

# MINUTES

## GOVERNING BOARD MEETING

### *ARARAT CHARTER SCHOOL*

6555 Sylmar Ave., Van Nuys

**April 30, 2019**

**6:30 pm**

### *Regular Meeting*

#### *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. “Request to Speak” forms are available to all audience members who wish to speak on any agenda or non-agenda items or under the general category of “Oral Communications.”
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 will not exceed fifteen (15) minutes. 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 Speak” 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 from the podium 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.

#### **Americans with Disabilities**

The Ararat Charter School adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact us at least 48 hours in advance at

818-994-2904, or [agharibi@araratcharterschool.com](mailto:agharibi@araratcharterschool.com).  
All efforts will be made for reasonable accommodations.

**I. OPEN SESSION**

**a. Call to Order**

Meeting was called to order at 6:42 pm by Ms. Shakeh Avakian, Board Chairperson

**b. Roll Call**

Shakeh Avakian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Henderson	<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"/>

**II. 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**

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

*The Governing Board will report out any action taken in closed session, if any*

**a. Approval of Minutes of Board Meeting of March 19, 2019**

**Recommend approval**

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

**b. Approval of Check and Credit Card Registers**

**Recommend approval**

Motion by: Mr. Henderson  
Seconded by: Dr. Karayan  
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*

In honor of the School’s visionary founder, Mr. Inejikian, a full page will be dedicated to his memory in the school’s yearbook. School also placed an announcement in the Asbarez newspaper that was printed last Saturday.

**b. Principal’s Report (Attachment)**

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

▪ **Update on School Calendar of Events**

- Tuesday, March 26, 2019-PIC Breakfast Meeting
- Wednesday March 27, 2019-Student Council Spirit Day (Twin Day)
- Thursday, March 28, 2019-Math/Literacy Fair
- Thursday, March 28, 2019-Root beer/Coke Sale Fundraiser
- Thursday, March 28, 2019-Award Assembly
- Monday, April 1, 2019-No School for Students-Unassigned Day
- Thursday, April 3-April 12, 2019-SBAC Parent Meetings
- Friday, April 4, 2019-Last Day for Intervention classes
- Wednesday, April 10, 2019-First Day of Enrichment 2
- Thursday, April 11, 2019- Morning Assembly Diversity Presentations
- Monday, April 22, 2019-Lottery application deadline
- Monday, April 22, 2019-SBAC Testing Motivational Classroom Assemblies
- Wednesday April 24, 2019-No School for Students
- Thursday April 25, 2019-WASC Mid-Year Visit
- Friday April 26, 2019-Award Assembly
- Friday April 26, 2019-College and Career Day

▪ **Enrichment**

Session 2 Classes

ACS 1	Sketching
	STEM Time
	Arts & Crafts
ACS 2	Mad Science
	Art
	Cooking
	Sports

▪ **Update on Fundraising:**

- Root beer Float Sale: March 28, 2019-\$260.00 profit
- Spring Basket Sales: \$950.00 profit

▪ **Field Trips:**

- 1<sup>st</sup> Grade- Underwood Family Farm-April 8, 2019
- 4<sup>th</sup> Grade-San Fernando Mission-April 9, 2019

• **Update on Prop 39**

Proposition 39 (“Prop. 39”) is a state law passed by California voters in 2000, which requires school districts to make facilities (including both classroom and non-classroom spaces) available to public charter schools serving students who reside in the district.

After the passage of Prop. 39, each school district must make available, to each eligible charter school operating in the district, facilities sufficient for the charter school to accommodate all of its in-district students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other public schools of the district.

- **The District’s Final offer is based on projected ADA of 329.99**
- **ACS is being offered the following for 19-20**
  - KLA Sylmar Campus
  - Erwin ELE- 8 Teaching Stations and 1 SPED room plus 1 office

- **Update on WASC**

The Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC), a world-renowned accrediting association and one of the six regional accrediting agencies in the United States, works closely with the Office of Overseas Schools under the U.S. Department of State. ACS WASC provides assistance to schools worldwide, primarily in California, Hawaii, Guam, Asia, the Pacific Region, the Middle East, Africa, and Europe.

- Winter 2016
- Commission to granted ACS a Six-Year Accreditation Status with a Mid-cycle One-day Visit through June 30, 2022.
- Visiting Committee will be visiting ACS on Thursday April 25, 2019 and speaking with teachers, classified/certificated staff, parents, and leadership team

- **Update on Facilities**

- ACS received lease agreement for facility-See attached lease agreement for board review
- ACS has forwarded lease agreement to legal counsel for advisement
- Red Hook received 600K soil reduction to cost of property

- **Update on CAASPP Preparation and State Testing Schedule**

- Every Friday Prep on SBAC Practice Test starting on 3/15, 3/29,4/5,4/12-Computer Lab
- SBAC After School Preparation Classes (Mondays and Tuesdays)
  - 3<sup>rd</sup> Grade - 4/2, 4/3, 4/8, 4/9
  - 4<sup>th</sup> Grade - 4/22, 4/23, 4/29, 4/30
  - 5<sup>th</sup> Grade - 5/6, 5/7, 5/13, 5/14
- Parent Meetings are being held by principal and information packets along with practice items were distributed to parents before Spring break

