



MINUTES



GOVERNING BOARD MEETING ARARAT CHARTER SCHOOL

April 20, 2023

6:30 pm

Regular Meeting Location:

*Ararat Charter School – Campus 1
6555 Sylmar Avenue
Van Nuys, CA 91401*

Teleconferencing is available at:

*Ararat Charter School – Campus 2
13400 Erwin Street
Van Nuys, CA 91401*

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. "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. Members of the public who wish to comment during the Board meeting may use the "Request to Address the Governing Board" form" available on the School's website. 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.
3. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
4. Citizens may request that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
5. The Board reserves the right to mute or remove a member of the public if comments or actions disrupts the Board meeting.
6. 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.
7. 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. 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.

I. OPEN SESSION

a. Call to Order

This meeting was called to order by Board Chairperson, Ms. Avakian at 6:35pm

b. Roll Call

Shakeh Avakian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Silva Karayan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rosemarie Shamieh	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Giuliana Velarde	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Nayri Horvat	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Karim Merzian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vache Shirvanian	<input checked="" type="checkbox"/>	<input type="checkbox"/>

II. APPROVAL OF MINUTES OF THE BOARD MEETING OF MARCH 23, 2023

Recommend approval

Motion by: Ms. Shamieh

Seconded by: Mr. Shirvanian

Vote: Approved Unanimously

III. APPROVAL OF CHECK AND CREDIT CARD REGISTERS

Recommend approval

Motion by: Mr. Shirvanian

Seconded by: Ms. Horvat

Vote: Approved Unanimously

IV. COMMUNICATIONS

a. Public Hearing/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 directions to staff following a presentation.

b. Principal's Report

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

1. Assessments

- Northwest Evaluation Association (NWEA) and the Conditional Growth Index (CGI)
The conditional growth index (CGI) is a normative growth metric. It is a standardized measure of observed student or school growth compared to the 2020 NWEA student or school growth norms. A CGI score of zero indicates a student showed the same amount of growth as the growth norms. Positive CGI scores indicate that a student's growth exceeded the growth norms, whereas negative CGI scores indicate that a student's growth was less than the growth norms.
- California Assessment of Student Performance and Progress (CAASPP) administration will commence week of April 17, 2023

2. English Learner Instruction

- No Update

3. Special Education

- No Update

4. General Education

- Gifted and Talented Education (GATE)
 - Student selection process for GATE will be reviewed
 - Assessment process for GATE identification will be discussed
- After-School Responsive Acceleration for Students' Education (RAISE)
 - Share the schedule, enrollment, and skills that will be reinforced in the RAISE after-school program
- Special Events:
 - Author's Visit - Grades TK – 1
 - Career Day
 - Student Assembly
 - Justice, Equity, Diversity, and Inclusion (JEDI) Teacher and Parent Meeting - Trauma Informed Practices
 - As part of the Program Development Grant (PDG), the Los Angeles County Office of Education (LACOE) will visit to review the School's Positive Behavior Intervention and Support (PBIS) program implementation on Friday, April 21, 2023.

5. School Fiscal Plans

- LCAP
 - The LCAP plan is reviewed routinely during every SLC and ELAC meeting.
 - A draft of the LCAP will be presented the board on Thursday, June 1, 2023.
- ESSER III
 - The ESSER plan is reviewed routinely. Please refer to the Financial Report.
- Extended Learning Opportunity Program (ELOP)
- Universal Pre-Kindergarten (UPK)
 - The school's leadership continues to attend UPK informational meetings to support the UPK program

c. **DIRECTOR OF OPERATION'S REPORT**

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

1. **Enrollment**

- Latest student enrollment report by grade level

CURRENT ENROLLMENT

<i>Grade</i>	<i># of Sections</i>	<i>Projected Cohort</i>	<i>Current Cohort</i>
<i>TK</i>	<i>1</i>	<i>12</i>	<i>12</i>
<i>K</i>	<i>3</i>	<i>52</i>	<i>53</i>
<i>1st</i>	<i>2</i>	<i>52</i>	<i>55</i>
<i>2nd</i>	<i>2</i>	<i>52</i>	<i>51</i>
<i>3rd</i>	<i>2</i>	<i>52</i>	<i>54</i>
<i>4th</i>	<i>2</i>	<i>52</i>	<i>51</i>
<i>5th</i>	<i>2</i>	<i>68</i>	<i>63</i>
<i>Total</i>	<i>14</i>	<i>340</i>	<i>339</i>

