



# MINUTES



## GOVERNING BOARD MEETING ARARAT CHARTER SCHOOL

**November 19, 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 is inviting you to a scheduled Zoom meeting.

Topic: Ararat Charter School Governing Board Meeting

Time: Nov 19, 2020 06:30 PM Pacific Time (US and Canada)

**Join Zoom Meeting**

<https://zoom.us/j/94816675075>

**Meeting ID: 948 1667 5075**

One tap mobile

+16699009128,,94816675075# US (San Jose)

+13462487799,,94816675075# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

Meeting ID: 948 1667 5075

Find your local number: <https://zoom.us/u/ac4yF1Y217>

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 6:34pm.

**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 OCTOBER 20, 2020**

**Recommend approval**

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

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

**Recommend approval**

Motion by: Mr. Kirkland  
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**

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

**1. Update on NWEA MAP Assessments**

Students in grades 1-5 have been assessed using this diagnostic tool. The next step is training teachers on how to read the baseline results and training for this is scheduled in December.

**2. Formation of Key Assessments Committee**

We have formed a Key Assessments Committee with one teacher per grade level. The objective is to identify key internal assessments that will be the basis to identify whether students are meeting the grade level standards. Assessments will cover fluency, reading comprehension, language, writing, and math. These assessments will be reviewed and analyzed, after each administration, to gauge student progress. These assessments will determine next steps for instructional purposes related to differentiation, instructional groupings, and intervention programs.

3. **Update on ELPAC and Reclassification**  
Twenty-two 5<sup>th</sup> grade students have taken the Summative ELPAC. Based on results, reclassification will take place for credit in the 2019-2020 school year. Only 6 students were reclassified in 2019-20, if we can improve upon those numbers, our reclassification percentage will increase.
4. **Update on Special Education**  
One-on-one assessments for SpEd have been completed. Thanks to the efforts of the SpEd team, ACS has met its obligations in providing appropriate testing to our most needy populations. Seven students are receiving packets each week. School personnel are trying hard to keep students engaged and learning.
5. **Update on the Single/School Plan for Student Achievement (SPSA)**  
SPSA was reviewed with the School Leadership Council. It was shared for your review and needs approval by the Board in December.
6. **Update on Responsive Intervention for Students' Education (RISE)**  
Intervention commenced on November 19 for 6 weeks. All students who received Progress Reports were invited to attend. The focus is reading comprehension, fluency, and writing.
7. **Upcoming Parent/Teacher Conferences**
8. **Collaboration with The Genocide Education Project**  
ACS is exploring to partner with the GEP to teach students about the Armenian Genocide and other genocides, along with teaching students advocacy skills.
9. **Creation of Instructional Technology Department**  
We are exploring the possibility of having an IT department considering the amount of instructional technology that we now have. Job description and other details will be forthcoming for the board's consideration.
10. **Rosetta Stone – Spanish Language Instruction**  
We are exploring Spanish language programs (such as the Rosetta Stone) to teach Spanish language to ACS students. More information will be forthcoming in the coming months.

c. **Director of Operation's Report**

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

1. **Update on Virtual Learning Student Accommodations**
  - Maintenance is scheduled for iPads during Winter Break
  - 80+ iPads and laptops will be swapped and replaced with updated device in early December
  - Additional instructional materials will be distributed on December 9 and 10<sup>th</sup>.
2. **Update on Attendance**

| Grade                 | Attendance Percentage                      | Attendance Percentage                      | Attendance Percentage                      | Attendance Percentage                      |
|-----------------------|--|--|--|--|
|                       | Month 1<br><i>08/17/2020 to 09/11/2020</i> | Month 2<br><i>09/14/2020 to 10/09/2020</i> | Month 3<br><i>10/12/2020 to 11/06/2020</i> | Week 11<br><i>11/09/2020 to 11/13/2020</i> |
| <b>K</b>              | 97.16%                                     | 96.70%                                     | 96.63%                                     | 97.00%                                     |
| <b>1<sup>st</sup></b> | 95.56%                                     | 96.30%                                     | 95.37%                                     | 94.50%                                     |
| <b>2<sup>nd</sup></b> | 98.37%                                     | 97.14%                                     | 96.52%                                     | 96.88%                                     |
| <b>3<sup>rd</sup></b> | 95.98%                                     | 95.93%                                     | 97.53%                                     | 96.91%                                     |

|                   |        |        |        |        |
|-------------------|--------|--------|--------|--------|
| 4 <sup>th</sup>   | 98.39% | 97.74% | 98.31% | 97.64% |
| 5 <sup>th</sup>   | 93.12% | 95.70% | 95.47% | 91.00% |
| K-5 <sup>th</sup> | 96.41% | 96.54% | 96.73% | 95.81% |

