

MINUTES

GOVERNING BOARD REGULAR MEETING

ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

March 19, 2016

9:30 AM

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 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 blue request 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.

All efforts will be made for reasonable accommodations.

I. OPEN SESSION

A. CALL TO ORDER:

Meeting was called to order by Board Chairperson, Dr. Berjouhi Koukeyan at 9:35 am.

B. ROLL CALL

	Present	Absent
Shakeh Avakian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marlena Gonzalez	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lorena Gonzalez	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Henderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sylva Karayan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Berjouhi Koukeyan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hermine Mahseredjian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayra Perez	<input type="checkbox"/>	<input checked="" type="checkbox"/>

C. APPROVAL OF MINUTES OF BOARD MEETING OF FEBRUARY 23, 2016

Moved by: Mr. Henderson Seconded by: Prof. Mahseredjian Vote: Approved Unanimously

II. 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. FOR INFORMATION: CHAIRPERSON’S REPORT. (Attachment)

1. Update Regarding the Leasing/Purchasing and Financing of a Facility: Dr. Koukeyan shared that RED Hook has identified another site for a possible location for the school at 18050 Vanowen Street, in Reseda, in a nice residential area. It will have to be completely torn down to build a new facility. It has room for staff parking and playground. Red Hook recommended that the Board explores the possibility of requesting Material Change in the maximum enrollment for the school. This is a major factor in determining the size of the facility to be acquired. LAUSD Regulations state that if a school is increasing its enrollment by 20% or 100 students, whichever is less, and the school is using its own facility, then a material revision is not required for this increase. Increases beyond this guideline, will require Material Revisions. At the January board meeting, the Board indicated that it would be much better to find a place that could be renovated or built on an empty lot. The board expressed concerns regarding tearing down an existing building in order to build the school. But it is worthwhile to further pursue the feasibility of this location.

The Governing Board is very interested in this property. The Board will consider voting on this at their next meeting.

2. Update on the Diversity Plan: Dr. Koukeyan stated that with respect to diversity with certificated Faculty, the five year plan calls for a 3% annual increase for PHBAO to achieve 66%-34% ratio within five years. The 2015-16 ratio in this category is 87.5% White/Other and 12.5% PHBAO. With respect to the student population, ACS will increase its PHBAO students by 4% annually to achieve

the goal of increasing from 10% to 30% and decreasing the Other White students from 90% to 70% over the next five years. The 2015-16 ratio is 88.52% White/Other and 11.47% PHBAO.

The Diversity Committee has met on March 19, 2016, at 8:30 am. The focus of the meetings is to explore the different approaches to be taken regarding student and faculty recruitment to increase diversity. Mr. Villela also gave a detailed report on the committee's meeting and the current activities.

3. **Revision of the Financial Policy:** Edtec is recommending some revisions in the Financial Policy procedures to make them more current. These revisions will be discussed today for a Board approval or follow up.
4. **Update of Personnel Handbook of Classified Employees:** The Personnel Handbook has been revised as it relates to classified employee overtime, lunch and rest breaks. After discussion once approval is given, Mr. Eduardo Villela and Ms. Marie Stuart will meet with the classified staff to inform them of said procedures. The school will prepare a schedule and will maintain careful records regarding lunch and rest breaks and classified staff will be required to sign in and out for said breaks.
5. **Update for Sick Leave Requirement for Part-Time Classified Employees:** The law firm Minney, Young and Core has drafted a board policy regarding sick days for part time classified employees. This policy is based on the new legal requirements.

C. FOR INFORMATION: PRINCIPAL'S REPORT. (Attachment)

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

1. Update on Calendar of Events

- Interim Block Assessments February 22 thru March 1
- Parent Involvement Committee Meeting, March 4, 2016
- March 11, 2016 Professional Development Training
- March 14, 2016 thru June 6, 2016 Choir Session 2
- March 18, 2016-No School for Students, Parent Conferences
- March 21 thru March 25, 2016-School Closed for Spring Break
- April 4, 2016-Summative SBAC assessment begin

2. Update on School Activities

- Pennies for Patience: February 8 thru February 19 2016- \$2814.80
- March 7 thru March 10, 2016-Gross sales- \$2,034.74

Interim Assessment Blocks

In preparation for our annual summative assessments, ACS will be administering the Interim Assessment Blocks (IABs) focus on the smaller sets of targets and therefore provide more detailed information for instructional purposes. The IABs yield overall information for each block. Interim assessment data is used for internal purposes only. The summative assessments that are taken later in the year will be reported to the state.

IABs are administered online, using the same delivery software as the summative assessments. These assessments are designed to be accessed at regular intervals throughout the school year. IABs provide

results that teachers and administrators can examine in relation to the CCSS and then adjust instruction accordingly.

