 5<sup>th</sup> grade will be used for 5<sup>th</sup> grade over-night field trip as well as the end of year events and activities.

**3. School Programs**

- The Session 1 of Enrichment that started November 4, 2015 ended on December 16, 2015.

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

- **DVR Update-** We have received notice that their software program is now operational. A meeting has been scheduled in mid-January to report out on DVR findings.

Corrections Status:

- The amendment to add ELD goals was completed.
- The second correction will be completed by 1/14
- **Wilkinson-** Pursuant Ed Code 41020, school districts are required to conduct an external financial audit of the expenditures of the school. (c) Each audit conducted in accordance with this section shall include all funds of the local educational agency, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the local educational agency. Each audit shall also include an audit of pupil attendance procedures. We received a draft report from the auditors and there were no findings or area recommendations for the audit. We will receive our official report in the next two months.
- **CALPADS -** Fall 1 submission due date was December 18, 2015. The school is awaiting the release of the CELDT scores to include them in the CALPADS Fall 1 report during the amendment window.
- **Attendance -** P1 attendance report which covers the first four months of school was submitted on 12/17/15. The 20 day attendance report submitted on 12/16 as well.
- **Facilities:** Meeting to be scheduled with Red Hook to identify key area of interest. Edtec is also working on providing Red Hook with 3-5 budget assumptions based on projected enrollment.

**5. LAUSD SELPA Options: Option 2 vs. Option 3**

**Option 2**

ADA/Enrollment	SPED Revenue	Estimated SPED revenue rates based on the 2015-2016 estimated rate per ADA (\$759.13)
340	$340 \times 759.13 = \$258,104.20$	

Fair Share Contribution Rate		Est. ACS Currently Pays	Estimated District General Fund Contribution for SPED based on 2013-2014 (\$1735.34 per student)
35%	$\$1735.34 \times 340 = \$590,015.60$	\$206,505.46	

**Option 3**

ADA/Enrollment	SPED Revenue	10% of Sped Rev.	10% Rev. General Purpose Funds
340	$340 \times 759.13 = \$258,104.20$	\$25,810.42	\$25,810.42

**Keys Points:**

- The same amount of SPED revenue will be generated for both options
- The difference financially between Option 2 vs. Option 3 is what we current pay under Option 2 \$206,505.46-51,620.84(\$25,810.42+\$25,810.42) Option 3=\$154,884.62 based on 340 students enrolled
- Option 2 offers more legal support as previously mentioned
- Option 2 offers more consultant support in regards to implementation of IEPs and placements and provides us with staff SPED trainings upon request
- Current Option 2, 35% Fair share contribution comes directly from General purpose funds for total estimated amount of \$206,505.46
- Option 3 has 10% charter contribution that comes out of SPED revenue and a 10% contribution fee that comes out of our general purpose funds
- Under Option 3, the district is requiring an interview in regards to our current SPED program. They are recommending that we have a full time designated SPED resource teacher on site. They are also recommending that there be an administrator dedicated to special education

**Deadline to change option is: February 5, 2016**

**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 shared a comprehensive finance report with the following details:

- 2014-15 Audit Recap
- 2015-16 Forecast Update
- Financial Summary
- Revenue & Expense Forecast Changes
- Cash Flow Forecast
- Balance Sheet Summary
- Exhibits
- Check Register–November
- Budget vs. Actual Detail

- 2014-15 Audit Recap This report shows that the audit is unqualified, with financial information confirming what was reported to School's Board in the Unaudited Actuals
- Final 2014-15 Income Statement:  
\$3.26Min Revenues, \$2.87Min Expenses  
Operating Income of \$398K  
Ending Fund Balance of \$1.66M
- Adjustments from Unaudited Actuals:  
Accounts Payable overstated by \$1,546  
No weaknesses present in Internal Controls, Compliance and Other Matters  
No findings found
- **Financial Summary:** Forecasted Operating Income of \$401,305 after depreciation, a decrease of \$390 from the Previous Month's Forecast

As of Nov 30th: 32% of Forecasted Revenue received and 37% of Forecasted Expenses spent  
ADA as of Month 3 was 327.8. Important to maintain strong attendance to avoid decrease in revenue

