



LARAEC Executive Board

Minutes- Board Meeting

Wednesday, March 17, 2021

10:00 AM – 1:00 PM

Via Zoom

Executive Board Members in		Point Person Team Members		Staff	
Wendy Heard, Burbank USD	X	Marianne Griffin, BUSD	X	Lanzi Asturias, Project Director	X
Veronica Montes, Culver City USD	X	Ruth Morris, CCUSD	X	Michele Stiehl, Advisor	X
Dr. Ryan Cornner, 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
Dr. Angel Gallardo, Montebello USD	X	Philip Tenorio, MUSD	X	Teresa Plaza, Secretary	X

1 Call to Order	<p>1.1 Pledge of Allegiance</p> <p>Mr. Stark called the meeting to order at 10:01 AM with board member quorum. He welcomed Ms. Heard as the new Burbank USD member of the LARAEC board and the new director of the Burbank Adult Education Program. .</p>	Mr. Gorence
	<p>1.2 Adjustments to the Agenda</p> <p>a. No adjustments to the agenda.</p>	
	<p>1.3 Approval of the Agenda</p> <p>a. Ms. Montes motioned to approve the agenda, and Dr. Gallardo seconded. Dr. Cornner joined the meeting. There was no discussion.</p> <p>b. The board voted unanimously to approve the agenda.</p>	
	<p>1.4 Items for Future Agendas</p> <p>a. Dr. Gallardo said that one item he would like to hear about is LARAEC’s concurrent enrollment availability. He believed it was discussed at the Point Persons meeting, and that concurrent enrollment is possible because their funding comes from the state, and now the federal government. He asked if LARAEC personnel could come back to the board with a presentation on how they could implement that because it would benefit their students.</p> <p>i. Mr. Stark clarified that they can add it to a future agenda, but that the decision-making of LARAEC is limited to the California Adult Ed Program. Services for concurrent students wouldn’t really be a topic for CAEP, but they can add it to a future agenda if people are amenable to it.</p> <p>ii. Ms. Montes asked if Dr. Gallardo was asking about their ability to use other funding to serve concurrence, and what people are doing as best practices. Dr. Gallardo said that there was a discussion at the point persons meeting in which one of their partner members is utilizing concurrent enrollment, and if one district is using it, it should be the same for all of them, so he would like to know how they can</p>	

	<p>participate because it would benefit if they're using concurrent enrollment numbers for LARAEC.</p> <ul style="list-style-type: none"> iii. Mr. Stark asked Mr. Asturias to work with the staff on putting that on the agenda for the next meeting, and if he understood it correctly, it will be of what one or more districts may be doing. Dr. Gallardo thought it was a discussion item to talk about how other districts can do it, so students can benefit and they can extend that to them. iv. Mr. Stark added that for LAUSD they do work with their K-12 stakeholders on providing extended credit recovery options to high schoolers for a program called Winter and Spring Plus, but they utilize a separate funding stream from CAEP funding for that. v. Mr. Stark directed Mr. Asturias to work with the Point Persons team to figure out how to facilitate a presentation or discussion on the topic. 	
	<p>1.5 Approval of the Minutes</p> <p>a. Regular Board Meeting: February 17, 2020</p> <ul style="list-style-type: none"> i. Ms. Montes moved to approve the minutes from the February 17, 2020 meeting. Dr. Cornner seconded. There was no discussion. ii. The board voted unanimously to approve the minutes from the February 17 meeting. 	
2 Public Comment	No public comment at this time.	Mr. Gorence
3 Yearly Plan Update	<p>3.1 1-Year Annual Plan Summary</p> <ul style="list-style-type: none"> a. Mr. Gorence explained this update will cover items 3.1 and 3.2, and that it's really to update them on three items: the March 5th Action Planning Team meeting number four, the last regularly scheduled one of the year, the activities of specific planning teams, and the upcoming May 19th Summit. b. The APT meetings are meant as a work session to give their busy members as much time to work together as possible as they wrap up activities for the year and prep for their final report. c. He reported that in the annual plan this year the focus was on pushing information out to the field, and the consortium has done a great job of putting systems in place to facilitate that. The Lunch with LARAEC series and the LARAEC website provide a great conduit for them to do that. The Adults With Disabilities team has done a great job on that with their video tutorials that will be housed on the website to support member districts, as well as a repository for resources other groups are doing such as Workforce Prep's resources for job hunting and resume writing. d. Finally, the APT summit will be at the May 19th board meeting, which will give them the ability to present some of the things they've been working on to the board, as well as outcomes of their work. <p>3.2 Action Planning Teams Update - May 19th Summit</p> <ul style="list-style-type: none"> a. Item covered in previous item. 	Mr. Gorence Ms. Stiehl
4	4.1 Due Dates and Updates	Ms. Ocampo

