



LARAEC Executive Board

Minutes- Special Meeting - Board Workshop

Wednesday, February 9, 2022

10:00 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 and Approval of Agenda	<ul style="list-style-type: none"> a. Dr. Gallardo called the meeting to order at 10:00 AM and explained the nature of the special board workshop. b. Ms. Montes moved that they approve the agenda for the board workshop for the three-year plan. Dr. Gallardo seconded. c. The board voted unanimously to approve the agenda. 	Dr. Gallardo
2 Workshop Structure	<ul style="list-style-type: none"> a. Mr. Asturias said that staff was very excited about this meeting and it was rewarding to hear echoes of the information being discussed therein at the previous meeting during board updates. b. In consultation with the Point Person Team and the three-year planning lead facilitator, the LARAEC staff outlined some recommended parameters for the workshop to allow for maximum participation of all stakeholders. <ul style="list-style-type: none"> i. He explained this is a public meeting that will be recorded and there will be two opportunities for public comment during the meeting before the focus area discussion and one after. ii. Public speakers may complete the signup form located on the website or on the chat box. Each person will have a three-minute time limit. Public speakers may speak once in either or both comment sections, and he asked participants to keep themselves muted unless called on. iii. The facilitator will lead the LARAEC board in discussions, then the LARAEC staff and point persons will participate at the discretion of board members to answer questions or provide clarification. 	Mr. Asturias
3 Three Year Plan Update	<ul style="list-style-type: none"> a. Mr. Gorence talked about Dr. Gallardo referencing the importance of being able to reflect and think on the three-year planning processes. <ul style="list-style-type: none"> i. As part of this process the state has given LARAEC guidance which has been implemented in LARAEC. ii. Ms. Stiehl explained that they put together a portion of their website that is dedicated to three-year planning to make it easy for stakeholders to follow what LARAEC is working on 	Mr. Gorence Ms. Stiehl

and what's coming up in terms of calendar events around the planning process, as well as documents the groups are using for the planning process.

- iii. She explained that they took the guidance document provided by the CAEP office which gives a framework for what they are working with as they work through the planning process. The state is looking that they collect data and analyze it from their region to look at students needs and gaps in service. They also want to see that LARAEC identifies goals and strategies that address the needs of the community and region, and then that they work to create pilot programs and implement activities.
 - iv. Ms. Stiehl said that they have talked about addressing this particular structure since their initial planning group meeting in January. This group was looking at the data put together by the point persons and staff to share what their student needs are in the region. Today they will be talking about the outcomes and findings from this planning group and looking at finalizing gaps or focus areas for the next three year plan.
 - v. Then, the focus areas that they come up with today are going to be filtered into their next cycle where they are bringing focus groups back together again. They'll delve deeper into what actual strategies and activities they want to do as a consortia.
 - vi. After these initial plan groups, they had a meeting with the point persons and went through the work of the initial planning groups. They had a point person in each group as a kind of observer so they could get a sense of what was happening and what kind of discussions were going on in those groups.
- b. Ms. Stiehl explained that in their conversation in the point person's meeting they discussed things that they want to keep on everyone's mind as they go into the present meeting.
- i. Number one, they want to make sure everyone is aware they are looking at identifying focus areas today.
 - ii. Number two, that they want to look at overarching areas and strategies, and then they will put together their groups multi-district groups that will delve into that area and look for strategies.
 - iii. Right now, they want some guidance and direction for the plan on what areas are the most important to the board.
- c. Finally, Ms. Stiehl explained that they wanted to focus on LARAEC's regional, collaborative response and what they could work on together.
- i. As an example, she talked about a specific need: that they have a large pool of potential students in LA, with 1.04 million students with no high school diploma and approximately 770,000 potential students with limited language skills.
 - ii. Their focus area would be on engagement and marketing.
 - iii. Then, with that umbrella focus planning groups could focus on specific strategies such as customer service training or PD for website design.
- d. Mr. Gorence explained that they had their initial planning group meeting last week, which was a great experience that showed off the expertise they have within the consortium.

