

MINUTES

GOVERNING BOARD MEETING

ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

October 24, 2018

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 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, Shakeh Avakian at 6:34pm.

B. ROLL CALL

	Present	Absent
Shakeh Avakian	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Henderson	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Silva Karayan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hermine Mahseredjian	<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"/>

C. APPROVAL OF MINUTES OF BOARD MEETING OF SEPTEMBER 19, 2018

Minutes of September 19, 2018 were approved unanimously.

Recommend approval

Motion by: Dr. Velarde
Seconded by: Prof. Mahseredjian
Vote: Approved Unanimously

D. APPROVAL OF CHECK REGISTER

Check registers for the months of August and September were approved unanimously

Recommend approval

Motion by: Ms. Shamieh
Seconded by: Dr. Velarde
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

Ms. Nayri Horvat, mother of twins in kindergarten, concern about not having an after-school child care for working parents and how it is a challenge to manage work and student pick up.

B. PRINCIPAL’S REPORT. (Attachment)

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

1. Update on school calendar of events

- Monday September 24, 2018-Anti-Bullying Assembly Campus 2
- Wednesday, September 26, 2018- Intervention for Students Begins
- Tuesday, October 2, 2018-Accelerated Reader Program Staff Training

- Thursday, October 4, 2018-Fall Picture Day
- Thursday, October 4, 2018- Student Council Speeches
- Monday, October 8-26, 2018-Disney on Ice Pre-Sale Tickets
- Tuesday October 16, 2018-COP Positive Behavior Support Invention Training, 3Teacher 1 Administrator
- Thursday, October 18, 2018-Award Assembly & Parent Involvement Committee Meeting
- Thursday, October 18, 2018-CA Shake Out Drill
- Monday October 22-26, 2018- Red Ribbon Week
- Wednesday October 31, 2018-Harvest Festival @ ACS 1 & ACS 2
- Wednesday October 31, 2018-Frozen Yogurt Sale
- Friday, November 2, 2018-Fall Picture Make-ups
- Friday, November 9, 2018- Pupil Free Day Staff Development

2. Update on Enrollment

Grade	sections per grade level	# of students	Total
K	2	50	50
1	3	83	83
2	2	56	56
3	2	56	56
4	2	46	46
5	2	52	52
Total			343

3. Update on Payroll Calendar

- By way of background, please note that the Labor Code has a general rule that employers must pay non-exempt employees twice each calendar month. Specifically, the Labor Code requires the following schedule:

For work performed between:	Designate Payday and Pay Employee by:
1 st and 15 th days of the month	26 th day of the same month
16 th and last day of the month	10 th day of the next month

- However, there is an exemption to the aforementioned payroll schedule where an employer can still fulfill the requirements of timely pay under the Labor Code if the employer pays its employees weekly, biweekly (every other week), or semimonthly (twice monthly), and the employer pays the employee's wages not more than 7 calendar days following the close of the payroll period. While the Education Code allows school districts to pay their classified (non-exempt) employees once a month on the last day of the month, that language does not apply to charter school employees. **As a result, the School must pay its non-exempt/classified employees per the Labor Code requirements above (at least twice a month).**
- While the Education Code allows school districts to pay their *classified (non-exempt)* employees once a month on the last day of the month, that language does not apply to charter school employees. **As a result, the School must pay its non-exempt/classified employees per the Labor Code requirements above (at least twice a month).**

- The rules applicable to exempt employees are different. Specifically, the Labor Code requires that exempt employees (e.g., teachers, administrators, high level managers, etc.) be paid once a month on or before the 26th day of the month. This paycheck must include the as yet unearned portion between the date of payment and the last day of the month. On the other hand, the Education Code allows charter schools to pay certificated employees (this could be credentialed teachers or administrators with an administrative services credential) once a month on the last day of the month, provided they are paid over 12 months. Since the Labor Code and the Education Code conflict, and since exempt employees can be paid more frequently (just not less frequently than the law would require), **YMC is recommending that exempt/certificated employees are put on the same payroll schedule as the non-exempt/classified employees so that all School employees are receiving their pay per the schedule cited in the table above, or per the exemption as explained**
- For further information, please refer to Charter Schools and Labor Law handout.

4. Fundraising

Frozen Yogurt Sale-October 31, 2018

5. Update on LAUSD Oversight Visit

- Annual Oversight is scheduled for Thursday November 15, 2018
- Ms. Ila Press will also attend November's Governing Board Meeting
- Board members are encouraged to attend the morning session, the focus group as well as the debriefing.
- Annual Oversight preparation has started
- Pre-Fiscal Documentation will be submitted to Fiscal Team on Thursday October 25, 2018
- Oversight Committee team will be meeting with students, parents, teachers focus groups. They will not be meeting with board focus groups but board members are welcome to attend morning meeting or debriefing at the end of the day

6. 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.

