

# MINUTES

## GOVERNING BOARD MEETING

### ARARAT CHARTER SCHOOL

6555 Sylmar Ave., Van Nuys

**November 14, 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 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 by Board Chairperson, Shakeh Avakian at 6:30 pm.

**B. ROLL CALL**

	Present	Absent
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"/>
Hermine Mahseredjian	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Giuliana Velarde	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rosemarie Shamieh	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**C. APPROVAL OF MINUTES OF BOARD MEETING OF OCTOBER 24, 2018**

Minutes of October 24, 2018 meeting were approved unanimously.

**Recommend approval**

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

**D. APPROVAL OF CHECK REGISTER**

See attached.

**Recommend approval**

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

**None**

Ms. Ila Press, the Field Specialist assigned to Ararat Charter School from LAUSD Charter School Division was present at this meeting.

**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**

- Wednesday October 31, 2018-Frozen Yogurt Sale
- Friday, November 2, 2018-Fall Picture Make-ups
- Wednesday, November 7, 2018-Enrichment After School Classes Begin
- Thursday November 8, 2018-SPED Parent Workshop

- Friday, November 9, 2018- Pupil Free Day Staff Development
- Friday, November 9, 2018-Pupil Free Day-No School for Students
- Monday, November 12 ,2018-Veteran’s Day-No School for Students
- Tuesday November 13, 2018 through December 7, 2018-World’s Finest Chocolate Sales
- Tuesday November 13, 2018 through December 7, 2018-Team Alex Toy Drive
- Monday November 19, 2018 through November 23, 2018- Thanksgiving Break
- Thursday November 29, 2018-Award Assembly-ACS 1 & ACS 2

**Update on Enrichment Classes**

<b>Campus 1</b>
Arts and Crafts
Zumba
Architecture 101
<b>Campus 2</b>
Crazy Science
Math Games
Dynamic Dancing
Arts and Crafts

**2. Update on School Fundraising**

- Frozen Yogurt Sale-October 31, 2018 -\$562.00
- Disney on Ice Sale- December 2018- \$3815.00

**3. Field Trips:**

- 3<sup>rd</sup> Field Trip- Leonis Adobe Museum December 6, 2018

**4. 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		<b>343</b>

**5. Update on Payroll Services**

- **Updated classified and certificated staff regarding semi-monthly payroll**
- **First semi-monthly payroll to be paid on November 15, 2018**
- 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 <sup>st</sup> and 15 <sup>th</sup> days of the month	26 <sup>th</sup> day of the same month

16<sup>th</sup> and last day of the month

10<sup>th</sup> 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 26<sup>th</sup> 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.

## 6. Update on Prop 39

- **Prop 39 application submitted on November 1, 2018**
- 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. Special Thanks to Ms. Gharibi who compiled and prepared the application.

## **7. Update on Financial Audit Report**

Auditor will have our annual financial audit report ready in the next few weeks

## **8. Update on LAUSD Oversight Visit**

- Annual Oversight is scheduled for Thursday November 15, 2018
- LAUSD Oversight Scheduled Attached
- 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

## **9. Update on Facilities**

- 18937 Saticoy Street Reseda CA,
- November 7, 2018-Facilities committee team met with Red Hook Capital site planning team to discuss to conduct a preliminary site needs assessment
- Red Hook Capital will be providing ACS will working to provide a preliminary cost proposal

## **10. Audits, Reviews, & Mandated Reporting**

- CBEDS submitted November 1, 2018

**The California Basic Educational Data System (CBEDS)** is an annual data collection administered in October. CBEDS data are reported through an Online Reporting Application called CBEDS-ORA. The purpose of CBEDS is to collect data about schools and districts, as well as some aggregate data on students and staff. The CBEDS data collection is comprised of a County/District Information Form (CDIF), a School Information Form (SIF), and a District of Choice Supplemental (DOCS). The CDIF is used to collect data specific to districts and county offices on the number of classified staff, estimated number of teacher hires, and work visa applications. The SIF is used to collect data specific to schools on the number of classified staff, kindergarten program type, educational calendars, work visa applications (for charter schools), multilingual instructional programs, and languages of instruction. The DOCS is used to collect District of Choice transfer information and is only required for districts participating in the District of Choice program.

