



LARAEC Executive Board

Minutes- Board Meeting

Wednesday, November 17, 2021

9:00 AM – 12:00 PM

Via Zoom

Executive Board Members in		Point Person Team Members		Staff	
Wendy Heard, Burbank USD	X	Yanira Chavez, 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	Lourdes Enriquez, Budget Analyst	X
Dr. Angel Gallardo, Montebello USD	X	Travis Crowe, MUSD	X	Teresa Plaza, Secretary	X

1 Call to Order	<p>1.1 Pledge of Allegiance</p> <p>Board president Dr. Gallardo called the meeting to order at 9:05 AM. Mr. Gorence led the group in the Pledge of Allegiance.</p>	Mr. Gorence
	<p>1.2 Adjustments to the Agenda</p> <p>a. There were no adjustments to the agenda.</p>	
	<p>1.3 Approval of the Agenda</p> <p>a. Ms. Montes moved to approve the agenda. Dr. Corner seconded.</p> <p>b. The board voted unanimously to approve the agenda. Mr. Stark from LAUSD was not present.</p>	
	<p>1.4 Items for Future Agendas</p> <p>a. No items for future agendas.</p>	
	<p>1.5 Approval of the Minutes</p> <p>a. Regular Board Meeting: October 20, 2021</p> <p>i. Ms. Montes motioned to approve the minutes. Dr. Corner seconded.</p> <p>ii. The board voted unanimously to approve the minutes. Mr. Stark from LAUSD was not present.</p>	
2 Public Comment	No public comments.	Mr. Gorence
3 Annual Plan Update	<p>3.1 APT 2nd meeting update</p> <p>a. Mr. Gorence noted that between this board meeting and the last the Action Planning Teams met for the second time. He and Ms. Stiehl met in advance of that with all the co-chairs and key people of each APT to get a sense of the scope of work, their goals, and to go over the agenda. This helps the meeting itself run more efficiently since time is at a premium for the APTs, and Ruth Morris floats between the meetings to make sure they are all on track.</p> <p>i. Another thing that Ms. Stiehl and Mr. Gorence focus on is making sure participants feel heard. They shared statistics about meeting participation, which is up this year. They think that reflects the success of the process of selecting and vetting candidates for the APT's.</p>	Mr. Gorence Ms. Stiehl

	<ul style="list-style-type: none"> ii. Mr. Gorence explained that they also check in with participants via survey after every meeting, and 100% of the participants after the last meeting said they felt they were able to be heard and participate. They also presented positive comments received from participants, noting that they always go through feedback from the surveys to know what to adjust. iii. Mr. Gorence also presented some of the topics and developments that participants are excited about like the counseling resource toolkit and surveys that include everyone's input and ideas. 	
<p style="text-align: center;">4</p> <p>Budget Report and updates</p>	<p>4.1 Due Dec 1: School Year 2021 Instructional Hours and Expenses by Program Area (Actuals) due in NOVA and certified by consortium</p> <ul style="list-style-type: none"> a. Ms. Enriquez explained the deadline for Instructional Hours and Expenses and thanked LARAEC staff and stakeholders for getting their information in in a timely manner. <p>4.2 Due Dec 1: FY 21/22 Member Expense Report Due in NOVA (Q1)</p> <ul style="list-style-type: none"> a. Ms. Enriquez requested that member districts submit their certified or executive copy of the report to the LARAEC office no later than December 7. <p>4.3 Due: Dec. 31: School Year 2022 Member Expense Report certified by consortium in NOVA (Q1)</p> <ul style="list-style-type: none"> a. Ms. Enriquez explained the deadline for the Member Expense Report. 	<p>Mr. Asturias Ms. Enriquez</p>
<p style="text-align: center;">5</p> <p>Information/Discussion Items</p>	<p>5.1 Discussion of Eide Bailly engagement letter for consulting services</p> <ul style="list-style-type: none"> a. Mr. Asturias directed the board to the proposed engagement letter in their packet, noting that two items requested of Eide Bailly have been accepted by them. <ul style="list-style-type: none"> i. The only thing that had not been provided was the maximum amount of the engagement, which they have now provided as \$75,000. That will be included in the letter in the "Engagement" section with "not to exceed". ii. This will be the last element that LARAEC needs to implement their new policies and procedures, and Eide Bailly would be reviewing information sent to the State on behalf of the LARAEC office. This is part of the oversight and accountability process that is part of LARAEC's new policies and procedures. <p>5.2 Reminder: Submit capitalized project requests for board approval</p> <ul style="list-style-type: none"> a. Mr. Asturias explained that there were new projects that, as mentioned last board meeting, needed to be introduced to and/or cleared by the LARAEC board as a consequence of the budgets presented. They will present those projects to the LARAEC board for approval at the next board meeting. 	<p>Mr. Asturias Mr. Gorence Ms. Stiehl</p>