As of Tuesday, March 21, 2023

2. **Attendance**

- Aggregated Average Daily Attendance Report

	Attendance Percentage	Attendance Percentage	Attendance Percentage	Attendance Percentage	Attendance Percentage	Attendance Percentage	Attendance Percentage	Attendance Percentage
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
Grade	08/15/2022 to 09/09/2022	09/12/2022 to 10/07/2022	10/10/2022 to 11/04/2022	11/07/2022 to 12/02/2022	12/05/2022 to 01/13/2023	1/16/2023 to 02/10/2023	02/13/2023 to 03/10/2023	03/13/2023 to 04/07/2023
K	89.18%	89.33%	92.79%	83.25%	86.67%	94.66%	90.04%	88.59%
1st	93.28%	92.66%	92.98%	89.85%	90.18%	95.69%	91.10%	92.42%
2nd	94.83%	95.01%	94.77%	89.13%	86.80%	96.18%	91.02%	87.75%
3rd	94.02%	91.18%	93.38%	84.52%	93.65%	96.77%	90.89%	90.46%
4th	91.04%	94.04%	96.20%	90.88%	93.53%	96.70%	93.70%	92.16%
5th	91.44%	93.73%	96.53%	88.10%	93.51%	96.91%	93.82%	93.25%
K-5th	92.11%	92.53%	94.41%	87.45%	90.65%	96.12%	91.75%	90.79%

- The Principal Apportionment includes funding for the Local Control Funding Formula, which is the primary source of an LEA's general funding; Special Education (AB 602); Expanded Learning Opportunities Program (ELOP); and funding for several other programs. The Principal Apportionment is a series of distribution calculations that adjust the flow of state funds throughout the fiscal year as information becomes known.
- The P2 Average Daily Attendance (ADA) for 2022-2023 is as follows:
 Number of Classroom Days = 42719 (sum of all school days by individual students)
 In-Classroom ADA = 305.14
 ADA Percentage = 91.97%

3. **Prop 39 Related Information**

- Receipt of the Prop 39 Operations Packet
 - An Operations Packet for the 2023-24 school year has been sent to School. It contains important information regarding furniture and technology request, after-hours facility usage, and summer occupancy request, and emergency contact forms, and is required forms related to Charter School's occupancy of Proposition 39 space in the 2023-2024 school year. The applicable completed forms will be submitted to Prop 39 via email by May 2, 2023.

4. **State and Local Mandated Reports**

- No update on any mandated reports submitted to the Authorizer, County, State, or Federal entities

5. **Update on Legislation**

- AB802
 This bill would require each school district, county office of education, and charter school to provide written notice to a pupil's parent or guardian of their right to examine the curriculum materials of the class or classes in which their child is enrolled. By imposing additional duties on local educational agencies, the bill would impose a state-mandated local program. The bill would authorize each of those local educational agencies to post information on that right to their internet website if they maintain an internet website.
- AB1113
 This bill would require the California Department of Education (CDE), by July 1, 2024, as part of the California Longitudinal Pupil Achievement Data System (CALPADS), to collect pupil data for each pupil enrolled in an Expanded Learning Opportunity Program (ELOP) operated by a local educational agency.
- AB1604
 This bill proposes new restrictions on the Charter School Facilities Grant Program (CSFGP), which provides partial reimbursement for rent and lease costs for charter schools serving low-income students. The proposed restrictions could harm both low-income students and charter schools.
 - Unrestricted authority to block the sale or lease of a charter school building.

