



LARAEC Executive Board

Minutes- Board Meeting

Wednesday, February 9, 2022

9:00 AM – 10:00 AM

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 Action Item: Adopt Resolution No. 02-09-22 making findings under AB 361 for the continuation of virtual meetings</p> <p>Board president Dr. Gallardo called the meeting to order at 9:00 AM before explaining the purpose of the Action Item as necessary to continue to hold virtual meetings every 30 days.</p> <p>Mr. Stark moved to adopt the resolution and Ms. Montes seconded.</p> <p>The board voted unanimously to adopt the resolution.</p>	Mr. Gorence
	<p>1.2 Pledge of Allegiance</p> <p>a. Ms. Stiehl led the meeting in the Pledge of Allegiance.</p>	Ms. Stiehl
	<p>1.3 Adjustments to the Agenda – The Board president will announce any requests for adjustments to the meeting agenda</p> <p>a. Mr. Asturias did have an adjustment to the meeting agenda: in items 8.1 and 8.2 of the agenda, they use the word “adopt” when it should be “approve”. He requests that they make that change which will be reflected subsequently on the website when the item is posted.</p> <p>b. There were no objections from the board to making the above change.</p>	
	<p>1.4 Approval of the Agenda</p> <p>a. Ms. Montes motioned to approve the updated agenda. Dr. Corner seconded.</p> <p>b. The board voted unanimously to approve the agenda.</p>	
	<p>1.5 Items for Future Agendas</p> <p>a. No items for future agendas.</p>	

	<p>1.6 Approval of the Minutes</p> <p>a. Regular Board Meeting: November 17, 2021</p> <ul style="list-style-type: none"> i. Ms. Montes moved to approve the minutes from the November 17, 2021 board meeting. Dr. Gallardo seconded. ii. The board voted unanimously to approve the minutes. 	
<p>2 Public Comment</p>	<p>No public comments.</p>	<p>Dr. Gallardo</p>
<p>3 Annual Plan Update</p>	<p>3.1 APT: 3rd Meeting Update</p> <ul style="list-style-type: none"> a. Mr. Gorence explained that even as they are in the middle of their 3-year plan cycle, there are still ongoing annual activities and that they had an Action Planning Teams meeting on Friday. <ul style="list-style-type: none"> i. Mr. Gorence explained that the meeting was productive and featured participation from all member districts. They will have another APT meeting in March before an APT summit in May. During that time the board will hear about the APTs' activities, their deliverables, and priority ideas moving forward. 	<p>Mr. Gorence</p>
<p>4 Budget Report and Updates</p>	<p>4.1 Reminders</p> <ul style="list-style-type: none"> a. 4.1.1 Feb 28: Preliminary allocations for 2022-23 and 2023-24 released by this date <ul style="list-style-type: none"> i. Ms. Enriquez said that they are expecting the preliminary allocations for the next two fiscal years on that date. b. 4.1.2 Mar 1: Q2 19/20 and 20/21 and 21/22 Member Expense Report is due in NOVA. <ul style="list-style-type: none"> i. Ms. Enriquez explained the item and due date. c. 4.1.3 Mar 31: 19/20 and 20/21 and 21/22 Member Expense Report certified by consortia in NOVA (Q2) * <ul style="list-style-type: none"> i. Ms. Enriquez explained the item and due date. d. 4.1.4 Mar 31: End of Q3 e. 4.1.5 Apr 30: Student data due in TOPSPro (Q3) <ul style="list-style-type: none"> i. Ms. Enriquez explained the item and due date. f. 4.1.6 Apr 30: Employment and Earnings Follow-up Survey <ul style="list-style-type: none"> i. Ms. Enriquez explained the item and due date. g. 4.1.7 May 2: CFAD for 2022-23 due in NOVA <ul style="list-style-type: none"> i. Ms. Enriquez explained the item and due date. <p>4.2 Q1 Progress and Expense Report</p> <ul style="list-style-type: none"> a. Ms. Enriquez introduced the expense report which explained the spending of each member district and a corrective action plan for districts who did not meet their spending goals. She summarized 	<p>Mr. Asturias Ms. Enriquez</p>

