



LARAEC Executive Board

Minutes- Regular Board Meeting

Wednesday, March 16, 2022

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>Mr. Stark was asked to lead the meeting since board president Dr. Gallardo was only able to hear the meeting on his phone. Mr. Stark called the meeting to order at 9:02 AM.</p> <p>Travis Crowe led the meeting in the Pledge of Allegiance.</p>	Mr. Crowe
	<p>1.2 Adjustments to the Agenda – The Board president will announce any requests for adjustments to the meeting agenda</p> <p>a. There were no adjustments to the agenda.</p>	
	<p>1.3 Approval of the Agenda</p> <p>a. Ms. Montes motioned to approve the agenda. Dr. Corner seconded.</p> <p>b. The board voted unanimously to approve the agenda.</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: February 9, 2022</p> <p>b. Special Meeting: February 9, 2022</p> <p>i. Ms. Montes moved to approve the minutes from the February 9, 2022 regular board meeting and the February 9, 2022 special board meeting. Dr. Gallardo seconded.</p> <p>ii. The board voted unanimously to approve both minutes.</p>	
2 Public Comment	No public comments.	Dr. Gallardo
3	3.1 Due Dates	Mr. Asturias

<p>Budget Report and Updates</p>	<ul style="list-style-type: none"> a. Ms. Enriquez explained that they are in the process of certifying the consortium’s reports in NOVA for FY 2022 Q2 Progress and Expense and FY 2020 closeouts. b. She also reminded the board that student data for Q3 is due in TopsPro by April 30. c. She reminded the board that the CFAD for 2022-2023 is due in NOVA on May 2. <p>3.2 Fiscal Year 2022 2nd Quarter Progress and expense report</p> <ul style="list-style-type: none"> a. Ms. Enriquez explained the report, noting that out of \$177 million total, they have spent about \$59 million (about 33% of the budget). <p>3.3 Fiscal Year 2020 Close Out report</p> <ul style="list-style-type: none"> a. Ms. Enriquez presented the Close Out report and reported that they have spent all of their allocations for the 2020 school year and they are not returning any money to the state. 	<p>Ms. Enriquez</p>
<p>4 Information/Discussion Items</p>	<p>4.1 Update on Three-Year Plan development, activities, and progress.</p> <ul style="list-style-type: none"> a. Ms. Stiehl explained that they are in the middle of their focus area group meetings, with two meetings so far. <ul style="list-style-type: none"> i. They are doing great work and are producing more ideas than LARAEC could possibly do in even 20 years. Currently they are working on paring everything down and figuring out what their priority items are so they can look at what is coming in the field. ii. Next the Point Persons Team will be looking at those items and together with the groups synthesize and consolidate during the final focus area group meeting March 18th. They will bring those to a future board meeting. iii. Their facilitators have been fantastic this year as well and they have received nothing but positive feedback from participants. b. The other thing happening is the three-year surveys which are going out. <ul style="list-style-type: none"> i. They have sent out the surveys to faculty and staff as well as students. They are encouraging the school sites to have teachers do it with their students. ii. They already have preliminary data from focus area groups and staff and should have some data pulled up for the focus area group coming up on the 18th. The window for the survey is through April 1st. iii. They also now have a Spanish version of the survey which has been sent out. c. After the 18th, there will be a bit of a hiatus with the point persons and teams because they have a lot of spring breaks to get through. 	<p>Mr. Asturias Mr. Gorence Ms. Stiehl</p>

- i. After they get back from break they'll start putting together the actual strategies and activities the focus area groups had been working on into the plan.

4.2 Sharing upcoming policies and procedures training for point persons and fiscal staff

- a. Mr. Gorence explained that the update has to do with the Eide Bailly letter of engagement. He gave background on the approval of the letter by the board. Part of that was a timeline for implementation, which has experienced delays. Because of that, they are reconsidering the timeline, and once they have reestablished the timeline they will update the board.
- b. The other item is the Vasquez training for fiscal personnel. They did a training last summer, but it makes sense to reengage Vasquez to do another training for fiscal agents in advance of the implementation of the Eide Bailly audits.

