REGULAR MEETING ANNOUNCEMENT

Los Angeles Regional Adult Education Consortium

ZOOM MEETING:
https://wearedace.zoom.us/j/93023960506?pwd=SzJvMVYvMzBqMEtrUkY3bHhJblcwQT09
June 16, 2021 ✂ 10:00 AM to 1:00 PM
LARAEC Regular Board Meeting
Agenda

1. Call to Order 1.1 Pledge of Allegiance 1.2 Adjustments to the Agenda – The Board President Will Announce any Requests for Adjustments to the Meeting Agenda 1.3 Approval of the Agenda 1.4 Items for Future Agendas 1.5 Approval of the Minutes a. Regular Board Meeting: May 19, 2021 1.6 Remembrance: In memory of former Executive Board Member Mr. Emilio Urioste	Joseph Stark
2. Public Comment	Joseph Stark
3. Annual Plan Update	Justin Gorence
4. Budget Report and Updates: 4.1 Due dates and updates 4.2 SY 2020-2021 Q3 Progress and Expense Report	Lanzi Asturias Lourdes Enriquez
5. Information/Discussion Items 5.1 Policies and Procedures Training Update 5.2 LARAEC Executive Board Meeting in July Discussion	Justin Gorence Lanzi Asturias

Vision Statement
LARAEC will provide seamless pathways to workforce and higher education that are efficient, comprehensive, student-centered, and regionally relevant.

Mission Statement
LARAEC will sustain, expand, and improve adult education.

6	Board Member Reports	Executive Board
7	Public Comment	Joseph Stark
8	Action Items:	Joseph Stark
	8.1 Approve the SY 2021-2022 LARAEC Executive Board Meeting Dates	
9	Announcements:	
	Next Board Meeting: TBD Location: Zoom Meeting	Joseph Stark

Adjourn

Please note that the LARAEC Executive Board may consider at this meeting any item referred from a Board Meeting five calendar days prior to this meeting (Education Code 54954.2(b)(3)). The LARAEC Executive Board may also refer any item on the agenda for the consideration of a committee or meeting of the LARAEC Executive Board. Requests for disability related modifications or reasonable accommodations shall be made 24 hours prior to the meeting to Teresa Plaza by calling (213) 241-3150 or emailing Teresa.plaza@lausd.net. Requests for translation should be made at least 48 hours in advance by calling Teresa Plaza at (213) 241-3150 or emailing Teresa.plaza@lausd.net. Individuals wishing to speak at a Board meeting must sign up at the meeting. There will be no sign ups in advance of the meeting. Speakers must sign up prior to the public comment section of the agenda. Speakers should plan to arrive early. Materials related to an item on this agenda distributed to the LARAEC Executive Board are available for public inspection during the meeting and at http://laraec.net/open-meetings/

AGENDA ITEM 1.5

LARAEC Executive Board	**Minutes- Board Meeting** Wednesday, May 19, 2021 10:00 AM – 1:00 PM Via Zoom

Executive Board Members in		Point Person Team Members		Staff	
Wendy Heard, Burbank USD	X	Marianne Griffin, BUSD	X	Lanzi Asturias, Project Director	X
Veronica Montes, Culver City USD	X	Ruth Morris, CCUSD	X	Michele Stiehl, Advisor	X
Dr. Ryan Cornner, 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	Philip Tenorio, MUSD	X	Teresa Plaza, Secretary	X

1 **Call to Order**	**1.1 Pledge of Allegiance** . Mr. Stark called the meeting to order at 10:00 AM with quorum but with the board members from CCUSD and MUSD absent.	Lourdes Enriquez
	1.2 Adjustments to the Agenda a. There were no requests for adjustments to the agenda.	
	1.3 Approval of the Agenda a. Ms. Heard motioned to approve the agenda, and Dr. Cornner seconded. By this point, Ms. Montes had joined the Zoom. b. The board voted unanimously to approve the agenda. MUSD was still absent.	
	1.4 Items for Future Agendas a. No items for future agendas.	
	1.5 Approval of the Minutes **a. Regular Board Meeting: May 19, 2021** i. Ms. Montes moved to approve the minutes from the April 14, 2021 meeting. Dr. Cornner seconded. There was no discussion. By this point, Dr. Gallardo had joined the Zoom. ii. The board voted unanimously to approve the minutes from the May 19 meeting.	
	1.6 Acknowledgements: Mr. Emilio Urioste's Retirement a. Before the meeting proper started, Mr. Stark wanted to acknowledge previous board member and LARAEC President Emilio Urioste, who has retired from BUSD most recently as the Director of Adult Education. Although Mr. Stark did not think he was on this Zoom, he wanted to thank him for his service to LARAEC and all adult education learners. Mr. Stark commended Mr. Urioste's passion and unwavering commitment to kids and families. Mr. Stark thanked Mr. Urioste for being a great mentor, boss, and colleague. b. Ms. Montes wanted to than Mr. Urioste, and said she would always remember his passion, but also his commitment to stay the course and maintain focus as well, keep everyone on track, and to make	