5.3 Presentation: Recommendations for use of LaunchBoard and TE data

- a. Mr. Asturias gave background on the item, explaining that the LARAEC office wanted to make sure that the information they are using is accurate and they are required as part of the State template to set goals on various items. Those elements are pre-populated with data from LaunchBoard, but some of data does not seem to be as accurate as other data. Launchboard's student and alumni data is not accurate.
 - i. Mr. Asturias would like to propose that they not use LaunchBoard data to set goals for the 3-year plan and instead use CASAS TE data because LaunchBoard's data is not accurate, though the glitches will most likely be fixed eventually by the state. He then pointed board members to the part of the CAEP Office's template indicating that LaunchBoard will be used to populate data related to 3-year plan goal planning.
 - ii. Mr. Asturias then displayed and discussed the nature of the discrepancies, as well as explanations by West Ed for why they might have popped up such as incorrect labeling. West Ed then presented them with more comparable data from TE, but there were still discrepancies.
- b. Dr. Gallardo noticed that larger districts seemed to have larger disparities between the data, and asked if there was a reason for that. Mr. Asturias explained that there was a highly technical explanation with a few theories that he would be happy to distribute as a private document to board members. Overall, he thought it likely that the larger the sample size, the larger the possible discrepancies. Dr. Gallardo asked Mr. Asturias to share that explanation with board members, thinking it could be helpful.
- c. Ms. Montes asked how LaunchBoard gets its data, and Mr. Asturias said that supposedly it imports its data directly from TE, and that it was supposed to at least in the K12 numbers be basically the same as TE.
 - i. Mr. Asturias explained that as it turns out, LaunchBoard applies a number of filters to the data it compiles and it is believed those filters are not as up to snuff as they should be. West Ed was happy that LARAEC made them aware of the problem, and are continuing to work with them to find out what causes the differences.
 - ii. Ms. Montes asked what the percentages column was in the table onscreen, and Mr. Asturias explained that it was the positive difference between TE and LaunchBoard's numbers. He added that West Ed indicated that TE column E, not Column B, was more representative of student enrollment. So they are the ones who run the percentages between LaunchBoard and TE column E.

iii. Ms. Montes asked how TE ran the numbers on column E and column B. Mr. Asturias explained that CASAS looks at what the system calls “participants”, individuals with 12 hours plus, so that’s why they picked column B based on the LARAEC Office’s understanding of CASAS and TE. West Ed thought a better representation of those participants was through column E. But even using those numbers compared to LaunchBoard still produced a discrepancy.

iv. Ms. Montes thought that using LARAEC’s enrollment data is a better number, because even if they have someone that’s less than 12 hours, they still provided a service to that person before they dropped.

1. Mr. Asturias elaborated that there are some students that are counted through the Community College system that are not counted through CASAS, so to get a picture of who the CC system serves they have to add those students in LaunchBoard. It’s a different way of accounting for students.

