

Los Angeles Regional Adult Education Consortium Open Meeting  
East Los Angeles Skills Center  
3921 Selig Pl, Los Angeles, CA 90031  
September 21, 2018 | 1:30 PM

Executive Committee in attendance: Emilio Urioste, BUSD  
Joseph Stark, LAUSD  
Alice Jacquez, MUSD  
Veronica Montes, CCUSD  
Robert Miller, LACCD

Project Manager: Lanzi Asturias

1. Call to Order – Ms. Montes called the meeting to order at 1:40 PM.
  - 1.1 Pledge of Allegiance
  - 1.2 Approval of the Agenda
    - a. Dr. Miller motioned to approve the meeting agenda, Mr. Stark seconded. The board voted unanimously to approve the agenda.
  - 1.3 Approval of the Minutes
    - a. August 17, 2018 meeting.
    - b. Mr. Urioste moved to approve the minutes, Dr. Miller seconded.
    - c. Ms. Montes asked to amend the minutes to approve them with the language she'd practiced in officially directing staff to perform actions. Dr. Miller and Mr. Urioste agreed to amend their motion to include this. Mr. Urioste also added that his name was misspelled in a part of the minutes.
    - d. The board voted unanimously to approve the minutes as amended.
    - e. Ms. Montes welcomed new board member Alice Jacquez, representing Montebello Unified School District on LARAEC's executive board. Ms. Jacquez then introduced herself and her track record working for MUSD over 25 years. Her new point person Philip Tenorio also introduced himself and detailed his resume.
2. Public Comment
  - a. Michelle Cohen introduced herself as representing the United Teachers Los Angeles adult ed committee She expressed their hope that ASE workgroup meetings would resume soon.
3. Program updates
  - 3.1 Innovation and Best Practices:
    - a. LAUSD: Family Success Initiative
    - b. Irma Cuevas introduced herself; she is currently an FSI teacher at Annandale Elementary and Farmdale Elementary. She explained the vision of the program in empowering emergent bilingual families to support student success and strengthen school communities.
    - c. She then gave background about the programs in the FSI pilot program, providing innovative approaches to ESL learning for students' parents. She gave program highlights as well, and explained the various ways FSI used library services and a computer center and the PASSport portal to improve parents' learning through technology. They also have access to bilingual reading services, and she gave her philosophy of "Teach the parent, reach the child, emphasizing parents learning how to read along with their children.

- d. She explained how learning through these curriculums to give oral presentations and become leaders in education is helping them be leaders in their own communities.
- e. Ms. Cuevas introduced Ana Jimenez, a former FSI student at Farmdale who is now enrolled at the Graphic Design class at East LA Skills Center. She explained how thankful she was for the FSI program, which has given her the tools to succeed in the future.
- f. Mr. Urioste congratulated the FSI staff on its innovative approach, and asked how long the program lasts for parents. Ms. Cuevas explained that it was catered to the needs of the students.
- g. Dr. Miller asked how many parents are actually enrolled, and Ms. Cuevas said there were about 340 parents with 25-30 parents per program.
- h. Mr. Stark thanked Ms. Cuevas and Ms. Jimenez for coming.
- i. Ms. Montes noted how inspiring the program was, and asked LARAEC staff if they could get info to allow her to start implementing something similar at CCUSD, and Ms. Cuevas offered to help. Mr. Asturias explained curriculum with that he believed Mr. Stark is willing to share this info and all of the members of LARAEC.
- j. Ms. Jacquez asked how they are classified for capturing attendance and data, and Ms. Cuevas said they were an ESL class with multiple levels.
- k. Mr. Urioste asked if they were looking at improvement in attendance or grades as a goal in terms of data, and Ms. Cuevas attested to increased attendants, and are seeking an increase in the CEL Development Test.
- l. Mr. Stark explained that they were seeing a lot more qualitative feedback, and for next-level data were looking at K-12 partners to let them know what points they should be looking at and what the connections are.

### 3.2 LARAEC Office Updates

- a. Mr. Asturias gave some highlights for various LARAEC projects, including a marketing and outreach plan, an annual plan writing framework and timeline, as well as a Professional Development Plan and a Data and Accountability plan. The staff has also participated in training provided by Accumend. Lastly, they were working on website development.
- b. Mr. Stark said that he would like to see a steering group created including labor partners of member districts, and directed staff to form one as part of the workgroup/committees infrastructure for labor partners to weigh in on the 3-year training cycle.

### 3.3 Budget

- a. Forms and Due Dates
  - I. Grace Ocampo presented on the AEP Progress and Expense Report, and gave the due dates of the FY 2018 “New Final Report” and Q4 FY 17-18 Progress and Expense Report.
  - II. Ms. Ocampo presented on due dates for the FY 2018-2019 Budget and Work Plan.
  - III. She then displayed the new FY 2018-2019 Progress and Expense Report, and explained they had revised the narrative section of the report based on requirements from NOVA.
  - IV. She then displayed the Draft 2018 Q4 Progress and Expense Report, reminding the board of the NOVA spending targets which were roughly 15% of their budget each quarter.

