



LARAEC Executive Board

Minutes- Open Meeting

Friday, February 15, 2019

1:30 PM – 3:30 PM

Van De Kamp Innovation Center
2930 Fletcher Drive, LA 90065

Executive Board Members in		Point Person Team Members		Staff	
Emilio Urioste, Burbank USD		Yanira Chavez, BUSD		Lanzi Asturias, Project Director	
Veronica Montes, Culver City USD		Elvis Carias, CCUSD		Michele Stiehl, Advisor	
Dr. Robert Miller, LACCD		Dr. Adrienne Ann Mullen, LACCD		Justin Gorence, Advisor	
Joseph Stark, Los Angeles USD		Men Le, LAUSD		Grace Ocampo, Budget Analyst	
Alice Jacquez, Montebello USD		Philip Tenorio, MUSD		Vacant, Secretary	

1 Call to Order	1.1 Pledge of Allegiance	Anna Lair
	1.2 Approval of the Agenda a. Mr. Urioste moved to approve the agenda, Dr. Miller seconded. The board voted unanimously to approve the agenda.	
	1.3 Approval of the Minutes a. Executive Board Meeting, January 2019 I. Dr. Miller moved to approve the January 2019 minutes, Mr. Stark seconded. The board voted unanimously to approve the January 2019 open meeting minutes.	
2 Public Comment	<p>Ted Nelson introduced himself as the assistant budget director for LAUSD, responsible for the adult education division and the early childhood division. He wanted to speak in regards to agenda item 4.1 and share the budgeting process they have. This is the standard normal operating procedure in adult ed, early child, and k-12 schools.</p> <p>He explained they are currently 3 months deep in the budget development process, and are in the middle of preparing and finalizing all their documents; Monday they have first meeting to lay out summer school program and instruct teachers. He discussed their policies of constantly monitoring their budget, and how a year ago, it became clear they would not have enough funding, so they used a substantial amount of one time funds to make this year go. They are having to make reductions in all areas of our adult ed program.</p> <p>Regrettably, they are making reductions in offices and teacher hours to stay fiscally stable. They also have to make adjustments, for example, in the current year during the LA teacher's strike, they needed to make sure they had the financial resources to make pay raises, and so they put a freeze on new hiring. Another example is that it became apparent that they critically need an adult student information system, but realized they don't have enough funding for it next year. They went to LAUSD's CFO, who agreed to loan them money for expenditures next year under the agreement that</p>	

	<p>LAUSD pays them back. They can always use more money, but need to stay fiscally solid, and they had to make a lot of hard choices, particularly next year; COLA helped. The budgeting process begins in October/November, and they finalize those decisions in January/February.</p> <p>Michelle Cohen introduced herself as a representative of UTLA, and said that to follow up on Mr. Nelson’s comments on the budget, UTLA’s priorities are direct services to students and they strongly believe the counseling piece needs to be cut as little as possible. They’ve just started to make it better, and would hate to see it go backwards. They are all in the same boat not having enough money, but they think the word “efficiency” is a soft, mushy word. Working together as LARAEC and seeing the districts as one unit instead of five, and being more efficient will free up money to serve their students.</p>	
<p>3 Program Updates</p>	<p>3.1 Innovation and Best Practices</p> <p>a. BUSD: IET - ESL Information and Communications Occupations - Spring 2019</p> <ol style="list-style-type: none"> I. Fred Rivas introduced himself, explaining that he comes from the Burbank USD Adult School, and introduced their ESL Information and Communications Occupations class for Spring 2019, saying that they started this last semester during Fall 2018. He explained the staffing model and objectives of the program, and the overall goal of providing students with the technical language they need to succeed in the Information and Communication fields. II. With the need of English for Specific Purposes in the technical and service areas, vocabulary learning strategies are the most important factors for student success. III. Tools and safety - a computer technician needs proper tools to work safely and prevent damage to the computer equipment. Mr. Rivas explained that they have a bunch of powerpoints that systematically but not rigidly help to convey the new concepts, including Digital Logic. He then went over the subjects covered, including Basic Electronics, Motherboards, and Hard Drives and Solid State Memory. IV. Along with the technical language, they include customer service and support vocabulary: the customer service and support center, the role of a customer service representative, and core customer service representative values. He added that this training component was also bringing native speakers to the class. V. They train on essential elements for communicating with a customer, including active listening, effective word choices, and effective cross-cultural communication. Troubleshooting and incident management also have to be well-learned, both the incident management process and troubleshooting and problem-solving. VI. The next class will begin in Spring 2019 at Burbank Adult School on Fridays 9 AM to 12 PM, with instructors Fred Rivas and Edwin Fallahi. 	