2. Ms. Montes asked if TE Column E for enrollment included any CTE programs. Mr. Asturias introduced Yanira Chavez as their resident expert on the matter. Ms. Chavez confirmed that Column E encompasses everybody, including CTE students. She confirmed it is coming from the CAEP summary, and that that’s where they report it for enrollment, not necessarily for testing. Column B is for students that have pre and post testing.

d. Dr. Gallardo thought that a big difference is that K12 systems have ASAP, which LACCD does not use. Ms. Montes corrected that LAUSD does not use ASAP, though MUSD, CCUSD, and BUSD do. Dr. Gallardo would like to figure out when the data comes back and they have more of a debate if there is more of an impact for member districts using ASAP in comparison to the districts using their own system. He has tried to figure out a viable program to provide more data, but thinks that everyone is in the same boat statewide.

i. He also noted that ASAP does not always spit out the same information twice, even if you have the same parameters set. He would like to hear at some point about how ASAP compares to the two districts’ systems who do not use it in terms of the level and amount of reporting.

e. Ms. Heard noted that there seem to be three Student Information Systems at play amongst LARAEC member districts. She speculated that West Ed might be using a raw export of a .csv or similar file format that they are getting from all of the Student Information Systems, then taking that data and uploading it into their systems.

- i. She is still unclear as to why LACCD would be wildly different since it seems they are still working with raw data, and would like more information on that.
- f. Mr. Asturias explained that the data for LACCD is augmented by having a large student body that is not always reported in CASAS. Some colleges participate in CASAS, some do not. So when that data is added to LaunchBoard as well from their MIS system, it includes a huge dataset that is not part of the CASAS system.
 - i. Ms. Heard noted that in ASAP, pulling a raw data set from there is always different from TE and will usually lead to a larger students set.
- g. Dr. Cornner asked, since a previous slide referenced CAEP's expectation for consortia to use LaunchBoard in setting goals for the 3-year plans, if CAEP had expressed approval to move away from LaunchBoard given the glitches.
 - i. Mr. Asturias confirmed that he reached out to Neil Kelly from CAEP and confirmed that they do not have to use LaunchBoard data to set their goals.
 - ii. Dr. Cornner also asked how CAEP will be using LaunchBoard vs. what LARAEC will turn in for numbers and how that will impact reports to the legislature. He emphasized that they have to know what's being communicated to elected officials.
 - iii. Mr. Asturias explained that LaunchBoard was originally designed to update the legislature yearly as a result of trying to develop a comprehensive way to evaluate consortia yearly. Dr. Cornner asked if that was still their expectation, and Mr. Asturias clarified that they did not seem to be aware previously of discrepancies in the data, but that West Ed who is developing this part of the system thanked LARAEC for pointing out the discrepancies. Mr. Asturias felt confident the issues would be addressed, but West Ed is just not there quite yet.
- h. Referring to the recommendation that LARAEC only use TE/CASAS for the near future, Dr. Cornner noted that they do not just test their students in the Community College system, so they cannot set a 3-year plan that includes the Community Colleges when their reporting will cut out a significant set of students and their targets. So he is all for using TE to exclusively set goals for the districts that use it exclusively, but that will not work for their district.
- i. At this point, Mr. Stark joined the meeting.
- j. Dr. Gallardo thought that this topic and the information on the slide comparing LaunchBoard and TE data will require more discussion because it will directly affect the next 3 years of funding.
 - i. He thinks that clearing the air and clearing all the possibilities will become an easier process in the future, and looks forward to what LARAEC would consider in the future.