	sure people didn't let their individual opinions and emotions get in the way of what was best and most important for the consortium. c. Dr. Gallardo said that he had only ever worked with Mr. Urioste from afar, not as part of the board. But he was always struck by Mr. Urioste's eloquence in communicating and dealing with complicated subjects as LARAEC was going through a very active time. Mr. Urioste was always kind to everyone even when he disagreed or had to move the discussion another way, and so he congratulated Mr. Urioste and thanked him. d. Ms. Heard said that she was literally sitting in Mr. Urioste's chair after having him as a boss. As she does his job and sees the procedures he put in place, it becomes even more clear how much he cared about education and about the students, families, communities, and systems he put into place. He really takes the time to make sure each person is cared for properly and he does not cut corners in putting in that personal touch. She is even more impressed now seeing all the things he was juggling while also taking time with every student and family while keeping the passion he had for adult ed, even as he learned that new industry later in his career. e. Dr. Cornner acknowledged that being new on the board, he did not get a chance to work with Mr. Urioste as much as the rest did, but he echoed all of the other board members' sentiments and praised how much Mr. Urioste cared about the students and communities of LARAEC. He extended the LACCD Chancellor's best wishes for his retirement.	
2 **Public Comment**	No public comments.	Mr. Gorence
3 **Yearly Plan Update**	**3.1 Annual Plan Update and Action Planning Teams(APT) Summit** a. Mr. Gorence welcomed the APT co-chairs and members who were on the Zoom. He noted that it was almost one year ago to the day that the LARAEC board directed the LARAEC staff to reengage the APT's and check their status, viability, and needs in order to continue to work for LARAEC. In one year the APT's have managed to transition from 100% in-person to 100% virtual work, which would not have happened without the total commitment and support of all member districts and the hard work of the co-chairs and members. b. Mr. Gorence asked the board to hold questions until the end of the APT teams' and co-chair's presentations, and also thanked the LARAEC board itself and the LARAEC staff for their help in creating the infrastructure necessary to push the APT's work out to the wider LARAEC community. **c. Adults With Disabilities** i. Co-chair Lisa Andrade introduced herself as the DSS Supervisor at April Friedman Occupational Center, and co-chair Danielle Sheppard of LACCD's West LA College introduced herself. ii. They explained that their goal is to support their instructors in how they work with students with disabilities in their classroom, and elaborated on the videos, one-pagers, and PowerPoint presentations they have made to cover a variety of topics to support teachers and students, all available on the LARAEC website. They also covered examples of	Mr. Gorence

resources that various campuses already had that have been added to the website as well. They also have flyers and resources on bilingual assistance and from community partners such as the Department of Rehabilitation.

iii. They are also putting together flyers and videos targeting specific student profiles, since they may see a wide variety of different kinds of cognitive, physical, mental, emotional, learning, or developmental disabilities.

d. Counseling

i. Co-chair Lisa Valle introduced herself as a teacher counselor for LAUSD adult ed at LATC, and co-chair Angelica Villalpando introduced herself as a non-credit counselor at LA Harbor College as part of LACCD.

ii. Ms. Valle explained that the counseling APT collaborated and shared counseling topics, including what it means to be a counselor, general methods for communication with students, thoughts about the topic of "Equity" and how it pertains to counseling, and identifying counseling commonalities.

iii. Ms. Villalpando explained that they also created a survey for counselors listing elements utilized at each school for the remote orientation and enrollment process and shared ideas that should be included in the remote orientation and enrollment process.

iv. They also started a group discussion about what "real counseling" is keeping in mind the individual student's educational and socio-emotional needs.

v. Ms. Valle then explained how they solicited and examined the steps and procedures for onboarding shared by each district, as well as updating websites with resources, and spearheaded a remote orientation and enrollment process presentation to assistant and guide counselors.

vi. Ms. Villalpando explained that their focus for the next fiscal year will be exploring strategies for implementing dual enrollment in transition to post secondary and making sure adult schools know how to transition into the community college system. She said it is also vital that eligible adult students know to enroll through the dual enrollment program so they don't unintentionally disqualify themselves from the LA College Promise.

e. Data and Accountability

i. Yanira Chavez introduced herself as the CASAS coordinator for Burbank Adult School, and introduced Ruth Morris, assistant principal of Culver City Adult School. She the introduced their collaborators on the APT, including:

1. Chris Shaw and Tim Sheridan, Program Performance Advisors, LAUSD Adult Ed.
2. Ana Sotelo, Student Assessment Assistant, Stephanie Fuentes and Exsa Perez from MUSD
3. Laura Perez, Dean of Adult Noncredit, Angelica Ramirez, Dean Academic, and Timothy Russell, LACCD

ii. Ruth Morris explained that the D&A APT found that they did not always have the same definitions of what data was or where it could be found. They started with a focus on CASAS, and wanted to use that data to shape their

conversations and work for the next three years across a wider umbrella of data.

iii. Ms. Morris added that their major goals going forward will be housed under the last data umbrella, which is transitions between K-12, adult schools, community colleges and to the workplace.

f. Pathways

i. Co-chair Michelle Cohen introduced herself as an academic pathway advisor at LAUSD and introduced co-chair Lisa Saperston, a teacher at LACCD, who could not be present. She said she was extremely proud of her team's accomplishments in pivoting during a crazy year.

ii. She explained that with the transition online, they realized the LARAEC website needed to be shaped up, and the end result of their work this year will be a user-friendly website aimed at potential students, the people trying to help those students find their pathway, and current students who are working with counselors and advisors. They are still in the process of collecting data and information from 14 K12 schools and satellite locations as well as the community colleges.

iii. She introduced their shared database work product used to collaborate on that task, emphasizing that it is not a deliverable but rather a vital tool for them. This will be used to form an interactive map to connect students to the best possible person to help them based on their desired pathway.

iv. She assured people not to worry if the website's information is currently incomplete as they are actively working on the site's structure and content with the web developer and have to vett all content through site level administrators.

v. She then walked the attendees through the LARAEC test website, explaining the look was evolving. But students will be able to search programs based on what pathway they want to take. She is also excited that this year they see articulation agreements between non credit and adult ed and community college credit and certificate programs are starting to happen, because it will be a very important part of this.