- VII. Ms. Montes asked how long the course ran, and Mr. Rivas said that it ran for 12 weeks on Fridays.
- VIII. Mr. Urioste asked him to share how his co-teaching experience has been, and Mr. Rivas said that it was a learning process, and that the ESL teacher he's paired with was invaluable in supporting the learning of technical language and clarifying cross-cultural figures of speech.
- IX. Mr. Carias asked how the ESL students do in terms of vocabulary, jargon, and pronunciation. Mr. Rivas explained that the top three ESL levels can participate so they have enough of a base to only handle the new vocabulary.
- X. Mr. Asturias asked how the interaction was between the ESL students and the native speakers, and Mr. Rivas said that putting ESL students with native speakers is a benefit to their vocabulary growth, but it can be intimidating if they get a word wrong or mispronounce it. His job is to step in in that case to help facilitate a learning experience.
- XI. Mr. Gorance what the learning curve was like for Mr. Rivas' ESL teacher getting into the CTE realm, and Mr. Rivas said It was a learning experience for him about technology.

3.2 LARAEC Office Updates

a. Revamped Project Update Report

- I. Mr. Gorance explained that the report handout highlights the progress made on their activities and progress with projects. He pointed out that the ABE and ASE subject matter experts groups met on February 7 in a productive meeting to talk about the professional development they want to see implemented. Under Governance Research, Ms. Stiehl and he will be presenting at the CCAE state conference on their governance research, and they are right in the middle of vetting that information.

b. LARAEC Team Recommendations

- I. Ms. Stiehl explained that at the last board meeting they presented a big spreadsheet of tasks that we were tasked with. In the board's packet was a list of tasks the LARAEC team thought the board could help with. Mr. Stark asked how they would prioritize these items, and Ms. Stiehl explained the three main things that don't relate to one particular task but that impact all of their tasks in general.
- II. Mr. Asturias summarized that they centered around the issue of efficiency, having the right people do the right jobs, and discussed ways in which the list items could be implemented, possibly with help from a third party.
- III. Ms. Montes added that whatever comes out of the next meeting on March 15 will drive what comes next, and asked if they should bring this back then; Mr. Stark suggested before then that the LARAEC staff compile a short list of priorities as they relate to the three-year planning process to include their planning consultant Gayla Kraetsch Hartsough in the discussion.

	<p>Dr. Mullen added that if they engage KH consulting to do additional review, it's outside of the normal planning process so it would be additional scope of work.</p> <p>c. State Auditors Correspondence and February 12th Report</p> <p>I. Mr. Asturias explained that there is a report generated by the State Auditor's office, and LARAEC is a part of the report sent to the legislators because the recommendations the State Auditor provided to LARAEC are still partially completed.</p> <p>d. COLA Estimates</p> <p>I. Ms. Ocampo explained the total estimated COLA for 2019.</p>	
	<p>3.3 Budget</p> <p>a. Quarterly Reports</p> <p>I. Progress and Expense Report Q1</p> <p>a. Ms. Ocampo explained the Q1 Progress and Expense Report, and Dr. Mullen explained that the data is four months old because of the way it closes and the time it has to be reported.</p> <p>II. Data and Accountability Report</p> <p>a. Ms. Ocampo gave updates on Data and Accountability progress and expense report as of Sep 30, 2018, adding that these funds have to be spent by June 30, 2019.</p> <p>III. LARAEC Office</p> <p>a. Ms. Ocampo explained the FY 2019 LARAEC office budget and expense report as of Dec 31, 2018.</p> <p>b. Upcoming CAEP Due Dates</p> <p>I. Ms. Ocampo explained the upcoming deadlines for NOVA program reporting and AEP funds.</p> <p>c. Capital outlay</p> <p>I. Ms. Ocampo explained read the state's response on approval of capital outlay, explaining that they did not approve the request for capital outlay, but that they can move forward if they run those capital improvements by the consortium members and they are in agreement. Mr. Urioste asked if it was possible for them to create a template, or follow the LAUSD report's structure for all member districts to submit reports for capital outlay. Mr. Asturias said he would share a template with everyone they can use or not use.</p> <p>II. Dr. Miller added that the report from the CA state auditor references MUSD and LARAEC partially completing the recommendations from that office, and suggests responding as LARAEC in some form to make sures the policy makers reading the report know about their efforts to address the recommendations. He added that only 2 of the 32 recommendations directly affect LARAEC.</p> <p>III. Mr. Tenorio explained they can put together information to show what MUSD is doing about the recommendations (mostly recommendations 31 and 32) and specifically respond to each. Dr. Miller said that the sooner they get satisfactory evidence of corrective action in people's hands, the better.</p>	<p>Grace Ocampo</p>