	<ul style="list-style-type: none"> i. He said it is an advantage as they go through the process that their in-house facilitators receive training beforehand by their lead facilitator. ii. He also explained that their initial planning group members also had data packets to go through, so there was a lot of planning beforehand and time investment, and he wanted to thank all of them and say they appreciate the time and effort they put in for a successful meeting. iii. Mr. Gorence also wanted to thank their lead facilitator Becky Foreman, and announced they also have facilitators Jenna Minwary and Beth Marie Ward present. They will be working with LARAEC's focus groups moving forward to synthesize and put that information together in the writing process. 	
<p style="text-align: center;">4</p> <p>Initial Planning Group Overview and Report</p>	<ul style="list-style-type: none"> a. Ms. Foreman said that she was going to explain a bit about the process that was used in the January 28 review of the data packet. The districts broke down and synthesized focus areas for the region based on the packet. <ul style="list-style-type: none"> i. They divided the people into four different groups and each group had members from different LARAEC districts. The groups were facilitated by volunteer facilitators with support from the professional facilitators. ii. They had each group review a section of the data which they had received in advance, then led each group through a discussion where they filled out virtual flip charts. They were asked what key points stood out to them. iii. Then, they were asked what the significance of the data was, and based on that what the recommended focus areas were. She noted that some of the things the groups came up with were more strategies than focus areas because a lot of the groups were forward-thinking. iv. She noted that this would be helpful when they get into developing strategies once the focus areas were agreed upon. b. Ms. Foreman explained that the groups came up with six emerging focus areas: <ul style="list-style-type: none"> i. Marketing and Awareness ii. The Customer Experience iii. Persistence and Engagement iv. Student Support and Resources v. Consortium Collaboration vi. Transitions and Pathways c. Ms. Foreman said that the next step was to take this information to the action planning teams, which happened at the February 4 meeting of the APT's. They were asked to rate the emerging focus areas based on highest priority. <ul style="list-style-type: none"> i. The three they ranked as highest priority regionally were Marketing and Awareness, Persistence and Engagement, and Transitions and Pathways, with a high percentage of agreement. ii. They also wrote in some topics that were not mentioned before which were captured and documented, including mental and emotional support for staff and students, online 	<p>Ms. Foreman</p>

	<p>courses, finding ways to increase funding, and program effectiveness. Some may go into strategies down the road.</p>	
<p>5 Public Comment</p>	<p>a. No public comments at this time.</p>	<p>Mr. Gorence</p>
<p>6 Three Year Plan Focus Areas - Facilitated Discussion</p>	<p>a. Ms. Ward explained that their goal today was to narrow down the suggested priorities to three that stand out as most necessary for the region.</p> <ul style="list-style-type: none"> i. Individual districts are probably going to include other activities beyond the three focus areas identified, but they are looking at the focus areas regionally. <p>b. She asked the board members what one thing is that stands out for them from the presentation thus far.</p> <ul style="list-style-type: none"> i. Ms. Heard asked, for the areas Customer Experience and Students Support and Resources, if they might need student voices to know if those areas should be high in the queue than LARAEC itself might place them. She acknowledged that it is a little hard to be objective about whether their own customer or support services they are providing students are meeting their needs. ii. Dr. Gallardo agreed with Ms. Heard and thought that all of these areas are important. He thinks that marketing and their customer service could be one item since they need to know what their students are thinking and how they are treating them as relates to marketing and their program. He believes they need the student perspective also. iii. Ms. Montes loved that it included all of the different districts' data for a comprehensive approach to arriving at what these figures mean. She added that even with student voices, there is no way to get every single person's input, but she thinks that what they can do is what they are doing, to bring as many partners looking at the data to drive exploration into those topics. <ul style="list-style-type: none"> 1. She wondered if there was a way to survey all districts' students on intake for the entire consortium to use. iv. Mr. Stark supported including more student voice, which they do to some degree but they can do better. He thought there were probably other kinds of funds of knowledge and information data which districts might be willing to share. This would be in service of making sure that they are focusing on high need communities. <ul style="list-style-type: none"> 1. As an example, he explained LAUSD's Student Equity Needs Index which looks at all district schools and puts them in categories in terms of communities that are struggling based on many different indicators. They should also make sure they are serving the communities that need them most. 2. He clarified that his biggest concern now is not so much the students who ARE coming, but the students who ARE NOT coming and do not know about LARAEC. 3. Lastly, he would be happy to send LAUSD's data on. v. Ms. Stiehl commented that on their student survey they will be sending out in the next week or so they do have some 	<p>Ms. Foreman Ms. Ward</p>

questions there about students support services going to existing students. It does not go to potential students but it will provide some input to the focus groups on what support services are being used and what ones students feel they need that they do not have access to right now.

- vi. Dr. Gallardo echoed Mr. Stark's comments because he thinks that the neediest people in their communities. He noted that the people they need to reach may not respond to anything LARAEC sends them, and he would like to figure out if there is a way to incorporate what LAUSD is doing with that index and align all of LARAEC.
 - 1. He added that mature adults who use their services are always incredibly grateful and patient.
- vii. Ms. Heard thought it was great that they have been preparing student surveys. She asked if they have been preparing them in other languages and assessing the reading level of the surveys.
 - 1. Ms. Stiehl said that they did keep the reading level fairly simplified as a result of looking to the experience of the researchers at LACCD. They kept the language very simple so it is easy for students with limited English skills to understand or for a teacher to explain.
 - 2. The decision was made to issue them in English, but the software is linked to Google Translate if a student wanted to read the survey in another language.
 - 3. Mr. Gorence added that the formatting of the survey is simplified as well for user friendliness.
- viii. Ms. Ward then asked what focus area each of the board members is drawn to so they can look for about two to three focus areas.
- ix. Dr. Cornner wanted to go in a slightly different direction because he likes all of what is in the presentation but it could be a plan for any year ever. And that is not their current situation.
 - 1. He thinks the need for intentionality for underserved communities could be built into any of these and would see that language when they discuss marketing and advertising awareness for those communities.
 - 2. Similarly, he does not know if the intent is to build it into these but he sees no recognition of the major shift they have had to do over the last two years. He would expect that coming out of the pandemic they are going to have large scale shifts in the way they do education, which would be in persistence and engagement in student support and resources and in transitions and pathways. He wants to make sure that when they get to the final product that is intentional and in your face.
 - 3. They need to make sure that this three year plan is recognizing the context of their situation. That being said, he thinks persistence and engagement is the one that is most important.

