

MINUTES

GOVERNING BOARD REGULAR MEETING

ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

September 17, 2016

8:30 AM

10:30-12:00

Brown Act Training was offered by Young, Minney & Corr, LLP
All board members were present

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 agendaized 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.

A. OPEN SESSION/CALL TO ORDER:

Meeting was called to order by Board Chairperson, Dr. Berjouhi Koukeyan at 8:30 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 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"/>

C. APPROVAL OF MINUTES OF BOARD MEETING OF AUGUST 20, 2016

Moved by: Prof. Mahseredjian Seconded by: Mr. Henderson 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.

Three parents expressed concern regarding teacher and campus safety issues. The Board Chairperson responded that the board will discuss their issues in closed session and the Board Chairperson and the administration will follow up with said concerns.

B. FOR INFORMATION: CHAIRPERSON’S REPORT. (Attachment)

1. Update Regarding the Leasing/Purchasing and Financing of a Facility: Dr. Koukeyan shared that when we entered into an agreement with RED Hook to seek our own facility, we went with the model that Red Hook will purchase/build the facility and the school will lease it from them. Red Hook identified a site for a possible location for the school at 18050 Vanowen St., in Reseda, in a nice residential area. It had to be completely torn down to build a new facility. Red Hook placed a bid on the property but it did not go through.

Now, Red Hook has identified another alternative under the Charter School Ground Lease/Partnership Opportunity with the Mid-Valley Family YMCA. The Mid Valley YMCA will be entertaining discussion with charter school operators for the potential ground leasing of a portion of its existing parking lot at 6901 Lennox Avenue in Van Nuys for the development of a charter school facility. It entails long term ground lease opportunity for charter schools. Interested parties were asked to submit a letter of interest due July 15, 2016. Ararat Charter School submitted the letter of interest to be placed in the pool of selected Charter School Operators for consideration. Under this modal, the school will enter into a ground lease agreement at a cost of \$18,000 a month, without structure. Red Hook will help in getting the money to finance the school building, to include the lease of the land and the cost of the building. Red Hook will also present plans around cost and design. On Thursday, August 18,

Dr. Berjouhi Koukeyan, the board chairperson and Eduardo Villela, the Principal, met with the YMCA board and presented them with the highlights of the school. A Representative from Red Hook will also be there and discussed the financing of the facility. As of now, the school has not received feedback from the YMCA.

2. **Diversity Plan Update:** The Chairperson of the Board, will review the demographic information to include the following: Student population, staffing (certificated and classified) and governing Board makeup. The data will also address the annual goals in each of these categories based on the Diversity Plan and evaluate the extent that the school is meeting the goals for 2016-17. The School's secretary will provide these reports to Dr. Koukeyan for her review and submission to the board and LAUSD.

The Goals Based on the Diversity Plan for 2016-17 are as Follows: student demographics, 82% White and 18% PHBAO; Certificated staff, 74.95% White and 25.05% PHBAO; and Governing Board, White 82% and PHBAO 18%.

The Actual Data for 2016-17 is as Follows: Student demographic, 89.1% White and 10.9% PHBAO; certificated staff: 76.5% White and 23.6% PHBAO; and Governing Board is 71.5% white and 28.5% PHBAO.

Goals Met: Governing Board

Challenges to be Met: Student demographics and certificated staff

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**

- August 29 to October 7 CELDT Testing Campus 1 & 2
- September 8, 2016, Back To School Night
- September 20, 2016, Big Smiles Dental Visit
- September 26, 2016-October 7, 2016 BINL (Basic Inventory of Natural Languages)
- September 28, 2016, Award Assembly
- September 30, 2016, Parent Involvement Committee Meeting

2. **Update on Enrollment**

K	2	51	
1	2	53	
2	2	52	
3	2	55	
4	2	53	
5	3	76	one student would leave on 9/16/16
TOTAL		340	