**Budget Report
and updates**

- a. Ms. Ocampo went over due dates and updates for reports, student data, and CAEP allocations.
- b. She also explained the Notice of Targeted Technical Assistance (TTA) for Consortium Effectiveness memo dated March 3. The TTA program will support for the consortium and its members, providing guidance on fundings and helping them align with WIOA performance indicators and measures of effectiveness.

4.2 Policies & Procedures Update and Discussion

- a. She directed the board to a copy of their board report for this item, which they have seen before. They have now added an attachment asking Vasquez and Co. for a quote to help LARAEC out with the rest of their professional development should the policies and procedures be approved by the board. She explained for background that the policies and procedures came about as a result of the state audit recommendation number 32 wherein they requested that LARAEC develop policies and procedures to ensure the proper collection, reporting, and review of data.
- b. Ms. Ocampo thanked the members of staff of each LARAEC member district for their help reviewing the documents, and said they have included the final draft of the policies and procedures in the board's packets. They are seeking the board's approval of them so they can be implemented beginning July 2021. If the board approves, they will roll out professional development from April through June of this year.
 - i. The first phase of PD would cost about \$5250, then the second phase would be if member districts need additional support, which they put a cap on of up to \$10,000.
- c. If the policies and procedures are approved, they would like to request that the board also approve the quotes from Vasquez.

4.3 Fiscal Year 2020-21 Q2 Program and Expense Report and Fiscal Year 2018-2019 Closeout Report

- a. Ms. Ocampo clarified that these are still preliminary reports, since there is one report that is still pending. Once they have received the signed copy, this will be the final report submitted in NOVA.
- b. Ms. Ocampo summarized that the report includes some budget revision in Q2 including shifts of money between object codes as well as a reinstatement of carryover of capital outlay for one of the member districts.
- c. Overall, LARAEC has spent 36% of its budget, meeting its overall target spending of 30%. However, some member districts have not met those targets because of the current COVID-19 situation, and their corrective actions are listed in the report. The report also lists the activities of each member district, and confirms that they are in line with the regional comprehensive plan.
- d. They have officially spent all of their 2019 allocation as detailed in the close-out report.

4.4 Fiscal Year 2021-22 Preliminary Allocations

- a. Ms. Ocampo reported on the preliminary allocations, which were also presented last month, which are the amounts that will be reflected in LARAEC's CFAD. She said that they will be requesting

	<p>that the board approve these next month. They are hoping that the numbers will not change, but there is always the possibility they will.</p>	
<p>5 Information/Dis ussion Items</p>	<p>5.1 Equity Implementation Training (Phase III)</p> <ul style="list-style-type: none"> a. Mr. Gorence referred the board to their packets, saying this item is really just a follow-up to the item from the last board meeting regarding the implementation of Phase III training from the American Institutes for Research involving a request to provide a scope of work and quote for the development and rollout of training. b. At the time, the board requested clarification on certain items. They felt the Moodle platform might be too restrictive and there was a desire to be “software agnostic”. There was also a directive to look at what software member districts are using and what might benefit member districts. They did pursue that inventory at the same time the CAEP office was partnering with Canvas to roll out a pilot program of 5,000 software licenses, looking at that pilot as well as member districts already using Canvas. <ul style="list-style-type: none"> i. Mr. Gorence said that it seemed that Canvas would be a logical choice as a platform for development and housing of training materials. It also has the advantage that if a member district is not using it they can still access the training module via a free account or a direct invitation link. c. There are two separate quotes and scopes of work from AIR for the development of equity training for trainers and the actual training of trainers. As a side note for districts participating in the CANVAS pilot, they followed up with the CAEP office and there should be more information March 26th and a Google form should have been sent out to member districts for further information, and submissions are due by end of business day tomorrow. <p>5.2 The LARAEC EDGE Update</p> <ul style="list-style-type: none"> a. Ms. Stiehl explained that they used this week and last week to work with the adult education deans and administrators at all of the unified school district sites and they have a ton of signups for presentations. They are hoping to have a good idea of all of their presentations by the end of this week as they continue to press and solicit for presenters. b. She reiterated that the conference will be Thursday April 15th, Friday April 16th, and Saturday April 17th with activities scheduled with the intent of reaching as many different populations as possible. <ul style="list-style-type: none"> i. Each day they have scheduled an opening session to give people the highlights of that day’s schedule, and they are looking at doing different mini keynote 	<p>Mr. Gorence Ms. Stiehl</p>

