

MINUTES

GOVERNING BOARD REGULAR MEETING

ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

February 20, 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@aratcharterschool.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 9:35 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 type="checkbox"/>	<input checked="" 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"/>
Mayra Perez	<input checked="" type="checkbox"/>	<input type="checkbox"/>

C. APPROVAL OF MINUTES OF BOARD MEETING OF JANUARY 23, 2016

The minutes of January 23, 2016 meeting 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 of a Facility: Dr. Koukeyan reported that 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. At the January board meeting, the board indicated that it would be much better to find a place that could be renovated or built on an empty lot. The board expressed concerns regarding tearing down an existing building in order to build the school. The principal communicated this to Red Hook and provided additional information in regards to the parameters of the area. Thus far no new property has been suggested by Red Hook. Mr. Villela will suggest the location of the Pinecrest schools as a possible site for RedHook to investigate.

2. 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 met on January 23, 2016, and reported back to the board. The focus of the meeting was to increase student diversity and a community outreach plan and development of Facebook. The next meeting was scheduled for today, February 20, at 8:30 am.

Dr. Perez gave a detailed report on the Diversity Committee's meeting and stated that the committee is nominating Mrs. Denise Paquing Morotaya as the Public Relation Officer pending board's approval. The committee will meet again on Saturday, March 19, 2016, at 8:30 am,

3. **WASC Update:** 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 WASC team completed its visit on November 16-18. At the end of January 2016, the school received its six (6) year accreditation with one day visit in three years. We can use the WASC accreditation on all our correspondence.
4. **Update on Form 700:** All board members need to complete Form 700 and bring it to the February meeting. New members, if you have any questions contact board chairperson, Berjouhi Koukeyan. This form was included in the January Board packet. **REMEMBER TO SIGN YOUR NAME IN BLUE INK!!!**

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**

- There will be a Parent Information Meeting for 5th grade overnight field trip to Riley's Farm on February 4, 2016
- Awards Assembly are scheduled for Wednesday February 24, 2016
- Interim Block Assessments has been scheduled for February 22 thru March 17
- Parent Involvement Committee will meet on February 26, 2016

2. **Update on School Activities**

- School raised \$700.00 at a PIC organized fundraising January 29, 2016 at Skateland
- The Winter Wonderland Dance (5th Grade Fundraiser) raised \$500.00. It was held on February 5, 2016.
- On February 12, 2016 the Krispy Cream Donut Sale raised \$200.00
- There will be a community give back fundraising form February 8 thru 19 for Pennies for Patients: Since 1994, millions of dollars have been raised in pennies and other spare change by more than 10 million elementary, middle and high school students throughout the country. The funds, collected during a three-week period, benefit The Leukemia & Lymphoma Society. Ararat Charter School goal is to raise \$3500.00
- **Field Trips:** Here is a list of field trips
 - February 11, 2016 - 2nd Grade Field Trip Star Eco System
 - February 11, 2016 - 3rd Grade Glendale Community College
 - February 18-19, 2016 - 5th Grade Riley's Farm Overnight Field Trip
 - February 22, 2016 - 4th Grade San Fernando Mission

- **Local School Wellness Policy:** On December 13, 2010, President Obama signed the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) reauthorizing the Child Nutrition Programs. Section 204 added Section 9A to the Richard B. Russell National School Lunch Act (Title 42, U.S. Code 1758b), Local School Wellness Policy Implementation. The provisions enhanced the previous Local School Wellness Policy requirements, strengthening requirements for ongoing implementation, assessment, and public reporting of wellness policies and expanding the team of collaborators participating in the wellness policy development to include more members from the community.
3. **Facilities:** RedHook has requested that we submit a map of preferred areas in the Van Nuys and North Hollywood area. We have submitted these areas to Red Hook and are waiting for additional properties to be sent to us.
4. **Audits, Reviews, & Mandated Reporting**
- **DVR Update-** A meeting was held on January 28, 2016 in order for LAUSD to provide written report about DVR findings. We were informed what documents needed to be submitted in order to address corrective actions. We have received a letter from the Special Ed department of LAUSD noting that our corrective action documents were received. It was also noted that all items are compliant and no additional documentation is required.
 - **SARC-** Submitted to the State Board of Education for approval.

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:** Kristin Dietz gave a comprehensive financial update as of January 2016.
- 2015-16 Forecast Update
 - Financial Summary
 - Revenue & Expense Forecast Changes
 - Cash Flow Forecast
 - Balance Sheet Summary
 - Exhibits
 - Check Register–January
 - Budget vs. Actual Detail
2. **Accounting Policy:** A revised policy has been presented for review. (See attached)
3. **Selection of the auditors:** Principal will reach out to Wilkinson and a couple of other accounting firms for a PRO
4. **Food services:** Mrs. Dietz stated that it is time to look into different vendors if schools choose to opt out with LAUSD food services.
5. **Check register:** It was decided that due to the new Financial Policy and AP approval procedure, the check register will become a separate consent agenda item that board will approve during every regular meeting. Also the Co-Treasurer’s signature will be added to the main bank account and both treasurer and Co-Treasurer will receive notification to approve the weekly AP batches.

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 Local School Wellness Policy

Recommend approval

Motion by: Mr. Henderson

Seconded by: Dr. Perez

Vote: Approved Unanimously

V. INFORMATION ITEMS/POSSIBLE ACTION:

A. Form 700 Submission: See Chairperson's report

B. Options for Special Education 2016-2017: Director Stuart gave a thorough explanation on the application that was submitted. (See attached application)

C. Revision of Financial Policies and Procedures: (See attached suggested revisions)

D. Charter Safe Renewal: It is time to renew the contract with CharterSAFE or give the notice of opting out. The Board decided to continue the business contract with the above-mentioned vendor for Liability and workman cop insurance coverage.

E. Update on Diversity Committee Meeting: See Chairperson's report

F. Selection of Public Relations Officer: Mrs. Denise Paquing Morotaya was approved as Ararat Charter School's 2015-16 Public Relations Officer.

Recommend approval

Motion by: Dr. Perez

Seconded by: Mr. Henderson

Vote: Approved Unanimously

G. Association Update: None

VI. CLOSED SESSION

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

Public Employee Employment (G.C. 54957)

Title:

- **Certificated Update**
- **Classified Update**

CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION

Possible litigation pursuant to (2) or (3) of subdivision (d) of section 5495956.9: two 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 _____ .

1. FUTURE AGENDA ITEMS

The Board will consider items for future Board Meeting Agendas.

- Selection of auditors
- Approval of Financial Manual

2. NEXT BOARD MEETING DATE:

March 12, 2016, 9:30 am at the ACS 1 Campus

3. ADJOURNMENT

The meeting was adjourned at _____