vi. She added that if anyone wants more specific updates on the website, Michele Stiehl has been working with her and the web developer and can give updates.

g. Professional Development

i. Co-chair Anabell Brigida-Gallegos introduced herself as an ESL pathway advisor at LAUSD's Harbor Occupational Center, and explained that her co-chair Julie Cross was unable to attend.

ii. She explained that this year they worked on a survey to identify PD needs that was distributed to consortium members in December. Their next task is to review data from the LARAEC Rocks conference evaluation.

iii. The PD APT was asked to brainstorm topics and presenters to address learner persistence in the Lunch with LARAEC series. Their recommendations included onboarding students teaching and engagement strategies and best

practices shared by teachers with high persistence and providing feedback to students.

iv. Their PD survey identified learner persistence as the number one priority followed by blended instruction assessment, assessment-driven instruction, and self care.

v. Their recommendations for the upcoming school year are a repository to house resources such as a google drive link on the LARAEC website, a calendar with professional development opportunities identifying providers for PDs and crediting PD attendees across the board for salaries or a district sponsored training rate.

h. Workforce Re-Entry

i. Co-chair Dr. Imelda Perez, assistant dean at LACC, introduced herself and her co-chair Aaron Saenz.

ii. Mr. Saenz explained that the tasks their group was assigned were difficult because they were just getting on a roll when COVID hit. So they decided to focus on what they can do in the time of distance learning and working, and they ultimately wanted to create a one-stop shop for career resources for LARAEC members that were transferable across different learning management systems. In particular they wanted plug and play google slides presentations focused on relevant topics that could be dropped into anyone's course. This system was marketed with a presentation at the LARAEC Ede conference.

iii. Mr. Saenz described the team's work process for creating the google slides, which formed the deliverables for the team.

iv. Mr. Saenz said the recommendation from the team is to focus on strategies that can be used to help their target population reentering the workforce that has been hit hard by COVID and develop strategies around that.

i. Mr. Gorence asked the board if they had any questions. Mr. Stark said he did not and thanked the co-chairs for their presentations and the team members for their thoughtful work, innovation, and passion as well as the LARAEC staff for creating the Lunch With LARAEC sessions.

j. Ms. Montes echoed those congratulations, expressing her amazement at the way the APTs are driving the work that needs to be done from the field, not from the top down. She noted that it's been a long journey and it has not always been an easy journey to collaborate, but today shows amazing collaboration among all the agencies, districts, and community.

k. Dr. Gallardo echoed those sentiments, addin that this year has been difficult for everyone, but everyone has participated phenomenally in creating opportunities for LARAEC and LARAEC districts. It's an example of collaboration that is getting better every year. Dr. Gallardo also related an anecdote from attending the first meeting of the Adults with Disabilities APT, and the way they are working to update language and dilute the negative perceptions of learning disabilities.

l. Ms. Heard thanked the APT's for their hard work, remembering the first meeting she attended when the consortium was introduced, and how far their work has come now.

m. Dr. Cornner echoed the board's sentiments, saying it was amazing to see the integration of their work, saying this was an awesome

	opportunity to show how they've changed the way they approach adult ed. n. Mr. Asturias thanked all of the participants in the APT's, saying it has been an amazing journey years in the making. It is a testament to their focus that they want to keep doin the work they are doing. Mr. Asturias also thanked his team and the point persons. o. Mr. Gorence added that they will share the CTE tool on the LARAEC website once it's vetted with the board so they can see the full functionality. Mr. Gorence also thanked the point persons embedded in each of the APT's for their work and tutelage.	
4 Budget Report and updates	**4.1 Consortia Fiscal Administration Declaration (CFAD) Update** a. Mr. Asturias announced that the amounts reflected in the presentation are now posted in the NOVA system for the state and have been certified. A revision from the governor may include some additional COLA. Dr. Cornner asked if they expect COLA to move up to 4, and Mr. Asturias said he has not heard anything, rather he read some information in the May revise, and is still waiting to hear the interpretation of the CAEP office. b. Mr. Asturias said additional instructions will be coming to each of the districts if they need to do anythi in order to capture the additional funding should they receive the 1.7 COLA or, hopefully, closer to 4.0.	Ms. Asturias
5 Information/Discussion Items	**5.1 LARAEC EDGE Event and End of the Year Report** a. Ms. Stiehl announced that it was their most attended event to date with 744 people registered and participating and 191 consortium staff members participating. There were also 483 students taking part in 105 sessions over 3 days, and people participating from all over California. b. They did have some debriefs after the conference and met with the Point Persons Team: the feedback is that LARAEC should do this again as it is much needed. From data they saw that students were very interested in attending sessions around topics and skills as well as support services. They did not attend as highly the sessions on individual school sites, so they know that people are more interested in topics they can take and utilize right away. c. They want to keep the event, but focus it more on those transitions to post secondary and bring those sector people together earlier so they can share on topics from a consortium perspective. d. They also want to consider shortening it to two days, as their evening session was their most well-attended. They had a lot of ESL students attend, so they want to make sure they have enough Spanish sessions. e. They also want to reach out sooner to teachers who can then register their class in one big chunk.	Ms. Stiehl

f. Lastly, Ms. Stiehl said this has been a breakthrough year in terms of collaboration as they have had to transition from being 100% in-person and shift how they relate to people and interact with member districts. It's been a breakthrough year of being more connected to the field than ever, and they had two conferences as well. Plus they had 1613 people participate in Lunch with LARAEC over 18 sessions. A little over 1000 attended live, but 580 people watched after the fact. And with 106 APT members in six groups, it added up to around 108 hours of collaboration time this year. In addition, people are also going back to watch the board meetings after the fact as well.
g. The other thing they are working on is building out the LARAEC website as the hub of all these events and to house the resources produced by the APT's.
h. Mr. Gorence added that the equity training for LARAEC educators sponsored by CalPro was a success. All five member districts participated, and it involved pre-training activities, the training itself, and follow-up. One of the reasons this is significant is it resulted in the creation, with AIR, of LARAEC's platform to house their equity training, and the next train the trainers event will roll out tentatively in July.
i. Mr. Stark and Ms. Montes praised the work of the LARAEC office team, and praised how remote events reduce their carbon footprint as well.

