



LARAEC Executive Board

Minutes- Board Meeting

Wednesday, June 16, 2021

10:00 AM – 1:00 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	
Veronica Montes, Culver City USD		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	Philip Tenorio, MUSD	X	Teresa Plaza, Secretary	X

1 Call to Order	<p>1.1 Pledge of Allegiance</p> <p>Mr. Stark called the meeting to order at 10:01 AM. Mr. Tenorio led the group in the Pledge of Allegiance. Ms. Montes was absent for the meeting.</p>	Mr. Tenorio
	<p>1.2 Adjustments to the Agenda</p> <p>a. There were no requests for adjustments to the agenda.</p>	
	<p>1.3 Approval of the Agenda</p> <p>a. Dr. Gallardo motioned to approve the agenda, and Dr. Corner seconded. There was no discussion.</p> <p>b. The board voted unanimously to approve the agenda.</p>	
	<p>1.4 Items for Future Agendas</p> <p>a. There were no items for future agendas.</p>	
	<p>1.5 Approval of the Minutes</p> <p>a. Regular Board Meeting: May 19, 2021</p> <p>i. Dr. Corner motioned to approve the minutes, and Dr. Gallardo seconded. There was no discussion.</p> <p>ii. The board voted unanimously to approve the minutes from the May 19 meeting.</p>	
	<p>1.6 Remembrance: In memory of former Executive Board Member Mr. Emilio Urioste</p> <p>a. Mr. Stark announced that past LARAEC Board Member and past board President Emilio Urioste passed away on June 4th, and they grapple with this loss with a heavy heart. Mr. Urioste will be missed greatly, and Mr. Stark asked everyone to keep Mr. Urioste's family in their thoughts and prayers.</p> <p>b. Mr. Stark then led a moment of silence for Mr. Urioste.</p> <p>c. Following the moment of silence, Ms. Heard said that if anyone wanted to join in remembrance of Mr. Urioste there will be a service this Saturday at 11 AM at Hollywood United Methodist Church to honor his life.</p> <p>d. Dr. Gallardo asked Ms. Heard to send the information to MUSD so they could distribute it to their staff, which she said she'd happily do. Dr. Gallardo was deeply moved by this tremendous loss for education, for his family, and has no words to express how sorry he</p>	

	<p>feels about his passing. His prayers are with his family. He will remember Mr. Urioste's input, his elegance in addressing difficult questions in this particular forum, and how kind he was to all of them.</p> <p>e. Mr. Stark asked to also distribute the information for attending the service to the rest of the board, and to staff.</p>	
2 Public Comment	No public comments.	Mr. Stark
3 Yearly Plan Update	<p>a. Mr. Gorence conveyed Mr. Asturias' apologies, as he is feeling quite ill and will not be able to join them for the meeting.</p> <p>b. In regards to the annual plan update, Mr. Gorence explained that preparation activities are underway for the upcoming annual plan, but he wanted to give the board more detail about what that would look like.</p> <p>i. He explained that he and Ms. Stiehl have been surveying the Action Planning Teams to get input on primary items they feel are necessary to address. Next year they will use that input as a part of the content for the annual plan, and they are working with point persons to schedule a retreat with them to get their input.</p> <p>ii. Then, over the summer, he and Ms. Stiehl will be working on the plan to have it available for the board in August to review and approve. As the board is aware, the plan will be due in NOVA on August 16.</p>	Mr. Gorence
4 Budget Report and updates	<p>4.1 Due Dates and Updates</p> <p>a. Mr. Gorence subbed in for Mr. Asturias to explain the due dates and updates. June 30 the FY 2021 Q3 Progress and Expense Report consortium certification is due in NOVA.</p> <p>b. As already referenced, August 15 the FY 2022 Consortium Annual Plan will be due in NOVA; since the 15th is a Sunday, it will be due in NOVA the 16th.</p> <p>4.2 SY 2020 □ 2021 Q3 Progress and Expense Report</p> <p>a. Mr. Gorence explained that Mr. Asturias indicated that the next slide would show budget changes, and that if anyone has a question about the content of the slide, they should email Mr. Asturias after the meeting and he will be happy to follow up with you on any information you need.</p> <p>b. Mr. Gorence explained that the next slide is an overview of the progress and expense report that basically tracks where they've come from and where they are right now.</p> <p>c. Mr. Gorence did want to add one of the things Mr. Asturias gave to him: in regard to the expenditure limits, some districts did not meet their limits, but their action plans were included in the information on the previous slides. He reiterated that if the board needs further information or specifics, to follow up with Mr. Asturias.</p>	Mr. Gorence Ms. Enriquez
5 Information/Dis cussion Items	<p>5.1 Policies and Procedures Training Update</p> <p>a. Mr. Gorence explained that they did conduct the policies and procedures training on June 9, they had 19 participants that covered all member districts, and the training was coordinated by Alyssa Stillwell from Vasquez.</p>	Mr. Gorence Mr. Stiehl