- ii. In his personal opinion, they have been stable for their first year in a long time, and he would advocate maintaining status quo until things calm down regarding COVID. He commended LARAEC staff for their work, and said that LARAEC needs to continue its current level of dialogue and building consensus. They need to figure out a way to move forward that is equitable for all districts and move forward with programs they currently have.
- k. Ms. Heard asked Dr. Cornner what system LACCD uses besides TE and where the data going to West Ed is coming from.
 - i. Dr. Cornner explained that there is a statewide system called MIS that does all of the official documentation of adult education in the non-credit realm. They submit quarterly reports through that and it includes 27 different table uploads that are cleaned across the entire state to track students. If you are missing a student from one table, it eliminates them altogether, so it is very strict. It looks at enrollment in non-credit programs and that is where Launchboard pulls MIS data.
 - ii. Dr. Cornner explained that this has been the consistent model for community colleges in terms of offering enrollment-based adult education. What they have done within that group is usually taken that 12 hour marker referred to in the slide and made it consistent, so that they take what they usually submit to MIS and make sure it has that 12 hour requirement as well so that they have an equitable way of indicating their students.
 - iii. Dr. Cornner agreed with Ms. Montes' previous statements, that sometimes there are services that happen outside the classroom and those have been ongoing discussions. They track that less than what they do in the classroom. They do track students' educational plans and meeting with counselors, but traditionally with the MIS data, it is more based on the academic programming and enrollment of credit and non-credit CTE students.
- l. Dr. Gallardo thought that LACCD has a better program than ASAP; when he was at a state meeting, the majority of districts disliked ASAP but there was no other option.
 - i. Ms. Montes noted that ASAP is not the only adult ed system, although it is used by a majority. She said she has been part of a district that used its own system, but a slight discrepancy is always par for the course.
- m. Ms. Montes asked, when looking at the discrepancy between LaunchBoard's almost 25,000 students and TE Column E's roughly 14,000 students, what group of people are missing between the two.
 - i. Dr. Cornner explained that their model is not a universal testing of students to enter their credit programs as part of their open enrollment model.

- ii. He explained that there are certain programs where it makes sense to do the CASAS testing, and some where it does not.
- n. Ms. Montes noted that because they do not normally test CTE students, they do not show up in CASAS, and she was thinking about other student populations that might not show up in CASAS because of lack of testing. She is trying to understand more about documenting numbers of students.
 - i. Dr. Cornner said it is what comes down what is used as a system of record, and Tops Pro is not their system of record.
- o. Ms. Montes asked Ms. Chavez if other districts were not CASAS testing their CTE students while they are still listed on their CAEP summary. Ms. Chavez said that this table is for CAEP only, if they pulled a report for just WIOA (Spelling?) the numbers will be different because they are not including CTE.
 - i. Ms. Heard concurred that the difference in data probably was the result of CTE students.
 - ii. Dr. Cornner clarified that they only enter students into Tops Pro when they are doing the CASAS funding for those students.
- p. Mr. Asturias wanted to say, in terms of summary, that the LARAEC office will continue to work with the CAEP Office to the extent that CAEP likes LARAEC to be part of this conversation.
 - i. He currently understands that West Ed and CASAS are working together to address this issue, which may happen in the next few months.
 - ii. In any event, they do not have to submit their plan until the end of the school year in May which gives them latitude to address the issues previously discussed. Mr. Asturias said that the LARAEC office would be open to taking MIS data in the interim.
- q. Mr. Asturias made the point that any information they are using to set goals should be accurate and reliable. But he reiterated that the issues with LaunchBoard may be resolved in a few months and CASAS, TE, and the CAEP office are working to make that happen with West Ed.
- r. Ms. Montes noted, as Dr. Cornner alluded to earlier, that the issue is important both because they need accurate data to set goals, and because the data affects LARAEC funding.
- s. Dr. Gallardo concurred with Ms. Montes, saying that he would like everyone to be mindful of the pandemic situation that they are all in, in which enrollment has dropped dramatically, as they are setting goals and as they are setting the budget for the next 3 years.
- t. Mr. Asturias said he would continue to work with the CAEP office, CASAS, and West Ed to bring about an acceptable solution in the coming months, and would keep the board updated.

