



**LARAEC Executive Board**

**Minutes- Board Meeting**

April, March 14, 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 Corner, LACCD	X	Dr. Adrienne Ann Mullen, LACCD	X	Justin Gorence, Advisor	X
Joseph Stark, Los Angeles USD	X	Men Le, LAUSD	X	Carmen Roa, Budget Analyst	X
Dr. Angel Gallardo, Montebello USD	X	Philip Tenorio, MUSD	X	Teresa Plaza, Secretary	X

<b>1 Call to Order</b>	<p><b>1.1 Pledge of Allegiance</b></p> <p>. Mr. Stark called the meeting to order at 10:00 AM. Following the Pledge of Allegiance, Mr. Stark announced that the LAUSD board meeting that is usually on Tuesdays was actually happening concurrent with this LARAEC meeting, and he would like to ask the board’s permission to step away when he needs to do so. Mr. Asturias noted that Ms. Montes was not on the call yet but is aware. Mr. Stark will ask her to step in to lead the meeting.</p>	Ms. Le
	<p><b>1.2 Adjustments to the Agenda</b></p> <p>a. Dr. Gallardo said that he may have an adjustment to an addendum on the agenda, so he would like to come back to this item once he has had a chance to review it..</p>	
	<p><b>1.3 Approval of the Agenda</b></p> <p>a. Ms. Montes motioned to approve the agenda, and Dr. Corner seconded.</p> <p>b. The board voted unanimously to approve the agenda.</p>	
	<p><b>1.4 Items for Future Agendas</b></p> <p>a. No items for future agendas.</p>	
	<p><b>1.5 Approval of the Minutes</b></p> <p><b>a. Regular Board Meeting: March 17, 2021</b></p> <p>i. Dr. Corner moved to approve the minutes from the March 17, 2021 meeting. Ms. Montes seconded. There was no discussion.</p> <p>ii. The board voted unanimously to approve the minutes from the March 17 meeting.</p>	
<b>2 Public Comment</b>	No public comment at this time.	Mr. Gorence
<b>3 Yearly Plan Update</b>	<p><b>3.1 2020-21 SY Annual Plan and Action Planning Teams (APT) update:</b></p> <p>a. <b>May 19th APT Summit</b></p>	Mr. Gorence

	<ul style="list-style-type: none"> <li>i. Mr. Gorence explained that co-chairs are currently working with their teams on the end of the year completion process. May 19th will be their APT summit. That will feature co-chairs presenting on their activities and deliverables. After each presentation the board will get a chance to ask questions or make comments.</li> </ul>	
<p style="text-align: center;"><b>4</b> <b>Budget Report and updates</b></p>	<p><b>4.1 Present FY 2022 Consortia Fiscal Administration Declaration (CFAD) allocations</b></p> <ul style="list-style-type: none"> <li>a. Mr. Asturias announced that Ms. Ocampo had actually been promoted and is moving on to other things in LAUSD. Their new fiscal representative is Carmen Roa, who will be giving the presentation. He invited Ms. Roa to introduce herself. <ul style="list-style-type: none"> <li>i. Ms. Roa introduced herself and said she has been working for LAUSD for 15 years in various accounting roles, she is happy to be here, and is happy to assist in any way possible.</li> </ul> </li> <li>b. Ms. Roa explained that the CFAD is due on May 2, and presented the allocations for LARAEC member districts. <ul style="list-style-type: none"> <li>i. Ms. Montes asked why LACCD and the LARAEC office were highlighted in the chart of allocations, and Mr. Asturias explained that when they input the amount into the NOVA system, they have to add them together, but they have to separate them for the board.</li> </ul> </li> <li>c. At 10:10, Mr. Stark had to step away and thanked Ms. Montes for running the meeting in his absence.</li> <li>d. Dr. Gallardo said that, although he welcomes Ms. Roa, a concern he shared previously with the board was that when there is a new staff member on the LARAEC team, the board needs to be aware of it and needs to participate in the selection process. He would like to discuss at the next board meeting the process for selecting new personnel, because having staff replaced without the board being engaged in the interview or selection process concerns him. <ul style="list-style-type: none"> <li>i. Ms. Montes asked Mr. Asturias if they could ask Mr. Stark to add that conversation and explanation to a future board agenda, considering that Dr. Gallardo, Dr. Cornner, and Ms. Heard are all relatively new board members. Mr. Asturias was more than happy to talk to Mr. Stark about adding that to a future board agenda.</li> </ul> </li> </ul>	<p>Ms. Roa</p>
<p style="text-align: center;"><b>5</b> <b>Information/Discussion Items</b></p>	<p><b>5.1 The LARAEC EDGE update</b></p> <ul style="list-style-type: none"> <li>a. Ms. Stiehl said they are very excited about how LARAEC EDGE is shaping up, and it starts tomorrow with sessions Thursday night, Friday morning, and Saturday morning. They will have 115 sessions and 150 presenters, with two presenter training sessions: one yesterday and one scheduled for this afternoon.</li> <li>b. They have also been doing outreach sending emails to high schools and continuation schools. They've also done outreach within LARAEC and changed a Lunch With LARAEC session to a LARAEC EDGE preview session to</li> </ul>	<p>Ms. Stiehl</p>