speeches rather than one overall keynote speech. They could be designed to get people excited about school or continuing education, as well as have student success stories or student ambassadors talk about their experiences.

- ii. They also have two different sessions scheduled for the campuses to talk about everything they have going on at their campus, as well as possible joint campus career sector presentations about pathways rather than just their individual campus programs.
 - iii. There will also be one hour each day where students will be directed to the Exhibition Center and Campus Hall where each campus and all of their community organizations will have virtual booths for one on one conversations.
 - iv. They are also excited for information sessions from the LA colleges, who have signed up to present around choosing a major, financial aid, etc. They will also have presentations about apprenticeships and how they work, and someone from the LA Orange County board regarding apprenticeships and building trades who will be discussing apprenticeship opportunities.
- c. Mr. Gorence added that outreach has been incredibly important, and member districts and their personnel have been very helpful on that front. They've also been reaching out through various district offices' parent centers as well as high school counselors. The three year plan's Community Partner contact info has also been really helpful in outreach.
- i. Ms. Stiehl added that many districts' school sites now post LARAEC web posts, and people have been tweeting LARAEC posters as well.
- d. Ms. Stiehl added that the whole LARAEC website is now active with links to sign up as presenters and exhibitors and to book tickets for the conference, and people are already signing up. They also have the preliminary art for the LARAEC Edge web portal, designed to make students feel like they're walking into a convention center.
- e. Dr. Gallardo commented on the great work the LARAEC staff has been doing, and said they are definitely taking LARAEC to a higher level for all of their people.
- f. Mr. Stark echoed his colleague's comments, and gave kudos to all the LARAEC staff and point people for stepping up in one of their most challenging years with the virtual conferences and opportunity outreach events, and it just keeps getting better and better. He thanked the staff for being laser focused on putting on high quality events that he has heard nothing but rave reviews for.

<p style="text-align: center;">6 Board Member Reports</p>	<p>LAUSD:</p> <ul style="list-style-type: none"> a. Mr. Stark reported that LAUSD vaccination efforts have been in full effect and they are in the process of vaccinating a lot of employees. They are making sure conditions are in place to get back to school in-person as safely as possible and as soon as possible. They have tentative agreements with labor partners to have elementary students back in schools in mid-April, and then secondary adult education is under a site agreement to do a sort of hybrid arrangement mostly with career tech programs, but they will be expanding ESL as well. b. Echoing what Dr. Cornner and others have said, there is really no going back to the way it was before, and this is an opportunity to reimagine their programs that really respects that online learning does work for some students and not for others. So with the opportunity comes learning the right blend of in-person vs hybrid vs online only while also increasing access and accelerating equity. 	<p>Mr. Stark</p>
	<p>BUSD:</p> <ul style="list-style-type: none"> a. Ms. Heard had no updates since she was still settling in, but is working at Burbank in the evenings, meeting people, and getting a feel for their programs, etc. b. Ms. Montes asked if Ms. Heard could tell the board a little about herself as an update. Ms. Heard said she was originally from Burbank Unified in their Academic Programs department as an academic department chair, then moved to LAUSD in their central office leading blended learning instructional technology, and she will be moving back to Burbank which feels like coming home in a lot of ways. She will be working with the adult school as well as a couple programs within there. c. Mr. Stark added that Ms. Heard has been one of LAUSD’s big champions and has really helped them figure out a lot of things with remote learning management systems. She has been instrumental in moving forward the whole capacity and growth of online learning and familiarizing teachers with those tools. 	<p>Ms. Heard</p>
	<p>LACCD:</p> <ul style="list-style-type: none"> a. Dr. Cornner reported that LACCD is working on what they call their reengagement plan. They don’t want to call it “recovery”, because they do not want to merely go back to the pre-COVID status quo since they have learned lessons that can make it better than before with their new integration of technology. Going into the red tier has been hugely beneficial for the colleges, and they are working on ways to start re-engaging and testing on-site. b. They should start seeing the return of some of their credit classes in high impact lab areas shortly and then they are looking towards what they are going to be doing in summer 	<p>Dr. Cornner</p>