- x. Ms. Heard wanted to speak to the marketing and awareness and thinks that is probably top of mind for so many of them who have lost students during the pandemic.
 - 1. Similar to Dr. Cornner's sentiment, she thinks they are talking about online marketing and ways to build awareness in this particular moment in time, especially around social media.
 - 2. Community based online models would also be a valuable thing to focus on because those are free marketing platforms that LARAEC tends to struggle with knowing how to engage with effectively. They also tend to be places to find underserved communities as well.
 - 3. In general like Dr. Cornner she wants to make sure that it is speaking to their current moment.
- xi. Dr. Gallardo would agree that every one of these particular areas is very important and viable to each of them. He feels that consortium collaboration is very important because there are a lot of resources and processes that have been initiated by different districts.
 - 1. In there they should address all the different components with intentionality to address the needs. So they would see it more as a consortium-level look at the complexity of the elements they need to address. Most schools in the state do not have the richness of their consortium and the diversity in the student population and number of programs.
- xii. Ms. Montes would agree with the three areas that have been identified so far. She 100% concurs with Dr. Cornner that they cannot just address this the normal way.
 - 1. They need to intentionally incorporate what they have learned recently and develop marketing awareness to bring persistent engagement to their students.
 - 2. Whether it is on their website or in person that engagement starts from the get-go. For her, consortium collaboration is critical, makes each member district better, and that was behind the original legislation. So she agrees with marketing awareness, persistence and engagement, and consortium collaboration.
- xiii. Mr. Stark agreed with everything that had been said and if he had to pick one to be a priority, it would be persistence and engagement, certainly in LAUSD.
 - 1. He added that it is twofold, both the students that have trouble and barriers and need support in terms of persisting in the program. But it's also students who do not come and they are not serving. So it's about what they can do to better engage in historically marginalized communities. He thinks that the traditional marketing strategies they've used over the years are not as effective as they might think with communities of high need.
 - 2. He does think they are asking the right questions and are on the same page about trying to use this moment to push LARAEC beyond the status quo.

	<p>c. Ms. Ward thanked the board members for their comments and noted that it seems the three areas are emerging: Marketing and Awareness, Persistence and Engagement, and Consortium Collaboration.</p>	
<p>7 Public Comment</p>	<p>No public comment at this time. Dr. Gallardo thanked the stakeholders present for their participation.</p>	<p>Mr. Gorence</p>
<p>8 Focus Areas Consensus - Facilitated Discussion</p>	<p>a. Ms. Foreman explained that to move forward they would like a thumbs up from board members to see if there is a true consensus on those three areas. She noted that they do have consensus.</p>	<p>Ms. Foreman</p>
<p>9 Next Steps</p>	<p>a. Mr. Gorence explained that in short order the point people in districts are going to start selecting key people they want to participate in those focus group meetings now that they have those focus groups.</p> <ul style="list-style-type: none"> i. He knows that there were a number of items the board felt were real priorities that they would like to see represented in a plan; they will share these notes with the focus groups so they are aware of today's conversation. ii. He added that they are going to have a subsequent training with their facilitators to prep them for the focus group meetings coming up. Ms. Foreman has additional strategies to train their in-house facilitators, and that training is coming up on the 16th. iii. Also, as Ms. Stiehl referenced their student, staff, and community surveys which will be going out on February 22. The focus group meetings will have the benefit of some preliminary results from those. As referenced on the slide, there are three focus group meetings. There will be drafts and the ability for the public to comment on those drafts. iv. It is their goal in LARAEC to always be transparent and include as many voices as possible in the final product. <p>b. Dr. Gallardo thanked everyone for the great discussion today and said he looks forward to seeing the work of their focus groups and the phenomenal work of the staff and focus groups.</p>	<p>Mr. Gorence</p>
<p>10 Adjourn</p>	<p>The next regular meeting is March 16, 2022 at 9:00 AM. Dr. Gallardo adjourned the meeting at 10:43 AM.</p>	<p>Dr. Gallardo</p>