Summative Assessments - April 4 thru May 27

ELA	Grades 3-5	CAT (Computer Adaptive Test)	PT (Performance Task)	Total Time	Classroom Activity	Total Hrs.
		1.5 hrs	2.0 hrs	3.5 hrs	0.5 hr	4.0 hrs
Math	Grades 3-5	CAT (Computer Adaptive Test)	PT (Performance Task)	Total Time	Classroom Activity	Total Hrs.
		1.5 hrs	1.0 hrs	2.5 hrs	0.5 hr	3.0 hrs

Facilities: Red Hook has found a potential property in the city of Reseda located on 18050 Vanowen Street, Reseda, CA

- In good residential area
- Parking lot is big enough to accommodate staff parking and school yard
- Property has an entry and exit point onsite

Audits, Reviews, & Mandated Reporting

- **SELPA Interview-** We had four members from LAUSD SELPA option three visit our school on March 10, 2016 in order to conduct a 30 minute interview for option three. Most questions revolved around the types of programs and services offered by ACS. Many of questions were relative to the questions that we submitted on our option 3 application. We will be hearing back from LAUSD a week after April 14, 2016 with a decision on our acceptance into option 3. Marie, Daniela, Miss Niazi, and I participated in the interview.

Upon receipt of the application and supporting documentation, a committee appointed by the Executive Council will review all application materials, conduct an interview and site visit for each applicant. The committee will recommend approval or denial to the Executive Council. The Council will act upon the recommendation of the committee and the Director shall inform each applicant of their acceptance or denial no later than **May** of the application year.

MiSIS- In order to comply with MCD (Modified Consent Decree) requirement of having a centralized key data in MiSIS to ensure access to student records throughout all district authorized schools, LAUSD have come up with the following key solutions:

- Development of processes know as application programming interfaces (API's), that will link MiSIS with student information systems currently being used by charter school
- Data Sharing agreements between each charter school and the District will specify system compatibility requirements with the API. Informational workshops to be provided by LAUSD.

D. FOR INFORMATION: FINANCIAL REPORT

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

- 1. Budget to Date Update from Edtec:** Mrs. Kristin Dietz shared the March 2016 financial report explaining the following items. (See attached report)

- **2015-16 Forecast Update**
- **Financial Summary**
- **Cash Flow Forecast**
- **Balance Sheet Summary**
- **Exhibits**
- **Budget vs. Actual Detail**

The February check register is attached

III. 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.

None

IV. ACTION ITEMS

A. Approval is Requested for Revision of Financial Manual (Attached)

Recommend approval

Motion by: Mr. Henderson

Seconded by: Mrs. L. Gonzalez

Vote: Approved Unanimously

B. Approval is Requested for CharterSAFE Contract Renewal

Recommend approval

Motion by: Mr. Henderson

Seconded by: Dr. Karayan

Vote: Approved Unanimously

C. Approval is Requested for Revision of Personnel Handbook (Attached)

Recommend approval

Motion by: Mrs. Avakian

Seconded by: Mrs. L. Gonzalez

Vote: Approved Unanimously

D. Approval is Requested for Revision of Sick Leave Policy (Attached)

Recommend approval

Motion by: Mr. Henderson

Seconded by: Dr. Karayan

Vote: Approved Unanimously

V. INFORMATION ITEMS/POSSIBLE ACTION:

A. Options for Special Education 2016-2017 – See Principal’s Report

B. Update on Diversity Committee Meeting - (See Chairperson’s Report)

C. Options for Financial External Auditors

Recommend approval: To approve Wilkinson for this year as well as 4 consecutive years to come.

Motion by: Mr. Henderson

Seconded by: Dr. Karayan

Vote: Approved Unanimously

D. Association Update: None

VI. CLOSED SESSION

Adjourned to Closed Session at 11:15 AM to consider and/or take action upon any of the following items:

Public Employee Employment (G.C. 54957)

Title:

- **Certificated Update**
- **Classified Update**

CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION

Possible litigation pursuant to (2) or (3) of subdivision (d) of section 5495956.9: two cases

VII. PUBLIC SESSION – REPORT OUT OF CLOSED SESSION

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

The meeting was reconvened to open session at 11:50 AM and the Chairperson reported that the board discussed some pending legal actions, but no decision was made. The meeting was adjourned at 11:55 AM

V. FUTURE AGENDA ITEMS

The Board will consider items for future Board Meeting Agendas.

VI. NEXT BOARD MEETING DATE

April 16, 2016, 9:30 am at the ACS 1 Campus

VII. ADJOURNMENT

The meeting was adjourned at 11:55 AM