- An absolute admissions preference for students who reside in the attendance area of a district-run elementary school.
- Redundant regulations that could harm charter schools' ability to acquire financing and limit their access to funding.

- SB379

A pupil, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, shall, no later than May 31 of the school year, present proof of having received an oral health assessment by a licensed dentist that was performed no earlier than 12 months prior to the date of the initial enrollment of the pupil. This bill is in effect immediately and requires public schools to perform additional duties. This bill would also impose a state-mandated local program.

d. FINANCIAL REPORT

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

1. Budget to Date Ms. Jean Yang reviewed the financial report that entailed the following items:

- FY23 March Financials
 - Net income 169K, a decrease of 29K from previous forecast due to SPED rate decrease
 - Forecasted year-end cash flow 4.9M. 132 days cash on hand
 - Current ADA 304.8 compared to forecast of 307.4

V. DISCUSSION, INFORMATION, AND POSSIBLE ACTION ITEMS

After the presentations, the Board will consider which items will be removed from the list of "consent" items which will be adopted with a single vote without discussion. This is followed by the Board discussing and voting on the items removed from the list by the Board or where individuals have signed up to address the Board on the item.

a. Update on Facility Purchase and Facilities Committee

No update

b. Update on the UPK Program

ACS leadership continues to attend UPK learning and sharing sessions provided by the CDE.

c. Update from the Finance Committee Meeting

The Finance Committee shared they reviewed the 2023-2024 General Budget in detail and will be ready for approval at June's meeting.

d. Update on APEX Program

The following updated items were presented to the board:

- APEX Organizational Chart
- ELOP Weekday Schedule
- ELOP Weekend Schedule
- ELOP Intersession Schedule
- ELOP Summer Schedule
- Enrichment Class Details

e. Charter School Development Center (CSDC) Annual Membership

CSDC offers a comprehensive catalogue of trainings for charter school principals, chief business officers, governing board members, and charter developers. These trainings, combined with their annual statewide leadership conference, provide charter school leaders with invaluable opportunities for professional development, while helping them ensure continual improvement of their schools. Annual membership is based on enrollment, at a rate of \$3 per students total of \$1020.

f. Monthly Staff Appreciation Ideas

We will schedule monthly staff events during the school day and/or after-school to show our appreciation to our teachers and staff.

g. Allocation of a Fixed Sum Provided to Teachers for Purchase of Classroom Supplies

The Governing Board approved for the school to obtain credit line/debit card for teachers and key staff members outside of the classrooms.

h. Submit a Material Revision with a Community Impact Assessment (CIA) to Add a Free and Reduced Lunch Program Preference in the Annual Public Lottery for Student Enrollment

Request that Ararat add an FRLP preference to its lottery.

- Letter to the Director of the CSD, on school letterhead, that clearly identifies the requested material revision(s).
 - The letter shall include relevant background information, including the charter school's reason for seeking the material revision(s).
- Resolution, approved by the school's Governing Board duly signed by its Board Secretary.
- A Community Impact Assessment (CIA) is required when a charter school seeks:
 - Expansion to one or more additional sites.
 - Change in location/address outside the community.
 - Expansion of additional grade levels served.Therefore, this request would not require a CIA.

i. Revised Salary Schedule Placement Criteria

Recommendation: To increase previous experience acceptance from 7 to 10 years, and to accept experience as credentialed teacher in any school within the last 12 years.

j. Revised Pupil Retention and Acceleration Policy

- The Retention Committee may consider the below, non-exhaustive list of factors when determining whether it is appropriate for a specific student to be retained.
 - Academic Progress
 - Has the child mastered the grade level expectations?
 - What does the summary of test score data indicate?
 - What is the teacher's observation of the child's classroom performance?
 - What does achievement on daily work in basic skills areas indicate?
 - Does the student have an IEP?
- Social/Emotional Development
 - What is the child's attitude toward school?
 - Describe peer and adult relationships.
 - Describe child's behavior in a school setting.
 - Describe attention span and task commitment.
 - Does the child appear to be confident in school?

