



# MINUTES



## GOVERNING BOARD MEETING ARARAT CHARTER SCHOOL

**July 23, 2020**

**6:30 pm**

***Regular Meeting***

***This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.***

Ararat Charter School Governing Board and employees shall meet via the Zoom meeting platform.  
Members of the public who wish to access this Board meeting may do so at:

Ararat Charter School is inviting you to a scheduled Zoom meeting.

Topic: Ararat Charter School Governing Board Meeting  
Time: Jul 23, 2020 06:30 PM Pacific Time (US and Canada)

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Members of the public who wish to comment during the Board meeting may use the “raise hand” tool on the Zoom platform. Individual comments will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes. The Governing Board may limit the total time for public comment to a reasonable time.

**The Board reserves the right to mute or remove a member of the public if comments or actions disrupts the Board meeting.**

**Access to Board Materials:** A copy of the written materials which will be submitted to the School’s Governing Board may be reviewed by any interested persons on Ararat Charter School’s website along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting.

**Disability Access:** Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by calling (818) 994-2904 or [cmenjivar@araratcharterschool.com](mailto:cmenjivar@araratcharterschool.com). All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

***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 and all relevant documents are available to all audience members at the meeting.
2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda or non-agenda items.
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. 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 Address the Board” 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 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.

**I. OPEN SESSION**

**a. Call to Order**

This meeting was called to order by Board Chairperson, Ms. Avakian at 6:32PM

**b. Roll Call**

Shakeh Avakian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Henderson	<input type="checkbox"/>	<input checked="" 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"/>
Levi Kirkland	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**II. APPROVAL OF MINUTES OF BOARD MEETING OF JUNE 25, 2020**

**Recommend approval**

Motion by: Ms. Shamieh

Seconded by: Dr. Karayan

Vote: Approved Unanimously

**III. APPROVAL OF CHECK AND CREDIT CARD REGISTERS**

Will be approved at next board meeting.

**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*

Ms. Catherine Murray a Kindergarten teacher thanked the board for their continuous support and hard work towards Ararat.

**b. Principal’s Report (Attachments)**

*This is a presentation of information that has occurred since the previous Board meeting. (Per attached report)*

- **California Department of Education’s AB 1505 Criteria for Performance Categories –**  
Ararat Charter is at Middle performing:
    - Across the state of CA in all Districts (1132 charter school records) there are 205 *High Performing* schools, 855 *Middle Performing* schools, and 72 *Low Performing* schools.
    - When we look at how we are performing compared to the LAUSD Charters (267 charter school records-ES, MS, and HS) there are 51 HP schools; 194 MP schools; and 22 LP schools.
    - For a more focused perspective, we wanted to see how Ararat was doing in comparison to Charter ES in the LAUSD (126 charter school records) --- there are 32 Charter ES – HP; 92 Charter ES – MP; and 2 Charter ES – LP.. Our goal is to be in the group of 32 HP schools.
- We must focus our attention on:
- Chronic Absenteeism – currently Yellow.
  - ELA and Math—45.8% of our students Met or Exceeded the Standards.
  - In ELA - English Learner (25.64% of our ELs Met or Exceeded the Standards) and SED (39% of our SED Met or Exceeded the Standards) performance levels need to improve.
  - In Math - English Learners (29.48% of our ELs Met or Exceeded the Standards) and SED (41.46% of our SED Met or Exceeded the Standards).

