

MINUTES

GOVERNING BOARD MEETING

ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

June 29, 2019
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 or non-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 “Request to Speak” 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:** The meeting was called to order by Ms. Shakeh Avakian, Board Chairperson at 9:47am.

b. **Roll Call**

Shakeh Avakian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Henderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Silva Karayan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Giuliana Velarde	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rosemarie Shamieh	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maria Cozette	<input type="checkbox"/>	<input type="checkbox"/>

II. CLOSED SESSION

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

Public Employee Employment (G.C. 54957)

Title:

- **Conference with Legal Counsel**
- **Pupil Discipline**
- **Appointment, Employment, Evaluation and Discipline of Personnel**
- **Real Estate Negotiations**
- **Public Security**

III. PUBLIC SESSION – REPORT OUT OF CLOSED SESSION

The Governing Board will report out any action taken in closed session, if any

a. **Approval of Minutes of Board Meeting of May 30, 2019**

Recommend approval

Motion by: Mr. Henderson

Seconded by: Dr. Karayan

Vote: Approved Unanimously

b. **Approval of Check and Credit Card Registers**

Recommend approval

Motion by: Mr. Henderson

Seconded by: Ms. Shamieh

Vote: Approved Unanimously

IV. 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. **Principal’s Report (Attachment)**

This is a presentation of information that has occurred since the previous Board meeting. (Per attached report)

- **Update on School Calendar of Events**
 - Thursday May 30 & Friday May 31- PBIS Dance @ ACS 1 & ACS 2
 - Wednesday June 12, 2019-5th Grade Culmination @ 8:30am Campus 2 (Erwin)
 - Thursday June 13, 2019-Year End Programs Campus 1 (Sylmar) @ 8:15am Campus 2 (Erwin) @10:30am
 - Thursday June 13, 2019-Last Day for School for Students
 - Monday June 17, 2019-Last Day for Teachers
 - Monday July 1, 2019 through July 19, 2019-School Closed for Summer
 - Monday July 22, 2019- Administrative staff returns
 - Monday August 5 through August 15, 2019-Teacher Summer Staff Development
 - Friday August 16, 2019-Pupil Free Day-Teachers work in their classrooms
 - Monday August 19, 2019-First Day of School for Students

- **Update on Enrollment**

Cohort and Seat Count 2019-2020 School Year												
Grade	Applied total count	Applied PHBAO Count	Total Exempt Students	Dropped Students	Cushion	Current Cohort	Enrolled as Exempt	PHBAO Count Enrolled	Enrolled via Lottery	PHBAO Count Enrolled	Projected Cohort Count	Student Per Class
Kinder	218	85	28	0	0	4	31	5	20	6	55	27/28
1st	66	28	1	0	0	49	1	0	0	0	50	25
2nd	38	24	1	1	0	83	1	1	0	0	84	28
3rd	24	8	1	0	0	55	1	0	0	0	56	28
4th	18	7	0	0	0	56	0	0	0	0	56	28
5th	11	3	0	3	0	46	0	0	3	0	49	24/25
Total	375	155	31	4	0	293	34	6	23	6	350	
		41.33%	8.86%	1.17%		83.71%	9.71%	1.71%	6.57%	1.71%		

PHBAO COUNT					
Grade	PHABO from Lottery	PHABO from Exempt	Existing PHABO	2019-20 Total PHBAO Count	PHBAO Percentage
Kinder	6	5	0	11	20.00%
1st	0	0	12	12	24.00%
2nd	0	1	5	6	7.14%
3rd	0	0	11	11	19.64%
4th	0	0	8	8	14.29%
5th	4	0	6	10	20.41%
Totals	10	6	42	58	16.57%

- **Update on Prop 39**
 Proposition 39 (“Prop. 39”) is a state law passed by California voters in 2000, which requires school districts to make facilities (including both classroom and non-classroom spaces) available to public charter schools serving students who reside in the district.