	<p>the financials of LARAEC including the spending as a percentage of their total budget.</p> <p>b. She introduced the next slide which summarized the activities of each member district. Member districts have indicated that those expenses are aligned with their regional comprehensive plan.</p> <p>4.3 Q1 Effectiveness Report</p> <p>a. She introduced the Effectiveness Report, which she explained as part of the policies and procedures that have been reviewed by each member district.</p> <p>4.4 LARAEC Office Q2 Budget Report</p> <p>a. She explained the breakdown of the budget report by object category, as well as how much of the total budget has been spent for salaries, benefits, supplies, contracts, etc.</p> <p>b. She explained that their carryover is a little bit higher than before since they have not absorbed the cost of the conferences in the last few years.</p> <p>c. Dr. Gallardo thanked Ms. Enriquez for giving guidance and reminders.</p>	
<p>5 Information/Dis cussion Items</p>	<p>5.1 Update on Eide Baily consulting engagement to assess LARAEC member policies and procedures implementation</p> <p>a. Mr. Asturias gave background that at the last board meeting in November and at the Point Persons Meeting it was informed that LACCD was gracious enough to offer to process the contract for Eide Bailey, which is almost complete. They will then transfer \$75,000 to LACCD to implement that contract on behalf of LAUSD.</p> <p>b. Following that engagement they will review the timeline as originally defined for that work. Activities were originally indicated to start in December, which has obviously not been the case yet, but they are anticipated to start in March. They will hopefully complete the appropriate reviews by the end of the fiscal year, June 30.</p> <p>5.2 Three-Year Plan Activities Update</p> <p>a. Ms. Stiehl highlighted an upcoming survey from LARAEC for the stakeholders and people in the field which will not be part of the upcoming workshop.</p> <p>i. The surveys were put together by staff, point persons, and a survey committee over the past few months. LACCD has graciously allowed them to use some of their researchers as a resource for this.</p> <p>ii. They ran the surveys by some of their action planning teams that were working on professional development and serving students and have incorporated all of the surveys from the APTs. They are being polished and programmed and will ideally be out next week to point persons and then to field release. Target date is February 22 with a three-week window after that for collecting data from</p>	<p>Mr. Asturias Mr. Gorence Ms. Stiehl</p>

school sites. She is hoping to get some preliminary reports as well to feed into their focus area groups meeting in March.

5.3 Consortium and District Funding –Discussion of CFAD and allocations for 2022-2025 Three Year Plan

- a. Mr. Asturias said he would like to open up discussion on relevant items to the CFAD, particularly for funding for the consortium since Ms. Enriquez pointed out that the preliminary allocations from the state will be released on the 28th based on the governor's budget.
 - i. As noted, allocations are expected to be the same with the exception of COLA, and there may be higher COLA by the May revise.
 - ii. As part of the 3-year planning, they need to revise their funding formula. They originally approved that formula through the current 3-year cycle, so they need to have it again moving into a new one.
- b. It is recommended by the LARAEC office that they maintain the same formula for the next three years, which does not mean the formula cannot be changed. It does provide a level of stability, but if the board would like to take action on the formula they can do so at any time. But absent any changes they would not have to reaffirm the formula every year and would be set for three years.
 - i. He noted there are a couple of additional items that should also be noted, including an additional 130 million dollars that have been allocated to adult ed by the state, which should address medical careers and English language learners.
 - ii. This was provided by general outline from the state, and the money is to be awarded over a period of 3 years. The LARAEC office will provide the board info on how it will be dispersed when they know, and they expect that the May revise from the governor's office may have additional information.
 - iii. Besides that they will have COLA of 5.33 percent.
- c. Dr. Gallardo asked to confirm if the LARAEC office was recommending they apply the same funding allocations as before, with the board confirming it in an action at the next meeting. He noted that they had undergone quite a lot over the last 3 years and he thinks every district in CA has lost students dramatically.
 - i. Mr. Asturias confirmed that but added that their specific proposal is for them to keep the same funding formula with the caveat that the board can address it again and change it if they desire at any point in the next 3 years.
- d. Dr. Cornner agreed with the LARAEC office's recommendation, but thought it might be useful since they have new board members to present what the funding formula is.
- e. Ms. Montes agreed, and asked if they were going to be maintaining it with the numbers they originally used. She also appreciates the recognition that this COVID thing has impacted everyone in the

Adult Ed community, so she believes keeping the formula with the attendance component built in is important so they can still build.