- b. LARAEC Progress and Expenditure Report Q4
- 3.4 Professional Development
  - a. Professional Development Framework
    - I. Dr. Adrienne Ann Mullen and Elvis Carias introduced themselves and their framework for Professional Development entering the 3-year-plan drafting process.
    - II. There were 3 areas of focus: Articulation, Best Practices, and Regional Planning. Topics would be determined via a short survey to faculty, staff, and administrators, plus via the WIOA II PD Surveys.
    - III. She explained the due date for the regional plan, limited this cycle to 35 pages, and explained that the state wants to know what they are going to do and how they are going to get there, not every step in between.
    - IV. She explained their desire to move Counseling Collaborative from the community college district and create a strong network in the adult school counselors. Some will transition into non-credit or right into credit.
    - V. Mr. Carias then explained their desire to form a Data and Accountability Workshop to identify priority focus areas.
    - VI. Mr. Urioste was interested in the articulation between counselors, For the meeting in December, he wanted to know whether they wanted it to involve the non-credit counselors, and what they imagined the meeting dealing with. Dr. Mullen explained that they did want that, and wanted it to be a networking opportunity with an education component.
    - VII. Ms. Montes echoed the need for collaboration, and that she expected the PPT to be the guiding voice. She added that her words last time were, The LARAEC board is directing the LARAEC project manager and advisors to create a proposal for the Point Persons Team and present it at this meeting.
    - VIII. Dr. Mullen said that a lot of the work on the framework is already done, but they had been waiting for the board's blessing to move forward. Ms. Montes responded that she thought they had been talking about a lot of these things for the whole year, and so she directed Mr. Asturias and the advisors only because as an executive team member, they do not have the authority to direct point persons other than the ones that report to their member districts.
    - IX. Dr. Miller summarized two critical points he's heard so far: the need for additional PD of this type, and the need to collaborate and engage as many stakeholders as possible. Mr. Stark agreed with the need for more input.
    - X. There was consensus on the board to move forward with PD and the Workgroups, and Dr. Mullen agreed to move forward and provide reports.
  - b. LARAEC 2019 Conference Update
    - I. Sofia Mayoral introduced herself as a new AEBG teacher advisor for LAUSD and a former ESL and high school student from

Huntington Park Community Adult School. She updated the board on the time, date, and location of the 2019 LARAEC conference, with the theme of “Innovate, Integrate, and Motivate”. The call for presenters will be posted on LARAEC’s website sometime next week.

### 3.5 Policy and Legislation

- a. Update on AB705
- b. Dr. Allison Tom-Miura and Mr. Angel Viramontes presented on AB705, which requires that students in a transfer path be at college-level math and english classes within one year from when they start the path unless two conditions are met: the students must be highly unlikely to succeed in the transfer-level course AND enrollment in the pre-transfer course will improve the students’ likelihood of completing the transfer-level course in a one-year time frame. She summarized the compliance

deadlines.

- c. She explained that the legislation says they cannot add a class to supplement student’s skills, but can redesign the curriculum and have co-curricular support. Now, they are looking at assessing what support they can provide through the use of CASAS. She then summarized the pathways and challenges the new law would bring for non-credit and credit options, as well as ways they were redesigning their co-curricular support.
- d. Dr. Miller explained how important this area would be in the Community College world, especially as they look at their new funding formula and access, equity, and success metrics.
- e. Ms. Montes asked if they saw any circumstances where students that are at the community college could be referred to the adult school, and Dr. Mullen said they had not looked at that yet, but doesn’t see why it couldn’t happen. Dr. Miller clarified that the goal is to have students walk into their doors college-ready for the math and English to be complete.

4. Informational Items – There were no Informational Items.

### 5. Board Member Reports

- a. Mr. Urioste announced that BUSD is launching a new CTE program, Physical Therapy Assistant, and also launching their WASC self-study process.
- b. Dr. Miller described LACCD’s heavy involvement in developing strategic enrollment management plans, with its 9 colleges developing ideas that effectuate what’s required under the new funding formula.
- c. Mr. Stark said that he believed the LARAEC board should establish a shortlist of legislative adult ed priorities, and LAUSD will be bringing proposals to the board shortly. He also wanted to welcome their new board member and point person from MUSD. He also suggested briefing new members in particular around the history and current status of the state audit findings, and the conversation should happen in an open, transparent fashion.
- d. Ms. Jacquez then summarized the transparent efforts of MUSD on making changes recommended by the state audit report immediately, as well as personnel training and putting in new systems for time reporting as well as restructuring CTE classes and ESL programs.
- e. Ms. Montes explained that CCUSD had piloted Burlington with Reading for ESL, and will continue with that in this school year. Also, after a 6-month training of

EBRI in our ABE program, which she attended, they started implementing it, and are committed to improving the literacy of their English-speaking students that also need it.

6. Action Items – There were no action items.

7. Consent Agenda

7.1 Agenda Item: LAUSD Capital Outlay

a. Ms. Montes asked if any members thought an item that needed to be moved to regular discussion, and none thought so. Mr. Urioste moved to approve items 7.1, 7.2, and 7.3 under Consent Item Agenda. Dr. Miller Seconded.

b. The board voted unanimously to approve items 7.1, 7.2, and 7.3. Motion passed.

7.2 Agenda Item: Approve Firm for Consulting

7.3 Agenda Item: Approve Firm for Auditing

Announcements – No announcements

Next meeting:

October 19, 2018

Burbank Adult School/Auditorium

3811 West Allan Ave, Burbank

Adjourn Ms. Montes adjourned the meeting at 3:33 PM.