



# MINUTES



## GOVERNING BOARD MEETING ARARAT CHARTER SCHOOL

**August 20, 2020**

**7:00 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: Aug 20, 2020 07:00 PM Pacific Time (US and Canada)

**Join Zoom Meeting**  
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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 7:05PM

**b. Roll Call**

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

**II. APPROVAL OF MINUTES OF BOARD MEETING OF JULY 23, 2020**

**Recommend approval**

Motion by: Ms. Shamieh

Seconded by: Dr. Karayan

Vote: Approved Unanimously

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

**Recommend approval**

Motion by: Mr. Kirkland

Seconded by: Dr. Velarde

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 (Attachments)**

*This is a presentation of information that has occurred since the previous Board meeting.*

- **August Teacher Professional Development** – sharing successes

We had a very successful start with strong professional development in place. Coordinated by our English Learner Coordinator, Ms. Samantha Parisen --- teachers went to specific off site virtual trainings and brought back their knowledge as Trainer of Trainers and delivered quality and engaging sessions to staff. What is noteworthy is that all hands were on deck, everyone stepped up to the plate, and contributed their fair share to support one another – this includes the operations and technology staff, who set up the technology accounts and were there to support teachers, parents, and staff, as needed. We have a strong and dedicated team.

- **Start of the virtual school year** – August 17, 2020
  1. Kindergarten Orientation

Kindergarten teachers presented to all incoming parents of kindergarten students and provided a forum for parents to meet their child's teachers to lower that affective filter. They shared their classroom expectations, encouraged ongoing communication, and provided information on curriculum. Dr. Tatioosian presented the virtual schedule and parents had a brief question/answer session regarding that schedule.

## 2. Parent Technology Workshops

### a. Process that parents will follow if they have technology concerns

Led by Ms. Franssuas Erazo, a select team presented a technology workshop (August 14 and August 19) for all parents. For some the introductory workshop was a refresher, but for others it was brand new. Understanding this, the *Parent Training Technology team* further supported parents by creating step-by-step procedural guides for Zoom and Google Classroom --- these documents have been translated in Spanish and Armenian and are housed on our website for reference. We encourage parents to follow the directions outlined in the manual to gain access to these platforms. For parents and families who need more support, after this week, and based the uploading of practice assignments, small group and one-on-one technology trainings may be scheduled.

## 3. Virtual Faculty Meetings

Our first virtual faculty meeting was held on Friday August 14, 2020. They are scheduled every Friday from 3:15 to 4:00pm. This week, because it was the first week, we did have additional meetings on August 17 and August 18—these meetings were really check-ins to see how office staff can better support our teachers and parents. Staff were responsive, because the team wanted to make sure that they had what they needed to engage in Virtual instruction. I would like to report that teachers showed a lot of courage and compassion through their positivity in supporting their colleagues.

## 4. Coffee with the Principal

Our first Cappuccino with the Principal (CWP) is scheduled for August 26, 2020 at 4:00pm. This is my opportunity to get to know parents a bit better. The purpose of CWP is to have an open forum where ideas can be shared –so there is no agenda for CWP, the parents create the agenda. For those who attend, the request is for everyone to be on camera with their accurate names so I can get to know our parents. The purpose of CWP is to create strong home/school connection.

## 5. Formation of English Learner Advisory Committee and School Site Council

We also have our nominations in for School Leadership Council (SLC) and English Learner Advisory Committee (ELAC). These meetings will be held quarterly and first one is coming up on September 2, 2020 at 3:00 and 3:30pm, respectively. We will engage in elections at that time.

- **Current Grade Level Vacancies** – secured substitutes

The pool of teachers seeking positions is low. Despite this, we do have interviews scheduled on Friday, August 21, 2020 at 4:00pm. We have secured substitutes for those grade levels with vacancies (3<sup>rd</sup> and Spanish Language).

- **Special Education Program** – Surveyed teachers to gauge support needed; update on service providers; creation of recipe cards; amendment IEPs to proportionately equate to the distance learning program

Our Title 1 and Special Education Coordinator, Ms. Danielle Sinha, sent out a survey to teachers to gauge their needs with respect to special education, trainings, and collaboration. Her team also created recipe cards, which document the salient points from each child's IEP—this is a practice that I have seen other charter schools engage in and I wanted our school to adopt this practice. An IEP document can be 50 pages in length but our recipe cards are only 1-3 pages and capture the critical pieces of information that the general education classroom teacher must be aware of –

present levels of performance, goals, etc. We have also secured service providers, in working with Cross Country Education, they are being very responsive to our needs. Finally, amendment IEPs have been scheduled for the majority of our students with special needs specifically to proportionately amend services based on our virtual schedule. The PWN – prior written notice letters have been crafted and are ready to be sent out.