- f. Mr. Stark echoed the sentiments that have been said so far.
- g. Dr. Gallardo echoed them also, thanking the board members who have been here since the beginning of this process to the implementation.
 - i. He thinks that this would equalize everything and it has been good, and he thinks moving forward that collaboration between all districts will become better. He thanked them for the support they have lent to LARAEC members and especially Montebello, saying they are grateful for their support and collaboration.
- h. Ms. Heard echoed what Dr. Gallardo said, feeling that it is a wonderful way forward and echoed a desire for a run-through of the funding formula, which could be a small-group meeting with the LARAEC office since not every board member needs it.
- i. Mr. Asturias said they would be happy to go over the formula at the next meeting and clarify so the board can take action at the next meeting. They will have a discussion first so there will be a presentation on the existing formula with history and context, and a resolution for the board to make a determination at that point.
 - i. Dr. Gallardo said he was fine if they had a separate meeting sometime before the next board meeting since Mr. Stark and Ms. Montes have gone through info about the funding formula multiple times. He would also like the principles for Montebello to be briefed on it.
 - ii. He said that another meeting might be more conducive to asking questions, and they could give a briefer presentation to the board.
- j. Mr. Stark asked if it was a problem if they have a quorum of the board and he and Ms. Montes are not there.
 - i. Ms. Montes said she would love refreshers on the subject, and Mr. Stark said he would also like a refresher.
- k. Mr. Asturias said that before the pandemic they used to do a road show-style presentation and they would be happy to come to each board member's site and provide a presentation and Q&A.
 - i. He did note that several board members meeting at the same time may put the LARAEC board in perilous territory since if more than two members get together that would become a regular meeting subject to the brown act.
 - ii. Dr. Cornner thought that it would be okay: they could call it a committee of the whole. They would have no action items, and could just listen to the presentation.
 - iii. Mr. Asturias asked if that would still be a public meeting, which Dr. Cornner confirmed, and said that it would be worthwhile to inform the audience about how they divvy up LARAEC funding.
 - iv. Ms. Heard said she was glad to hear that that would be a public meeting and wanted to echo that it would be nice if

	<p>it's where they had something public where they could invite people who might need that information and a refresher of where COVID funding went.</p> <ul style="list-style-type: none"> I. Mr. Asturias asked if the board would prefer to have that refresher as a separate meeting in the next couple weeks or as an addendum or second part of their regular meeting. Dr. Gallardo thought it should be a presentation at a regular meeting to minimize scheduling needs. <ul style="list-style-type: none"> i. Mr. Stark clarified that LAUSD does not anticipate any changes in the formula or distribution as they go into their budget formulation process. ii. Dr. Gallardo added that this was also his understanding since MUSD is also in budget preparations. m. Ms. Montes asked for clarification that their budget will be the same but maybe slightly bigger since the governor's budget will be slightly bigger, but it will still be distributed according to the funding formula. <ul style="list-style-type: none"> i. Mr. Asturias clarified that they anticipate the allocation of the funding to be the same as last year plus the Cost of Living Adjustment. In addition, there is a separate amount that is not being treated as an allocation but is a one-time funding to be distributed over the next 3 years that is 130 million dollars. That would be a separate discussion since they do not have direction from the state on how to disburse the money and who will decide that. ii. He added that the funding formula used student counts from 2018 and 2019, which will continue for the next 3 years or until the board feels it necessary to change it. iii. Mr. Stark said his understanding of the one-time disbursement was that it was for adult English learners to transfer into medical careers and training, which is basically Integrated Education Training. He asked whether this info was just to make the board aware that it was on the horizon, which Mr. Asturias confirmed. 	
<p>6 Board Member Reports</p>	<p>LAUSD:</p> <ul style="list-style-type: none"> a. Mr. Stark announced that their new superintendent Alberto Carvalho will start Monday. He previously served as the superintendent of the Miami Dade School District in Florida for about 13 years, which is unheard of (most superintendents serve 1-3 years). They are excited for where his leadership takes them and his hiring signals an era of stability and continuity in LAUSD which has had high superintendent turnover. b. He would also like to partner with any and all districts in expanding online learning, citing BUSD as ahead of the curve with their virtual academy. He would also at some 	<p>Mr. Stark</p>