5.4 MUSD Presentation: Progress report, state auditor's recommendations progress and/or implementation

- a. Dr. Gallardo explained that MUSD was asked by the state auditor personnel to put together another progress report, and would be reporting with MUSD Adult Education Principal Travis Crow. They have complied with all the recommendations of the state as of today.
- b. Mr. Crow said that LARAEC adult education districts have felt the impact of the pandemic, which include digital inequities, the need for tech skills, students struggling with their jobs and income, children learning from home, food and housing insecurity, people needing to take care of family members, and much more. So educators need to come up with more flexible ways to serve their population. Montebello Community Adult School and other LARAEC
 - i. During the 2021-2022 school year, their teachers have been essential in developing technology skills and implementing teaching strategies to meet the unique needs of their students using technology like Google classroom, Rosetta Stone and Burlington.
 - ii. Many students have also thrived in remote learning and acquired essential technical skills which have led them to employment and transitions to post-secondary education programs.
 - iii. Mr. Crow said that Montebello Community Adult School saw a gradual increase in enrollment as more students felt comfortable returning to campuses, and is sufficiently staffed in all departments and is meeting the needs of its students and surrounding communities.
- c. Dr. Gallardo added that MUSD has met 5 of 6 recommendations by the 2017 audit report and today's board decisions fulfill the 6th. He went through and explained how each recommendation had been fulfilled, including recommendation 29 that MUSD present to the MUSD board and LARAEC board on the accurate numbers of students in each class, number of hours taught, and cost of class per student. This final recommendation has been fulfilled by presenting to the board at this meeting.
 - i. Dr. Gallardo noted that MUSD presented to LARAEC in 2019, although they could not find documentation of this in LAREAC's files. So although he has a copy of the presentation made, he did not include it with the presentation being submitted to the state.
 - ii. He also presented a chart of all of MUSD's classes and the number of hours teachers have been compensated for, noting that if they have to diminish offerings for students, it will be more difficult to reengage them in the future. He then introduced a slide of MUSD's offerings, the cost to students for each program, and the compensation for the teachers for each class.

- d. Dr. Gallardo thought that these submissions will fulfill all of the recommendations from the CAEP audit office, and would conclude the audit findings and requests from Montebello.
 - i. Dr. Stark expressed his appreciation for Dr. Gallardo's work and leadership.

5.5 Recommendation for in-person conference rescheduling and costs involved

- a. Mr. Gorence explained that this was a follow-up item from the last board meeting regarding a recommendation of a date for an in-person conference for fall 2022. Based on their conversation with the Sheraton, there were 3 possible dates in September, October, and November.
 - i. Mr. Gorence explained that in talking over the dates with the point persons, a few dates were flagged as problematic, including the November date, November 12 (Veteran's Day weekend) and the September date, which would be close to the beginning of K12 school.
 - ii. He thought that the October date would be best because it would give them time to plan, October 15, 2022.
- b. Mr. Gorence said that the other aspect of the in-person conference is their contractual obligation to the Sheraton and other vendors. There is also a presentation to the board that goes into more detail about the in-person costs.
 - i. If as they move forward and next fall there are unforeseen events due to COVID, they will go back to the Sheraton to talk about an extension or cancellation. Mr. Gorence noted that with their contract currently if they canceled and did not reschedule the conference, they would be on the hook for \$42,000.
- c. Dr. Gallardo concurred that the best date to have an in-person LARAEC conference would be October 15, 2022.

5.6 Three-Year Plan activities update

- a. Ms. Stiehl explained that the LARAEC staff is working on a number of things, including their data packet so as they move forward with their planning teams all of them have access to that. Right now, LARAEC and the Point Persons Team are working on putting together local and regional data with their districts' data staffs, and making sure that data is divided and expanded on in a LARAEC binder collecting the data.
- b. Then they are going to be adding some guiding questions to the binder to encourage readers to look in appropriate directions that align with the guidance document from the state.
 - i. Ideally, they want to send that out to the initial planning group before they meet to get them familiar with the data.
- c. Ms. Stiehl said they are also putting together their in-house teams and soliciting in-house facilitator options. They also have a survey team put together with survey experts from various districts that will meet for the first time before Thanksgiving.