4.3 Discussion and recommendations for the October 15, 2022 LARAEC conference date

- a. Ms. Stiehl said they are really excited about this item and have been talking about this with point persons and staff. She explained that back in November the board was briefed about fulfilling their contractual obligations with the Sheraton and one of the things they talked about was having that in-person conference on Saturday, October 15.
- b. Subsequently the PPT has brainstormed and come up with very exciting ideas to incorporate based on what they are doing with the three-year planning process.
 - i. One approach could be to hold a traditional LARAEC in-person conference with field-based presenters. One of the challenges of that would be planning it, which would have to start immediately in the middle of the three-year planning cycle which would take up a lot of field-based personnel's time.
 - ii. They considered also doing a different event that was less session-based and more speaker-driven to kick off their new three year plan and let everyone know its content, LARAEC's direction, and LARAEC's goals by bringing in some keynote speakers.
- c. Ms. Stiehl screen-shared a software program that the facilitators introduced the planning teams to called Mural that they have been using for all of their three-year planning.
 - i. Mural has been great because it creates a collaborative space online where 20 or 30 people can contribute ideas to one document in a sort of big digital whiteboard with more capacity than Google Docs.
 - ii. They used it to plan and come up with ideas for the LARAEC in-person event. The key ideas include

	<p>highlighting and launching their three-year plan, figuring out how to incorporate more research and experts in planning areas, sharing data, and giving their new Action Planning Teams an opportunity to meet while aligning everything with the priorities that the board gave them last time.</p> <ul style="list-style-type: none">iii. They have been filtering these priorities through all of their focus area groups and focusing the three-year plan on outreach into communities of need, engaging those communities, and integrating new technologies. They have taken on the charge of creating a plan that is responding to this current moment and as they are moving forward.iv. They would also like to weave those three priorities into the idea of the event and are putting together a list of potential speakers that can really talk to those challenges and are research-driven.v. They also want to make sure the speakers are engaging and that the audience have opportunities to go to the microphone and have a town-hall-like experience. Ms. Stiehl and Mr. Gorence in researching speakers watched their videos online including TedX conferences and college and university speaking engagements where the audience was able to ask questions to contextualize and adapt the speakers' research to their own institutions.vi. They also came up with the idea of bringing LARAEC's schools to the event by maybe having some video vignettes: students talking about their experience, etc. <p>d. Overall, Ms. Stiehl liked the idea of starting off the year with having people walking out of an event like this inspired about LARAEC's direction and work and running with new ideas with a call to action. These were some of the PPT's initial thoughts to give the board a sense of what it could be and see if they might want to do an event like this instead of a traditional conference. She would be happy to answer questions and is looking for direction from the board.</p> <ul style="list-style-type: none">i. Dr. Cornner would say to proceed; COVID has put them in a standstill many times, so they have to proceed with the best option and hopefully they can all be there on October 15.ii. Dr. Gallardo agreed they should proceed and commended the whole LARAEC team for their hard work.iii. Ms. Stiehl added that this has been a collaborative effort with the point persons as well, and it was one of the most creative things they've done with the PPT.<ul style="list-style-type: none">1. Mr. Gorence added that it is part of a synergistic effect with bringing their professional facilitators and using their tools which have worked so well in focus groups and with their in-house facilitators.2. Ms. Stiehl said that with Mural and other tools, they will start to rethink how they are going to do APT's and other things moving forward.	
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- iv. Mr. Gorence added that in the time he and Ms. Stiehl have been with the consortium they have really seen how impactful the conference can be in terms of pushing out to the field what LARAEC does. It seems like a win-win that they can use the conference as a jumping off point for introducing the three-year plan as not an abstraction but something that has real meat to it.
- v. Ms. Montes agreed with Dr. Cornner and Dr. Gallardo and loved the idea of getting started with that plan and then having that be what drives everything for the rest of the year as well as bringing experts and the districts together.
- e. Ms. Stiehl summarized that they have a general agreement from the LARAEC board to start exploring option B, a conference to showcase the three-year plan.

4.4 2021-2022 funding formula overview and background information for the discussion of funding allocations for 2022-2025

- a. Mr. Gorence explained that at the last board meeting they discussed the funding formula and the board had asked the staff to provide an overview, context, and background for the creation of the funding formula for new personnel and board members.
- b. He explained that there are a couple of anchor documents when they have any funding formula conversation.
 - i. One is the funding formula document that he and Ms. Stiehl worked on and created in 2018/19.
 - ii. The other is the briefing document that was actually meant to be used to prep another board member with background and context as they were coming on board.
- c. Ms. Stiehl added that both of these documents can be found on LARAEC's website, and that these documents take you all the way through to December of 2019. They have had conversations about the formula in many different board meetings, and the briefing document gives you the play by play of when they talked about it and who said what and where. Rather than looking through a year and a half worth of minutes it provides a snapshot.
- d. The funding research document was at the request of the board for the staff to do research with other consortia and talk to the CAEP office about how other consortia are allocating their funds and it gives a kind of snapshot of what other consortia are doing.
 - i. It also has information from discussion items with the board and research she and Mr. Gorence did by talking to the districts, board members, and point people from LARAEC about their ideas and thoughts about things they should put into a funding formula.
 - ii. They were then requested to come up with funding scenarios by building those ideas out based on enrollment and actual dollar amounts.
 - iii. That is what led to the five funding formulas in the funding research document. For more detail about the discussion

the board can view the video and minutes for the December 2019 meeting on the LAREC website. Ms. Stiehl then broke down each of the five funding formulas briefly.