3. Update on School Staff Opening

Unfilled Positions: One certificated teacher for third grade position

4. Update on CELDT Testing 8/29-10/7

- Campus 2 testing has been completed in Grades 3-5 with the exception of students with special needs
- Campus 1- Kindergarten will be completed will completed by 9/16

5. Facilities Incentive Grant Program

The State Charter School Facilities Incentive Grants Program is a federal grant program designed to assist California charter schools in meeting their facility needs. It provides 3-year grants to high performing charter schools to offset on-going facility costs. The 2015-16 fiscal year marks the third consecutive year the California School Finance Authority (CSFA) has been awarded grant funds to assist charter schools.

6. Personnel Handbook Amendment:

We would like to amend a time restriction on the amount of time that parents are allowed to observe in the classroom. The board approved 20 minutes for said visit,

Vehicle Policy Amendment

PERSONAL VEHICLE USE POLICY

Privately Owned Vehicle Use

Employees may use their personal vehicles to conduct official school business, provided prior approval has been granted by the Principal. An authorization form and Motor Vehicle Record must be kept on file. Employees must possess a valid driver's license and proof of insurance at the time the personal vehicle is used for school business. Such insurance shall meet or exceed minimum requirements as established by the State of California. Employees are expected to drive safely and obey all traffic, vehicle safety, and parking laws or regulations.

Ararat Charter School will reimburse its employees for use of their personal vehicle on school business, if properly authorized and appropriately documented on a Mileage Reimbursement Form. Reimbursements will be made at the current business mileage rate established by the IRS. The business mileage rate covers all costs of operating the vehicle, including fuel, maintenance, repairs, and both liability and comprehensive insurance. For this reason, an employee's personal insurance is primary when using a personal vehicle. If the personal insurance is not sufficient to cover damages, then Ararat Charter School may provide secondary coverage if the accident occurred while conducting official school business. Additionally, the driver's personal insurance will serve as primary coverage for injuries and liability to any passengers. For these purposes, "school business" does not include the regular commuting between the employee's home and school site.

Employees must promptly notify the School of any citations or accidents involving a personal vehicle for School purposes. Employees are responsible for any moving or parking violations and fines that may result when operating a personal vehicle for School purposes.

Failure to comply with these requirements, or having an unsatisfactory driving record, may result in

discipline, including revocation of driving privileges and up to termination of employment.

Transportation of Students in Privately-Owned Vehicles

The use of personal vehicles to transport students is generally discouraged. However, school employees may be permitted to use personal vehicles to transport students, with proper authorization, under the following circumstances:

1. When a student is ill or injured and must be transported home, to the school site, or to a medical treatment facility under non-emergency situations. The school must first attempt to contact the parent or guardian. If a parent or guardian is unavailable or cannot provide transportation, the Principal or his/her designee may authorize that the student be transported in a personal vehicle.
2. If an emergency situation arises which prevents the parent or guardian from picking up their child from school and no other authorized emergency contact is available.
3. With written authorization from parents to participate in a small-group field trip, to participate in an academic competition, to present at a board meeting, or other academically meaningful activity approved by Principal.

School personnel may take whatever action necessary in an emergency situation that constitutes an imminent threat to a student's health or safety.

7. Audits, Reviews, & Mandated Reporting-

CRDC REPORT: Initial Report Due Sept 30, 2016: Since 1968, the U.S. Department of Education has conducted the Civil Rights Data Collection (CRDC) to collect data on key education and civil rights issues in our nation's public schools. The CRDC collects a variety of information including, student enrollment and educational programs and services, most of which is disaggregated by race/ethnicity, sex, limited English proficiency and disability. The CRDC is a longstanding and important aspect of the ED Office for Civil Rights (OCR) overall strategy for administering and enforcing the civil rights statutes for which it is responsible. Information collected by the CRDC is also used by other ED offices as well as policymakers and researchers outside of ED.