- English Learner Progress – with 161 Els (57.3%), we must ensure that our students are making progress towards English Language Proficiency and reclassifying appropriately – the 2018-2019 reclassification rate was 8.8%, which is much lower than the RS Median of 25.5%.
  - Every year we are increasing in the number of students we are servicing with special needs - our work in strengthening the special education program is not done. Based on the December 2018 CA Special Education Management Information System (CASEMIS) report, ACS has a 4% SPED population.
- **Instructional Big Picture**
  1. **Planning for success with positions (Title 1/SPED)**  
 Title 1/SPED Coordinator position to commence in August instead of December (see report on job description).  
 Rationale: We need Special Education support at this time for teachers, especially since we are starting out virtually. We are also on the list for a District Validation Review (duties of the DVR Team will include reviewing parent and staff surveys, reviewing documents and student records, conducting a parent interview meeting, interviewing staff, observing classrooms, and participating in a summary conference meeting.)  
 Similar to the Charter Schools Division review – think of it as a Special Education audit.
    - We need to bring in staff members who add value to our organization, staff members with diverse knowledge skills, and abilities to complement one another and make our organization stronger. We have found an individual who the interview committee feels would be right for this position. Last month the board approved the position to start in December; I am requesting that the position start August 1<sup>st</sup>.
  2. **Internal Assessment Tools (NWEA MAP) for progress monitoring and targeted intervention**
    - It is aligned to the Common Core State Standards.
    - Computer-based, adaptive assessment.
    - Assessment results correlate highly to the CAASPP – that is the assessment is a good indicator of how students will perform on the CAASPP.
    - The assessment has validity and reliability.
    - When an assessment tool is VALID, it measures what it intends to measure – in this case, skills in ELA and Math.
    - When an assessment tool is RELIABLE, it means that the results produced are accurate and consistent across administrations. This assessment is also a good predictor of how a student will perform on the CAASPP.
    - I recommend that we purchase MAP Growth which shows: 1) What students already know; 2) Their Zone of Proximal Development; 3) What they need for the next level of learning.
    - Testing will be done 3X a year (Fall/Winter/Spring). – this will allow us to form our intervention groups based on students’ performance levels.
    - There won’t be more testing, because ELA unit tests will be rethought and morphed into unit projects - project based learning/constructivist approach - visual and oral presentations, PPTs, science boards, skits, 3D - models, etc. This is aligned to teaching methodologies described in our charter.
- **Instructional Options for Start of 2020-2021 School Year**
  1. Virtual/Distance Learning - (Virtual Learning Schedule was shared and explained)
  2. Hybrid Learning - The Hybrid Learning Plan has been worked by the admin team and is 85% complete. The concept is an AAXDBB MODEL. Schedule will be similar to our virtual learning schedule.
- **August Teacher Professional Development**
  - We have different buckets of professional development – AND we will be utilizing Loss of Learning Mitigation \$\$ (LLM) for many of the EXTERNAL AND TEAM CAPACITY BUILDING trainings. Kristin will talk more about that in her section.

- Mandatory Operations/Compliance trainings – health, safety, hygiene, emergency preparedness, mandated topics (child abuse training, bloodborne pathogens, etc.)
    - External or third-party trainings – NWEA MAPS testing, Bias Diversity and Social Justice, Illuminate, Nat Geo online program and My Math online components
    - Administrator trainings – Teacher professional growth and evaluation procedures, Petition review (elements 1-3 and element 10), Teaching and Learning expectations at ACS
    - Team Capacity Building/getting the same page—utilizing our in-house experts train the rest of the staff or teachers who have interest in certain areas attend trainings and bring back their knowledge.
  - **Updates to 2020-2021 Teacher Professional Growth and Evaluation Procedures**  
The certificated Evaluation Handbook was shared. Principal is recommending before the changes that the summative evaluation should have 4 tiers (Exceeding, meeting, developing and not meeting.) and has aligned the overall assessment.
  - **Updates to 2020-2021 Staff Relations Manual**  
Before Summative evaluations were Meeting, Developing, and Not Meeting.  
Before Overall assessment was either Satisfactory or Unsatisfactory. Now overall evaluations are aligned with summative evaluations: We have Exceeding/Meeting/Developing/Not Meeting. We went from a 3-tiered system to a 4-tiered system.
  - **ACS PTA Task Force**
    - We have formed a task force made of 2 administrators, 2 coordinators, 2 teachers, 2 classified), 2 parents. (10 representatives total)
    - We have a DRAFT policies, procedures, and protocols manual to keep the ACS community safe, healthy, and learning. This manual is entitled *Pandemic Recovery: The Road Ahead*
    - We will review documents from Los Angeles, County of Public Health, CDC, and the CDE, to update this.  
Our first meeting took place on Friday, July 17 and subsequent meetings are scheduled for July 27, July 31, August 6, and August 12 @ 3-5. Once we have a finalized document, the recommendation from CCSA is to get this reviewed by our Legal Counsel and approved by the Governing Board. This document is based on health officials' recommendations or directives.
- c. **Director of Operation's Report**  
*This is a presentation of information that has occurred since the previous Board meeting. (Per attached report)*
- **Update on Office 365 Transition and Consolidation Various Platforms**
    - Under direct supervision of IT, all email accounts have been transferred onto Outlook
    - Calendar has been transferred as well
    - Next Step: transferring files and documents from GoDaddy to One Drive
    - There has been no data loss
  - **Update on Federal and State Reporting** -CALPADS End-of-Year Reports are due July 31<sup>st</sup>. operations Team will submit them on time.
  - **Update on Annual Financial Audit with Wilkinson**
    - Date to be set for August 2020 for 2019-2020 School-year audit.
  - **Update on additional Technology Purchases**
    - Purchase of additional iPads and Laptops to be housed in classrooms for student use. (see quote)
    - This will be a giant leap towards the school's vision of having a 1 to 1 computing device ratio for each student.
    - The LLM funds will be allocated for these purchases
  - **Update on Classroom, Spanish Language, and Music Teacher Interviews**
    - Committee spent over 4 days to interview and deliberate.
    - A big thank you to the Committee members commitment and dedication
    - Recommendation for salary will be made during closed session.
  - **Weekly Schedules (Mindful Mondays):** Proposing a change of schedule in petition to include *Mindful Mondays* for purposes of professional development, grade level collaboration, for student outcome betterment
    1. T-W-R-F: 7:50am-3:00pm (regular schedule)