- **Revenue & Expense Forecast Changes:** Revenue Forecast increased by \$1K to \$3.50M  
General Purpose: No change  
Federal Funding: \$329 increase Prior-year supplemental Title III  
Other State Funding: \$76 increase Mandate Block Grant tried to actual  
Local Revenues & Fundraising: \$598 increase - Interest & Prior-year expense refunds
- **Expense Forecast increased by \$1K to \$3.10M**  
Compensation & Benefits: No change  
Books & Supplies: No change  
Services & Operating: \$1K increase - Prior-year bus invoices paid  
Capital Outlay: No change
- **Risk Areas: these budget line items are trending over budget and may have increases over the next few months**  
Instructional Aides  
Supervision/Custodial staff  
Special Education Contract Instructors  
Communications (Phone and Internet)
- **Cash Flow Forecast**  
Cash balances forecasted to remain above \$1.6M all year.  
Total Cash balances at November 30th were **\$1,809,362** as follows:  
Checking -\$1,208,479  
Savings -\$600,883

Board requested to review the general ledger of SPED for next meeting.

## 2. 1<sup>st</sup> Interim Financial Audit Report FY16 – See Report 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.*

**None**

**IV. ACTION ITEMS**

**A. Approval is Requested for 2015-2016 Educator Effectiveness Expenditure Plan**

**Recommend approval:** This Action Item was approved unanimously.

Motion by: Mrs. Avakian

Seconded by: Dr. Karayan

Vote: Approved unanimously

**B. Approval is Requested for 2014-2015 Wilkinson’s Audit Report (See attached report) 2014-15 Audit Recap Audit is unqualified, with financial information confirming what was reported to School’s Board in the Unaudited Actuals**

**Recommend approval:** This report was approved with a minor change to the Board Members’ names listed on the Audit Report.

Motion by: Dr. Karayan

Seconded by: Prof. Mahseredjian

Vote: Approved unanimously

**C. Approval is Requested for LAUSD Alternative Facilities Use Agreement, 2016-2017**

**Recommend approval:** This Action Item was approved unanimously.

Motion by: Dr. Karayan

Seconded by: Dr. Perez

Vote: Approved unanimously

**D. Approval is Requested for 2015-2016 Fiscal Year First Interim Report (See attached report from Edtec)**

**Recommend approval:** This Action Item was approved unanimously.

Motion by: Mrs. Avakian

Seconded by: Dr. Karayan

Vote: Unanimous

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

**A. Update on Paychex Software Implementation:** Final steps are being taken to ensure that the software will be able to support the need of the school. Starting January 2016, all school staff and personnel will utilize the software for daily sign in purposes.

**B. Options for Special Education 2016-2017 –** The Governing Board decided to explore the Option III of SELPA and proceed to the application process. (See Principal’s Report)

**Recommend approval:** This Action Item was approved unanimously.

Motion by: Mr. Avakian  
Seconded by: Dr. Karayan  
Vote: Approved unanimously

**C. IPADS vs. Chromebooks: Principal presented a comprehensive comparison between iPads and Chrome Books. (See attached)**

**Recommend approval:** The Board decided to proceed with the purchase of iPads.

Motion by: Mrs. Avakian  
Seconded by: Dr. Karayan  
Vote: Approved unanimously

**D. Upcoming CCSA Conference** – Will take March 14-17, 2016 Long Beach, CA. It was recommended to sign up for three people to attend this conference.

**Recommend approval**

Motion by: Mrs. Avakian  
Seconded by: Dr. Karayan  
Vote: Approved unanimously

**E. Association Update** – In anticipation of WASC result, the Association graciously will partner up with the Governing Board to recognize staff’s hard work.

**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**
- **Approval of Long-Term Substitute Position**
- **Certificated/Management Update**
- **Classified Employee 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 11:40 AM.: Dr. Berjouhi Koukeyan, Chairperson, reported that the board took action on the following items and that the decisions were unanimous: 1) Long Term substitute position for Mariam Mgshyan; and 2) Maternity Leave for Mrs. Christina Fine.

The Board also took action to release a kindergarten teacher pursuant to Section C.3 of the teacher’s employment agreement, the vote was unanimous.

**V. FUTURE AGENDA ITEMS**

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

**VI. NEXT BOARD MEETING DATE:**

January 23, 2015, 9:30 am at the ACS 1 Campus. The Board Diversity Committee will meet at 8:30 AM.

**VII. ADJOURNMENT**

The meeting was adjourned at 11:50 AM.