5.2 Discussion of LARAEC FY 2021-2022 Board Calendar

a. Mr. Asturias presented the proposed calendar created by board consensus. They have vetted the calendar with the point persons, and always allow the flexibility of changing dates and times as circumstances require. Mr. Asturias added that he took the liberty to add the date for the next in-person conference event which will take place March 12, 2022, assuming it can be safely done and will have appropriate safeguards. They will bring this item as an action item at the next board meeting.
b. Dr. Gallardo asked that they consider changing the February 16th meeting to February 9th and the April 20th meeting to April 13th because those dates conflict with MUSD's calendar.
c. Ms. Montes asked if Wednesday is still a day that works for everyone so as not to conflict with other board meetings.
    i. Dr. Cornner said that he may have to leave early once they return to in-person meeting, but does not anticipate a problem, and neither did Dr. Gallardo.
d. Ms. Montes asked if the board also wanted to reconsider the length and starting time of the meetings, and suggested

starting at 9:30 or 9:00 AM. Dr. Gallardo was fine with starting earlier, but thought they should keep the 3-hour timeframe, since it is easier to block 3 hours and not take them all than to budget 2 hour or 1 and have to cut the meeting short. Dr. Cornner and Dr. Gallardo agreed that starting earlier was better, and Mr. Stark, Ms. Montes, and Ms. Heard areed to starting at 9:00 AM.

e. Ms. Montes suggested that they still keep the 3-hour timeframe, and finally suggested they plan for most meetings to be in Zoom, and maybe do one or two a year in person.
f. Dr. Cornner said that they are waiting on legislative changes as a board that might exclude LARAEC's type of board from the requirement to go back to full Brown Act capacity, but if they don't the requirement with the Brown Act is to have at least a majority of members of the board present in person in order for them to have a meeting.
    i. Dr. Cornner hoped that the state looks to an update to the Brown Act because the LACCD board has experienced dramatically increased attendance since they held board meetings virtually. In-person they would be lucky to have 50 people there, but now regularly have 200-300 people in attendance. The intent of the Brown Act was for public transparency, but the Zoom meetings have been a godsend, so hopefully legislation catches up with reality.
    ii. Dr. Gallardo added that he is not sure the Brown Act completely applies because the LARAEC board are not elected officials, but he will concur with whatever the case is, and if they can maximize the accessibility of their communities, he thinks it is best if they are required to be there, and they can potentially rotate which board members are present and still maintain a Zoom connection.
    iii. Mr. Asturias clarified that AB104 indicates that LARAEC needs to have public meetings. They are not necessarily bound by the Brown Act, but it is really the best way to do public meetings since it is so well known. And the LARAEC office will keep the board posted since they do receive periodic updates from the CAEP office, and they have most likely been notified about an increase in meeting attendance across the board through electronic means.
    iv. Ms. Heard added that in LA with public transportation being as poor as it is, they might have people coming from other parts of the city on public transit, and it makes it almost impossible for a lot of

their students to be in attendance. They have jobs, so it is not easy for them to take a half day or full day off work. So truly public Zoom meetings are more accessible and sensitive to the socio-economics of their region.

g. Mr. Asturias summarized that they will change the February and April meeting dates and change the meeting time to 9:00 AM to 12:00 AM, and they will bring an updated schedule to the board in June for approval.

5.3 Discussion of bylaws related to hiring personnel for the LARAEC office

a. Mr. Asturias explained that last board meeting, Dr. Gallardo requested clarification on the hiring policies for staff for the LARAEC office. The first time there was hiring for LARAEC certificated personnel, the entire board participated in the selection of staff. At the time, the board did not take part in the selection of classified individuals, which are the Secretary and Financial Analyst.
b. Mr. Asturias explained that when the bylaws were written it was indicated that the board will have input on the hiring of the certificate individual, their advisors, and the project manager. The board also can request additional staff to the LARAEC office and remove staff from the LARAEC office.
c. Mr. Asturias displayed the bylaws related to personnel and explained that the bylaws are basically silent when it comes to replacing personnel. As the LARAEC office is funded through the board, the board is instrumental in developing job descriptions for each position.
d. In summary, Mr. Asturias believed that their interpretation of the bylaws indicates that the board has leeway in respect to the positions in the LARAEC office. As far as classified positions, there are bigger constraints in terms of how they go about hiring those individuals and as a matter of historical context, previously the board did not participate in the hiring of classified staff.
e. Dr. Gallardo said it is not necessarily that the board needs to be involved in all the interviews. What he wanted to make clear is that even though they are not the hiring group, they should have input in the recommendations before the hiring take place, especially for positions like the financial personnel, that they should have a review before the positions et hired and they are consulted prior to the final process, and potentially their bylaws need to be revisited to indicate that LARAEC is ultimately the ones that do the hiring even though it goes through LAUSD. Dr. Gallardo finds it particularly disadvantageous for the board to just learn that someone left and was replaced.

