

Minutes

GOVERNING BOARD REGULAR MEETING

ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

July 18, 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 Chair, Berjouhi Koukeyan at 9:30 am.

B. ROLL CALL

	Present	Absent
Shakeh Avakian	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
Aret Oz	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mayra Perez	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ani Shabazian	<input type="checkbox"/>	<input checked="" type="checkbox"/>

C. APPROVAL OF MINUTES OF BOARD MEETING OF JUNE 13, 2015

The minutes of June 13, 2015 was approved unanimously.

Moved by: Ms. Mahseredjian Seconded by: Dr. Perez 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 on 2015-16 increased Enrollment/Material Revision: On May 27, 2015, the School submitted to LAUSD a request to allow the school to add a 2nd TK class for 2015-16. This will cause for the enrollment for the 2015-16 year to exceed the approved 340 enrollment by approximately 20 students. However, effective 2016-17, the school can offer two sections of TK for subsequent years without exceeding the 340 enrollment. Providing two sections of TK in 2015-16 will help the school in getting closer to achieving ethnic diversity.

On June 17, the school received the response from LAUSD, indicating that the school must submit a board resolution, budget, projected enrollment and impact on facilities. After this documentation is reviewed by the Charter Division and determined if it should be submitted to the LAUSD board. As of the writing of this document, there is no LAUSD board meeting scheduled for August. Details will be provided at the board meeting. The board will discuss the feasibility of seeking a material revision at this time (**Item IV E**). Mr. Henderson motioned to move toward material revision. No other board members second the motion to move forward with enrollment material revision.

2. Update Regarding the Leasing/Purchasing and Financing a Facility: Mr. Henderson stated that Red Hook was a good choice for handling the financing/purchasing of a facility. Mr. Henderson to provide information on fees to the school as more information becomes available

- 3. Update on WASC accreditation:** Dr. Koukeyan stated that the WASC accreditation team has met to determine the needs of what needs to be completed prior to November visit. The team will meet again on July 23, 2015.

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

- Kindergarten/New Student Parent Orientation August 5, 2015
- Professional Development, August 10 to 20, 2015
- Pupil Free Day, Friday August 21, 2015
- First Day of School, Monday August 24, 2015

2. School Activities/Fundraising

- No update

3. School Programs

Common Core Math Adoption Process-

A team of teachers participated in evaluating the following two math textbooks for adoption: Envision Math and My Math.. The teachers based their assessment on a 5 point rubric and evaluated the following areas: Alignment with standards, Program Organization, Assessment, Instructional strategies, Teacher Support materials and Differentiated instruction. It was the recommendation of the team to adopt My Math because it was the program that best met the criteria addressed in the rubric.

- **Update on The Smarter Balanced Assessment Consortium (CAASPP/SBAC) –** Preliminary Results have been released and will be shared with teachers during our summer professional developments.
- Nine Day Summer Professional Development Schedule

Aug 10	Aug 11	Aug 12	Aug 13	Aug 14
UCLA Center X ELA	UCLA Center X ELA	Write From the Beginning	WASC Accreditation Petition Renewal	SBAC Digital Library CAASPP Preliminary Results
Aug 17	Aug 18	Aug 19	Aug 20	
My Math Implementation	Math Pacing Guides	Math Pacing Guides	Mandated Topics Report Cards	

4. Audits, Reviews, & Mandated Reporting

- **Accounting Manual-** Need to revise/update the petty cash process and procedure and update to read Edtec instead of CharterWorks

- **Update on Support for Homeless Children Policy** - The McKinney-Vento Homeless Assistance Act, part of No Child Left Behind, mandates that all local educational agencies, such as school districts, independent charter schools, private schools and county offices of education, designate an appropriate staff person as the liaison for homeless children/youth. This law entitles all homeless school-aged children equal access to the same free, appropriate public education that is provided to non-homeless students. Accordingly, schools and centers are required to remove barriers to the enrollment, attendance, and success of homeless students in school.
 - **CRDC**- Every other year the U.S. Department of Education conducts the Civil Rights Data Collection (CRDC). The CRDC collects a variety of information including, student enrollment and educational programs and services, disaggregated by race/ethnicity, sex, limited English proficiency and disability. The report is due August 7th.
 - **MiSiS**- First data validation has been completed. We are in the second phase of loading of school data into the MiSiS system.
 - **CALPADS** – End of Year Reports are due July 30, 2015
 - **Attendance**- No update
 - **CELDT**-Materials have been received. Testing is to start in early September.
- 5. Facilities Update on Prop. 39:** We will put in a request to LAUSD to find out what the process is to replace some of the older computers that were issued to us from year 1.