After the passage of Prop. 39, each school district must make available, to each eligible charter school operating in the district, facilities sufficient for the charter school to accommodate all of its

in-district students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other public schools of the district.

- ACS accepted and responded to the District's Final Accepted the District Final by May 1.
- ACS to have access to Co-location 10 days prior to start of school year or August 5, 2019
- The District's Final offer is based on projected ADA of 329.99
- ACS is being offered the following for 19-20
 - KLA Sylmar Campus
 - Erwin ELE- 8 Teaching Stations and 1 SPED room plus 1 office
- Meeting has been scheduled for the end of July to sign shared use agreement.
- Erwin's principal is questioning the ACS's share use allocation of 24% that is calculated by the District.

- **Update on Charter Renewal:** See Information Items

- **Update on WASC:** ACS has received a letter reaffirming WASC accreditation until June 2022 based on April 25, 2019 Mid-Year Cycle Visit.

- **Honor Roll Recognition:** On behalf of **Educational Results Partnership (ERP)** and the Campaign for Business and Education Excellence (CBEE), I am writing to congratulate your school community. After an extensive analysis of student data for every public school in California, **Ararat Charter** was a clear leader in getting students to grade-level and beyond and has been named to the 2018 – 2019 Honor Roll. Your school will be recognized in the press as a leader in student achievement and will be provided with a free banner to display on your campus. Also, we will feature your school on ERP's website where educators, district leaders and policymakers can seek out high-performing schools and districts so that they can replicate success.

The 2018 - 2019 Honor Roll recognizes public elementary, middle and high schools that demonstrate high levels of student academic achievement, improvement in achievement over time, and reduction in achievement gaps. For high schools, Honor Roll recognition includes measures of college readiness in students. This year, the California Honor Roll recognized **1,831** higher-performing schools that are distinguished for their academic achievement and closing achievement gaps.

Through national research, we have identified a common set of success factors in higher-performing Honor Roll schools and districts. These include clear, specific learning objectives aligned to college and career readiness, along with:

- Evidence-based instructional practices
- A defined system-wide mission of college and career readiness for all students
- An investment in human capital
- Maintenance of data and assessment systems to monitor school and student performance
- Resources and guidance to support schools' efforts in preparing all students for college and career

- **Update on CAASPP Sate Testing Preliminary Results:** Please see attachment for reference of preliminary 18-19 school results

- **Update on LCAP/Federal Addendum**

The LCAP is a three-year plan that describes the goals, actions, services, and expenditures to support positive student outcomes that address state and local priorities. The LCAP provides an opportunity for local educational agencies (LEAs) to share their stories of how, what, and why programs and services are selected to meet their local needs.

LCAP Highlights

During the 2018/2019 school year, ACS focused extensively on ELA/ELD English instruction in TK-5. Our teachers continued to focus on the implementation of Thinking Maps to support students with writing. ACS emphasized on providing designated ELD where students are group by English to support our English Learners ACS also focus on small group instruction in order to address the needs specific needs of our students and provide targeted academic support.

All school stakeholders have focused on goals identified in our WASC. We continued to focus on increasing student and the implementation of KAGAN structures. Our also focus on the implementation of Thinking Maps to support our students with their writing. ACS also invested in purchasing additional technology and increase it's internet speed capacity so that our students have technology readiness for the state summative assessments. IPADS sets for small group instruction were purchased for each classroom

Greatest Progress:

Ararat Charter School has been working on different approaches to minimize teacher turn over. Our teacher retention for the 18-19 school is 94%. We understand the importance of retaining staff for the overall effectiveness of our school programs Our professional development provided to in Thinking Maps and our small group instruction school wide focus is being implemented in our classrooms by all teachers. This has helped our students to receive the necessary supports based on their specific needs

- ACS did not have any suspensions in the 18-19 school year. This is a good indicator that our positive support behavior plan and intervention plans are helping our student discipline.
- ACS purchased additional computers for students that have been implemented in classrooms to help students learn subject matter through the usage of computers. The computers have also been utilized by teachers during small group instruction/centers
- ACS was recognized as an honor roll recipient for 2018-2019 from the Educational Results Partnership (ERP)