show teachers how they can integrate the LARAEC EDGE event into their classroom work with worksheets and direct links provided. It's also intended to explain why the conference has value and walk teachers through how to register. They also wanted to have the website up a week before the conference (in contrast to other conferences that only open it up the morning of) so teachers can walk their students through how to navigate it. They've recorded the teacher session and posted it to the website as well.

- c. Ms. Stiehl said they will hopefully also come out in the CAEP newsletter, and they've had a lot of interest from consortium members throughout California in the conference. So while some of the information about college registration and K12 offerings are regional, much of the conference's information is universal to any student throughout California, particularly the financial aid information. Also, many of the programs LARAEC offers are offered throughout the state.
- d. Ms. Stiehl shared the active conference website and took board members through the conference portal's features and different exhibition areas. Some schools have opted to have live zoom links to replicate the conference booth experience so students can have their questions answered live.
  - i. The schedule is incredibly interactive, not only displaying the presenter's name and presentation title, but embedding the Zoom link so students don't have to go searching and switching between the schedule and the conference site.
  - ii. Also, in the previous conference people got hung up on the registration part and weren't able to register and participate, so they have made it so registration is encouraged, but is not needed to participate, removing that barrier. Also, all those days and everything is color-coded by the Campus Talks.
  - iii. Mr. Gorence added that as a teacher, he is really excited with the addition of those Zoom links, and when he took his class through the lesson plan, they appreciated the simplicity of being able to find the Zoom links for presentations. The students were excited and relieved that it wouldn't be difficult since it was a new experience for them, and Mr. Gorence feels it is an awesome and inclusive platform for students.
- e. Ms. Stiehl said one of the great things to come out of the teacher reachouts was seeing 15 registrations come in all at once, indicating that a teacher had registered their whole class. As of this morning, they have about 300 people registered for the conference, which is a good number. They

had a lot of teachers register yesterday so she is assuming they will bring their classes to the conference.

- f. Ms. Montes said she has been to a lot of conferences over Zoom in the past year, and the ability to just click and attend and not have to find things other places is good, and the conference site is visually appealing. She thanked the LARAEC office and the Point Persons and their teams that helped make this possible.
  - i. Dr. Gallardo agreed with Ms. Montes that this has been a phenomenal process that continues to get better, and thanked everyone involved, especially the LARAEC office but also the districts with personnel participating.

## **5.2 Discussion of concurrent student programs**

- a. Mr. Asturias explained that this presentation was being included at the request of Dr. Gallardo so he could know what the requirements were for them in preparation for implementing them in his district.
- b. Pursuant to California Education Code, concurrent classes are permitted as long as they are furthering the student's progress in earning their high school degree.
- c. A concurrent program is a program that allows high school students enrolled in K-12 classes to simultaneously attend community college or adult ed classes.
  - i. The ages of students that typically attend range from 15-22 years.
  - ii. The requirements are getting authorization from the student's K-12 counselor and authorization from the K-12 student's parent or legal guardian.
- d. Mr. Asturias explained that a condition for implementing these programs is that the K-12 system assumes all the liability and covers all the costs for said programs. The district may not use CAEP or WIOA funds. CAEP funding may not be used to serve minors.
- e. However, adult ed can offer services to students who are 18 years or older.
  - i. An example would be a student who is finishing a biology class and in the afternoon or evening that student wants to enroll in a construction class because they need to find a job once they graduate high school.
  - ii. The student can be enrolled in both programs, as long as the funding for said programs is kept separate.
  - iii. For adult education, the requirements are simple: the student needs to be participating in one of the seven program areas, and they need to be 18 years of age. And Mr. Asturias added that that is further

explained in some detail in the letter from CAEP outlining what are allowable expenditures for CAEP funds.

