



MINUTES



GOVERNING BOARD MEETING ARARAT CHARTER SCHOOL

August 17, 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 agendized 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 6:41 p.m.

b. Roll Call

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

II. APPROVAL OF MINUTES OF THE BOARD MEETING(S)

- a. Minutes of June 1, 2023
- b. Minutes of June 15, 2023
- c. Revised Minutes of April 20, 2023

Recommend approval

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

III. APPROVAL OF CHECK AND CREDIT CARD REGISTERS

No check and credit card registers to approve.

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.

Ms. Armine Avetisyan, a current parent, requested to have her twins in the same classroom. She believes having them in the same classroom will help their emotional well-being.

b. Principal's Report

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

1. Assessments

- No Update

2. English Learner Instruction

- No Update

3. Special Education

- No Update

4. General Education

- August Teacher and Staff Professional Development Sessions Offered
 - Kindergarten pre-assessments for the purpose of class organization
 - New Teacher Orientation
 - Inspire Science Training
 - KAGAN Strategies
 - Special Education - the Nuts and Bolts of SPED
 - Interactive Board Training
 - Positive Behavior Intervention and Supports
 - Evaluations
 - NWEA MAP Internal Assessment
 - Board Survey Results
 - CPR and EpiPen Training
 - Social and Emotional Learning
 - Mandated Topics and Health and Safety Training
- Update on August 14, 2023, Start of the School Year
 - Teachers were well prepared to welcome students and families on the first day of school.
- The Creation of World Language Workbooks – Spanish and Armenian
 - The World Language Committees (Spanish and Armenian) have started creating student workbooks to support language teaching and learning.
- Honoring the School’s Visionary and Founder - Mr. Gabriel Injejikian
 - We would like to honor Ararat Charter’s visionary, Mr. Gabriel Injejikian, and celebrate his legacy by having a memento at the school site created by a sculptor/artist and donated to Mr. Injejikian’s eldest son. If our plans come to fruition, this item will be housed at our ACS 1 office preceded by a celebratory event where his family and many other founding community members will be invited.

5. School Fiscal Plans

- LCAP
 - The LCAP plan is reviewed routinely during every SLC and ELAC meeting.
- 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
 - See the 2023-2024 Enrollment table below.
- Update on Student Demographics
 - See the 2023-2024 Enrollment table below.

2023-2024 ENROLLMENT

Grade	# of Sections	Projected Cohort	Current Cohort	PHBAO Count	PHBAO New Enrollment
TK	1	10	10	2	2
K	3	52	51	5	0
1st	2	56	55	6	0
2nd	2	56	52	4	0
3rd	2	56	54	5	0
4th	2	56	55	7	0
5th	2	54	52	5	0
Total	14	340	329	34 (10%)	2

2. Attendance

- No Report Available

3. Prop 39 Related Information

The school received an amended 2023-2024 Facility Use Agreement for our co-location. Based on the identified shared space usage by the school, the annual pro-rata share has decreased. The District will issue a credit for the difference.

4. APEX Summer Camp

- Enrollment Numbers

Group	Grade(s)	Number of Adults	# of Student Enrolled	Daily Average Attendance
1	1 st	2	26	24
2	2 nd	1	21	19
3	3 rd	1	18	16
4	4 th	1	19	17
5	5 th	1	15	13
Total			99	89 (89%)

- Program Overview
See the attached schedules.

5. 2023-2024 APEX Program

- Enrollment Numbers
See the table below.
- Staffing and Groups
There are 4 vacancies based on the current enrollment. Positions have been flagged as part-time, hourly positions. The positions will be covered by substitutes until filled. See the table below.

<i>Grade</i>	<i>Adult to Student Ratio</i>	<i># of Applications</i>	<i># of Students Waitlisted</i>	<i># of Students Accepted</i>	<i># of Groups</i>	<i># of Instructional Aides Needed</i>	<i># of Classrooms Needed</i>
TK/K	1/10	53	13	40	4	4	4
1st	1/20	37	0	37	2	2	2
2nd	1/20	29	9	20	1	1	1
3rd	1/20	26	6	20	1	1	1
4th	1/20	26	6	20	1	1	1
5th	1/20	25	5	20	1	1	1
Total		196	39	157	10	10*	10

- External Service Providers
 - Parker-Anderson Enrichment begins on August 21, 2023
 - Robotics classes begin the week of August 21, 2023
 - APEX will continue offering:
 - Culinary Arts
 - STEAM Projects
 - Book Club (New)
 - Reader’s Theater (New)

6. State and Local Mandated Reports

- No Update

7. Update on Legislation

- No Update

d. FINANCIAL REPORT

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

- 1. No Update**

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 Acquisition

No update.

b. Divesting School Funds from the Current Bank Accounts to other Financial Institutions

The board co-treasurer will provide names of financial institutes we can further pursue divesting the school funds.

c. End-of-Year Parent, Faculty, and Staff Surveys

The end-of-year survey was shared with board members.

d. 2023-2024 Personnel Handbook.

The following additions were recommended by the board:

- Include an Arbitration Agreement
- Include a Sexual Harassment Agreement

e. 2023-2024 Parent-Student Handbook

The 2023-2024 Parent-Student Handbook was reviewed and approved.

f. APEX Organizational Chart and Revised Salary Table

The APEX Organizational Chart and Revised Salary Table was reviewed and approved.

g. Hiring an Armed Security Guard for Each Campus

The board decided not to proceed with the request. There is no armed security allowed on school premises.

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
No update.*

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 the 2023-2024 Personnel Handbook

This item has been removed from the consent list and will be tabled after revisions are made.

b. Approval is Requested for the 2023-2024 Parent-Student Handbook

c. Approval is Requested for the APEX Organizational Structure and Salary Table

Recommend approval

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

IX. FUTURE AGENDA ITEMS

The Board will discuss items for future Board meeting agendas

X. NEXT BOARD MEETING DATE

September 14, 2023, at 6:30 pm

XI. ADJOURNMENT

The meeting was adjourned at 10:34 pm.

APPROVED