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. - Mr. Henderson reported in the absence of Mrs. Dietz. Net income looks positive, no major changes in financial outlook of the school.

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 the adoption of My Math Common Core aligned instructional materials for the duration of the eight year adoption cycle, for a total one-time cost of \$47,000.**

Recommend approval

Motion by: Dr. Koukeyan

Seconded by: Dr. Perez

Vote: Approved unanimously

- B. Approval is requested for a two day UCLA Center X staff development in ELA that is aligned to common core standards for a total cost of \$5800.00.**

Recommend approval

Motion by: Mr. Henderson
Seconded by: Mrs. Avakian
Vote: Approved unanimously

- C. Approval is requested for a contract with Red Hook firm to provide broker services to finance the lease/purchase of a facility.**

Recommend approval

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

- D. Approval is requested to provide teachers with the option for a monthly payroll deduction to save for summer break**

Recommend approval

Motion by: Mr. Henderson
Seconded by: Dr. Karayan
Vote: approved unanimously

- E. Approval is requested to the job description for the director position.**

Recommend approval

Motion by: Dr. Perez
Seconded by: Mrs. Avakian
Vote: approved unanimously

- F. Approval is requested to expand music program from 3-5 to K-5.**

Recommend approval

Motion by: Mrs. Mahseredjian
Seconded by: Dr. Karayan
Vote: approved unanimously

V. INFORMATION ITEMS/POSSIBLE ACTION:

- A. Update on the Job Description for a Part-Time Director:** Dr. Koukeyan stated that the position will assist with the implementation of the charter petition on a part-time basis. The description of the director was shared with board members.
- B. Update on Certificated Teacher Salary Payments of 10 Months vs. 12 Months:** Dr. Koukeyan stated that Edtech has a system to allow teachers the option of taking their salaries on a 12 month basis. Ed Tec has provisions for teachers upon their request to deduct a certain amount of money from their monthly paychecks. The amounts deducted are after taxes. They can stop payroll deduction at any point to opt out and will be reimbursed for the amount that was withheld. Under this option, the teachers will be able to receive two checks during the summer for the 187 days already worked. This does not entail any advanced payment. There is no cost to the school for providing this service.

- C. **Update on Paychex Software Cost for Tracking Staff Sick Days and Vacation Days Electronically:** Need more information about monthly fee in terms of what services are provided with this fee and present in August board meeting.
- D. **Feasibility of Seeking Material Revision for Increased Enrollment for 2015-16 Only:** The Board decided not to seek Material Re for 2015-16 vision. Dr. Koukeyan will communicate this to LAUSD.
- E. **Association Update:** None

VI. CLOSED SESSION

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

Public Employee Employment (G.C. 54957)

Title:

- **Certificated Personnel Update**
 - **Certificated Teachers Salary Payments: 12-Month Basis as Oppose to 12-Month**
- **Classified Updates**
- **Certificated/Management Update**
 - 1) **Status of Assistant Principal Position**
 - 2) **Status of Hiring a Part Time Director**

VII. PUBLIC SESSION – REPORT OUT OF CLOSED SESSION

Reconvene to Open Session:

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

The meeting was reconvened to open session at 12:20. Dr. Koukeyan reported that the board had taken action on the following: Allow teachers the option of choosing 12 paychecks instead of 10; Appointed Marie Stuart as part-time Director; and decided to appoint Marlene Gonzalez as board member as soon as she was available.

F. FUTURE AGENDA ITEMS

The Board will consider items for future Board Meeting Agendas.

G. NEXT BOARD MEETING DATE:

August 15, 2015, 9:30 am at the ACS 1 Campus

H. ADJOURNMENT

The meeting was adjourned at 12:30