- Attendance
 - Are there gaps in learning due to illness/excessive absences?
 - Was there a change of school or other factors that created learning problems?
- Alternative Placements/Interventions
 - Has there been a previous alternative grade placement (transition room or grade level retentions)?
 - What other interventions have been attempted?
- Specific Grade Level Criteria for Retention
 - Student performance on the NWEA MAP assessments show low growth and low achievement (from 1-20 percent) in all content areas assessed.
 - Student does not meet Common Core State Standards.
 - Report Card scores are “1” in ELA and Math.
- Acceleration
 - Acceleration will not be considered for students in transitional kindergarten through second grade.
 - A student may be recommended to skip a grade in school across all subjects.
 - The request for acceleration may come from the parent or a member of the instructional team.
 - A child could be promoted if all these conditions exist:
 - a. The student has shown evidence of advanced mental age, high intelligence and outstanding academic ability and performance.
 - b. The student’s standardized achievement test scores support an acceleration.
 - c. The student demonstrates social and emotional maturity commensurate with the maturity level of students in the grade placement for which the student is being considered.
 - d. Acceleration to the next grade level may be considered when acceleration has been demonstrated in all subject areas.
 - Recommendation for acceleration must be supported by both the instructional team and the parents.
- Specific Grade Level Criteria for Acceleration
 - Student performance on the NWEA MAP assessments show high growth and high achievement (from 81-100 percent) in content areas assessed for three consecutive years, kindergarten through second grade.
 - Student exceeds all Common Core State Standards.
 - Report Card scores are all “4” in all content areas.

k. Purchase of Classroom Display/Interactive Boards

A committee composed of teachers and leadership team members were led by the Technology Facilitator to review the available options and make the best possible recommendation based on the instructional needs. Recommendation: To purchase 17 interactive boards with stands to be used in classroom by all students, including the APEX program. Various vendors provided the enclosed quotes. This project will resume as soon as approval is attained.

l. Board Member Retirement

The board asked the school to plan and organize an appreciation event to take place at the next 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 the Closed Session if any

The closed session ended at 10:34 pm. The Board reported the following: Promotion of current ELA coordinator to Assistant Principal effective July 1, 2023.

Forming ADHOC Board Committee to review the ELOP/APEX Job descriptions and salaries. The committee members will be: Ms. Horvat, Mr. Merzian, Mr. Shirvanian, Dr. Tattiosian and Ms. Gharibi.

VIII. ACTION ITEMS/CONSENT AGENDA ITEMS

After the presentations, the Board considered which items to be removed from the list of "consent" items that will be adopted with a single vote without discussion. This is followed by the Board discussing and voting on the items removed from the list by the Board or where individuals have signed up to address the Board on the item.

- a. **Approval is Requested for Contracting Building Equity, Aspiration, and Resilience (BEAR) to Provide Enrichment Classes for APEX Program for a Total of \$22,500.**
- b. **Approval is Requested for the Revised Salary Schedule Placement Criteria Retroactive to the 2022-2023 School Year**
This action item was approved to commence beginning 2023-2024 school year.
- c. **Approval is Requested for Pupil Retention and Acceleration Policy**
- d. **Approval is Requested for Purchasing the Interactive Smart Boards not to exceed \$80,000**
This action item was approved with the following modifications. Increased the budget to \$90,000
- e. **Approval is Requested for Accepting the Resignation of Board member, Dr. Karayan**

Recommend approval

Motion by: Mr. Merzian

Seconded by: Ms. Shamieh

Vote: Approved Unanimously

IX. FUTURE AGENDA ITEMS

The Board will discuss items for future Board meeting agendas

- *Board Committee List Revision*
- *Recommendation for changing Financial Institutes*
- *Review ELOP Budget*
- *Review General Budget*
- *Finance Committee Report*

X. NEXT BOARD MEETING DATE

June 1, 2023, at 6:30 pm

XI. ADJOURNMENT

The meeting was adjourned was 11:01 pm.

APPROVED