



LARAEC Executive Board

Minutes- Board Meeting

Friday, March 15, 2019
9:30 AM – 12:30 PM

Van De Kamp Innovation Center
2930 Fletcher Drive, LA 90065

Executive Board Members in		Point Person Team Members		Staff	
Emilio Urioste, Burbank USD	X	Yanira Chavez, BUSD		Lanzi Asturias, Project Director	X
Veronica Montes, Culver City USD	X	Elvis Carias, CCUSD	X	Michele Stiehl, Advisor	
Dr. Robert Miller, LACCD	X	Dr. Adrienne Ann Mullen, LACCD	X	Justin Gorence, Advisor	X
Joseph Stark, Los Angeles USD	X	Men Le, LAUSD	X	Grace Ocampo, Budget Analyst	X
Alice Jacquez, Montebello USD	X	Philip Tenorio, MUSD	X	Vacant, Secretary	

1 Call to Order	1.1 Pledge of Allegiance	Amy Gill
	1.2 Approval of the Agenda a. Dr. Miller moved to approve the agenda, Mr. Urioste seconded. The board voted unanimously to approve the agenda.	Mr. Urioste
	1.3 Approval of the Minutes a. Regular Board Meeting, February 2019 I. Dr. Miller moved to approve the draft minutes, Mr. Urioste seconded. The board voted unanimously to approve the agenda. b. Special Meeting, February 2019 I. Dr. Miller moved to approve the draft minutes, Mr. Urioste seconded. The board voted unanimously to approve the agenda.	Mr. Urioste
2 Public Comment	Megan Katz from the LA Public Library introduced herself and gave an update on the partnership between LAUSD DACE and LAPL, including the distribution of 5762 library cards to adult school students in DACE, and planning field trips to central library for them.	
3 Program Updates	3.1 Innovation and Best Practices a. No Presentation	
	3.2 LARAEC Office Updates a. LARAEC Projects Update i. Mr. Asturias explained that because of work prepping for the LARAEC conference, they were not able to complete a LARAEC projects update report, but will have one next meeting. ii. Mr. Gorence added there are projects ongoing that did get some positive traction, such as the LAPL project and continued research on governance issues. b. LARAEC Priorities: Recommendations by LARAEC Office i. Mr. Asturias explained that one suggestion for priorities for the LARAEC offices was a potential legislative agenda; since legislative activities are in full swing in	Lanzi Asturias Justin Gorence

Sacramento, they will have until next year to come up with a draft of agenda items they would like to pursue.

- ii.** The second was Marketing and Field Engagement. From the 3-year planning process, they gleaned that the field is eager to hear updates and progress from the consortium directly.
- iii.** Third, Reporting and Accountability, which is really what the LARAEC office was tasked with from the get-go.
- iv.** Dr. Miller said that from what he can tell they are making great progress on the 3-year plan, and Mr. Asturias alluded to the fact that it would be a priority to create plans to implement the plan. Dr. Mullen said she would like that to be under the PPT, since they will be living that plan.
 - 1.** Dr. Miller thought the LARAEC staff should have the implementation of the plan to be a significant part of their work plan. Dr. Mullen clarified that it was about who is leading that effort, and Dr. Miller added that the LAREC staff could still help with those efforts.
- v.** The fourth priority was making sure they work with auditors to implement the execution of their recommendation 32 under the MUSD audit recommendations.
- vi.** Mr. Stark asked, under the risks to accomplishing those items, that they're saying one risk is not having a fully-staffed LARAEC office? Mr. Asturias clarified that the successful implementation of projects depends on the assumption that they would like to remain fully-staffed.
- vii.** Mr. Urioste added that Saturday's conference is a testament to very good marketing, and added they might consider undermarketing and looking at a LARAEC app. Mr. Stark agreed, but was concerned about adding more to the plate, and that a LARAEC app would be low priority in his opinion.
- viii.** Ms. Jacquez said they might want to consider having the LARAEC staff housed at different sites to have districts' clerical or IT staff able to support them. Ms. Montes agreed that they could explore having more people in more places, and thought that the 3-year plan should take top priority.
- ix.** Mr. Urioste asked for clarification under priority 2a and 2b, and Mr. Asturias explained some of their efforts to create more social media engagement.
- x.** Mr. Stark asked whether they might need to put priority 2 aside for now, and Mr. Asturias said that there are some approaches that don't cost very much but can go very far depending on how they use it. Mr. Gorence

added that they'd experienced huge enthusiasm when directly connecting with stakeholders at conferences, and that they want to explore how to maintain that energy and engagement.