f. Dr. Cornner added that LAUSD runs under a personnel commission, and in an effort to integrate both host policy levels, there may need to be some work done and he is not sure if they can directly lay that in their bylaws. They may have to review how it intersects with the civil service hiring process.
g. Ms. Montes added that when they created the bylaws, hey were aware of the personnel permission issues that exist between LACCD and LAUSD, but thought bylaw A.4 under Article VIII was what they couldn't figure out. So she thinks that when they want to replace someone vacating a position, that needs to be brought before the board, also for consideration of whether they need to fill that position.
h. Dr. Gallardo said that he is not intending that they insert themselves into the personnel commission's work, but rather that Mr. Asturias would come to the board with a candidate and inform the board that they are replacing a staff member, and talk about why they are recommending the new person. Dr. Gallardo also does not think the process they are talking about intervenes with the commission at all, and they will still be able to share hiring details in a closed session.
i. Mr. Asturias asked to clarify if what Dr. Gallardo is advocatin is that if a position becomes available, they notify the board that this change has happened in the LARAEC office, and ask if they would want the board to continue having that position. Mr. Asturias also wanted to confirm that Dr. Gallardo wanted the board to have input on what person gets picked from the list of eligible participants from the personnel commission. Mr. Asturias asked if the rest of the board members would want that to be applicable to all the districts and their staff.
j. Dr. Gallardo said he does not necessarily agree with a couple of things Mr. Asturias said. Dr. Gallardo does not want to interject the board into the interview process; he is saying he would like Mr. Asturias to come in and announce the vacancy was approved, give a recommendation, and give the board the opportunity to give any feedback. If he heard Mr. Asturias right, it's LAUSD's decision to hire and he would disagree with that because it is a LARAEC position that is LARAEC funded. They may be attached to the district, but LARAEC staff are borrow employees to LARAEC: hired through and attached to LAUSD but the responsibility is LARAEC's. He thinks this needs to be clarified in the future.
k. Mr. Stark jumped in, saying he appreciated all the perspectives that have been shared, adding that on the one hand they have some technical issues with hiring and reporting and working with personnel commissions and

employee bargaining units. And then there is the technical stuff and how that has to happen and the legal requirements attached to those staffing actions. Though they are LAUSD employees, they're obviously providing services to all districts to some degree, so for the board to have some input on that is valuable, it just boils down to how.

i. Mr. Stark suggested one possibility would be for Mr. Asturias to go to the point people and talk through and bring forward proposals that meet the technical requirements of what they have to do, matching the spirit of the law while still allowing for some type of meaningful input.
ii. Another possibility would be a kind of study session where they come together to identify questions and hash it out in a public environment. They could do this or the previous suggestion or both.

l. Mr. Stark said they can hopefully land on a proposal or recommendation and ultimately codify it as much as possible in the bylaws. Dr. Gallardo completely agreed.
m. Mr. Asturias summarized that the takeaways are, one, if a position were to vacate, they would come before the board with the first level of question: do they still need the position. Then the second level would be doing interviews, coming up with one or two candidates, then presenting those to the board for input. Mr. Stark suggested they do a study session since this agenda item was more of an update, and if they will be creating new bylaws language or developing a new process, they should hash it out publicly, but the point person team should also do some research to come up with proposals, and present those to the board. Ms. Heard agreed as it would give them an opportunity to hear what other consortia are doing. The rest of the board concurred.

5.4 Policies and Procedures implementation:

a. Mr. Asturias thanked the board for approving the policies and procedures. His first suggestion is to conduct the first desk/in-person on site review after January 2022 so it would allow six months for the new policies and procedures to be in place, then the firm contracted by them to formulate the policies and procedures or another third party can come in and evaluate the implementation. He wanted to see if the board was okay with re-engaging Eide Bailey for the desk and site visits, or if the board would like LARAEC to find another provider.
b. Dr. Cornner asked if this is something they can do as part of their basic audit. Mr. Asturias clarified that it is not just the district, but the actual LARAEC office that is going to be evaluated through this process. Dr. Cornner noted that usually when auditors come in, they audit you against your own policies and procedures, and it would seem to be a lot

of pressure on the LARAEC office that they need to gather information to go through a third-party audit in January, then the normal audit processes, so it would be better to see if they can be combined. He asked if this was 100% within the scope of the original RFP and selection process, and Mr. Asturias said it was. Dr. Cornner said it still might be worth having an integrated approach so as not to overwhelm your office.

c. Mr. Asturias said that they will review those ideas with the point persons and bring up some options at the next meeting.

5.5 Discuss the LARAEC Board presidency succession

a. Ms. Stiehl explained that Mr. Stark has one more meeting left in his presidency, and then they will need to elect a new board president for next school year. They laid out in their bylaws that they would have a President, a first Vice President, and a second Vice President. Ideally, they will elect a President for next year and then whoever is the first VP will be the President the year after that, and the second the year after that so they have a line of succession of three that they need to nominate. They should do this in time so the new President can take over for their first meeting of the new year in July.

b. Dr. Cornner asked if they had selected the first and second Vice Presidents which districts that would be so they know what the rotation is. Ms. Stiehl said that their first president was Ms. Montes from CCUSD, then they had Mr. Urioste from BUSD, and currently they have LAUSD. After Mr. Stark would have been Ms. Jacquez, but she retired and that was as far as they had elected. Ms. Montes added that Dr. Miller from LACCD ran the board for a time.