- i. Districts are also working to put together their planning teams for when that happens.
- d. Lastly, Ms. Stiehl and Mr. Gorence attended the last point persons meeting and talked about the goals and scope of work.
 - i. They did talk about the logistics and altering the schedule slightly.
 - ii. With the agreement of the Point Persons, they wanted to change one of the meeting dates since they need time to collect data and prepare their groups.
 - iii. Ms. Stiehl explained that rather than having the December 3 meeting be their first meeting, it made sense to have that be their facilitator training, and restart all of their planning groups after the new year. That bumps other meetings back, and they are adding on meeting to the Focus Area Groups meetings.
 - iv. Ms. Stiehl appreciated the Point Persons Team collaborating and being flexible.
- e. Mr. Stark asked, regarding participant engagement, since the meetings discussed will most likely be virtual, if there ways LARAEC can help with that.
 - i. Ms. Stiehl explained that the Point Persons are bringing their teams to the table, and they also want to have a facilitator and train them in a way that helps them maximize everyone's engagement. They have found that breaking people into smaller groups helps everyone have a voice and participate better.
- f. Ms. Stiehl noted that with the Action Planning Team meetings, they have found that people feel more disconnected and feel more distance, but the online meetings also offer so many more avenues for communication, and hopefully facilitators in Point Persons meetings can use those avenues.
- g. Ms. Stiehl noted that they are working with their survey group so they can grab and assess the thoughts of stakeholders who are not at LARAEC meetings.

5.7 Discussion of Facilitator Engagement and 3 Year Plan Support

- a. Ms. Stiehl explained that since the last time LARAEC met there was a CAEP summit about 3-year plans and planning in general.
- b. Ms. Stiehl and Mr. Gorence went to a session about facilitating through planning sessions.
 - i. They found the session super helpful in outlining specific activities that they can do as facilitators to help engage everyone, and found that the training might be a really great idea for LARAEC's facilitators for 3-year planning.
 - ii. They brought the idea to the Point Persons, who took it a step further and asked how they could engage an individual to not just do the training, but also be on hand to support facilitators.

- c. Ms. Stiehl said that they bounce between Point Persons meetings in case they need help. They thought it might be great to have a facilitator on board to perform that role just in case.
 - i. She thought this facilitator might also be good to have in the board workshop that they have coming up. The facilitator turned out to be a great resource and has worked with other consortia on 3-year plans.
- d. Ms. Stiehl explained that the facilitator quoted LARAEC for all of her activities at \$19,000, which the LARAEC staff thought was great.
- e. Dr. Gallardo asked if there needed to be board action on approving the facilitator, or if there needed to be action later on.
 - i. Mr. Asturias explained that this would come as an action item later on to ratify and/or engage the consultant.
- f. Dr. Cornner wanted to thank the entire board as the process moving forward is allowing for a lot of dialogue and is very open. He thought it was a great idea to have a facilitator, and per their last meeting asked who and how and when the facilitator will be engaged. Considering that there are different teams who write different parts, he still has a gut-level concern about how the final product will be produced without someone who is dedicated to that. He asked if this potential facilitator would be writing elements as well or would just be helping facilitate the facilitators.
 - i. Ms. Stiehl said that they had a conversation with the facilitator, and brought up having her in charge of the writing piece.
 - ii. She noted that they also came up with the idea of potentially hiring additional facilitators to have extra external ones, and talked with their existing facilitator about it. The facilitator gave LARAEC some leads and would think on it and get back to LARAEC.
 - iii. Ms. Stiehl said that the facilitator explained that with the model she uses, she is not the writer, but with her facilitation model she trains everyone and a lot of it writes itself and is based off prompts from the guidance document. She does understand that the big piece needs a unified voice.
- g. Dr. Gallardo concurred that they need a strong, unified voice for the document.

5.8 Discussion of December LARAEC Board meeting date

- a. Mr. Asturias explained that every year the LARAEC board questions whether to have a meeting in December, especially because school districts' days off interfere with having it.
 - i. Dr. Cornner said he was perfectly fine forgoing the December board meeting unless there's an item the board needs to act on.
 - ii. Mr. Stark agreed and suggested they pick up again in February.