- 2. M: 7:50am-1:30pm (Mindful Monday Schedule)
- **Board Resolution for Change of Weekly Schedule and Instructional Minutes**
  - A resolution will be presented stating Ararat Charter School’s Governing Board has designated Mondays as a Mindful Monday. On Monday’s school will start 7:50am and will end at 1:30pm. If resolution is passed, it will be submitted to LAUSD Charter School Division.

**d. Financial Report**

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

- **Budget to Date:** Ms. Kristin Dietz reviewed the financial report that entailed the following items:
- **2020-21 Budget**
  - State Budget Update
  - Learning Loss Mitigation Components
  - Learning Loss Mitigation – Restricted Use
  - COVID Funding Cheat Sheet
  - FY20-21 Proposed Forecast Changes/Pending
  - Restricted One-Time Relief Funds
  - FY 20-21 Forecast vs. Approved Budget
  - 2020-21 State Aid Deferrals
  - Current Rocky Landscape
  - Multiyear Budgeting
  - Learning Continuity & Attendance Plan & LCAP
  - Opportunities and Uncertainties
- **Exhibits**

**V. DISCUSSION INFORMATION ITEMS/POSSIBLE ACTION**

**a. August Teacher and Staff Professional Development**

1. Teacher Professional Growth and Evaluation Procedures
2. Health, Hygiene, and Safety
3. Mandated Topics
4. Special Education
5. Bias, Diversity, and Social Justice
6. Illuminate Presentation
7. Petition Review
8. NWEA MAPS Testing (subject to approval)
9. Back to Basics – getting on the same page: Thinking Maps, ELD, Write from the Beginning, Second Step/SEL, Technology, Evaluation of Online Subscriptions, Strategy Use, and Teaching and Learning Expectations

**b. Review of Service Fee Proposals from Three Special Education Service Providers**

In the past we have been working with two Special Education Service providers. We stumbled upon a third company who is coming highly recommend. Board’s approval is requested to create a partnership agreement with the company and have better-quality service providers delivering various services to our students.

**c. ACS PTA Task Force and Instructional Options – Pandemic Recovery: The Road Ahead**

1. Policies, procedures, and protocols to keep the ACS community safe, healthy, and learning
2. Plan A: Remote Learning; Plan B: Hybrid Learning

**d. Board Retreat:** Training in governance best practices, bias, diversity, social justice, and planning ahead.

Getting the work done through a relationship-based approach.

Possible dates are: July 31, August 1, August 7, or August 8, 2020

- e. **Review of LAUSD Charter School Division Annual Performance-Based Oversight Report**  
In February we had our annual school visit from Charter School Division. The school received the report in March. With the change in principalship, it was decided that the school will share the report with the new appointed principal so a comprehensive action plan will be developed and executed. The Director of Operations and Compliance reviewed all items noted in the areas of strength and areas noted for improvement in detail. LAUSD's CSD has recommended to strengthen the school's financial policy and procedures and create an action plan accordingly.
- f. **Review of LAUSD Multilingual and Multicultural Education Recommendations**  
The Multilingual and Multicultural Education branch at the LAUSD program provided considerations. Considerations will be shared with our Spanish and Armenian Language Teachers to implement the considerations and help impact student achievement with language and student culture.
- g. **Review of Fiscal Action Plan Requested by LAUSD CSD**  
The Director of Operations resented a revised Fiscal Policy for the Board's review. Changes have been made to the Fiscal Policy based on the Annual Over-Sight Review. The Fiscal Policy has been reviewed by the back office to ensure segregation of duty and compliance with law. changes were reviewed and shared. The DOC also share the Action Plan that has been created and will be sent to CSD Fiscal Service Manager once the Governing Board approves.
- h. **Upcoming District Validation Review for SPED Services**  
We have an upcoming special education audit from the Charter Operating Program between October 2020 and March 2021. They will review documents, interview parents, review IEPs, look at timelines and Willigent to see if we are meeting with all compliance items for special education.
- i. **Update from Board Diversity Committee**  
Since the committee meeting was postponed, this will be discussed at a later board meeting.