c. Dr. Gallardo thought they were moving in a good direction, having seen LAREC go through a lot of changes in his time as Director of Adult Ed at MUSD. He said MUSD will support whoever would like to lead.

d. Dr. Cornner nominated Dr. Gallardo as LARAEC board president, and Ms. Montes seconded. Dr. Cornner added that he would be happy to serve in whatever capacity they think is necessary.

e. Mr. Stark nominated Dr. Cornner for the first Vice President position to succeed Dr. Gallardo when his term is up.

f. Ms. Montes nominated Ms. Heard as the second Vice President.

g. Mr. Stark called for a vote to elect Dr. Gallardo as President, Dr. Cornner as first Vice President, and Ms. Heard as second Vice President.

	h. The board voted unanimously to elect Dr. Gallardo as President, Dr. Cornner as first Vice President, and Ms. Heard as second Vice President **5.6 Three Year Plan template update** a. Ms. Stiehl explained that the CAEP office had promised to have the template and questions for Three-Year-Plan planning distributed by the middle of June, so the LARAEC office is hoping to receive those around June 15. They are still creating the guidance right now and ideally will release it in July. b. In addition, the state is planning on putting together a robust training process for consortium to help guide them in the planning for this year and will implement that earlier in the school year. Ms. Stiehl, Mr. Gorence, and Mr. Asturias have been chosen to participate in this guidance development and will be on a focus group panel this week. c. Lastly, the plan is not going to be due until June 2022.	
6 **Board Member Reports**	**LAUSD:** a. Mr. Stark gave a shout out to the community colleges: his son is enrolled in West LA College, and the remote orientation, onboarding, and registration has been seamless. He also would like to extend an invitation to any and all in the consortium to have a kind of group or task force focused on allied health and growing their efforts in that arena because of the huge need for health care workers. So if they were to join forces and really develop a consortium list of clinical sites and partners, that would be something to consider. And then, what does that look like for articulation, and what does the pathway look like in Adult Ed and Community College.	Mr. Stark
	BUSD: a. Ms. Heard reported that BUSD is moving forward with its LVN program and should be hiring a program director over the summer.	Ms. Heard
	LACCD: a. Dr. Cornner commented that they are in the middle of interesting times. LACCD's fall schedules were posted this past Monday for students to start enrolling based on priority registration. There will be additions and changes, and they take pride in flexibility with scheduling. Lastly, it is graduation season, and they are having a graduation in celebration of the LGBTQ+ community, and it was probably the best attendance they've ever had with more than 200 people attending. They will continue to have other cultural	Dr. Cornner

	celebrations of accomplishment throughout the next weeks leading to their traditional commencement.	
	MUSD: a. Dr. Gallardo said that MUSD is having two ceremonies, one drive-through and one in person in July. July 30 will be the in-person one. They are also exploring an LVN program as well, so he will be calling Ms. Heard for advice and information shortly.	Dr. Gallardo
	CCUSD: a. Ms. Montes reported that CCUSD is actually doing an in-person graduation on June 10 at 6:30. She added that they had stopped the citizenship education for many years, and under Ms. Morris' leadership brought it back. Finally, they have all of their summer programs that are offered: ESL, high school diploma, and high school equivalency.	Ms Montes
7 **Public Comment**	No public comment at this time.	Mr. Gorence
8 **Action Items**	**No action items.**	
9 **Announcements**	Mr. Asturias announced that the Pars Equality Center from Sherman Oaks has submitted a request to become part of LARAEC. They understand they can be a non-financial partner of the consortium. He shared the letter they submitted to the board members. The consortium does not have any partners as of yet so this would be a first for LARAEC and they would need to figure out what the next steps will be and what the role of a partner is. they have outlined some of those elements in the letter. Mr. Stark thought it might be helpful if they bring them in for a meeting to pitch what's in it for them and for LARAEC and for adult learners in the region, and then LARAEC would have a chance to ask questions and go from there. He is not sure this requires a formal board action. Dr. Cornner added that he did not see much in the letter that laid out what the partnership would entail. He thinks that if they are looking at a formal partnership it should be incorporated into the discussion with the larger three year plan, because if they are going to embrace the idea of formal partnerships, they need to have a structure for that that's equitable to other organizations that may want to reach out to us without putting us in a situation where we could easily have more partners than we have the capacity to collaborate with. Dr. Gallardo agreed with Mr. Stark and Dr. Cornner. Ms. Montes said they would need more information, and Mr. Stark said that one idea is to have them come in to do a presentation, reaching out with the point people first. to do some initial research and get more detail. Ms. Montes echoed Dr. Cornner's concerns of potentially opening up partnerships only to be swarmed by potential partners without a structure to actually implement and screen them. In addition, they would need to know how it fits with the legislation that governs adult ed, and what AB86 and AB104 have to say about partners and including them. Otherwise it's an open public meeting, they can come anytime they want during the public comment part.	

	Mr. Stark agreed, saying that they would be talking about an official partner of LARAEC as a whole, and need to figure out what that would mean and make sure there is a well-defined specific strategic role for partners that aligns with their three-year plan. Mr. Asturias said the LARAEC staff would come back next board meeting with more specific suggestions and review over infrastructure regarding partners. Next meeting June 16, 2021,10:00 AM to 1:00 PM, to be held over Zoom videoconferencing**.**	
Adjourn	Meeting was adjourned at 12:17 PM.	

