

MINUTES

GOVERNING BOARD REGULAR MEETING

ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

December 17, 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 Acting Chairperson, Prof. Hermine Mahseredjian at 8:30 am.

The board recessed to closed session to comply with a parent’s request to address the Board.

The meeting was resumed to open session at 8:50 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Berjouhi Koukeyan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hermine Mahseredjian	<input checked="" type="checkbox"/>	<input type="checkbox"/>

C. APPROVAL OF MINUTES OF BOARD MEETING OF October 15, 2016

Moved by: Mr. Henderson Seconded by: Mrs. Avakian 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.

Prof. Mahseredjian welcomed all present parents and reminded them of the guidelines for the oral communication section.

Lilit parent for 4 years of two student in 3rd and K – expressed her concern about the lack of academic progress and classroom management and lack of communication in the kindergarten class.

Anna – mother of a 5th grader and a K student – shared the same concerns.

Nelly – mother of a student in 2nd grade – was concerned with the last 1.5 years school management and lack of organization, preparedness. She suggested that school should hire additional staff for recess and lunch supervision and said that safety is a huge concern at ACS1.

Milena – mother of a 2nd grader and a 1st grader – stated that “nothing is the same anymore” leadership has changed, procedures have changed, homework amount has decreased dramatically, lack of supervision during lunch and recess is a big concern, there are always issues with the cafeteria, safety is a huge concern at ACS1.

Artak M – parent of three students – stated that the communication between parent and school is distorted. Emails are not replied to on a timely manner

Nuritsa – parent of 7 years, with a current 1st grader – said that safety is a huge concern at ACS1, leadership and the caliber of the education has gone down, notes sent home are not scanned for grammatical and spelling errors, the response time from the administration in regards to her child’s injury has not been ideal.

Liana, parent of a 4th and 2nd grader – expressed her concern about the substitute teacher’s quality in room 44 and academically student have declined drastically, lack of homework and assignments is concerning as well.

Liana – parent of 2nd grader – due to the circumstances beyond teacher control, there is in need of addition support in the classroom and school should take action and provide this support, safety is a huge concern at ACS1.

Seran Mouradian, retired administrator and substitute teacher for ACS stated that support is needed in some classroom for management purposes – teachers need modeling and mentoring.

Board members thanked all parents and community members present. They will meet and discuss this issues further and will respond to the parents at a later point.

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

1. Update on Prop 39: On November 1, 2016, the school submitted its application for Prop. 39 facility request and has received an acknowledgement letter on December 1st. The District will base its facilities allocation on the maximum enrollment of 340 as stated in the Charter Petition. With 95.39 % ADA, the District projected in-district classroom projection will be 324.34. Because of the fact that our enrollment is stable, we do not need additional space for 2017-18. Last year LAUSD gave the school the option of going with an Alternative Facilities Use Agreement, bypassing the extended process over several months.

School Submits Prop. 39 Proposal	November 1, 2016
District Responds to ADA projections	December 1, 2016
School’s response to district’s response	January 1, 2017
District makes preliminary offer	February 1, 2017
School responds to preliminary offer	March 1, 2017
District makes final offer	April 1, 2017
School’s reply to district’s offer	May 1, 2017
District’s final offer	By end of May

2. Update on Facilities: RED Hook has identified another potential site located at 6640 Van Nuys Boulevard, Van Nuys. More information will be shared by the principal.

3. Update on Diversity: At the Board’s last meeting, the Chairperson shared a report that included the following demographic information: 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 report also included a description of the student recruitment efforts. The report was submitted to LAUSD at the end of October.

- **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.
 - **Challenges to be met:** Governing Board, Student demographics and certificated staff
4. **Form 700:** The new form will be published early January. All Board members will need to complete Form 700 and bring it to the January meeting. **REMEMBER TO SIGN YOUR NAME IN BLUE INK!**
5. **Board Reorganizational Meeting:** Based on its bylaws, the Governing Board has identified three reappointments and two vacancies. The annual reorganization meeting was held on December 17, 2016. The Board officers were selected and committee membership established. The Board will review and approve the 2016-17 calendar of meetings at this meeting.