- **CRDC submitted on October 30, 2018**

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.

**EPA (Educational Protection Account):**

Proposition 30, *The Schools and Local Public Safety Protection Act of 2012*, approved by the voters on November 6, 2012, temporarily increases the state's sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers.

The new revenues generated from Proposition 30 are deposited into a newly created state account called the Education Protection Account (EPA). School districts, county offices of education, and charter schools (LEAs) will receive funds from the EPA based on their proportionate share of the statewide revenue limit amount. A corresponding reduction is made to an LEA's revenue limit EPA entitlement. LEAs will receive EPA payments quarterly beginning with the 2013-2014 Fiscal Year.

Proposition 30 provides that all K-14 local agencies have the sole authority to determine how the funds received from the EPA are spent, but with these provisions:

- The spending plan must be approved by the governing board during a public meeting.
- EPA funds cannot be used for the salaries or benefits of administrators or any other administrative costs. (Refer to the attached list of functions for which EPA funds may be used.)
- Each year, the local agency must publish on its website an accounting of how much money was received from the EPA and how the funds were expended.

## C. FINANCIAL REPORT

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

1. **Budget to date:** Mr. Levi Kirkland presented the October Financial Report with the following items included:

### Title IV

- Provide students a well-rounded education Improve school conditions for student learning
- Improve technology for better digital literacy Prorated based on 17-18 Title I, minimum \$10k
- Option to consolidate with Title I

### Low Performing Student Block Grant

- Based on 6 students from Fy1617- Total Entitlement of \$11,856

#### Eligibility

- Not Special Ed
- Not FRL, ELL or Foster
- And test score qualification

#### Restrictions

- Plan development on increased academic achievement, measure of effectiveness
- LCAP alignment
- Discussed & adopted at regular board meeting
- Funding must be spent by June 30, 2021

#### Date Due

- March 1, 2019- planned expenditures, likely outcomes
- November 2021- implementation, results

### 1st Interim Projections

- The 1st Interim Report is due to LAUSD on November 26th

### 2018-19 Cash Flow

- Ararat is projected to end FY. 1819 with a cash balance of \$2.8M

**FY 18-19 Current Forecast Update**

- The October Forecast reflects a decrease of \$3.5K last month's forecast

**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 18-19 LAUSD Food Services Contracts**

**Recommend approval**

Motion by: Prof. Mahseredjian

Seconded by: Dr. Karayan

Vote: Approved Unanimously

**B. Approval is Requested for 18-19 Educational Protection Plan**

**Recommend approval**

Motion by: Dr. Velarde

Seconded by: Prof. Mahseredjian

Vote: Approved Unanimously

**C. Approval is Requested for 18-19 LAUSD Compliance Monitoring Form**

**Recommend approval**

Motion by: Dr. Karayan

Seconded by: Ms. Shamieh

Vote: Approved Unanimously

**V. INFORMATION ITEMS/POSSIBLE ACTION:**

**A. Update on Investment Policy: A sample was presented**

**B. Update on Semi-monthly Payroll**

**C. Update on Diversity Committee:** Committee Chair Ms. Shamieh reported on the committee meeting that occurred prior to the Board meeting. The committee presented a detailed expenditure list for Board's approval. School has reached out to all parents to recruit a new PRO. More information will be shared at the January's Board meeting. As a part of the Outreach Plan, Committee's Chairperson encouraged all Board members to actively look for perspective candidate to serve as board members.

**D. Association Update:** None

**VI. CLOSED SESSION**

*Adjourned to Closed Session at 7:10pm 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 7:25pm

**VIII. FUTURE AGENDA ITEMS**

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

**X. NEXT BOARD MEETING DATE:**

December 12, 2018

**IX. ADJOURNMENT**

The meeting was adjourned at 7:35pm