- xi. Dr. Mullen said that the PPT would suggest as a priority to do an overlay of what programs each site offers because they continuously hear that students don't know who offers what.
- xii. Mr. Asturias added that they will be reporting on these therapies periodically, and they are not set in stone.

c. Montebello Audit Timeline

- i. Mr. Gorence directed the board to a timeline of the audit and responses, and pending items 31 and 32, including the exact language from the state and recommendation status based on the auditor's response.
- ii. For 31, he explained that they have indicated to the state that the executive team, if appropriate or needed, would develop a new funding formula. If they feel at this point that it is not appropriate or needed, LARAEC needs the executive team's direction and they will report to the state that the plan MUSD presented back in January of last year, they consider it to be sufficient to have met the auditors' recommendations.
 - 1. He added that if they tell the state they would potentially develop one in the future as previously discussed, they would keep LARAEC as "pending" until 2020.
- iii. For 32, they are waiting for policies created by the auditing firm to be officially adopted by LARAEC. They are about to start the work with the auditors in April.
- iv. Dr. Miller asked for clarification on the scope of work of the auditors related to MUSD, and Mr. Asturias clarified that the scope would be limited to how LARAEC is receiving information from them and what the LAREAC office does. Dr. Miller added that whatever level of metric scrutiny MUSD goes under related to that topic, all districts should undergo.
- v. Mr. Urioste asked Ms. Jacquez to elaborate on MUSD's use of ASAP. Ms. Jacquez said that ASAP and TopsPro Enterprise had been fully implemented, and all teachers have been trained throughout their locations.
- vi. Dr. Miller was pleased with MUSD's progress, and asked how LAREAC would finalize the funding formula. Mr. Urioste added that another big component is they have to be aware of budget implementation dates; Dr. Miller suggested requesting staff to put together a plan and timeline to get this done.

	<ul style="list-style-type: none"> vii. Ms. Montes added that they've had meetings based on funding formulas, decided that developing a new one for 19/20 was not an action item, and spend the year preparing for a future funding formula plan. Dr. Miller suggested, under 32, have their two audit firms prioritize their work in such a way that they start on the data and enrollment and inform on one of the recommendations staff has already made so that going into the 2021 fiscal, they all know what it is that they're dealing with. viii. Mr. Asturias restated the request for clarity, and Mr. Stark clarified that they are going to work with the auditing firm not to create a formula, but essentially to validate data from all 5 districts, and once that piece is done, LARAEC will revisit discussions around the formula. ix. Mr. Stark added that they do have to look at and validate data. But which data? Is the auditor going to tell them what data they should look at, or are they going to give direction to them? He added that they have to be specific moving forward. x. Dr. Miller said that all he is interested in is evaluating enrollment numbers, because this is the basis by which MUSD is paid. Ms. Montes asked the LARAEC office to email the board the scope of work given to the auditors so they are clear. Mr. Asturias agreed, and added that the state was very specific about the number types they want to see, and the auditors were given that report so that they can focus their efforts on those. Dr. Miller added, with the urgent need to get this resolved, he would shift the priorities a bit and have them worry about LARAEC policies later. xi. Mr. Asturias explained that the auditors are in a position to make that switch in their work. As far as the specificity of the data, they will ask for them to give recommendations. 	
	<p>3.3 Budget</p> <ul style="list-style-type: none"> a. FY 2017 Program Area Report <ul style="list-style-type: none"> I. Ms. Ocampo explained the state's request to submit hours of instructions and leverage funds based on program areas, and broke down what they had submitted in NOVA. Dr. Mullen clarified that the LACCD numbers are reported differently for instructional hours. b. FY 2018 Q2 CAEP Progress and Expense Report and FY 2017 Close Out Report <ul style="list-style-type: none"> I. Ms. Ocampo explained the Q2 CAEP progress and Expense Report. She also broke down the FY 2017 Close Out Report, 	<p>Grace Ocampo</p>