- b. Mr. Gorence wanted to give the board a brief idea of what material was covered in the training, directing them to the LARAEC website. Under the slide under LARAEC policies and procedures, the presentation and all documents from the training are housed on the website for their access to follow up on.
- c. He explained that the agenda itself was very comprehensive and covered a number of areas, including:
 - i. The history of the project
 - ii. Review of LARAEC administrative function, including LARAEC's responsibility of oversight and evaluation,
 - iii. Program allowable costs
 - iv. Criteria for member effectiveness, which included a member effectiveness report template which Vasquez designed to assist districts in meeting the criteria presented
 - v. Reporting requirements
 - vi. They also provided another temp template which they labeled a "Supplemental Reporting Package Template" to assist member districts with overall review and analysis of information
 - vii. Oversight monitoring procedures
 - viii. The implementation calendar
 - ix. They also discuss the opportunity for future training if member districts felt they wanted supplemental training above and beyond what was presented.
- d. As an adjunct to the content that was presented in the training, Mr. Gorence wanted to revisit one of the board's requests, which was the idea of looking at the viability of rolling the Policies and Procedures audit into member districts' regular audit.
 - i. As a byproduct of talking to Ms. Stillwell about the oversight/evaluation function of LARAEC, one of the items that came up was the idea of conflict of interest in regards to the state's intent to have LARAEC control the auditing process.
 - ii. Ms. Stillwell weighed in on that idea and felt it might be worthwhile for the board to consider having an independent audit firm act on LARAEC's behalf to conduct these audits as opposed to rolling them into the regular audit process. Mr. Gorence wanted to make the board aware of her opinion and that idea of the conflict of interest.
- e. Dr. Gallardo asked, regarding the recommendation, and acknowledged that he thinks MUSD is all out of this process for transparency, if they are the only consortium that is moving forward with self-regulating as much or if there are other consortiums in California doing external audits like LARAEC.

- i. Mr. Gorence said they might be, but he does not want to speak out of turn and thought it was something he would have to research and would be happy to do that and report to the board in the coming week.
- ii. Dr. Gallardo thought that the move for more efficiency and transparency for LARAEC is all the best, but he wants to also make sure they are not creating more red tape that creates more reporting through their self-checking. Whatever makes the smoothest process for LARAEC, he thinks that's a phenomenal process, and he is not opposed to the external audit. He would like to make certain if other consortiums in the state are following suit.
- f. Mr. Gorence asked if Dr. Gallardo and the board would like him to do that research and get back to them. Dr. Gallardo would recommend it. Mr. Stark said that LASUD certainly supports getting more information and that it might be good to get a snapshot of other districts regarding it and background.
 - i. Mr. Stark said that LARAEC is trying to wrap up the issue with the state and get that finding off their backs. If going through a third party that helps LARAEC do that, they would be willing to consider that. But being the biggest consortium in the state, there's obviously a lot of interest and attention on what they are doing. So he would agree, but it might be helpful to know if it is a best practice and something that perhaps all consortium should be doing.
- g. Dr. Cornner agreed it would be good to see what other consortia are doing if for nothing else to have a benchmark.
- h. Mr. Gorence said he will research that and report to the board this coming week.

5.2 LARAEC Executive Board Meeting in July Discussion

- a. Ms. Stiehl explained that they had a discussion at the last meeting about the calendar for the board meetings for next year. There are two things to talk about.
- b. One is the April meeting date in the spring, Dr. Gallardo requested that they move that one up to April 13.
 - i. In meeting and going over the calendar with the point persons, they realized that there were two districts on spring break during that week, so the recommendation from point persons and staff was to move it back a week so it would be on April 27 instead of April 13, which is reflected in the handout on page 24 of the board packet.
- c. The other item is that they typically do not have meetings in July, and have not for the past couple years, so they wanted

to find out if the board would like to remove that meeting, so that the first meeting of the year would start in August. This would be with the understanding that if anything came up that was critical they would need to call a special meeting. However, there is nothing on the July agenda that is a critical item they would need to meet for.