	<ul style="list-style-type: none"> iii. Dr. Gallardo added that LARAEC had last year agreed to have quarterly meetings, and to have monthly meetings if necessary. He agreed they forgo December and January, and pick meetings back up in February. iv. Ms. Montes agreed as well. v. Ms. Heard agreed as well. <p>b. Mr. Asturias explained that the LARAEC staff would need a number of ratifications and would need the board's input on consultations, but that could be done via email over the next month. They would also need to approve the contract with the facilitator by February.</p> <ul style="list-style-type: none"> i. Dr. Gallardo said he would be fine with that process, and would trusts LARAEC's judgment about when they need to meet. 	
<p style="text-align: center;">6 Board Member Reports</p>	<p>LAUSD:</p> <ul style="list-style-type: none"> a. Mr. Stark explained that there is a vaccine mandate for students and staff in LAUSD, so staff is pretty well handled at this point. The next deadline is January 10 for students. They are trying to get the message out to communities in need and also support students who need help with technical skills and who need help uploading vaccine cards. 	Mr. Stark
	<p>BUSD:</p> <ul style="list-style-type: none"> a. Ms. Heard explained that they are still working on building up CTE programs. They are also working on staffing issues related to vaccine requirements for staff and students. 	Ms. Heard
	<p>LACCD:</p> <ul style="list-style-type: none"> a. Dr. Cornner said that LACCD already has a vaccine mandate in place for any student who is coming on-site. They have been easing students into it with notices and disciplinary hearings. <ul style="list-style-type: none"> i. Many are taking religious or medical exemptions. ii. It has been difficult to get all students to submit what they need to submit electronically. b. Dr. Cornner said that beginning with their Spring semester, they will not be able to enroll a class in person unless they have a vaccination status on file or an exemption on file. 	Dr. Cornner
	<p>MUSD:</p> <ul style="list-style-type: none"> a. Dr. Gallardo noted that Montebello is still figuring out how the vaccine mandate is going to apply. He said that their classes are building up, and people are coming back to campus. His staff are still pretty leery about everyone coming back to campus. b. Dr. Gallardo hoped that there was a good process moving forward, though he asked their central office to give MUSD 	Dr. Gallardo

	<p>guidance. He hoped that people will get vaccinated on their own, and noted that Montebello is trying to bring more students back into the fold and build back up. He wished member districts a happy Thanksgiving and winter break.</p> <p>c. Dr. Gallardo noted that he had seen many teacher adapt to a different role in teaching over the past year and continue to become better at the craft of teaching.</p>	
	<p>CCUSD:</p> <p>a. Ms. Montes explained that they are still working out how to deal with the vaccine mandate with the students and teachers, and how it relates to adult students. She added that internet outages have affected their students and staff, and have led to a lot of classes being taught digitally and led to pivoting to teaching students at home.</p> <p>b. She added that when she looks at the data Mr. Asturias presented from TE and LaunchBoard, they need to be mindful of districts' funding. She added that as long as COVID is still present they will need to recover in terms of enrollment and staffing.</p>	Ms Montes
7 Public Comment	No public comment at this time.	Mr. Gorence
8 Action Items	<p>8.1 Adopt resolution 11-17-21, authorizing the continuation of virtual teleconferenced LARAEC meetings pursuant to AB361</p> <p>a. Ms. Montes moved that they adopt resolution 11-17-21. Dr. Gallardo seconded.</p> <p>b. The board voted unanimously to adopt resolution 11-17-21.</p> <p>8.2 Adopt the Eide Bailly LLP Engagement Letter</p> <p>a. Dr. Cornner moved to adopt the Eide Bailly LLP Engagement Letter. Ms. Montes seconded.</p> <p>b. The board voted unanimously to adopt.</p>	Ms. Stiehl
9 Announcements	Next Board Meeting: December 15, 2021 or TBD Location: Zoom Meeting	
Adjourn	Dr. Gallardo adjourned the meeting at 10:39 AM.	Dr. Gallardo