Our school's preliminary CAASPP results indicate the following:

English Language Arts:

- Our 3rd grade cohort group showed a growth of 7% in meeting/exceeding standards in 18-19 as compared to 17-18
- Our 4th grade cohort group showed a 3% growth in meeting/exceeding standards in 18-19 as compared to 17-18

Overall student results in grades 3-5 in 18-19 show that students who nearly met the standard increased by 6% when compared to 17-18

Overall students results in grades 3-5 show that students who did not meet the standard decreased by 2.5% when compared to 17-18

Math:

Overall, our students who scored near standard increased b 6.4% in 18-19 in comparison to 17-18. 3rd grade students increased by 6% in 18-19 as compared to 17-18. 3rd grade students who did not meet the standard decreased by 14% in 18-19 as compared to 17-18.

Areas of Needs:

- Continue to strengthen our English Language Development program and focus on decreasing our Long-term English Learners (LTEL) and increasing our students who RFEP.
- Continue to strengthen our Writing program and increase
- Continue to build our technology infrastructure and our students technology readiness for the state summative assessments
- Continue to improve on our implementation of state standards to prepare our students for state summative assessments
- Focus on providing our special education students with additional supports and skills needed for local and state assessments
- Increase student demographic diversity
- Acquire school facility to house all ACS students at a single school site
- Acquire school facility to house all of ACS students at a single school site
- Increase parent participation in school involvement/decision-based meetings

The Board would like to see a report on students who have matriculated and find out if they are still at school

▪ **Update on Summer Staff Development**

Monday 8/5	Tuesday 8/6	Wednesday 8/7	Thursday 8/8	Friday 8/9
Vision/Mission/Petition	Review of 18-19 CAASPP School Performance Results Review of ELPAC Results SBAC Preparation Strategies	“Write From the Beginning” Writing Program Setting the Stage	Mandated Topics Child Abuse Blood Bourne Pathogens ADA Personnel Handbook	Kagan Cooperative Structures Engaging Students in learning
Monday 8/12	Tuesday 8/13	Wednesday 8/14	Thursday 8/15	Friday 8/16
“Write From the Beginning” Writing Program Narrative	“Write From the Beginning” Writing Program Narrative	PBIS Training (Positive Behavior Intervention Support)	Inspire Science Curriculum Training	Pupil Free Day Teachers work in their classrooms

• **Audits, Reviews, & Mandated Reporting**

- Update on Wilkinson’s Audit Visit Scheduled for June 26 & 27
Governing Board ask the Principal to find out when the contract is ending
- P-Annual Report has been submitted to LAUSD

c. Financial Report

This is an update from what has transpired since the last board meeting.

- **Budget to date**

V. 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.

VI. ACTION ITEMS

**a. Approval is Requested for 19-20 Total Education Services Special Education Services
Recommend approval**

Motion by: Mr. Henderson

Seconded by: Dr. Velarde

Vote: Approved Unanimously

**b. Approval is Requested for Charter Safe Insurance Services
Recommend approval**

Motion by: Ms. Shamieh

Seconded by: Dr. Velarde

Vote: Approved Unanimously

c. Approval is Requested for Consolidation Application for Title Funding (CONAPP) for 2019-20

The Board asked the Principal to prepare an expenditure plan for Title III budget for EL population

Recommend approval

Motion by: Mr. Henderson

Seconded by: Dr. Velarde

Vote: Approved Unanimously

**d. Approval is Requested for 2019-2020 EPA (Education Protection Account) Plan
Recommend approval**

Motion by: Dr. Velarde

Seconded by: Mr. Henderson

Vote: Approved Unanimously

**e. Approval is Requested for Local Control Accountability Plan
Recommend approval**

Motion by: Mr. Henderson

Seconded by: Dr. Velarde

Vote: Approved Unanimously

- f. **Approval is Requested for 19-20 School Financial Budget**
Recommend approval
 Motion by: Dr. Velarde
 Seconded by: Mr. Henderson
 Vote: Approved Unanimously