- e. Ms. Stiehl explained that the funding research doc and the briefing doc do not have the outcome of the conversation, they only have everything leading up to the December 2019 meeting. To find what happened, you really have to read the minutes for the December 2019 meeting and the January 2020 meeting where they approve the funding formula.
 - i. The basic outcome of all those conversations was that the simple student formula was the preferred model. She explained the agreements at the meeting to use TE data and what data sets they used.
 - ii. She also explained that the LARAEC office and LACCD would be taken off the top before the allocation.
 - iii. It was also agreed for the sake of stability that the funding would be hitched to the three-year planning cycle and every three years they would reevaluate that formula.
 - iv. It was also agreed to start with the 21-22 school year.
- f. Ms. Stiehl then explained what the funding formula looks like right now and the TE data being utilized.
 - i. Mr. Asturias clarified that those numbers are not the actual allocation the districts received because the actual amount was a little higher due to COLA. The numbers in the formula displayed were recorded because that was the information they had at the time the formula was adopted.
 - ii. Dr. Gallardo asked if the allocation in the board packet was not correct. Mr. Asturias explained that the allocation indicated was correct at the time the presentation was made. It is no longer correct because additional COLA was allocated by the state. Dr. Gallardo said he would double-check the numbers.
 - iii. Ms. Montes asked if they did the same sort of funding calculations today, if there would be another column with the adjustment, which Mr. Asturias confirmed. He said at the next board meeting they will be talking about the current allocations with all of that information reflected. Currently, they are really only talking about the formula.
- g. Ms. Stiehl then displayed the action item agreed to in January 2020, the funding formula that was approved and explained the exact text of the action item which addresses the LARAEC Office, LACCD and TE data, and implementation. Based on the discussion from the last board meeting there is an action item on the agenda today to approve extending this previous action item through the end of the next three-year plan which is June 30, 2025.
 - i. She explained that approval of this item allows for them to carry through with the CFAD being put on the agenda for next time to do funding for next year which has to be in by

	<p>May 2nd. Their May board meeting will be too late to approve that.</p> <ul style="list-style-type: none"> ii. Dealing with this right now is also going to address the 2020 board action and the fact that they said they are going to review it for the next three-year plan cycle, which is now. She noted that the board can still discuss the funding formula and can still agree to change the funding formula before 2025 if they choose. iii. Further, per CAEP office any COLA adjustments are just allocated and distributed to each district based on whatever their current funding formula is. <ul style="list-style-type: none"> h. Dr. Cornner suggested they bring up the action item to motion on it and move forward. i. Mr. Stark said that as he understood it, they are not actually on the action item yet and there are a few before they get to it, but he is happy to adjust the agenda if the board prefers. j. Ms. Montes did not think they needed to change the order, since this is basically the discussion part of the action item. From her perspective since new numbers came in, Culver City's numbers went up, but she feels the 18-19 numbers are more equitable because that was the last time they had numbers based on a non-COVID environment. And to use numbers from during COVID would not be fair to everyone. She likes the idea that in 2025, they might be in a more stable position in terms of their lives, programs, growth, and student population. So while more recent numbers serve Culver City better she feels that using the 18-19 numbers is more equitable. k. Dr. Gallardo concurred with Ms. Montes, as Montebello is in a similar situation. The board discussed and agreed last time that for the stability of LARAEC, they need to have this level of collaboration and should continue it for the time being. 	
<p style="text-align: center;">5 Board Member Reports</p>	<p>LAUSD:</p> <ul style="list-style-type: none"> a. Mr. Stark said that their new superintendent Alberto Carvalho has released his hundred-day plan and adult education is featured very intentionally within and will be addressed prominently in the next district strategic plan particularly around workforce development initiatives, so he is really happy about that. 	<p>Mr. Stark</p>
	<p>BUSD:</p> <ul style="list-style-type: none"> a. Ms. Heard said that CCUSD and BUSD are always on very similar paths given their size when it comes to recovery and recovery timelines from COVID. Currently BUSD is seeing a lot of interest in CTE business office programs, especially in programs like Quickbooks and programs that can help students in multiple paths like entrepreneurship and certification for an office setting. They have also seen growth in areas like basic computer skills for English 	<p>Ms. Heard</p>