	<p>with slides showing total funds received per district for 2017, and how all of the districts had spent their allocations.</p> <ul style="list-style-type: none"> c. Data and Accountability Progress Report as of December 31, 2018 <ul style="list-style-type: none"> I. Ms. Ocampo added that there were some revisions to the slide, specifically under BUSD's expenditures. d. FY 20 Budget Updates - preliminary allocations released last February 20th <ul style="list-style-type: none"> I. Ms. Ocampo gave updates on the preliminary allocations. e. Upcoming CAEP and Data and Accountability Deadlines and Updates <ul style="list-style-type: none"> I. Ms. Ocampo broke down upcoming deadlines, including the Consortium Certification of 16-17 (Close Out) in NOVA and the Q2 consortium certification, due March 31. LARAEC's CFAD certification is due May 2. 	
	<p>3.4 Professional Development</p> <ul style="list-style-type: none"> a. No Update 	
	<p>3.5 Policy and Legislation</p> <ul style="list-style-type: none"> a. No Update 	
	<p>3.6 Data and Accountability Workgroup</p> <ul style="list-style-type: none"> a. First Info Topic <ul style="list-style-type: none"> I. Mr. Carias updated the board that the D&A Workgroup had worked on items the day previous, and finally has a shared document folder to which they'll be uploading resources for the districts. II. The first document they finished is the barriers to employment, and they changed the language to second-person. He explained the process of creating the document, as well as shifting the language to avoid potentially sensitive language. They will now be using it at CCUSD as part of the registration process. For the program areas document, they added definitions that come from WEYOA guidelines. III. He also discussed the AEP Demographic Summary Report, accessible by each consortium administrator in TE, and broke down some of the data and trends they had gleaned from it. One problem area was they were not good at identifying some metric areas to properly report in, noting that under transportation (supportive services), only one agency has reported that they offer services. So they want to be able to report accurately about services like that. IV. Mr. Stark asked how agenda items for the workgroup are selected, and the frequency of meetings. Mr. Carias explained they are monthly, and that members can email him agenda items up until the day before the meeting. 	<p>Elvis Carias</p>

	<p>3.7 Three-Year Plan (2019-2022) Activities Update</p> <p>a. Dr. Mullen said that there was nothing really to report. There will be some editing they have to do on the draft plan to fit in the page limits, plus some templates to upload. She added that the Pathways Action Planning Team will meet one more time on April 12, and thinks the board needs to continue the APTs with the facilitators. This is outside their scope of work, so she will have to bring a cost proposal.</p>	<p>Adrienne Ann Mullen</p>
	<p>3.8 LARAEC Conference Update</p> <p>a. Stats</p> <p>i. Sofia Mayoral updated the board on the statistics for attendees, presentations, exhibitors, and innovation awards, and thanked all the volunteers.</p> <p>ii. Ms. Le added that the conference was amazing, and complimented the conference planning team, saying they were already drawing up ideas for next year.</p> <p>b. Summary Debrief</p>	<p>Men Le Sofia Mayoral</p>
<p>4 Informational Items</p>	<p>IV.1 Information Items</p> <p>a. May 2nd Deadline for CFAD</p> <p>I. Mr. Asturias explained that this is a budget item put as a discussion item. In order to approve and submit the CFAD by May 2, it needed to be a discussion item this meeting so it can be agendaized and approved next meeting. It's a distribution of the funds that includes the COLA, broken down further by district. He explained that in February they gave the board an amount that had errors due to a rounding error, and these new numbers are the correct ones. They will use the NOVA system to enter the CFAD, so once each district enters them, the consortium will certify.</p> <p>II. Ms. Montes said that she wants it on record that she is very disappointed that LARAEC went with the same allocation when they talked for so long about a new funding allocation for 2020. And it's hard for her to look at the LARAEC office being funded at half of what her district is being funded at.</p>	<p>Mr. Asturias</p>
<p>5 Board Member Reports</p>	<p>LAUSD:</p> <p>a. No report.</p> <p>BUSD:</p> <p>a. No report.</p> <p>LACCD:</p> <p>a. Dr. Miller wanted to mention a few things in terms of the CC system as a whole, and described how they are suffering from a deficit factor after their first principal apportion report. They also underestimated the cost of the new Student Success Formula. As a district, their enrollment continues to go down, and the strong economy is killing them because it's counter-cyclical. With the new funding formula, they think they will be able to make adjustments. The two bright lights</p>	<p>Mr. Stark</p> <p>Mr Urioste</p> <p>Dr. Miller</p>

	are adult ed and dual enrollment, they continue to grow in their district. Finally, as they come off of the first year of Hold Harmless, if this situation doesn't reverse itself in some meaningful way, they will have serious fiscal issues.	
	<p>MUSD:</p> <p>a. Ms. Jacquez reported that Mr. Tenorio will have a career technical education fair Tuesday, April 9th from 9:30 to 11:30. All are invited.</p>	Ms. Jacquez
	<p>CCUSD:</p> <p>a. No Report.</p>	Ms Montes
6 Action Items	6.1 No Action Items.	
7 Consent Agenda	7.1 No Consent Items.	
8	Announcements: Next meeting Friday, April 12 at 1:30 PM, location TBD.	
9 Adjourn	Ms. Montes adjourned the meeting at 3:35 PM.	