### 3. Update on Enrollment

#### 2020-2021 Enrollment Update

| <i>Grade</i> | <i>Sections</i> | <i>8/17/2020 Enrollment</i> | <i>11/17/2020 Enrollment</i> | <i>Available Seats</i> | <i>Waitlist Count</i> |
|--------------|-----------------|-----------------------------|------------------------------|------------------------|-----------------------|
| Kinder       | 2               | 46                          | 50                           | 0                      | 149                   |
| 1st          | 2               | 50                          | 50                           | 0                      | 57                    |
| 2nd          | 2               | 54                          | 56                           | 0                      | 27                    |
| 3rd          | 3               | 79                          | 81                           | 0                      | 10                    |
| 4th          | 2               | 51                          | 53                           | 0                      | 0                     |
| 5th          | 2               | 51                          | 50                           | 0                      | 0                     |
| <b>TOTAL</b> |                 | <b>331</b>                  | <b>340</b>                   | <b>0</b>               | <b>245</b>            |

### 4. Update on Prop 39

- On-line application submitted 10/30/2020
- A list of 630 students has been submitted
- 288 students from K-4 have completed the Intent to Re-Enroll forms
  - All 288 students listed are in-district students
- A partial list of 11 in-district exempt students to be enrolled for 2021-2022 school year
- There are 149 meaningfully interested students on TK/K waitlist
- There are 94 meaningfully interested students on grades 1-5 waitlist
  - There are total of 10 out-of-district students on this waitlist
- There are 88 meaningfully interested students for grades TK-5
  - There are total of 2 out-of-district students on this list
- This is a partial list and the numbers will increase as it gets closer to our public lottery date.

### 5. Update on State/Federal Reporting

California Basic Educational Data System (CBEDS) submitted to the State on 10/31/2020

- Data collected in October
- LEA's Classified Staff Demographics and FTE
- Kindergarten Program Type
- Educational Calendar
- Work Visa Applications

CALPADS Fall 1 Submission

- Must be certified by December 18, 2020
- Primary Data Collected from Census Day (October 7, 2020)
- Enrollment Count
- English Language Acquisition Status
- Immigrant Counts
- Free/Reduced-Price Meal Eligibility

- Special Education

**6. Update on Charter School Division 2020-2021 Oversight**

- In light of COVID-19 outbreak, CSD is conducting remote oversight for visit through DropBox, video conferencing
- Preparation Guide has been shared with the School

**7. Update on CharterLife 2021 Renewal and Open Enrollment**

- Open enrollment window is from November 6 through December 4, 2020
- Renewal is for January 1, 2021 to December 31, 2021
- No Benefit changes to existing plans

**8. Update on Mandated State Hearing and Vision Testing**

- Grades K, 2, and 5 (156) have been scheduled to come in on December 9, 2020 unless the County’s health orders change
- School has requested two nurses to conduct the screenings simultaneously
  - Make-up date is TBD
- All COVID-19 protocols will strictly be reinforced

**9. Update on Picture Day**

- December 9, and 10 have been designated as picture day – unless County’s health orders change
  - Appointment email were sent by the company
  - All transaction will be on-line
  - Proofs will be emailed to parents directly for selection
  - Make-up date is TBD
- All COVID-19 protocols will strictly be reinforced

**d. Financial Report**

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

**1. Budget to Date** Ms. Kristin Dietz reviewed the financial report that entailed the following items:

- **FY 20-21 Forecast Change – Oct20 vs. Approved Budget**  
Forecast increased \$77k from approved budget  
The current forecast reflects a net decrease of \$7k
- **2020-21 Cash Flow**  
Ararat projected to end FY21 with a cash balance of \$3.1M, 97 Days Cash on Hand after reducing for Building Fund and estimated deferrals
- **FY 20-21 State Aid Deferrals**  
Spring State Aid to be paid much later in the year
- **Cash Balance Designations**  
Building fund designation leaves \$702k cash available for operations

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

**a. Update on Facility Purchase**

No updates

**b. Frequency of Governing Board Meetings**

Ararat Charter School’s 2021-2022 proposed Board Calendar was presented with less meeting frequencies. This item will be revisited in December for approval.