- f. Mr. Asturias said it was his understanding that both Burbank USD, Culver City USD, and LAUSD have some type of concurrent programs. He then displayed a portion of a flyer that LAUSD Adult and Career Education uses to promote its concurrent programs within its K-12 system. It includes the cost that K-12 would have to pay for a lab that could serve up to 30 students with open entry/exit, as well as highlights of the program.
- g. Mr. Asturias added that this is not technically within the purview of LARAEC or the consortium, as this is not one of the program areas that they serve.
- h. Dr. Gallardo noted that since MUSD was the requesting district for this information, he thinks there was a discussion in the point person's meeting where in the past, there was a district that indicated that there were 5,000 students that were counted. He noted that the presentation is nothing that he did not already know as far as being able to pay for concurrent enrollment. MUSD was paying for concurrent enrollment in the past, but his question is why they do not in any funding reports that LARAEC provides, why do they then need to report that and that was the question that was raised at the point person's meeting and now when he is looking at it, then he understands why MUSD inquired about that, and that his understanding from Mr. Asturias is that there was no implication of any funding that was applied to this, so he asked what the purpose was of denoting those 5000 students in that year of funding.
  - i. Mr. Asturias said he was not understanding the question. Dr. Gallardo explained that there was a report for funding in the FY18-19 school year discussed at the point persons meeting, and Mr. Tenorio raised that question and then it actually came to the LARAEC office to do a report to the board saying that that there was not any significant difference of that report, where there were approximately 5,000 students denoted as concurrent. So his question was why they needed to report in that year that concurrent enrollment if they do not get any funding or any funding does not have LARAEC.
  - ii. Mr. Asturias tried to restate the question to make sure he understood. He asked if Dr. Gallardo was referring to a number of concurrent students that were reported as part of the total number of students that made up the FY17-18 pool of students reported by all districts. And those numbers, incidentally,

were the ones that were used for the funding formula. And as I noted during the presentation basically you can have concurrent students in your adult program as long as they are 18 or older, entitled like any other adult to whatever services offered by adult ed, so the label of “concurrent” is really immaterial.

- iii. In this case from Dr. Gallardo’s inquiry, the finding was 0.7% was a number of students that were misreported by LAUSD, and that number was deemed insignificant. So the findings were sent to each one of the board with an invitation for additional questions and comments two months ago, and Mr. Asturias has not received any questions or comments about it from anyone.
- iv. Dr. Gallardo asked if he is understanding it correctly, that where they’re included in the determination of the formula, that there was an insignificant number because of those 5000 students, there were mostly adults. Mr. Asturias said she was correct.

### **5.3 Discussion of consulting assistance for the next Three Year Planning Cycle**

- a. Mr. Asturias explained that they are resetting these in preparation for the next three year plan. It is LARAEC’s understanding that the CAEP office is going to be releasing a template very likely next month. If you recall the template is coming out to them a year and hopefully a couple months before the plan is actually due to the CAEP office. They want the consortium to have ample planning time for their next 3 year cycle.
- b. One of the considerations LARAEC has always visited is whether they need consulting assistance. In the last two cycles they have had some logistical issues with that, in that it takes a while to engage the consultants and complete the necessary paperwork and fee negotiation depending on what district takes fiscal responsibility for payment to the consultant.
- c. Mr. Asturias has prepared a presentation outlining the advantages and disadvantages of engaging a consultant, some items to consider, and some suggestions to the board for the purposes of starting a discussion. As they get a feel for what the board would like to see, then they can bring in more specific information for the board to consider at a later time.
  - i. The advantages of using a consultant include a faster process once engaged and their fresh perspective as an objective 3rd party. In addition, they will perform according to a Statement of Work,

manage logistics, draft plan sections, and drafting a consultant will not require more or significant bandwidth for LARAEC to implement.