**VI. 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**

**VII. PUBLIC SESSION – REPORT OUT OF CLOSED SESSION**

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

The Board reviewed employees' compensations.

**VIII. ACTION ITEMS**

- a. **Approval is Requested for 2020-2021 Con. App.**

**Recommend approval**

Motion by: Mr. Kirkland  
Seconded by: Dr. Velarde  
Vote: Approved Unanimously

**b. Approval is Requested for Hiring of Title I/SPED Coordinator as of August 1, 2020**

**Recommend approval**

Motion by: Dr. Velarde  
Seconded by: Ms. Shamieh  
Vote: Approved Unanimously

**c. Approval is Requested for Hiring of Classroom Teachers**

**Recommend approval**

Motion by: Dr. Karayan  
Seconded by: Dr. Velarde  
Vote: Approved Unanimously

**d. Approval is Requested for Hiring Music Instructor**

**Recommend approval**

Motion by: Ms. Shamieh  
Seconded by: Mr. Kirkland  
Vote: Approved Unanimously

**e. Approval is Requested for Revisions to Staff Relations Policy**

**Recommend approval**

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

**f. Approval is Requested for Revisions to Certificate Evaluation Policy**

**Recommend approval**

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

**g. Approval is Requested for Selection of SPED Service Provider - After an RFP process the board voted on Cross Country Education to provide contracted services to ACS.**

**Recommend approval**

Motion by: Ms. Shamieh  
Seconded by: Dr. Velarde  
Vote: Approved Unanimously

**h. Approval is Requested for Accepting Board Member J. Henderson's Resignation**

**Recommend approval**

Motion by: Mr. Kirkland  
Seconded by: Ms. Shamieh  
Vote: Approved Unanimously



- i. Approval is Requested for Review of LAUSD CSD Annual Performance-Based Oversight Report**
- Recommend approval**  
Motion by: Dr. Velarde  
Seconded by: Dr. Karayan  
Vote: Approved Unanimously
- j. Approval is Requested for Amendments to School’s Accounting Manual (Fiscal Policy)**
- Recommend approval**  
Motion by: Mr. Kirkland  
Seconded by: Ms. Shamieh  
Vote: Approved Unanimously
- k. Approval is Requested for Fiscal Action Plan Requested by CSD**
- Recommend approval**  
Motion by: Dr. Velarde  
Seconded by: Ms. Shamieh  
Vote: Approved Unanimously
- l. Approval is Requested for Revised 2020-2021 Annual Calendar**
- Recommend approval**  
Motion by: Dr. Karayan  
Seconded by: Mr. Kirkland  
Vote: Approved Unanimously
- m. Approval is Requested for Revised Instruction Minutes and Weekly Schedule**
- Recommend approval**  
Motion by: Dr. Velarde  
Seconded by: Dr. Karayan  
Vote: Approved Unanimously
- n. Approval is Requested for the Board Resolution for Changing the School’s Schedule to include Mindful Mondays**
- Recommend approval**  
Motion by: Ms. Shamieh  
Seconded by: Dr. Karayan  
Vote: Approved Unanimously
- o. Approval is Requested to Purchase NWEA MAP Testing for the amount not to exceed \$6,000**
- Recommend approval**  
Motion by: Dr. Velarde  
Seconded by: Ms. Shamieh  
Vote: Approved Unanimously
- p. Approval is Requested for Purchasing Additional Laptops and its accessories not to exceed 80,000.00**

**Recommend approval**

Motion by: Ms. Shamieh

Seconded by: Dr. Karayan

Vote: Approved Unanimously

- q. **Approval is Requested for Purchasing Additional iPads and its accessories not to exceed \$35,000.00**

**Recommend approval**

Motion by: Mr. Kirkland

Seconded by: Dr. Velarde

Vote: Approved Unanimously

**IX. FUTURE AGENDA ITEMS**

*The Board will consider items for future Board Meeting Agendas*

- a. Update from Board Diversity Committee
- b. Learning and attendance plan
- c. Additional quotes for iPads/Computers

**X. NEXT BOARD MEETING DATE**

August 20, 2020, 6:30PM

**XI. ADJOURNMENT**

The meeting was adjourned was at 10:11PM