

MINUTES

GOVERNING BOARD REGULAR MEETING

ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

October 15, 2016

8:30 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.

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 type="checkbox"/>	<input checked="" 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 SEPTEMBER 17, 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.

Mrs. Alvita Sarkissyan, parent of HT, Grade 5 and MT, Grade 1, and Mrs. Mery Ter-Arutyunyan parent of MK, Grade 4 and HK, grade K, expressed their concern about non classroom based certificated employees being utilized as a substitute when teachers out.

Dr, Koukeyan thanked the parents and stated that it is a known concern. Board asked the Principal to prepare a report to indicate the frequency of this matter.

Parents asked questions about the availability and ratio of the Instructional Aides per students. Dr. Koukeyan explained that Ararat Charter School does not provide paraprofessionals in the classroom unless specified by IEP or due to special circumstances.

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

1. Update Regarding the Leasing/Purchasing and Financing of a Facility: Dr. Koukeyan stated 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 were also there and discussed the financing of the facility. As of now, the school has not received feedback from the YMCA.

In addition, RedHook has sent information about a new available property located at 18600-18612 Lanark St., Reseda. The Board asked Principal Villela to visit the site and report back at the next meeting.

2. **Diversity Plan Update:** The Chairperson of the board, reviewed the demographic information to include the following: Student population, staffing (certificated and classified) and Governing Board makeup. The data also addressed 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 report also included a description of the student recruitment efforts. This report will be approved by the board and submitted to LAUSD subsequent to the October ACS board meeting. (see attached)

- **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

3. **Update on Labor code 226.2-** The Board considered the recent requirement as it relates to non-exempted employees working after they have checked out of work. Some of this may include receiving and answering phone calls, reading and responding to emails, etc. ACS contacted several districts to seek advice but the districts contacted did not have said board policy. ACS also sought the advice of legal counsel from the Law Offices of Young, Minney & Corr., LLP. Based on that advice, the board will consider the first reading of a board policy to address said issue. It is important to note that non-exempt employees do get paid overtime. This law goes beyond that as it relates to work done after the employee has checked out of work. The courts have ruled that an employer does not need to compensate its employees for any time worked which is *de minimis, such as , periods of time worked beyond the scheduled working hours which are so insubstantial or insignificant the they cannot as a practical administrative matter be precisely recorded for payroll purposes.*

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**

- October 10 thru 14, Scholastic Book Fair

- October 11, 2016, Fall Picture Day
- October 24 thru 28 Red Ribbon Week
- October 26, 2016 Award Assembly
- October 31, 2016, Harvest Festival

2. Update on Enrollment

Grade	Sections	No. of Students
K	2	47
1	2	53
2	2	53
3	2	55
4	2	53
5	3	73
TOTAL		334

3. Update on School Staff Openings

- 3rd grade position filled effective 10/3/16
- Kindergarten position filled effective 10/10/16
- **Attendance**
 - Campus 1: 67 students
 - Campus 2: 74 students

4. Update on Facilities Incentive Grant: 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.

Based on the executed FUA that you submitted, the grant award has been amended to reflect 75% of the 2016-17 annual FUA costs. Attached is the amended grant agreement which reflects the award reduction from \$151,374.33 to \$136,869.

5. Audits, Reviews, & Mandated Reporting-

CRDC REPORT: Due November 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 31, 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. Levi Kirkland gave a detailed report on the school's financial for the month of September. The report included the following items:

September Forecast Update
Financial Summary
Expenses Forecast Changes
Cash Flow Forecast
Balance Sheet Summary
Exhibits
Check Register – September
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.

Recommend approval

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

IV. ACTION ITEMS

A. Approval is Requested for 5th Grade Overnight Trip to Riley's Farm in the Amount of \$10,500.00

Recommend approval: The Board will authorize the trip and additional funds needed beyond the fundraising organized by parents and students to augment the costs.

Motion by: Mr. Henderson
Seconded by: Prof. Mahseredjian
Vote: Approved Unanimously

B. Approval is Requested for Accommodation of Provision under the Fair Labor Standards Act as it Pertains to Compensation for Work Performed by Classified Employees by Text, e-mail, or Phone Outside of their Assigned Work Hours.

Recommend approval

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

C. Approval is Requested for Preliminary Diversity Report to Address the Recommendations from 2015-2016 LAUSD Annual Review

Recommend approval: Action item approved pending suggested revisions

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

D. INFORMATION ITEMS/POSSIBLE ACTION:

A. Update for Special Education 2016-2017; RSP Teacher: Principal reported on the gradual progress made by the RSP teacher in regards to taking complete control over the caseload in collaboration with TES and CTA and their specialists.

B. Association Update: No update

V. CLOSED SESSION

Adjourned to Closed Session at 9:45 am 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 for kindergarten and third grade teachers**
- **Classified Updates: Update on Workers Compensation related incident involving a classified employee**
- **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 11:35 am. The Board discussed possible new board candidates that would add to the diversity of the board. The board also approved the teaching contracts for Carlos Barrientos, Kindergarten teacher and Freya Bailey as 3rd grade teacher.

V. FUTURE AGENDA ITEMS

The Board will consider items for future Board Meeting Agendas.

VI. NEXT BOARD MEETING DATE:

November 19, 2016, 8:30 am at the ACS 1 Campus

VII. ADJOURNMENT

The meeting was adjourned at 11:40 AM