- ii. The disadvantages start with the fact that it might take several months to engage a consultant, which is why the LARAEC Office is bringing this point up now, so that if the board ends up deciding to engage a consultant, they can start the process.
  - 1. Other disadvantages are that they may stray from the statement of work because they may not understand LARAEC's culture or have preconceived notions. It can also be expensive, and depending on the fiscal manager there may be additional time-consuming steps involved like a request for proposal. Finally, they may not deliver a work product as expected, when expected, or as/when desired by the board.
- iii. Mr. Asturias explained some things for the board to consider:
  - 1. If the board wants to engage a consultant, the process would have to start soon.
  - 2. They need to consider whether LAUSD (which houses the LARAEC office) will be managing the transaction or whether it will be seated in another district such as LACCD which has been used in the past to fund some transactions as the requirements at the community college are a bit more permissive in terms of the limits of transactions.
  - 3. Also, as they think about this they need to define what the structure of the transaction is going to be so that they know the kind of lead time they will need for activities they have to carry out to complete the contracting, then engagement process.
- iv. Mr. Asturias summarized that the LARAEC office has two suggestions about how to proceed that they would like the board to weigh in on:
  - 1. The LARAEC office can propose a timeline for developing the three year plan to be used as a template for developing the statement of work or a request for proposal so the consultants know what would be expected of them.
  - 2. In addition, the LARAEC office can work with the point persons team to provide estimates of the cost of engaging with a consultant and provide various alternatives to the board.

- d. Dr. Gallardo asked to confirm that engaging a consultant might delay their deliverables. He also asked if the LARAEC office can continue to do the three-year plan with the staff they have. He is supportive of having an outside consultant to help them considering they are always inundated with tasks they need to comply with. So he will support whatever the LARAEC office recommends.
  - i. Mr. Asturias thanked Dr. Gallardo and clarified that the issue with the LARAEC office has always been bandwidth: it takes tremendous effort to plan the three-year cycle, and they have done it or been part of it a couple of times. If that were the case, there would be additional considerations for the board to take into account and that would be part of the options they present to the board so they can make an informed decision.
- e. Dr. Cornner said that he supports bringing in a third party for the three-year cycle; developing plans within districts he has always trusted his internal teams, but developing plans across districts with various districts having different timelines and responsibilities, it makes sense to bring in a third party to manage it all and the timing of everything. He offered up to Mr. Asturias that if LACCD's procurement processes were more favorable than LAUSD's they would be glad to support LARAEC in this to make sure they can do it expeditiously and he believes LACCD has different thresholds in terms of bidding.
- f. Ms. Heard said she can see the wisdom in hiring a consultant, but since she is relatively new she is listening and will be supportive of either way.
- g. Ms. Montes asked Mr. Asturias when the template from the state would be coming out, and he said for the last six months or so they have been talking about a release date of May.
  - i. Ms. Montes noted that it would be hard to hire a consultant before they have a template for the three-year plan; she asked, if the template is released in May, is it possible to look at the template given their current structure to see how much they need an outside person.
  - ii. Ms. Montes thinks that as a consortium they have built up their capacity for soliciting input, with the LARAEC conferences and the Lunches with LARAEC being examples of soliciting input from different stakeholders. And she thinks as a result they will be able to do a much better job this round than they have in the past.
    - 1. She thought another factor to consider is whether the direction of LARAEC will be



radically new as a result of the new template and requirements since that will also determine the work of the group.

