



**LARAEC Executive Board**

**Minutes- Regular Meeting**

Friday, October 19, 2018

1:30 – 4:00 PM

Burbank Adult School  
3811 W. Allan Ave, Burbank, CA 91505

Executive Board Members in		Point Person Team Members		Staff	
Emilio Urioste, Burbank USD	X	Yanira Chavez, BUSD	X	Lanzi Asturias, Project Director	X
Veronica Montes, Culver City USD	X	Elvis Carias, CCUSD	X	Michele Stiehl, Advisor	X
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	

<b>1</b> Call to Order	<b>1.1 Pledge of Allegiance</b>	Ms. Montes
	<b>1.2 Approval of the Agenda</b> Mr. Urioste moved to approve the agenda, Mr. Stark seconded. The board voted unanimously to approve the agenda.	Ms. Montes
	<b>1.3 Approval of the Minutes</b> <b>a. Executive Board Meeting, September 2018</b> <b>b. Special Meeting Workshop, September 2018</b> I. Dr. Miller moved to approve the Exec Board minutes and the Special Meeting Workshop minutes from September. Mr. Urioste seconded. II. The board voted unanimously to approve the minutes with the correction that Dr. Adrian Ann Mullen did the presentation in item 3.5 in the Exec Board minutes.	Ms. Montes
<b>2</b> Public Comment	None	
<b>3</b> Program Updates	<b>3.1 Innovation and Best Practices</b> <b>a. LAUSD: High School Equivalency Test Preparation – Strategies for attaining high passing rates</b> I. Mark Kavanagh introduced the rationale for the HSE/DL effort, and explained that after 3 years it was really taking off. They want to bring in instruction to students barred because of lack of money, time, or transportation, and want to attract students who are barred for these reasons, but might otherwise be interested, and went into the different curriculums and standards used in the program. II. Mr. Kavanagh explained that an essential component of the HSE/DL program is the HSE Merit Award. When the student enrolls and completes a minimum of 12 hours of attendance on an online program and demonstrates competency on an exam, they provide a merit award which covers the cost of the testing. It influences teachers to make online/distance learning part of their practice, and removes a financial obstacle for students. The data has been good, and he introduced Barbara Choi-Milling to talk about meeting students where they are, and working with them. III. Barbara Choi-Milling introduced herself as an HSE/DL teacher who has worked at Harbor Occupational for five years, and worked in the HSE/DL program since last year. She said that she was inspired by training in student pathways to success, and keeps a graphic from	Mark Kavanagh and Barbara Milling

	<p>said training up in her classroom to show students the opportunities available once they finish her class.</p> <p>IV. Ms. Choi-Milling emphasized case management, and explained that she was number one in the district this year, and helped give 103 scholarships under the HSE/DL program. She went on to explain the difficulties and subtleties of case management, with emphasis on assessing students' needs on a student-by-student basis.</p> <p>V. She explained the various paths students could use to achieve an HSE/DL merit award, including math labs and a writing class. She also emphasized that the program is designed to help students who have a small time-frame to devote to completing the program, whether due to having kids, work, or other obligations.</p> <p>VI. She praised LAUSD and the HSE/DL program for letting all students to take the GED via vouchers, and for the way the program improves student moral. She then showed showed her graduation board, and said that students love to see their names on it. She emphasized that her success was the result of many years of training and collaboration, and thanked many who helped to put the steps in place to her success, including Mr. Kavanagh, Ms. Montes, and Ms. Stiehl.</p> <p>VII. Mr. Stark and Dr. Miller thanked and praised Ms. Choi-Milling for her sentiments regarding the effort to accelerate learning, the distance learning that the HSE/DL program could provide, and the technology that it could bring to new students.</p> <p>VIII. Ms. Montes asked how they pay for the program, and Mr. Kavanagh explained that they use fees from their testing center, and are looking at ABE support services funds. He and Ms. Choi-Milling then explained the tracking and billing of students in the program.</p>	
	<p><b>3.2 LARAEC Office Updates</b></p> <p><b>d. Professional Development Framework</b></p> <p>I. Mr. Asturias said that the LARAEC office and the Point Persons Team had completed a professional development survey that had been provided to the LARAEC office, and had been sent to the PPT for final review, and will be sent to faculty next week possibly to evaluate their needs for professional development.</p> <p>II. Mr. Stark said that they had teacher labor partners in attendance at previous meetings, and he would like to have a structure built into LARAEC's planning to make sure they are heard. Ms. Montes asked what structure the board was using to include their labor partners in different activities, including engaging and gathering input. Mr. Asturias explained that this was a long-distance project, and they are currently still engaging through city departments.</p> <p>III. Mr. Carias and Dr. Mullen explained that the Professional development plan due at the end of the month will go into this subject in more detail, and reminded that November 2 will be the workshop for three-year planning. All faculty are included in PD, and for regional planning they are putting out the call for union leaders to get involved. She explained that they also need to have a discussion about how broad they want to be, because they only have 6 months and don't want to duplicate other PD.</p> <p><b>a. LARAEC Yearly Plan Timeline and steps for developing future yearly plans.</b></p>	<p>Lanzi Asturias</p> <p>Michele Stiehl</p>