- c. **County of Los Angeles Executive Office Board of Supervisors' Panel Memo and Proposed Conflict of Interest Code**  
The Director of Operations and Compliance presented the proposed COI to the Board for approval.
- d. **Director of Operations and Compliance Evaluation Form**  
The Board reviewed and approved the Director of Operations and Compliance's evaluation form.
- e. **Update on Humanitarian Fundraising for Artsakh**  
Ararat Charter School's community has raised \$6,500 for Armenia and Artsakh humanitarian aid. School has reached out to Armenia Fund, for an opportunity to present the check on behalf of Ararat Charter School at their annual Telethon but has not yet received a response.
- f. **Policy for Education Equity: Immigration and Citizenship Status (AB 699)**  
The Board reviewed and approved the Policy for Education Equity: Immigration and Citizenship Status (AB 699).
- g. **Policy for Use of Pupils' Smart Phone and Electronic Devices at School (AB 272)**  
The Board reviewed and approved the Policy for Use of Pupils' Smart Phone and Electronic Devices at School (AB 272).
- h. **Uniform Complaint Policy (Revised)**  
The Board reviewed and approved the revised Uniform Complaint Policy.
- i. **Policy for Title IX, Sex Equity and List of Rights (SB 1375)**  
The Board reviewed and approved the Policy for Title IX, Sex Equity and List of Rights (SB 1375)
- j. **Discussion about COVID -19 Service Provider and LAUSD Superintendent Letter Regarding COVID-19 Testing**  
The Board decided to forgo LAUSD's contract and contract a different provider.

**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*

No Action taken

**VIII. ACTION ITEMS**

- a. **Approval is Requested for CharterLife 2021 Renewal**

Public Comment: No Public Comment

Roll Call for Casting the Vote

**Recommend approval**

Motion by: Mr. Kirkland

Seconded by: Dr. Velarde

Vote: Approved Unanimously

- b. **Approval is Requested for County of Los Angeles Executive Office Board of Supervisors' Panel Memo and Proposed Conflict of Interest Code**

Public Comment: No Public Comment

Roll Call for Casting the Vote

**Recommend approval**

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

**c. Approval is Requested for Director of Operations and Compliance Evaluation Form**

Public Comment: No Public Comment  
Roll Call for Casting the Vote

**Recommend approval**

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

**d. Approval is Requested for Education Equity: Immigration and Citizenship Status, Policy (AB 699)**

Public Comment: No Public Comment  
Roll Call for Casting the Vote

**Recommend approval**

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

**e. Approval is Requested for Use of Pupils' Smart Phone at School Policy (AB 272)**

Public Comment: No Public Comment  
Roll Call for Casting the Vote

**Recommend approval**

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

**f. Approval is Requested for Revised Uniform Complaint Policy**

Public Comment: No Public Comment  
Roll Call for Casting the Vote

**Recommend approval**

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

**g. Approval is Requested for Title IX Sex Equity and List of Rights (SB 1375)**

Public Comment: No Public Comment  
Roll Call for Casting the Vote



**Recommend approval**

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

**h. Approval is Requested for Purchasing 140 MacBook Pros**

Public Comment: No Public Comment  
Roll Call for Casting the Vote

**Recommend approval**

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

**i. Approval is Requested for COVID-19 Testing Service Provider Selection (LAUSD vs. CoVerify)**

Public Comment: No Public Comment  
Roll Call for Casting the Vote

**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**

December 10, 2020, 6:30pm

**XI. ADJOURNMENT**

The meeting was adjourned was at 9:58pm