	<p>and fall. They do believe the trend lines are going to allow them to start having a physical presence that they have been missing in their non-credit programs.</p>	
	<p>MUSD:</p> <ul style="list-style-type: none"> a. Dr. Gallardo commented on the very long process of the pandemic work MUSD has been doing, as well as the sadness MUSD personnel feel over losing people dear to their hearts. However, he thinks MUSD teachers and staff have done an incredible job reaching out to students to help one another, and reaching out to LARAEC member districts for support when they need it. It is a moment of true reflection after a painful year. c. MUSD is still planning on reopening in August in some capacity; “some” because remote learning was very successful for certain populations of their adult ed students. They want to continue part of that and continue to find ways to reach their student population. 	<p>Dr. Gallardo</p>
	<p>CCUSD:</p> <ul style="list-style-type: none"> a. Ms. Montes reported that CCUSD is engaging in a reopening conversation. A limited number of staff have been working on-site since August; this is their last week before CCUSD’s spring break, and about a year since everyone went to working from home, and she never imagined it would last this long. They are getting ready to come back after spring break. K-12 comes back the week of the fifth, then the week of the twelfth the secondary school/adult school will have their classified staff and some of their teaching staff return after spring break to help people more by appointment. And to prepare for an eventual return to campus they are going to increase their on-site appointment hours. But they are not accepting walk-ins. b. In terms of professional development, they did a training on Google Forms, which comes at a critical and important time. They have also been enjoying Lunch with LARAEC and are looking forward to the conversation and development of equity, and are looking forward to a guest speaker on that topic. She thanked the LARAEC office for providing a description of what the equity training covers to make sure it aligned with that. They are a little bit under their 30% spending goal, and part of it is because they are trying to get these things off the ground. c. After spring break they are finally getting started with their Family Success Initiative in partnership with LAUSD. They already have students registered and ready to go. They will be bringing back the citizenship component as well as teaching basic computer skills for school and work and teaching digital literacy overall for families and parents. 	<p>Ms Montes</p>
<p>7 Public Comment</p>	<p>No public comment at this time.</p>	
<p>8 Action Items</p>	<p>8.1 Approve Equity Training (Phase III) Proposed Vendor’s (American Institute for Research) Quotes for Development and Training</p>	

	<ul style="list-style-type: none"> a. Ms. Montes asked if this item includes both quotes that were presented earlier. Mr. Asturias confirmed that it includes the quote for building the training and the quote for helping to implement the training. b. Ms. Montes motioned to approve the item, and Dr. Gallardo seconded. c. There was no further discussion. d. The board voted unanimously to approve the motion. <p>8.2 Approve the Implementation of the LARAEC Policies and Procedures effective July 1, 2021</p> <ul style="list-style-type: none"> a. Ms. Montes motioned to approve the implementation of the LARAEC policies and procedures effective July 1, 2021. Dr. Gallardo seconded. b. There was no discussion. c. The board voted unanimously to approve the motion. <p>8.3 Approve Policies and Procedures Training Proposed Vendor's (Vasquez and Co.) Quote</p> <ul style="list-style-type: none"> a. Ms. Montes motioned to approve the policies and procedures training quote from Vasquez and Co. Dr. Gallardo seconded. b. There was no discussion. c. The board voted unanimously to approve the motion. 	
<p>9 Announcements</p>	<p>Mr. Stark thanked the LARAEC staff, the point people, their staff, and the board members for helping to get those action items across the finish line. Next meeting April 14, 2021, times tbd, to be held over Zoom videoconferencing.</p>	
<p>Adjourn</p>	<p>Meeting was adjourned at 10:55 AM.</p>	