AGENDA ITEM
4.2

Year-To-Date Expenditures and Progress Report
Los Angeles Regional Adult Education Consortium (LARAEC)
FY 2020 Carryover and FY 2021 CAEP Allocations

Member: Los Angeles Regional Adult Education Consortium

FY 2020 Carry-over	$	29,433,626
FY 2021 Allocation	$	131,272,761
Total Budget	$	160,706,387

Quarter: Q3 (July to Mar 2021)

Qtr Target: 45%

Please Report Year-to-Date Information

Object Code	Classification	Line	2020-21 Year to Date (YTD) A: YTD Budget	B: Budget Adjustment	C=A+B: Adjusted YTD Budget	D: YTD Expenditures	E=C-D: Balance	F=B/A: % Budget Change	Budget Adjustment Rationale
1000	Instructional Salaries	1	$ 60,990,107	$ (2,232,860)	$ 58,757,247	$ 40,176,894	$ 18,580,353	-3.66%	LAUSD: Transfer ESL salaries to WIOA grant LARAEC Office: Step realignment
2000	Noninstructional Salaries	2	$ 19,812,750	$ 112,176	$ 19,924,926	$ 12,991,215	$ 6,933,711	0.57%	LAUSD: Additional Z-time and overtime for classified staff LARAEC Office: Step realignment
3000	Employee Benefits	3	$ 36,044,331	$ (1,095,706)	$ 34,948,625	$ 24,102,153	$ 10,846,472	-3.04%	LAUSD: Benefit adjustment related to the transfer of ESL salaries LARAEC Office: Benefits from step realignment
4000	Supplies and materials	4	$ 16,448,100	$ 3,390,253	$ 19,838,353	$ 1,214,918	$ 18,623,435	20.61%	LAUSD: Additional budget from transfer of ESL salaries LARAEC Office: Transfer due to step realignment
5000	Other Operating Expenses & Services	5	$ 10,514,304	$ (173,863)	$ 10,340,441	$ 3,802,027	$ 6,538,414	-1.65%	LAUSD: Utilities, rental and telephone budget re-alig
6000	Other Outlay	6	$ 7,644,126	$ -	$ 7,644,126	$ 1,704,833	$ 5,939,293	0.00%	
7000	Other Outgo	7	$ 2,787,894	$ -	$ 2,787,894	$ -	$ 2,787,894	0.00%	
	Indirect Costs	8	$ 6,464,775	$ -	$ 6,464,775	$ 2,943,349	$ 3,521,426	0.00%	
	TOTALS		**$ 160,706,387**	**$ -**	**$ 160,706,387**	**$ 86,935,389**	**$ 73,770,998**		

Expenditures & Activities Aligned with LARAEC plan	Yes	Please complete the progress report narrative on page 2.

Indirect Cost Rate	Various (see attached member-district reports)
% Expenditure to Budget (Provide Corrective Action Plan below if below the Quarterly Target)	54.10%
YTD Consortium Administrative cost expenditure	$ 585,710

FY 2021 Q3 LARAEC Progress and Expense Report

District	Budget	Expenditures	Balance	Spending %	Corrective Action Plan
BUSD	$ 3,026,442	$ 1,809,253	$ 1,217,189	59.78%	n/a
CCUSD	$ 2,425,539	$ 938,578	$ 1,486,961	38.70%	The impact of the COVID-19 pandemic has resulted in hiring challenges in replacing staff who left and staff who are on a leave. We are planning to replace and hire new staff to start in the fall.
LACCD	$ 12,472,619	$ 6,111,822	$ 6,360,797	49.00%	n/a
LAUSD	$ 118,733,512	$ 70,365,237	$ 48,368,275	59.26%	n/a
LARAEC Office	$ 1,267,697	$ 585,710	$ 681,987	46.20%	n/a
MUSD	$ 22,780,578	$ 7,124,789	$ 15,655,789	31.28%	We continue collaborating with the County Office and the District office to move forward with all approved Capital Outlay projects that are in progress and have been delayed due to the COVID 19 restrictions. Some of the projects have been delayed and at times stopped, because of the Covid-19 infections. Thus, the limited availability of outside companies has also negatively impacted our progress. The district continues to function with limited personnel on-site. This necessary health approach continues to create delays in the processing of invoices and expenditures resulting in reporting expenditures below the target quarter expectations. We are working with the MUSD accounts payables and Cabinet to expedite the internal process. The expenditures on capital outlay, technology purchases, and salaries will be reflected in Q3.
Total	**$ 160,706,387**	**$ 86,935,389**	**$ 73,770,998**	**54.10%**	

District	Expenses Aligned with RCP	Summary of Activities
BUSD	Y	Expenditures for salaries went up from last quarter because of the nature of instructional hours during the quarter. All of our CTE courses are running. Supplies and materials included purchases of new laptops and Chromebooks. We've spent more than 59.78% of our budget.
CCUSD	Y	All activities supported the ESL, ABE and ASE classes for students and included certificated and classified staffing as well as instructional materials and technology which are aligned to the LARAEC Three Year Plan.
LACCD	Y	LACCD representatives of faculty and staff members participated in the LARAEC Action Planning Teams as well as the The Edge Conference. All nine colleges are participating in a professional development training curriculum review to build additional IET programs. Colleges continue to engage with AE students to provide support during remote learning.
LAUSD	Y	91% of program expenditures went to instructional and non-instructional salaries and benefits to support the programs and expenditures provided to DACE students according to the strategies outlined in the LARAEC's Regional Comprehensive Plan. - A little over 1% of the expenditures were used to support DACE programs with supplies, instructional materials, and non-capitalized equipment. - A little over 4% of the expenditures were used for contracts; other operating expenses such as: utilities, conferences, mileage, facility rental, maintenance and repair of facilities, maintenance and rental of equipment, software licenses, supportive services and other professional services; and capital outlay projects.
LARAEC Office	Y	Approximately 90% of the expenditures were used to pay for the salaries and benefits of the LARAEC staff. - Approximately 5% of the expenditures were spent on supplies, equipment, and contracts to support the activities and strategies outlined in the LARAEC's Regional Comprehensive Plan.
MUSD	Y	The impact of Covid-19 infections and deaths has negatively influenced our personnel and students. Even when Covid-19 has altered our delivery of instruction, MCAS has implemented distance learning and all activities are supported by the ESL, ABE, ASE, CTE, and Students with Disabilities that are aligned to the LARAEC Three Year Plan. Classes have received lower enrollment than expected due to the pandemic. MCAS has been actively engaging personnel in different on-line platforms to support student learning. The MCAS Personnel continues to collaborate with each other and continue to have an open dialogue with the students to be able to meet the needs of all our students.