	<p>I. Michele Stiehl introduced herself, explaining that they had been directed to look at creating an annual plan timeline, and they realized that the planning process begins as soon as they put another plan out. She and Justin Gorence explained that when trying to pull data, they found people did not provide data in the best format for compiling and integration. The next step in the proposed timeline is doing checks quarterly with the PPT and staff; then in early spring, look at what data they need to be collecting. They are beholden to the state's timeline for some data.</p> <p>II. Dr. Miller asked whether they need more time to get a look at the plan as a group, since according to the presentation they don't get a look at it as a full board until 3-4 weeks before it's due. Mr. Stark asked whether the subject, individual PPT's would be in constant communication with their execs throughout the project, and Ms. Stiehl confirmed. Dr. Miller wanted to make sure that they can work this out as a board before May, and Dr. Mullen and Ms. Stiehl assured him that this year, they didn't even get the template from the state until May, and it is usually not due until mid-July, with some data required not available until late June.</p> <p>III. Mr. Stark wondered, if this is chronic pattern from the state, whether they need to draft a letter to them expecting the same level of fairness to avoid 11th-hour situations. Essentially, to hold the state accountable. He would like the PPT to discuss and to have a consensus whether this thing from the state is making their lives more difficult. Mr. Asturias explained that they have communicated these issues to the AEG office since the beginning over countless times. Moving forward though, things seem to be stabilizing. Mr. Stark added that if it does not improve, they have some muscle behind some of their districts.</p> <p><b>b. LARAEC Marketing Plan Drafts: Strategies to promote programs, student services, and teacher engagement.</b></p> <p>I. Mr. Gorence explained that they had talked about the idea of a marketing plan in August, and that the staff had been tasked with creating a proposal with needs assessment. He and Ms. Stiehl researched how marketing works and examples of relevant marketing plans as a first step before getting board input. They gave a presentation analyzing LARAEC Strengths, Weaknesses, Opportunities, and Threats, known as SWOT analysis, and summarized bullet points for each.</p> <p>II. Ms. Stiehl explained that they had broken down LARAEC's target audiences, then looked for various ways people find out about LARAEC. They have also started improving the website for better impact. They would like to do a LARAEC roadshow as well, and to create a one-stop shop for guidance counselors showing all their consortiums and what's offered by each. Finally, they want to have a web presence on social media for increased word of mouth. She elaborated on different aspects of the website they want to improve, as well as how to measure the success of different potential outreach efforts directed to teachers, community and business partners. He explained that their next step is to continue with current staff activities focused on plan objectives and develop a more detailed cost analysis and scope of work.</p> <p>III. Mr. Urioste thanked them for putting the presentation together, complementing its aesthetic appeal. He agreed that they should have a conversation about getting the message out, and agreed that they</p>	<p>Michele Stiehl and Justin Gorence</p>
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need to be talking to the right audience. He asked whether they will be promoting LARAEC as a whole or individual member districts and programs, and whether LACCD in their marketing promotes LACCD or individual campuses and programs. Dr. Miller explained that they try to blend the two, though sometimes they advertise individual campuses, and that he would like to see specific numbers related to potential marketing plans.