Below you will find supporting documents that you will need to submit along with the completed Facilities Request:

- 1) Meaningfully Interested Students Form
- 2) Intent to Re/Enroll Forms (English/Spanish)

- Online application for facilities is DUE November 1, 2018

7. Update on Facilities

RedHook

- Red Hook has found a property at the following address:
18937 Saticoy St., Reseda Lot Size: Approx. 0.96 Acres
- Building Size: N/A
Owner: 19001 Saticoy, LP
APN: 2104-013-024
Use: Vacant Land
- \$2,150,000.00

Update on CBRE

- Met with two representatives from CBRE on 10/22/18
- CBRE would like to work exclusively with ACS to locate a property
- CBRE is requested boundary map of geographic locations for potential properties

The firm that is now CBRE traces its roots to San Francisco in 1906. By the 1940s, that firm grew to become one of the largest commercial real estate services companies in the western United States. In the 1960s and 1970s, the company went public and expanded both its service portfolio and geographic coverage to become a full-service provider with a growing presence throughout the United States. In the 1980s, the firm was owned by Sears, Roebuck.

The next major milestone occurred in 1989 when employees and others acquired the company's operations from Sears to form CB Commercial. Throughout the 1990s, CB Commercial moved aggressively to accelerate growth and cultivate global capabilities to meet client demands. The company acquired leading firms in investment management (Westmark Realty Advisors—now CBRE Global Investors, 1995), mortgage banking (L.J. Melody & Company, 1996) and property and corporate facilities management, as well as capital markets and investment management (Koll Real Estate Services, 1997)

C. FINANCIAL REPORT

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

1. Budget to date: Ms. Kristin Dietz reviewed the September Budget Report with the Governing Board. Her report included the following items:

- Last Forecast Comparison to Unaudited Actuals (UA)
 2. June 30, 2018 Balance Sheet
 3. 2017-18 Cash Flow
 4. 2018-19 State Budget Update
 5. 2018-19 Forecast Update
 6. Exhibits
- The Unaudited Actual Report was submitted to LAUSD on 08/20
- Year-End Net Income is \$169k higher than the May Forecast Budget
- Ararat ended FY 17-18 with a cash balance of \$3.1M
- State Budget was signed by Governor Brown on June 27, 2018

LCFF

- \$3.7B in additional funding to fully fund LCFF, two years ahead of schedule
- 100% gap closure as noted in the May Revise

COLA

- 2.71% COLA rate
- A COLA rate of 3.7% (2.71% + .99% augmentation rate) is included in LCFF Funding
- The 2.71% will be applied to programs such as Special Education and Nutrition

One Time Funding

- Contains \$1.1B in one time funding (\$184/ PY ADA), down about \$159/ PY ADA from the May Revise
- Potential for \$300M in one time funding for lower performing students

SB740 Facilities Grant

- Includes an ongoing increase of \$24.7M to program, totaling \$136.8M for the program
- Increased funding should help to resolve the oversubscription issue seen in FY1718

FY 18-19 Entitlement is based on an ADA count of 318.07

July Forecast includes most current State Budget Assumptions

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.

IV. ACTION ITEMS

A. Approval is Requested for illuminate Data & Assessment Services for 2018-2021 (See attached)

Recommend approval

Motion by: Prof. Mahseredjian

Seconded by: Ms. Shamieh

Vote: Approved Unanimously

B. Approval is Requested for Riley's Farm 5th Grade Overnight Field Trip

Recommend approval

Motion by: Prof. Mahseredjian

Seconded by: Dr. Velarde

Vote: Approved Unanimously

C. Approval is Requested for Professional Staff & Student Boundaries Policy

Recommend approval

Motion by: Dr. Velarde
Seconded by: Prof Mahseredjian
Vote: Approved Unanimously

D. Approval is Requested for Advanced American Technology Services

Recommend approval

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

V. INFORMATION ITEMS/POSSIBLE ACTION:

A. Update on Nursing Services: School has reached out to CTA to provide an LVN who would be serving the school's needs once a week.

B. Update on Payroll Processing: The Board decided to approve the pay cycle change for both classified and certificated staff to comply with recent Labor and Ed codes. The Board is encouraging the principal to inform the staff prior to the change. This change will go in effect for November payroll.

Recommend approval

Motion by: Ms. Shamieh
Seconded by: Prof. Mahseredjian
Vote: Approved Unanimously

C. Update on Bank of America Account: This account was opened many years ago and has not been used by school for a long time. The account has been closed by the bank recently

D. Association Update: No updates

VI. CLOSED SESSION

Adjourned to Closed Session at 7:48 pm to consider and/or take action upon any of the following items:

**Public Employee Employment (G.C. 54957)
Conference with Legal Counsel**

Title:

- **Certificated Personnel Update**
- **Classified Updates**
- **Update on Certificated/Management**

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 8:45pm .

VIII. FUTURE AGENDA ITEMS

The Board will consider items for future Board Meeting Agendas.

Move some funds in investment accounts

Adopting an Investments Policy

Review all signatories on all accounts.

Resolution for opening a new account under the guidelines for charter schools

Approval of 2018-19 EPA

X. NEXT BOARD MEETING DATE:

November 14, 2018

IX. ADJOURNMENT

The meeting was adjourned at 9:07pm