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 School Calendar of Events

- October 10 thru 14, Scholastic Book Fair
- October 24 thru 28 Red Ribbon Week
- October 26, 2016 Award Assembly
- October 31, 2016, Harvest Festival
- November 4, 2016- No school for Students/PD Day
- November 14 thru 21, Annual Food Drive
- November 16, 2016-Enrichment classes begin for students in 1st-5th
- December 2, 2016-Parent Conferences for Trimester 1
- December 5 thru 16, Toy Drive for Team Alex
- December 16, 2016, Winter Holiday Programs at Campus 1 & 2

Field Trips:

- 3rd Grade Field trip to Adobe Leonis November 18, 2016
- 2nd Grade Field trip to local library-November 29, 2016

Update on Fundraising

- Bake Sale \$400.00
- World Finest Chocolate \$5000.00 profit – if all sold
- Pizza Rev \$250.00

2. Update on Enrollment

2016-2017 Enrollment Update

Grade	Sections	No. of Students			
K	2	46	21	25	
1	2	52	26	26	
2	2	53	27	26	
3	2	55	28	27	
4	2	53	27	26	
5	3	73	26	24	23
TOTAL		332			

*5th Grade waiting list has been exhausted

3. Update on the Purchasing of Facilities: Red Hook located a facility at 6640 Van Nuys, Blvd, Van Nuys, CA 91401. The property has an asking price of 6.1M and is about 2.42 acres in size. The property would require a CUP (Conditional Use Permit). Red Hook does not anticipate a problem obtaining the CUP.

- The property is located 0.3 a mile away from our Sylmar Campus
- The property has a parking lot for staff at the rear of the building
- Property has some potential for yard space in the side and rear of the building

4. Update on LAUSD Oversight Visit

- Visit is scheduled for February 1, 2017
- Fiscal Component of the visit is due to LAUSD by January 18, 2017.
- We have begun gathering all requested documents

5. Audits, Reviews, & Mandated Reporting: Fall 1 CALPADS report was submitted on 12/16/16. Fall 1 contains student demographic and enrollment information.

6. PROP 39: Due November 1, 2016:

- Collection of data from current students and waitlist students.
- Complete online application
- Submit binder with supporting documents

Prop 39 was submitted on November 1 to LAUSD. We received acknowledgement letter from LAUSD in early December. We anticipate that we will get our first proposal letter in early January and we will need to respond to our LAUSD's initial proposal by February 1.

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** – Mrs. Kristin Dietz presented the budget report for the months of October and November, with the following

- 2. First Intrim Financial Report-** is due to LAUSD. Mrs. Dietz reviewed the report with the board.
(See attached)

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 for the months of October and November 2016

Recommend approval

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

IV. ACTION ITEMS

A. Approval is requested for the 2016-2017 school year First Interim Financial Report due to LAUSD

Recommend approval

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

B. Approval is requested for the 2015-2016 Wilkinson’s External Audit Report

Recommend approval

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

C. Approval is requested for Governing Board Calendar meeting dates for the 2016-2017 school year: The Board may consider moving the meetings to a weekday.

Recommend approval

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

D. Approval is requested for Governing Board Committee member list for the 2016-2017 school year
Recommend approval

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

E. INFORMATION ITEMS/POSSIBLE ACTION:

- A. Update for Special Education 2016-2017:** Principal reported that there have been BII's contracted from the company to work one on one with students who need additional guidance.
- B. Possible increase of number of work days for the Director:** The Board decided to add 20 additional work days to the director's work calendar

Recommend approval

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

C. Board Members to Rotate as Board Chair: The Board will discuss this at a later point.

D. New Board Member Selection: see Reorganization Meeting Minutes

E. Association Update: No update

V. CLOSED SESSION

Adjourned to Closed Session at 11:20 to consider and/or take action upon any of the following items:

Public Employee Employment (G.C. 54957)

Title:

- **Certificated Personnel Update**
- **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 8:00 pm.

V. FUTURE AGENDA ITEMS

The Board will consider items for future Board Meeting Agendas.

VI. NEXT BOARD MEETING DATE:

January 21, 2017, 8:30 am at the ACS 1 Campus

VII. ADJOURNMENT

The meeting was adjourned at 9:30 pm