CBEDS: Due October 30, 2016: The California Basic Educational Data System (CBEDS) is an annual data collection administered in October. CBEDS data are reported through an Online Reporting Application called CBEDS-ORA. The purpose of CBEDS is to collect data about schools and districts, as well as some aggregate data on students and staff. There are two separate forms used to collect these data. The County/District Information Form (CDIF) is used to collect data specific to districts and county offices on the number of classified staff and estimated number of teacher hires. The School Information Form (SIF) is used to collect data specific to schools on the number of classified staff, kindergarten program type, educational calendars, parental exception waivers, truancy, and School Improvement Grant information. Student aggregate counts (i.e., graduates, dropouts, and various enrollment data) previously collected on the SIF and certificated staff, course and assignment data

PROP 39 – Due November 1, 2016

Collection of data from current students and waitlist students.

Complete online application

Submit binder with supporting documents

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: Mr. Villela introduced Levi Kirkland who has been appointed as the account manager for Ararat Charter School Since July 2016. Mr. Kirkland gave a report on July and August 2016 financial forecast with the following details:

- Financial Summary
- Revenue Forecast Changes Forecasted Operating Income of \$104,520 after depreciation.
- Revenue Forecast increased by \$83K to \$3.55M
- Expenses Forecast Changes Expense Forecast increased by \$3.4K to \$3.44M
- Cash Flow Forecast Total Cash balances at August 31st were \$2,009,956 as follows:
 - Checking - \$1,107,385
 - Savings - \$902,527
- Balance Sheet Summary
- Exhibits
- Check Registers – July & August
- Cash Flow Projections
- Budget vs. Actual Detail

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.

Check register approved for July and August of 2016

IV. ACTION ITEMS

A. Approval is requested for amendment to Parent Student handbook as it pertains to visit/observations in the classroom not to exceed 20 minutes.

Recommend approval

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

B. Approval is requested for Board policy pertaining to employee use of their personal vehicle during work hours

Recommend approval

Motion by: Mr. Henderson
Seconded by: Mrs. L. Gonzalez
Vote: Approved Unanimously

C. Approval is requested for up to \$2500.00 for consulting services for Young, Minney and Corr for Brown Act training of the Governing Board and management.

Recommend approval

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

D. Approval is requested for Facilities Incentive Grant Agreement from the California School Finance Authority

Recommend approval

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

E. Approval is requested for 2016-17 Education Protection Account Spending Plan

Recommend approval

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

V. INFORMATION ITEMS/POSSIBLE ACTION:

A. Update for Special Education 2016-2017; RSP teacher, BII: New RSP teacher has been working with teachers and students closely to provide support. The previous case manager is overseeing the transition and providing guidance for Ms. Bullock.

B. Association Update: Prof. Mahseredjian reported that the Association members had their meeting last week. It was decided that the Association will hold its general meetings quarterly.

VI. CLOSED SESSION

Adjourned to Closed Session at 9:45 to consider and/or take action upon any of the following items:

Public Employee Employment (G.C. 54957)

Title:

- **Certificated Personnel Update : Approval of additional teacher contracts for 2016-17**
- **Classified Updates**
- **Certificated/Management**

Conference with Legal Counsel:

Possible litigation pursuant to (2) or (3) of subdivision (d) of section 5495956.9: one case

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 10:30am for the Brown Act training and reconvened the closed session at 12:05PM to approve certificated contract for Hovsep Injejikian for Armenian Language teacher. The board also accepted the resignation of board member Lorena Gonzales and discussed the need of filling in the board openings by December 2016. The board also addressed the issues that were shared by the parents and asked Dr. Koukeyan, the board Chairperson, to do the necessary follow up with the respective parents and report back to the board.

V. FUTURE AGENDA ITEMS

The Board will consider items for future Board Meeting Agendas.

VI. NEXT BOARD MEETING DATE:

October 15, 2016, 8:30 am at the ACS 1 Campus

VII. ADJOURNMENT

The meeting was adjourned at 1:10pm