

MINUTES

GOVERNING BOARD MEETING

ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

December 19, 2019

6:30 pm

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 Board’s Chairperson, Ms. Avakian, at 6:36 PM.

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 checked="" type="checkbox"/>
Levi Kirkland	<input type="checkbox"/>	<input checked="" 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 October 17, 2019
Recommend approval**

Motion by: Ms. Shamieh

Seconded by: Dr. Velarde

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**

- **Update on Dashboard Local Indicators**

- **Update on Educational Program**

- **Update on LCAP (Local Control Accountability Plan)**

- **Update on Prop 39**

- **Update on Charter Petition Renewal**

c. Financial Report

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

- **Budget to date**
 - FY 2019-20 Enrollment Update
 - FY2019-20 Forecast
 - FY 2019-20 Cash Flow
 - FY 2019-20 Balance Sheet
 - Title Fund Budget
 - Exhibits
 - a. ADA trending above budgeted amount of 330.24
 - b. The current forecast reflects a net increase of \$1.2k
 - c. Ararat projected to end FY20 with a cash balance of \$3.5M
 - d. Building fund designation still leaves \$1.3M cash available for operations
 - Revenue
 - a. \$4.09M total audited revenue •Same as Unaudited Actuals
 - Expenses
 - a. \$3.39M total audited expenses
 - b. Adjustment from prepaids - \$68k, identified by auditors
 - Net Income
 - a. \$692k total audited net income
 - b. Similar to Unaudited Actuals, with slight adjustment above
 - Fund Balance
 - a. \$3.64M or 96.2% of annual budget
 - Conclusion
 - a. No weaknesses identified in internal controls, compliance or other matters
 - b. No finding

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.

None

VI. ACTION ITEMS

a. Approval is Requested for 19-20 LAUSD Food Services Contract

Recommend approval

Motion by: Mr. Henderson

Seconded by: Dr. Velarde

Vote: Approved Unanimously

b. Approval is Requested for Riley’s Farm 5th Grade Overnight Field Trip

Recommend approval

Motion by: Dr. Velarde

Seconded by: Mr. Henderson

Vote: Approved Unanimously

c. Approval is Requested for 1st Interim Financial Report

Recommend approval

Motion by: Mr. Henderson

Seconded by: Ms. Shamieh

Vote: Approved Unanimously

d. Approval is Requested for Submission of J-13 A Form’ Request for Allowance of Attendance Due to Emergency.

Recommend approval

Motion by: Ms. Shamieh

Seconded by: Dr. Velarde

Vote: Approved Unanimously

e. Approval is Requested for 19-20 LAUSD Compliance Monitoring Form

Recommend approval

Motion by: Mr. Henderson

Seconded by: Dr. Velarde

Vote: Approved Unanimously

f. Approval is Requested for 18-19 Financial Audit Report

Recommend approval

Motion by: Mr. Henderson

Seconded by: Ms. Shamieh

Vote: Approved Unanimously

VII. INFORMATION ITEMS/POSSIBLE ACTION

a. Update on All State Janitorial Services (see proposal)

Recommend approval

Motion by: Mr. Henderson

Seconded by: Dr. Karayan

Vote: Approved Unanimously

b. Update on School Staff Holiday Event: This was a very successful event that allowed the opportunity to the staff to team build.

c. School Winter Programs: There will be three separate performances; 8:15 – ACS1, 10:30 – ACS2 (2nd and 3rd Grades) and 12:30 – ACS 2 (4th and 5th Grades) that the school community is invited to.

d. Update on Attendance Notification/Tracking System: Final stages of implementation are in progress.

e. Update on Phone Company Services: The LAUSD Prop 39 Office had asked for an “Alteration Request Form” that was completed and submitted pending approval

f. Update on School Copy Machines: The new machines have arrived and are functioning properly.

g. Update on Diversity Outreach: Based on the Committee recommendation, the Governing Board has decided to continue the efforts in outreach process to maintain the diversity.

h. Update on SB223: The Board decided not to develop a policy on this matter until it becomes mandatory to participate.

Recommend approval

Motion by: Mr. Henderson

Seconded by: Dr. Velarde

Vote: Approved Unanimously

i. Update on Riley’s Farm Teacher Stipend: The board decided to pay a \$125 stipend for those teachers who will be accompanying the students during this overnight field trip.

Recommend approval

Motion by: Dr. Velarde

Seconded by: Mr. Henderson

Vote: Approved Unanimously

j. Update on School Administrator Interim: Ms. Joan Blair who is a retired LAUSD Principal has been taken that role until a suitable candidate is found.

k. Update on 18-19 Student Surveys

VIII. PUBLIC SESSION – REPORT OUT OF CLOSED SESSION

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

IX. FUTURE AGENDA ITEMS

The Board will consider items for future Board Meeting Agendas.

- Approval of Director of Operations and Compliance Salary
- Report from Nomination Committee

X. NEXT BOARD MEETING DATE

January 23, 2020

XI. ADJOUR8NMENT

Meeting was adjourned at 8:10pm