- IV. Mr. Stark complemented the presented framework, and emphasized the need for clarity in terms of what they will accomplish with the plan. He also said that if there are additional resources put forth from existing staffing, they need to have an upfront view of what those costs are. Ms. Montes agreed.
- V. Mr. Stark asked if they intended to do this in-house, or were they developing the scope of work with the budget, and Mr. Asturias explained that they will try to provide the board with options, but if they want to do any type of advertisement, they will have to go outside. He said that if this is the right direction, they can move forward and offer answers to those questions as they go.
- VI. Mr. Urioste thought they should maybe look at marketing starting in baby steps, with more general ads for LARAEC. Mr. Asturias said that with marketing, they can pilot something in a segment of the market and then evaluate and further ascertain whether it's worth it to go into a full marketing campaign. Ms. Montes said that they are as a board saying they like the plan, and told the LARAEC staff to continue to move forward and come up with ideas and come back again next time with where they are.

**c. Governance, Roles and Responsibilities Report Plan to evaluate current governance practices.**

- I. Ms. Stiehl explained that they had been tasked with doing research to provide info for the board for their Roles and Responsibilities Workshop. One of the requests was to do research on other consortia, their structure for governance, and how their work groups work. She explained the process of using consortia websites to find their initial plans, then contacting the consortia to figure out how they are actually operating on a day to day basis.
- II. Mr. Gorence explained that they also went to SARC to talk to their staff, see how they work together, and they spoke with their counterparts within SARC's team about frustrations and ideas for moving forward. They also have suggested consortia visits from the PPT, and are looking at meeting steering committees, their version of LARAEC's Executive Board. She asked whether this seemed like the direction of research they should do for the November workshop.
- A. Mr. Urioste said that he would like to know what other consortia's staffing consists of and what their roles are, as he believes that LARAEC is a unique situation and is woefully understaffed given their size and the work they're expected to do.
- B. Dr. Miller agreed with Mr. Urioste, and was interested in what larger consortia are doing regarding staffing, budgeting, and representation. Mr. Gorence and Ms. Stiehl explained that no other consortia are really as big as LARAEC, and explained the structures of comparably-sized consortia in California such as San Diego and Oakland. Dr. Mullen added that they need to look at structure specifically and who has been doing adult education for a long time, as long as what districts are building initiatives and program infrastructure.

Michele Stiehl  
And  
Justin  
Gorence

	<p>C. Mr. Asturias added that one commonality is a number of consortia have have adult education driven by community college, which is very different from LARAEC. Dr. Mullen explained that a number of consortia that have come together to form JPA rotate their office throughout consortium members. They need to look at functionality of roles, through which she thinks they'll discover something they didn't think of. Ms. Montes added that they are in a direction of getting more information, and the purpose of the workshop is not to make any decisions.</p> <p>D. Mr. Urioste thought some of this work is what the state should be doing, and wanted to know if they could talk to Neil to put something together so the state informs all consortia as a consortia summary.</p>	
	<p><b>3.3 Budget</b></p> <p><b>a. Data and Accountability: Program updates, current balances, program deadline extension, and new due dates</b> Grace Okampo presented updates on Data and Accountability and deadlines for spending and expense reports.</p> <p><b>b. First Quarter Budget Deadline</b> Ms. Okampo explained the First Quarter Budget Deadline is December 1<sup>st</sup>, 2018</p>	<p>Grace Okampo</p>
<p><b>4</b> <b>Informational Items</b></p>	<p><b>4.1 Policy And Legislation</b></p> <p><b>a. Update on AB2098 Immigration Integration</b> Ms. Stiehl explained that AB2098 had recently been signed with the intent to provide adult education outcomes that meet needs for immigrant and refugee students. LARAEC staff has provided board members with a copy where changes or additions to the bill language and education code are highlighted yellow. Most are things they already do that have been put in as a minimum.</p> <p><b>b. Update on AB235 Apprenticeship and Pre-apprenticeship</b> Mr. Gorence explained that in 2015 the state wanted to set a goal of doubling apprenticeship programs from 2015-2020. AB235 rectifies difficulties in approving pre-apprenticeships. He explained the structure of traditional and non-traditional apprenticeship advisory boards, and that the state wants to connect pre-apprenticeship to apprenticeship in a formalized way. They are in the process of putting a lot of new staff/resources into it, and for LARAEC member schools, they're figuring it out as they go.</p>	<p>Michele Stiehl</p> <p>Justin Gorence</p>
<p><b>5</b> <b>Board Member Reports</b></p>	<p><b>LAUSD:</b> <b>5.1 Initial Announcement LARAEC Resolution: <i>Advocacy, Collaboration and Transparency: Representing the Needs and Interests of Adult Learners in LARAEC</i></b></p> <p>a. Mr. Stark wanted to bring forward an initial announcement of a resolution for consideration at a future meeting. He feels LARAEC is in a unique position to drive political agendas and legislation regarding adult education in the state. He is putting this forward to codify this goal for the board and say in a public way, as LARAEC, that they are public about what they are planning with their legislative advocacy, and he is looking for co-sponsors.</p>	<p>Mr. Stark</p>