	<p>IV. Dr. Mullen thought that an illustrative graphic clarifying for them would be helpful, if MUSD wanted to take the lead in that response. Mr. Urioste thought the response needs to come from LARAEC so they can also clarify LARAEC's efforts to help them as a consortium. Mr. Asturias said that they can formulate that prior to the next open meeting and submit and agendize it for approval.</p>	
	<p>3.4 Professional Development</p> <p>a. Status Report on Professional Development Framework and The STEP System</p> <p>I. Dr. Mullen gave an update on the STEP system, saying the counseling collaborative will meet after and in regards to the STEP implementation. She also talked with Garth of LiteracyPro who would like to do a program review with the point people. Then they need a final review and beta test, with the goal to have pallett rollout on March 15. The PLC's have been rescheduled for April and May so districts can pull together teams to participate.</p>	Dr. Adrienne Ann Mullen
	<p>3.5 Policy and Legislation</p> <p>a. No Update</p>	
	<p>3.6 Data and Accountability Workgroup</p> <p>a. Mr. Carias gave an update on the Data and accountability workgroup, which had just met yesterday, and summarized the areas they discussed regarding CAEP program areas, and measures of success.</p> <p>b. Mr. Stark said it sounds like the work in the group is discussions around how to define certain populations, and how they collect certain things. He wondered how that process validated or coordinated with state guidance. Given the recent discussion regarding D&A issues and conformity of standardization, he suggested the Workgroup think about that and what might be key strategic deliverables out of the D&A workgroup. Dr. Miller added that a side-by-side chart showing what K12 does for reporting vs. adult ed vs. community college would be helpful.</p> <p>c. Ms. Montes added that she thought professional development and D&A are a natural match, and wondered how those workgroups could fit together collaboratively.</p>	Elvis Carias
	<p>3.7 Three-Year Plan (2019-2022) Activities Update</p> <p>a. Dr. Mullen explained the progress made in the planning workshop, summarizing the areas of focus that came out of it and future activities for the planning efforts.</p>	Dr. Adrienne Ann Mullen
	<p>3.8 LARAEC Conference Update</p> <p>a. Registration Report</p> <p>i. Ms. Mayoral summarized that over 300 attendees have registered already, there are 27 workshops, and they will have 20 tables.</p> <p>b. Next Conference Date Confirmation: March 14, 2020</p>	Men Le Sofia Mayoral Michelle Stiehl

	<p>i. Men Le: explained the reasoning for the date choice, and Mr. Asturias added that they are giving priority for LARAEC staff to attend, placing some of the vendors and partners on a waiting list.</p>	
<p>4 Informational Items</p>	<p>I.1 Information/Discussion Items</p> <p>a. 4.1 - Culver City School Year 2019-2020 Interim Funding Proposal</p> <p>I. Ms. Montes referred to the handouts in explaining 4.1, saying that she was under the impression that they would be implementing a new funding formula for 19-20 and she has been waiting for help on that. All the scenarios presented by MUSD on the funding research day and LAUSD all showed a more equitable distribution for CCUSD. The handout shows what the funding situation for CCUSD is and what their deficit is based on, as well as TE enrollment and COLA.</p> <p>II. Ms. Montes explained she is making an appeal to the consortium to collaborate and close that deficit in 19-20. It's interim, because it gives them time to come up with a full funding formula for 20-21. And if Culver City does not spend all of that gap money, she will return it to the consortium no questions asked. Without it, they won't be able to provide comfort and pay to staff and their families, and will have to cut summer school and online acceleration stuff. She is asking what is possible and not possible regarding the consortium's help in helping CCUSD close that funding gap.</p> <p>III. Mr. Stark said that they are shedding light on a problematic area for many years, justice and equity in adult ed funding education. His opinion is that discussions about a new formula or allocation had to happen within their timelines for budget development. He added that their position is appreciated, and LAUSD has had to make difficult funding decisions as well in recent months. They can discuss an interim solution, but that discussion is a zero-sum game that comes with a cost. This is about funding for adult ed, which they have to ultimately address at the state level. He thanked UTLA for bringing this conversation to the state level and national level.</p> <p>IV. Dr. Miller agreed, and said that they can argue over the crumbs they get, but it won't solve the bigger issue until they get state associations and unions involved in legislative action. He does not think a down and dirty discussion to fight over money will be helpful here, and the 19-20 situation is pretty much locked in.</p> <p>V. Mr. Urioste added that those of them who have CTE also have to deal with the cost for materials, equipment, and supplies, plus additional staff costs for implementing IET.</p> <p>VI. Ms. Jacquez asked what CCUSD's deficit increase is due to, and Ms. Montes summarized that the money they received from MUSD only took them so far, so the deficit is due to what they need this year to continue programs. They are not</p>	

expanding. Ms. Montes said that if the budgets for 19-20 were locked in, then she did not understand the previous urgency about funding discussions. Mr. Stark said that there was urgency for LAUSD because there wasn't quite the consensus around crystallization about what to do about examining proposals; given where they are in the budget process, they have accepted they have what they have and will fight another day.