2. She asked if they are going to throw away everything and start over or are they going down this path of equity and of coordinated and collaborative Professional Development. She is not a firm believer in consultants and outside help, so she would rather not have LARAEC working on that and not be able to support Lunches with LARAEC and other input programs. To the extent that they can wait and see what the template requires of them, she would feel more confident about making a decision about going to an outside consultant or not.
- h. Mr. Asturias thanked the board for their input, and said they can defer until such time that they have the template and are able to make a more informed decision with regards to capacity within the LARAEC office. He added, with all humility, that that has never been a question, and that he is lucky to work with an amazing staff.
    - i. He added that the issue is bandwidth, considering the size and scope of the project, so that would be part of what the LARAEC office would be including in the options that they provide the board at a later time.
    - ii. He confirmed that Ms. Montes would like to stand by until they have the template, and then at that point make a presentation so they are looking at it from a position of what the expectations are, because they have been told that the template is changing significantly from what it was so it may be completely different from the previous one; he thinks there is wisdom in waiting, and with Dr. Cornner's offer to use his fiscal system if that may be what allows them to complete the process in an expedited manner.
    - iii. Ms. Montes added that the promise of the template by May is in a perfect world, and they have additional information to discuss at the May 19th LARAEC meeting.
  - i. Dr. Cornner said this was a great direction to go in, and suggested that, to bring to the main meeting, there is no harm in looking at what companies are available to do this kind of work and to work some things in parallel that way.
    - i. He did not want them to start from scratch, and offered to Mr. Asturias and the LARAEC team his staff to help them identify some of those companies and vet to see which ones are vendors, etc. so that

if the board decides to move forward with a third party, then can expedite the process to the greatest degree.

- j. Ms. Montes recapped, to discuss with Mr. Stark and Mr. Asturias, that Dr. Gallardo requested that they look at the process with which they hire LARAEC staff, and how to make that more inclusive, and then the discussion about potentially bringing in a third party. And if they don't have the template by the May meeting, they could do as Dr. Cornner suggested and investigate vendors. Either way, something about the three-year plan should be on the next agenda.
- k. Mr. Asturias suggested that they make the three-year planning process a regular agenda item: sometimes they may have a small update, sometimes an extended session because of it, but he thinks it would be important to revisit every meeting.
  - i. Ms. Montes thought that was a great idea, so that when they finally come to the point where they're voting on the plan, they've been talking about it every month up until then.
  - ii. Ms. Heard said that she was familiar with their current three-year plan having worked on it at LAUSD, but as one of the new board members, she would appreciate context that would be helpful for her to have going into these discussions, such as how it went last time, and especially any context that might not be obvious just from reading the final product. She asked if there was an appropriate venue for that to be shared, or anything the sitting board members think the new board members should know.
    - 1. Ms. Montes said she thought the monthly meetings before and after they receive the template and as they contemplate bringing on consultants can provide some of the backstory and context since they have so many new board members who were not present for the last couple rounds of LARAEC three-year planning, and said to Mr. Asturias that the background of the three-year planning up until now would be a good conversation
    - 2. Mr. Asturias agreed, and thought that whether they engage a consultant or not, the process should begin with an evaluation of the previous plan, how well they did, what things were realistic to put in and what weren't. The LARAEC office will begin

	<p>working on that and helping to fill in what gaps may be there in terms of knowledge and what happened historically.</p>	
<p><b>6 Board Member Reports</b></p>	<p><b>LAUSD:</b></p> <p>a. Mr. Stark reported</p>	<p>Mr. Stark</p>
	<p><b>BUSD:</b></p> <p>a. Ms. Heard thanked everyone for being very welcoming and patient, and that it is wonderful to be here at her first board meeting in her new role. BUSD is in the reopening process and actually has some students on campus. Right now it is very voluntary, and they have been asking students if they'd like to come in while building small groups and tutoring opportunities for their English learners, struggling students, special needs students, and students on IEP's. They are looking into an in-person summer school while understanding that students might request that BUSD offer more things online and in hybrid learning that they did.</p> <p>b. She added that they are also putting together protocols since K-12 restrictions and Adult Ed restrictions during COVID look very different, and they are always trying to strike a balance as they look towards in-person summer programs. They are trying to stay nimble and pivot if their students need them to pivot to protect their enrollment. They are also interested in future online and hybrid programs like Dr. Gallardo mentioned.</p> <p>c. One interesting thing is that their counseling office will be helping students make vaccine appointments if they have trouble navigating the website, so they are putting together tutorials for that counseling staff.</p>	<p>Ms. Heard</p>
	<p><b>LACCD:</b></p> <p>a. Dr. Cornner explained that higher education has different standards placed on them by the county in terms of their return. Currently they are bringing back classes in the orange category, which allows them to reopen at 50% capacity that's being done campus by campus based on their local priorities but the real focus is for a return in fall. There are still things to work out, but they will at least be in the yellow tier by fall. Interestingly that does not change the 50% capacity, so they are looking at putting together a hybrid schedule of in person and online learning.</p> <p>b. He heard Dr. Gallardo talk about some of the losses people have had, and said it would be naive of them not to understand that their students are going through the same situations. So there are students who are ready to get back in person, and those that aren't, and their real goal should be to offer a variety of offerings that meet the breadth of what students are expecting, and part of that is realizing that</p>	<p>Dr. Cornner</p>