- g. **Approval is Requested for 19-20 Planet Bravo Computer Lab Services for 2 Days a Week**
Recommend approval
 Motion by: Mr. Henderson
 Seconded by: Dr. Velarde
 Vote: Approved Unanimously

- h. **Approval is Requested for McGraw-Hill California Inspire Science Curriculum**
Recommend approval
 Motion by: Dr. Velarde
 Seconded by: Mr. Henderson
 Vote: Approved Unanimously

VII. INFORMATION ITEMS/POSSIBLE ACTION

- a. **Update on school Inventory System:** School is requesting to purchase a cloud-based inventory program on temporary basis, until a better solution is found.
Recommend approval
 Motion by: Mr. Henderson
 Seconded by: Ms. Shamieh
 Vote: Approved Unanimously

- b. **Update on Board Nomination Committee:** The Committee met today prior to the Board meeting and finalized the questionnaire to be used for nomination. The Committee also has a recommendation for a nominee that will be tabled at the next Board meeting to be voted on.

- c. **Board Member Resignation:** With great regret, the Governing Board accepted the resignation of Ms. Hermine Mahseredjian effective June 29, 2019.
Recommend approval
 Motion by: Ms. Shamieh
 Seconded by: Dr. Velarde
 Abstained: Mr. Henderson
 Vote: Approved by Majority

- d. **Update on Paperless School to Home Communication:** A recent survey has shown that over 90% of the families would like to move on to paperless communications to be done through emails, text messages and phone calls. Beginning August 19, 2019, the school will no longer sent paper notices. Those who still wish to obtain a hard copy of the announcements, could acquire one from the office.

The Board would like to explore this idea further and discuss the possibility of creating an app for the smart phones.

- e. **Update on Attendance Notification/Tracking System:** The school is looking into a program that will connect to our student information system and will send automated emails and phone calls to those students who were absent. More information to follow.
- f. **Update on Phone Company Services:** Plans are moving ahead. The expected due date is before the school begins.
- g. **Update on Technology:** The following devices will be purchased to be utilized by staff and students
 - **iPADS** – for classroom use
 - **IMAC/Mac Books** – for ACS1 and ACS2 Computer Lab
 - **Classroom Printers** – Upgrade the existing printers
 - **Firewall:** Replace the old one for more accurate content filtering

Recommend approval

Motion by: JH

Seconded by: RS

Vote: Approved Unanimously

- h. **Update on Charter Renewal:** Committee met today before the Board meeting. The Committee will look into existing positions in the petition and their job descriptions and add or remove as it deemed necessary. The final product will be approved by the Governing Board. A copy of the Petition will be shared with the Board members via DropBox.
- i. **Update on End of Year Staff/Parent Surveys:** Ms. Shamieh shared a report from her meetings with both staff and parents at the end of the school year in order to solicit their opinion about the school itself as well as the administration. A copy of the reports is attached.

The Board asked the Principal to contact other schools and districts and ask about the BTSA stipend or reimbursement.

The Board also authorized the Principal to amend the employment contract and allow the teachers to leave at 3:30, unless there is an after-school event or program scheduled. This decision is notwithstanding the existing contract.

VIII. PUBLIC SESSION – REPORT OUT OF CLOSED SESSION

The Governing Board will report out any action taken in closed session, if any.

Reconvene to open session at 12:05 pm

The Board approved the following positions:

Conditional approval of one classroom teacher

Conditional approval of one Instructional Aid

IX. FUTURE AGENDA ITEMS

The Board will consider items for future Board Meeting Agendas.

App for the School

Copy Machine Replacements

X. NEXT BOARD MEETING DATE

July 25, 2019

XI. ADJOURNMENT

12:20pm