	<p>b. Ms. Montes thinks that if this is something they are going to do, she wants to direct the PPT to develop the legislative agenda. She also asked for clarification where the resolution says the agenda will include a commitment for board members to disclose affiliations with any advocacy groups. Mr. Stark explained that it was a way to bring forward connections the board may have with those groups to clarify what they working on as a board and provide transparency. Ms. Montes asked just how much information members would be obligated or able to relate at meetings regarding developing works at those organizations, and Mr. Stark said he was just asking for people to exercise their own judgment. This is a way to identify where those strengths and networks are, which will help us in crafting, shaping, and leading a much more viable legislative agenda.</p> <p>c. Dr. Miller thanked Mr. Stark and added that LARAEC is an impactful entity with roughly 157,000 students, and they need to be driving a political/legislative agenda, whether working with others or leading the charge. LACCD has been relatively successful at lobbying for our agenda, so there is no reason LARAEC can't do the same thing. He added he would be happy to co-sponsor the resolution, and that they shouldn't wait for the resolution to be passed to start the process about talking through their approach to legislation.</p> <p>d. Mr. Asturias asked for clarification: Ms. Montes said that it should be a function of the Executive Board in setting legislative agenda, and Dr. Miller suggested they direct the PPT and Executive Team to create the agenda. Mr. Urioste said that it would have to be in a workshop setting to allow more time and input from stakeholders. Ms. Montes clarified saying that she was not suggesting the Exec Team do it alone, just that it was not a directive</p>	
	<p><b>BUSD:</b> Mr. Urioste announced Burbank Adult School's annual Boo Bash happening 10/20/18, which has been going on for over 30 years. He added that they had started two IET programs which were making great progress, and discussed shifts in their ESL programs. He would also be contacting Mr. Stark or the presenter from last month's meeting about the Family Success Initiative, as he is interested in replicating that here. He also announced that Burbank was branching into classes about robotics, and asked anyone who has a robotics program in their district if he could visit and ask about their programming curriculum. Mr. Asturias said that the LARAEC office is in the process of contacting districts that expressed interest in the FSI for a more in-depth presentation on it</p>	Mr Urioste
	<p><b>LACCD:</b> Dr. Miller said that LACCD continues to grapple with the new student-centered funding formula and all that portends for the community colleges of California while keeping adult ed a big priority. Dr. Mullen added that she met with the adult ed deans of LACCD last week and charged them with making sure they're connecting with their respective principles and teams.</p>	Dr. Miller
	<p><b>MUSD:</b> Ms. Jacquez said that she was happy to be here again, and wanted to mention that MUSD's stakeholders and teachers are taking a grassroots approached to promotion, going to city-sponsored events and promoting their classes. She added that they need to start looking at another type of attendance monitoring system thanks to the hiccups they've been having with their current one, ASAP. She asked Mr. Gorence and Ms. Stiehl if they'd heard similar comments at the Mt. Sac consortium meeting they attended, which they had. Ms. Montes added that she was taking a team of coordinators and office staff to the ASAP Conference to hopefully address some of those issues, noting that clean, complete data is critical for the work</p>	Ms. Jacquez

	LARAEC does. Mr. Urioste added that the lack of response regarding customer service for ASAP was also driving his staff crazy, and was unacceptable. For them it was also affecting money transactions, which are critical accountability. He is also sending representatives to the ASAP conference.	
	<b>CCUSD: None</b>	Ms Montes
<b>6 Action Items</b>	None	
<b>7 Consent Agenda</b>	None	
<b>8</b>	<b>Announcements</b> Next meeting Nov 16, 2018 at the Van de Kamp Innovation Center. Also, the first board workshop is scheduled for November 2 <sup>nd</sup> , 2018 from 12:00 PM to 4:00 PM	Ms Montes
	Ms. Montes adjourned the meeting at 4:12 PM.	Ms Montes