	<p>LARAEC is going to have to be nimble as they see trends in enrollment and make sure that students needs are met.</p> <p>c. He is very thankful for their faculty and administrators who have been making sure that that footprint can be there, and who have redone the plans six times in response to changes and directives from the county. They have not had a single outbreak resulting from instruction in their district even though they have had on-site classes for over a year now, and is something to be proud of that speaks to the good work of the faculty and to students understanding LACCD's regulations.</p>	
	<p><b>MUSD:</b></p> <p>a. Dr. Gallardo wanted to commend LARAEC for their work with all the districts, and announced that adult ed at MUSD is getting ready to reopen school in August. It is very interesting how they've been away for such a long time on campus and it will take some time to have all the classrooms ready. But all of their staff, certificated and classified, have been working diligently with students continuously supporting them, and Dr. Gallardo has seen them be able to retain students because of that interaction.</p> <p>d. Moving forward, they are looking to continue remote teaching and learning because that has been a good addition to adult ed. And they want to have future conversations with LARAEC about how they can support this one "gold mine" of theirs, and continue to convey remote teaching to students.</p> <p>e. Dr. Gallardo's prayers go out to their staffs that have lost people since the last time because of COVID, and wanted to extend his prayers to every member of LARAEC who has lost a family member or friend.</p>	Dr. Gallardo
	<p><b>CCUSD:</b></p> <p>a. Ms. Montes reported that after a long time working and discussing with LAUSD, they finally started the first class in Culver City's Family Success Initiative. It was marketed through the website and through a weekly flyer posted by their superintendent. It's really dedicated to serving parents and CCUSD K-12 students.</p> <p>b. She runs a Culver Needs meeting with community and district personnel, and a CCUSD board member attended and talked about the FSI since she is actually one of the Spanish-speaking parents attending the class. There is probably not a better person to market the program at the district level. It is still virtual for now but they are looking at how to maximize service for their students while keeping in mind CCUSD's smaller physical campus, and that they want to offer remote and onsite opportunities.</p> <p>c. Ms. Montes added that they have a small class back on campus and are doing CASAS testing by appointment. Their hope is in the summer to offer some in-person programs for some of their students who are most in need of being on campus.</p>	Ms Montes

	<p>d. She is excited to see what kind of flexibility the state allows. K-12 is starting distance learning, and adult ed has been doing distance learning since the beginning of time. So she is excited to see what the iteration of distance learning at the adult ed level will look like now. So she is interested to see what the CDE guidance looks like on that going forward. She is confident they will recognize the value of flexibility and the way it increases access for their students and their families.</p>	
<p><b>7</b> <b>Public Comment</b></p>	<p>No public comment at this time.</p>	<p>Mr. Gorence</p>
<p><b>8</b> <b>Action Items</b></p>	<p><b>8.1 Approve the Fiscal Year 2022 Consortia Fiscal Administration Declaration(CFAD) Allocation</b></p> <p>a. Dr. Cornner moved to approve the fiscal year 2022 CFAD allocation. Ms. Heard seconded.</p> <p>b. There was no discussion.</p> <p>c. Mr. Asturias noted that Mr. Stark had rejoined the meeting. The full board voted unanimously to approve the FY2022 CFAD Allocation.</p>	
<p><b>9</b> <b>Announcements</b></p>	<p>Next meeting May 19, 2021, 10:00 AM to 1:00 PM, to be held over Zoom videoconferencing.</p>	
<p><b>Adjourn</b></p>	<p>Meeting was adjourned at 11:11 AM.</p>	