	<p>learners and office skills and computer applications for English learners so they have put time and resources into building those.</p> <ul style="list-style-type: none"> b. They have also been able to recover their full CNA program and are looking to expand that as well with increased staffing to keep up with all growth areas. They are interested in collaborating as a region if anyone else is working on recruitment for health careers since that is an area she thinks they all struggle with in terms of staffing. She would love to talk about collaborating as a workgroup, for example, if they were to do recruitment but found that a candidate was not local to a district. There could be a program for recruitment that allowed LARAEC districts to pass candidates back and forth depending on needs for part-time or full-time. They do have funds earmarked for their LVN programs that they have yet to be able to staff, so they have been struggling with that. c. They have been recovering their enrollment quite well and students seem very happy to be back in person. 	
	<p>LACCD:</p> <ul style="list-style-type: none"> a. Dr. Cornner responded to Ms. Heard’s report by acknowledging that nursing staff are the hardest to staff. LACCD has seven RN programs and it is really difficult, so they should talk and they might have some ways to collaborate on that. b. Everything everyone else has said is in line with what LACCD is seeing, there is some recovery and people coming back to in-person sessions. He is very curious what has already happened with regards to mask and vaccine mandates or what the anticipated timelines are for each of the community groups here regarding the changes with LA County lifting requirements and moving more toward recommendations. Currently, LACCD still has their board policies in place and do not have a board meeting until April or so. Their classes are still fully masked and vaccine mandated at this time, so he would be curious to see what LARAEC as a whole is doing in terms of their adult ed programs and how they are approaching that. 	<p>Dr. Cornner</p>
	<p>MUSD:</p> <ul style="list-style-type: none"> a. Dr. Gallardo reported that MUSD is continuing with its self-study for WASC since they have a visit next year. Everyone has been engaged in that process right now. MUSD will also start a strong campaign to attract and retain students so he is happy to hear that CCUSD’s DMV campaign was successful. They will develop and implement a strong marketing plan over the next three months. c. On a personal note, he will be away in April but it is his intention to be present for that meeting. He thanked the LARAEC group, the board members for continuing to 	<p>Dr. Gallardo</p>

	support each other, and appreciated all of their collaboration with MUSD.	
	<p>CCUSD:</p> <ul style="list-style-type: none"> a. Ms. Montes said that they are focusing on programs they have been able to grow even through current adverse conditions like their basic computer classes, robust ESL 5 classes. Culver City's physical space is limited but they have been able to grow level 5 where they were not always able to because of space. They also have new software that they were able to add to GED prep and citizenship. b. They have also started marketing using the DMV in Culver and the marketing efforts over the winter break resulted in over 600 students filling out applications and 75% of them were new students. So their efforts are working. The majority still want evening classes and 30-35% of them actually still wanted all Zoom classes so they are grappling with that moving forward. c. With all of this new growth their main goal is to keep up with staffing, fill positions, and catch up with that growth. She thanked their assistant principal and point person Ruth Morris who has been doing a fantastic job. 	Ms Montes
<p>6 Public Comment</p>	No public comment at this time.	Dr. Gallardo
<p>7 Action Items</p>	<p>7.1 Approve the continued implementation of the LARAEC funding formula as adopted on January 17, 2020 item 10.4.1 through June 30, 2025.</p> <ul style="list-style-type: none"> a. Ms. Montes moved to approve the continued implementation of the LARAEC funding formula as adopted on January 17, 2020 item 10.4.1 through June 30, 2025 and Dr. Cornner seconded. b. The board voted unanimously to approve. c. Ms. Montes noted that this is the smoothest budget decision they have made in many years. <p>7.2 Adopt resolution 03□16□22, authorizing the continuation of virtual teleconferenced LARAEC meetings pursuant to AB361</p> <ul style="list-style-type: none"> a. Dr. Gallardo moved to adopt resolution 03□16□22, authorizing the continuation of virtual teleconferenced LARAEC meetings pursuant to AB361 and Dr. Cornner seconded. b. Dr. Cornner noted that there are a lot of discussion underway in the legislature about having a more permanent resolution towards the ability to conduct remote meetings and when those types of allowances will sunset, so perhaps at the next meeting they could get a summary of what is the anticipated action. c. Dr. Gallardo said he thought they talked about this last year came to the consensus that as they conclude this school year they will talk about what Zoom meetings they can have in addition to what they are mandated to have. He thinks Ms. Stiehl and Mr. Gorence can attest that they have had a lot of interaction this way with a lot more people than before, so maybe it is a good thing to share and bring up next time. d. The board voted unanimously to adopt. 	Dr. Gallardo

9 Announcements	Next Board Meeting: April 27, 2022 Location: Zoom Meeting	
10 Adjourn	Mr. Stark adjourned the meeting at 9:55 AM.	Dr. Gallardo