- VII. Mr. Urioste added that now is the time to propose a new distribution formula for this to have time to implement it. Also, BUSD has had to make sacrifices as well; he does not have an assistant principal, and has had tough conversations about not including programs.

b. 4.2 - Discussion of next steps in creating a LARAEC Legislative Agenda

- I. Mr. Stark thinks that as a board they have to decide if there are one or two legislative goals as LARAEC that they want to go after. They can't just go to Sacramento and ask for more money; they should have a proposal with a message and data supporting it.
- II. Dr. Miller added that they have major state associations with lobbyists, and might want to have a meeting with their leadership and their lobbyists where they can put in front of them the goals of the largest consortium in the state and say, what are you going to do about that and how can we help you with that. LACCD's chancellor board would be very supportive of adding two adult education non-credit goals on their legislative agenda. He suggested the staff come up with 3-5 priorities; Mr. Stark added that there are existing proposals already in progress; one is about state funding, and he asked if they could merge the two and tagging onto it.
- III. Mr. Urioste praised by the effectiveness of UTLA's message in terms of precision, consistency, and support from data, saying they need to look at the quality of the message that gets up to their legislators by their two largest organizations. Maybe they need to put out a statement or letter as a consortium to the largest organization.
- IV. Dr. Miller said that about 5 years ago, the state cut back on adult ed funding and the excuse was they're investing 100% and were not getting the results that they wanted. So they've all been proving over the last 3 or 4 years they have had decided improvement. It seems to his they can go back as a system to the legislators and say that they are doing better and would like the cut back.
- V. Mr. Asturias suggested the LARAEC staff use the discussions today and minutes from previous meetings and try to distill 3 elements that they can contribute to them, and as a group they can interview each one of you to see what you'd like from us in this process. Dr. Miller would like to see

	<p>before next meeting staff reach out to those lobbying associations and say they want a meeting and to help.</p> <p>VI. Dr. Mullen also encouraged the LARAEC board to reach out to their district board members, who are elected officials as well and they can reach out to them in a way they can't reach out to legislators.</p> <p>VII. Mr. Stark added that they have folks in the room who are state leaders in these organizations. There's a proposal that CCAE and the other organization that they are working on jointly. But if they want to make it work, they are going to have to carry the same message. He would recommend looking at the existing proposal, vet it with their stakeholders, and bring it forward. Ms. Montes said that as a board member of CCAE, she can get that proposal to everybody. Mr. Urioste emphasized that they need to outline for them what these issues are because if they don't do it it doesn't get communicated the same way.</p> <p>VIII. Mr. Stark emphasized that their message needs to be that this is not your father's adult ed, it's adult ed 2.0. This is IET, this is guided pathways. This is integrated counseling, individualized student plans. They need to put that on the table because this is not business as usual. The way they are doing adult ed now is qualitatively different from how they were doing it even a few years ago. They need to hammer in how they are doing adult ed better, stronger, and faster.</p> <p>IX. Mr. Asturias said that the LARAEC office can reach out to those organizations to convene a meeting officially to present some of their goals and concerns. Dr. Miller that LACCD also has board members and their chancellor who would be happy to get on board with this. For some of them, it's a conference call, but as many as they can get to join the conversation is good.</p>	
<p>5 Board Member Reports</p>	<p>LAUSD:</p> <p>a. No board member report.</p>	<p>Mr. Stark</p>
	<p>BUSD:</p> <p>a. No board member report.</p>	<p>Mr Urioste</p>
	<p>LACCD:</p> <p>a. No board member report.</p>	<p>Dr. Miller</p>
	<p>MUSD:</p> <p>a. No board member report.</p>	<p>Ms. Jacquez</p>
	<p>CCUSD:</p> <p>a. No board member report.</p>	<p>Ms Montes</p>
<p>6</p>		

Action Items	6.1 No action items.	
7 Consent Agenda	7.1 No consent agenda.	
8	Announcements	
	Next meeting Friday, March 15, 2019 at 1:30 PM.	
	President Montes adjourned the meeting at 4:05 PM.	