AGENDA ITEM 8.1

PROPOSED SCHOOL YEAR 2021-22 LARAEC REGULAR MEETING SCHEDULE

July 21, 2021

August 18, 2021

September 15, 2021

October 20, 2021

November 17, 2021

December 15, 2021

January 19, 2022

February 9, 2022

March 16, 2022

April 27, 2022

May 18, 2022

June 15, 2022

Meeting Locations

Unless otherwise determined

Zoom for all meetings

9AM – 12PM

Other Important Dates

LARAEC Conference: March 12, 2022

CAEP Conference: Oct 25 & 26, 2021

CCAE State Conference – TBD
(Usually Last week April or first in May)

CCAE – South Coast Conference –TBD
(Usually mid to end of November)

CCAE – LA Metro - TBD
(Usually end of October)

CAEAA – TBD
(Usually early February)

Important Dates for Consortium Districts: As of 05/10/21

District	Fall Start	Thanksgiving	Winter Recess	Spring Break	Year End
BUSD	08/9/21 08/16/21	11/25 - 11/27	12/13 - 1/1/22 Instruction 01/10/22	3/22 - 3/27	5/5 or 5/13
CCUSD	8/23/21	11/22 - 11/26	12/20 - 12/31/21	3/28 - 4/8	6/10
LACCD	8/30/21	11/25 - 11/26	12/21 - 2/7/21 Winter Sess 01/4-2/6	4/2 – 4/8 Also non-intsruc 3/31 and 4/1	6/7
LAUSD	8/16/21 Faculty 8/13/21	11/22 - 11/26	12/20 - 1/10/22	4/11 - 4/15	6/10
MUSD	8/16/21	11/22 - 11/26	12/20 - 1/10/22	4/11 - 4/22	6/1

REGULAR MEETING

MAY 19, 2021

10:00 A.M. – 1:00 P.M.

ZOOM VIRTUAL MEETING

Welcome to the LARAEC Executive Board Meeting. The meeting will start at 10 AM. Please keep yourself muted during the meeting. If you would like to speak during public comment please sign up at http://laraec.org/digital-board-meetings/ You can follow the link in the chat box.

If you need a copy of the board documents, please visit http://laraec.org/digital-board-meetings/
This meeting is being recorded, including the chat box.

1. CALL TO ORDER

1.1 PLEDGE OF ALLEGIANCE

I pledge allegiance, to the flag,
of the United States of America
and to the republic, for which it stands,
one nation under God, indivisible, with
liberty and justice for all

1.2 ADJUSTMENTS TO THE AGENDA

1.3 APPROVAL OF AGENDA

1.4 ITEMS FOR FUTURE AGENDAS

1.5 APPROVAL OF THE MINUTES

a. Regular Board Meeting: May 19, 2021

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1.6 Remembrance:

In memory of former LARAEC Executive Board member Emilio Urioste

June 4, 2021

2. PUBLIC COMMENT

3. ANNUAL PLAN UPDATE

4. BUDGET REPORT AND UPDATES

4.1. Due Dates and Updates

Due Dates and Updates:

- June 30 – FY 2021 Q3 Progress and Expense Report Consortium certification due in NOVA
- August 15 – FY 2022 Consortium Annual Plan due in NOVA

4.2. FY 2021 Q3 Progress and Expense Report (Preliminary)

FY 2021 Q3 Progress & Expense Report (Preliminary)

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21

FY 2021 Q3 Progress & Expense (Preliminary), con't

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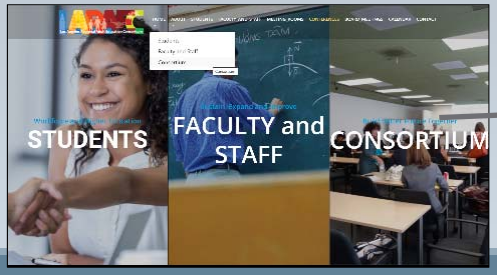
5. INFORMATION AND DISCUSSION ITEMS

5.1 Policies and Procedures Training Update

LARAEC.org



5.2 LARAEC Executive Board Meeting in July Discussion

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6. BOARD MEMBER REPORTS

7. PUBLIC COMMENT

8. ACTION ITEMS

8.1 Approve the SY 2021-2022 LARAEC Executive Board Meeting Dates

9. ANNOUNCEMENTS

Next Board Meeting:

Date: TBD
(July 21 or August 18, 2021)
9 AM -12 PM (Note: New time)

Location: Zoom Meeting

https://wearedace.zoom.us/j/93023960506?pwd=SzJvMVYvMzBqMEtrUkY3bHhJblcwQT09

ADJOURN