	<p>point love to share best practices for virtual learning among LARAEC districts.</p>	
	<p>BUSD:</p> <ul style="list-style-type: none"> a. Ms. Heard explained that much the same as last meeting, BUSD was still recovering their enrollment numbers and as many of their CNA, CTE, and Academic and ESL programs as they can. They are talking with the district about opening up online options in the fall based on student interest. 	<p>Ms. Heard</p>
	<p>LACCD:</p> <ul style="list-style-type: none"> a. Dr. Cornner said that LACCD had noticed trends in higher education over 10-15 years including a desire for more flexibility, student-driven programs and online offerings, and COVID upended a lot of those trends. It is hard to shift back from that, and they have seen online classes for non credit and credit courses fill up more quickly. But it is difficult to distinguish that trend as a COVID trend or a continuation of previous trends. b. He thanked everyone for the data about the three year plan but added that he thinks remote innovative pedagogy needs to be considered in the new plan. The pandemic has caused a rapid shift in education, and if they do not match that shift with credit and non credit learning, they are not serving their communities. He thinks their response should be proportional to the severity of the shift during the pandemic. c. Dr. Mullen and her deans have been discussing all of this recently and how to best serve their students and their community. 	<p>Dr. Cornner</p>
	<p>MUSD:</p> <ul style="list-style-type: none"> a. Dr. Gallardo echoed the rest of the board's sentiments and said he has been impressed with the adaptability and flexibility of MUSD's teachers. Pre-pandemic they had started to have a small online teaching presence which exploded during the pandemic and propelled the diploma program forward. b. He thinks that whether it was the pandemic or whether online learning was simply an inevitable adult ed trend, it is much more beneficial to their students to have that flexibility. They are currently trying to do work with their ESL students to add another level of platform and mitigate what is the best way to serve their ESL students coming in with regard to the language barriers they may have. c. He added that one of the jewels of LARAEC is the amount of expertise they have in each district, and they need to explore and share that jewel with each other. LARAEC could become the focal point of learning and teaching with each other so they can strengthen their skillset and bring more students back. 	<p>Dr. Gallardo</p>

	<p>CCUSD:</p> <p>a. Ms. Montes said that Culver City USD was also trying to get their registrations and enrollment back up. Both have been higher in the last month, so students seem to be feeling safe to come out. Staffing and COVID restrictions have made it more challenging to process test them all. She added that the majority of students seem to favor in-person learning.</p> <p>b. In addition, she announced that CCUSD was now advertising at the local Culver City DMV.</p>	Ms Montes
7 Public Comment	No public comment at this time.	Dr. Gallardo
8 Consent Agenda	<p>8.1 Approve LAUSD capital outlay request</p> <p>8.2 Approve MUSD capital outlay request</p> <p>a. Ms. Montes moved to approve the Consent Agenda. Dr. Gallardo seconded.</p> <p>b. The board voted unanimously to approve the Consent Agenda.</p>	Dr. Gallardo
9 Announcements	<p>Special Meeting Board Workshop Feb 9, 2022, 10 AM</p> <p>Next Regular Board Meeting: March 16, 2022 from 9:00 AM to 12:00 PM.</p> <p>Location: Zoom Meeting</p>	
10 Adjourn	Dr. Cornner motioned to adjourn and Ms. Montes seconded. The board voted unanimously to adjourn. Dr. Gallardo adjourned the meeting at 9:50 AM.	Dr. Gallardo