

# MINUTES



## GOVERNING BOARD MEETING ARARAT CHARTER SCHOOL

**January 23, 2025**  
**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](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.

**I. OPEN SESSION**

**a. Call to Order**

This meeting was called to order by Board Chairperson, Ms. Avakian at 7:00 pm.

**b. Roll Call**

	<b>Present</b>	<b>Absent</b>
Ms. Avakian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Shamieh	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dr. Velarde	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Horvat	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Merzian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Shirvanian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Izakowitz	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Asatryan	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

**a. December 12, 2024, Meeting Minutes**

**Recommend approval**

Motion by: Ms. Horvat

Seconded by: Dr. Velarde

Vote: Approved Unanimously

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

**a. October 2024**

**b. November 2024**

**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.*

- **English Learner Instruction**
  - No update
  
- **Special Education**
  - No update
  
- **General Education**
  - Charter School Division (CSD) visit on January 16, 2025
    - Final report may be delayed to March
  - School Accountability Report Card (SARC) - detailed information about Ararat’s programs and community due February 1, 2025
  - Four teachers will attend Thinking Maps training paid through a LACOE grant
    - The LACOE grant will be paying for trainings and substitutes
  
- **School Fiscal Plans**
  - LCAP – midyear update in February

**c. OPERATIONS AND/OR COMPLIANCE MANAGERS’ REPORTS**

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

**1. Enrollment**

- Latest student enrollment report by grade level

<b>Grade</b>	<b>Current Cohort</b>	<b>Pending Applications</b>
TK	10	0
K	50	0
1st	56	0
2nd	56	0
3rd	56	0
4th	55	1
5th	55	0
<b>Total</b>	<b>338</b>	<b>339</b>

**2. Attendance**

- Report on the percentage of the Monthly Attendance

Grade	Attendance Percentage	Attendance Percentage	Attendance Percentage	Attendance Percentage	Attendance Percentage
	Month 1	Month 2	Month 3	Month 4	Month 5
	08/12/2024	09/09/2024	10/07/2024	11/04/2024	12/02/2024
	to 09/08/2024	to 10/04/2024	to 11/01/2024	to 11/29/2024	to 1/10/2025
<b>TK</b>	92.31%	96.49%	97.30%	97.50%	96.00%
<b>K</b>	92.88%	92.79%	93.69%	91.65%	92.11%
<b>1<sup>st</sup></b>	97.39%	96.33%	95.54%	96.43%	93.69%
<b>2<sup>nd</sup></b>	95.89%	96.52%	97.77%	93.45%	90.83%
<b>3<sup>rd</sup></b>	96.50%	93.61%	94.59%	93.75%	89.17%
<b>4<sup>th</sup></b>	96.31%	93.52%	93.84%	93.90%	90.83%
<b>5<sup>th</sup></b>	95.53%	93.47%	94.35%	90.90%	89.14%
<b>K-5<sup>th</sup></b>	<b>95.76%</b>	<b>94.49%</b>	<b>95.07%</b>	<b>93.53%</b>	<b>91.10%</b>

**3. State and Local Mandated Reports**

- Civil Rights Data Collection due March 7, 2025

**4. Update on Legislation**

- AB 2158 “ethics” training - required 2-hour training by Jan. 1, 2026, and then every two years thereafter.

**d. FINANCIAL REPORT**

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

**1. Audit Report**

A finding was identified through audit of independent study. Of the five students tested, three of the contracts were missing required elements. The School will implement an internal review process over master agreements to ensure that clerical errors do not result in loss of apportionment for the School.

**2. FY25 November Forecast Mid-Year Plan**

- Net income 26K, increase of 22K, vs previous forecast
- Increase of 22K due to decreased ADA balance with revenue shift
- Project cash balance ending cash 5.5M, 210 days cash on hand

**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 Facilities and all Related Matters**

- i. **Question:** Is a reimbursement resolution needed to qualify for Bond Funding?
  - If you spend school money purchasing the property and then want the school to be reimbursed, then you need to pass a reimbursement resolution before spending the school’s funds. You must pass a reimbursement resolution no more than 4-6-weeks after the acceptance of the offer. The RR must identify a specific property address. A RR will ensure that you will get reimbursed for the initial due diligence (soil sampling – phase 1, 2, etc.) and costs thereafter.
- ii. **Question:** Do we need to go through the RFP process for large contracts?
  - Yes. If you are going to do a Bond, you should do an RFP for large-scale contracts/projects.
- iii. Update from the Finance and Facilities Committees
  - Potential facility in Van Nuys:  
Next Steps:
    - a. The Finance Committee will coordinate a meeting with Education Facilities Group (EFG).
    - b. The Finance Committee will seek guidance on the maximum loan amount the organization can afford.
    - c. The Board communicated the terms to the Finance Committee that will be shared with EFG.

**b. School Accountability Report Card (SARC) - detailed information about Ararat’s programs and community due February 1, 2025**

The School Accountability Report Card, due February 1, 2025, will be submitted to the California Department of Education, as approved by the Board.

**c. 2023-2024 Audit Report**

A finding was identified through audit of independent study. Of the five students tested, three of the contracts were missing required elements. The School will implement an internal review process over master agreements to ensure that clerical errors do not result in loss of apportionment for the School. The 2023-2024 Audit report was reviewed and approved by the board.

**d. Retention Stipend**

The Board recommended a longevity stipend. The Principal will submit a new longevity stipend structure at the February 2025 Board meeting.

**e. Resolution for Expanded Learning Opportunities Program (ELOP) Emergency Closure**

Due to emergency conditions outlined in Education Code Section 41422 and subdivision (d) of Section 8482.8, Ararat Charter School, which operates on two Proposition 39 facilities, was temporarily unable to run its Expanded Learning Opportunities Program on January 9 and 10, 2025. As a result, the school cannot fully meet the requirements of Education Code Section 46120(b)(1). A resolution addressing this issue was passed and adopted by the Governing Board on January 23, 2025.

**f. Update Fiscal Policies and Procedures Manual**

The Board approved the updated Fiscal Policies and Procedures Manual.

**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:**

- **Pupil Discipline**
- **Appointment, Employment, Evaluation, and Discipline of Personnel**
- **Real Estate Negotiations**

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

*The Governing Board will report out any action taken in the Closed Session if any  
No closed session items to report.*

**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 Facilities Related Matters**  
This item has been removed from the consent list and will be tabled for a future meeting.
- b. Approval is requested for the School Accountability Report Card (SARC) - detailed information about Ararat's programs and community due February 1, 2025**
- c. Approval is requested for the 2023-2024 Audit Report**
- d. Approval is requested for Retention Stipend**  
This item has been removed from the consent list and will be tabled for a future meeting.
- e. Approval is requested for Resolution for Expanded Learning Opportunities Program (ELOP) Emergency Closure**
- f. Approval is requested to Update the Fiscal Policies and Procedures Manual**

**Recommend approval**

Motion by: Ms. Shamiéh  
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**

February 20, 2025

**XI. ADJOURNMENT**

The meeting was adjourned at 10:09 pm.