***2018-2019 CAASPP Testing Windows***

<b>3<sup>rd</sup> Grade</b>	April 23 <sup>nd</sup> thru May 3 <sup>rd</sup>
<b>4<sup>th</sup> Grade</b>	May 6 <sup>th</sup> - thru May 17 <sup>th</sup>
<b>5<sup>th</sup> Grade</b>	May 20 <sup>th</sup> thru May 31 <sup>st</sup>

- **Audits, Reviews, & Mandated Reporting**

- WASC (Western Association of Schools and Colleges)
- **Civil Rights Data Collection (CRDC):** Background Information: Since 1968, the U.S. Department of Education (ED) has conducted the Civil Rights Data Collection (CRDC) to collect data on key education and civil rights issues in our nation's public schools. The collection was formerly administered as the Elementary and Secondary School Survey (E&S Survey).

The CRDC collects a variety of information including student enrollment and educational programs and services, most of which is disaggregated by race/ethnicity, sex, limited English proficiency, and disability. The CRDC is a longstanding and important aspect of the ED Office for Civil Rights (OCR) overall strategy for administering and enforcing the civil rights statutes for which it is responsible. Information collected by the CRDC is also used by other ED offices

as well as policymakers and researchers outside of ED. For further general information about the CRDC, visit the [CRDC FAQ](#) page.

**CRDC will be submitted by May 10, 2019**

**c. Financial Report**

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

- **Budget to date:** Mr. Levi Kirkland introduced Ms. Callie Turk who will be taking over the school's account. Mr. Levi also presented March Financial Report with the following items included:
  1. 2018-19 Enrollment Update
  2. 2018-19 Forecast Update
  3. Budget Planning
  4. Exhibits
    - 2018-19 P2 ADA is 327.47
    - FY 18-19 Forecast Update
    - The March Forecast reflects a net increase of \$168K
    - FY 18-19 Balance Sheet
    - 2018-19 Cash Flow
    - Ararat is projected to end fy1819 with a cash balance of \$3.3M

The school is ending up the year with over 600K net income. This is mainly due to the fact that the facilities lease amount is significantly low.

Edtec is to create a long-term budget to show how the net incomes will be utilized when school gets its own facility.

**V. CONSENT AGENDA ITEMS**

*All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Principal recommends approval of all consent agenda items.*

**VI. ACTION ITEMS**

- a. **Approval is Requested for Amendment to Certificated Salary Advancement Policy (See Attached)**  
**Recommend approval**  
Motion by: Ms. Shamieh  
Seconded by: Mr. Henderson  
Vote: Approved Unanimously
  
- b. **Approval is Requested for the Purchase of 12 10.5-inch iPad Air Wi-Fi, with Accessories (See Attached)**  
**Recommend approval**  
Motion by: Mr. Henderson  
Seconded by: Dr. Velarde  
Vote: Approved Unanimously
  
- c. **Approval is Requested for Updated Governing Board Calendar Dates (See attached)**  
**Recommend approval as amended**

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

**VII. INFORMATION ITEMS/POSSIBLE ACTION**

- a. **Update on Red Hook Property Lease Agreement:** The Governing Board has decided to not move forward with this particular investment at this time. The Board would like to explore other options and means to obtain a facility.

**Recommend approval**

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

- b. **Update on Facilities: See Principal's Report**

- c. **Update on Bank of America Account:** Governing Board decided to close this account.

**Recommend approval**

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

- d. **Update on Board Nomination Committee:** The Board decided to change the number of Board members in the petition from 9 to 7

**Recommend approval**

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

- e. **Update on Board Diversity Committee:** Ms. Shamieh, Committee Chairperson commended the school staff in their hard work and shared a table that outlines the PHABAO population in the course of the outreach efforts to diversify school population.

- f. **Update on Governing Board Member Resignation:** Ms. Mahseredjian has stated as of April 8<sup>th</sup>, she will be resigning from both Governing Board and Association. This discussion has been tabled until the review of new candidates

**Recommend approval**

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

- g. **Update on Phone Company Services:** The Governing Board has decided to move ahead with Voice over IP system as the main phone system for both Campuses. During a phone conference with Mr. Momdjian, the School's IT, the cons and pros of this transition was discussed in detail.

**Recommend approval**

Motion by: Mr. Henderson

Seconded by: Dr. Velarde

Vote: Approved Unanimously

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

*The Governing Board will report out any action taken in closed session, if any.*

**IX. FUTURE AGENDA ITEMS**

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

- List of Incentives put together by the Principal and School Operations Manager
- New Board Member Introduction
- Approval of new Fire Walls and Subscription
- Approval of New Devices for Both Computer Labs
- Approval of Technology expenses to bring Fire-walls and security up to date
- Approval of New Copy Machine Leases
- Approval of Inventory System
- Approval of Employment Contracts
- Possible Salary Increases – Mr. Kirkland to provide a table and the Budget overview
- Petition material changes:
  - Decrease Number of Board Members by Two (9 to 7)
  - Change Armenian and Spanish to “Non-Core” subjects
  - Review Principal/Admin Position Qualifications and Requirements

**X. NEXT BOARD MEETING DATE**

Thursday, May 30, 2019

**XI. ADJOURNMENT**