- d. Mr. Stark said it would be absolutely fine to adjust the April date for maximum participation. As far as the July meeting he would not be in favor of scheduling those because he thinks now more than ever staff need to get out, go on vacation, and recharge because it's been a tough year.
 - i. He would also ask whether they need a monthly meeting or would the board consider a quarterly meeting format. They can always schedule additional meetings, but Mr. Stark wondered if it is really necessary to have a meeting every month, especially in cases where there may not be any action items.
- e. Dr. Gallardo concurred with the April meeting move, and concurred with Mr. Stark that they may need to consider having meetings knowing they may cancel them and then have quarterly meetings with the possibility of having to call emergency meetings. He has not seen anything complex enough to propel them to be meeting every month.
- f. Dr. Cornner asked, since they usually publish their meeting schedule in advance in compliance with the Brown Act, if it would be worthwhile to keep more than quarterly meetings on the book with the expectation that they would meet on the quarterly, but if something came up, the public would at least know when they would have a meeting, and they can cancel the meetings in between quarterly ones if the board does not have any action. Dr. Gallardo thought that would be perfect, and Mr. Stark thought that would be a great solution.
- g. Ms. Stiehl asked if they want to figure out quickly which ones they want to have as the quarterly meeting so that when they vote on it, they have it ready to go.
- h. Ms. Heard said she has only been to a small handful of these meetings, so she trusts the judgment of others who have done them for longer.
- i. Mr. Stark said they certainly can try to identify those now, but asked if it would be helpful to have staff go back and take more time to figure out, given the deliverables they have next year or typically in a year, when it makes sense to schedule that quarterly meeting and where they might have to have some sprinkled in as needed. Just to make sure they get that timeline correct. \
- j. Ms. Stiehl said, just so their next meeting is set, it would be great if they at least agreed on when the next meeting is

	<p>with LARAEC, either July 21st or August 18th, and then they can approve the calendar as is and then amend those things at the next meeting, or if they could just agree what the next meeting is and they will put forth that calendar on that date.</p> <p>k. Mr. Stark asked if there was a consensus on not meeting in July, and there was from the board. He suggested they bring the calendar back at a subsequent meeting to finalize it.</p>	
<p>6 Board Member Reports</p>	<p>LAUSD:</p> <p>a. Mr. Stark echoed a lot of the other board member's reports, saying LAUSD is returning to in-person as well, but also taking the opportunity to really go deeper on some of the data and learning from the past 18 months or so. They have been sorting out how the online learning thing really worked and looking at particular populations of students to come up with a data driven and hopefully student-centered approach and framework. They are looking to offer online opportunities during the summer, and figure out in the fall what makes sense and what's in the best interests of their learners in terms of what blend or style of learning works best. 100% online learning does not necessarily work out particularly well for a lot of their students for a number of reasons. So having the opportunity to connect with a counselor, teacher, or community while a lot of communities are healing might be beneficial. And hopefully adult ed will at their best be part of that healing, restoration, and recovery efforts here in the region.</p>	<p>Mr. Stark</p>
	<p>BUSD:</p> <p>a. Ms. Heard said BUSD is preparing for the next school year and working on beefing up their pharmacy tech program. They are hiring for their LVN program and CNA program, and working on a couple new IT pathways.</p>	<p>Ms. Heard</p>
	<p>LACCD:</p> <p>a. Dr. Cornner had similar sentiments to Dr. Gallardo, saying they have finalized agreements with their faculty to return onsite and are trying to have 50% of their classes onsite including adult ed, but he believes their non-credit program will lead the way. They have always been the most flexible and innovative group in terms of making sure that they meet the needs of the student population they are serving and Dr. Cornner thinks they are eager to have the restrictions relaxed. The flexibility everyone has shown in terms of continuously readjusting a plan deserves credit to be given.</p>	<p>Dr. Cornner</p>
	<p>MUSD:</p>	<p>Dr. Gallardo</p>

	<p>a. Dr. Gallardo announced that they just finished their submester, and congratulated all the MUSD's schools and teachers and staff for another successful if difficult year. MUSD staff has always been very dedicated to students as they all are. This year they graduated a lot of students and are working to graduate by the end of JUNE.</p> <p>b. They are also preparing for the beginning of the school year which is always a laborious task to have their facilities ready for students and teachers. They are waiting for direction from the state on new regulations related to distancing and how they can open. He thinks MUSD is planning to reopen in-person classes as of next year, so they are looking forward to that new challenge.</p>	
	<p>CCUSD:</p> <p>a. Ms. Montes was absent from the meeting.</p>	Ms Montes
<p>7 Public Comment</p>	No public comment at this time.	Mr. Stark
<p>8 Action Items</p>	<p>8.1 Approve the SY 2021 □ 2022 LARAEC Executive Board Meeting Dates</p> <p>a. Mr. Stark thought that they already covered a sort of friendly amendment to this item, being they will not meet in July, but will keep the other dates with the date change in April. Ms. Stiehl noted the April change was reflected in the handout. Mr. Stark added that based on the discussion today, they always reserve the right to come back later and make friendly amendments and changes as well.</p> <p>b. Dr. Cornner moved to approve the amended SY 2021-2022 LARAEC Executive Board meeting dates, and Dr. Gallardo seconded. There was no discussion.</p> <p>c. The board voted unanimously to approve the SY 2021-2022 LARAEC Executive Board meeting dates.</p>	Mr. Stark
<p>9 Announcements</p>	Mr. Stark announced that their next meeting will be August 18, 2021 and they have a new meeting time from 9 AM to 12 PM while continuing to use the Zoom format.	Mr. Stark
<p>Adjourn</p>	Mr. Stark adjourned the meeting at 10:35 PM in honor and memory of Mr. Urioste.	Mr. Stark