- **Senate Bill 98** – review requirements of this bill. Among the requirements stipulated in this bill is the need for us to report data on distance learning including verifying daily student participation and attendance and tracking assignment completion  
The Learning Continuity and Attendance plan is borne out of SB98 which delineates the instructional minutes requirements (180 minutes in K; 230 minutes in 1-3; 240 minutes in 3-12) among other things. We are providing more instructional minutes than the Senate Bill mandate. We are providing 210 live instructional minutes in K-5 and 80 non-live instructional minutes for a total of 290 minutes.

Senate Bill 98 also establishes other requirements:

1. Content to be aligned to the grade level standards
2. Supports to address the needs of pupils
3. Special Education services
4. Designated and Integrated English language development
5. Communicates that Compulsory Education requirements still hold
6. Communicate that Physical Education requirements have been waived
7. Defines participation as: online activities, completion of assignments, completion of assessments, contacts between employees of the school and students/parents/guardians

Regular communication between school and parents regarding student progress

Written procedures for tiered intervention – what we will do when a student is chronically absent (defined as: missed 60% of the instructional days per school week, which is, 3/5 days)

We have set a system in place to address Day 1, 2, and 3 absences. By day 3 a student is considered chronically absent for the week.

#### 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 Federal and State Reporting**  
CALPAS EOY 3 & 4 were due at the end of July. All reports have been submitted and certified.
- **Update on Annual Financial Audit with Wilkinson**  
Our Fiscal Financial Audit with Wilkson is scheduled for the end of August virtually. Ararat Charter School has requested for the Wilkinson Audit report to be ready by December although their date has been extended to March of 2021.
- **Update on additional Technology Purchases**  
We have placed an order with Apple Inc. for iPads for virtual learning. Per Apple Inc. representative, shipment time frame 2-3 weeks.
- **Update on Student Instructional Material and Computing Device Pickup**  
Supply distribution for 340 students happened on Friday, August 14, 2020.

#### 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:
- **Unaudited Actuals**
  - Actual Net Income for the Year was \$285,173
  - The year ended -\$36k below budget due to -3 ADA and increased SPED costs, offset by savings in salaries and books/supplies.

- Ararat ended FY20 with a cash balance of \$3.5M, 148 Days Cash on Hand after reducing for Building Fund; can weather upcoming deferrals.
- Building fund designation still leaves \$1.1M cash available for operations
- **2020-21 Budget Update**
  - Forecast includes revenue rate changes per adopted State Budget – still many unknowns

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

- a. **Governing Board Professional Development:** Training in governance best practices, bias, diversity, social justice, technology, and planning ahead. Getting the work done through a relationship-based approach. August 15, 2020.
- b. **Preview of the Draft Learning Continuity and Attendance Plan**
  - 1. Timelines for Community Involvement, Feedback, and Adoption
  - 2. Town Hall Meetings

This document will be shared on agenda as a link during the Public Hearing meeting which we would like to schedule on September 17, 2020. We are hoping to postpone the governing board meeting to September 24, 2020. We will discuss this when we get to the appropriate section below (next board meeting date).

- c. **Preview of the Draft Pandemic Recovery: The Road Ahead Manual**  
The Pandemic Recovery Manual was put together by ACS Task Force Committee members and Staff Members.
- d. **Recommendation to adopt a statement on the ACS Governing Board’s stance on Bias, Diversity, and Social Justice**  
The statement encapsulates the school’s mission and vision. The goal is to be in tune with Bias, value Diversity and have our voice heard through Social Justice.

The board engaged in a Bias, Diversity, and Social Justice training recently. Teachers will participate in this type of training – from Student Empowerment – three times this year. Once in the fall, in the winter, and spring. Additionally, we will have a workshop for parents as well. With all that has transpired in the world, we believe that social justice issues are critical, and we would like to bring them into the fold of the teaching and learning at Ararat. We are recommending a statement that can be modified, as needed, for the ACS governing board to consider adopting.

**Recommend approval**

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

**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*

**VIII. ACTION ITEMS**

**a. Approval is Requested 2019-2020 Unaudited Actuals**

**Recommend approval**

Motion by: Mr. Kirkland

Seconded by: Dr. Karayan

Vote: Approved Unanimously

**b. Approval is Requested for Two Provisional Internship Permit through LACOE**

**Recommend approval**

Motion by: Ms. Shamieh

Seconded by: Dr. Velarde

Vote: Approved Unanimously

**IX. FUTURE AGENDA ITEMS**

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

**X. NEXT BOARD MEETING DATE**

September 17, 2020, 6:30PM – Governing Board Public Hearing

September 24, 2020, 6:30PM

**XI. ADJOURNMENT**

The meeting was adjourned was at 8:53pm.