



LARAEC Executive Board

Minutes- Regular Board Meeting

Wednesday, April 27, 2022

9:00 AM – 12:00 PM

Via Zoom

Executive Board Members in		Point Person Team Members		Staff	
Wendy Heard, Burbank USD	X	Yanira Chavez, BUSD	X	Lanzi Asturias, Project Director	X
Veronica Montes, Culver City USD	X	Ruth Morris, CCUSD	X	Michele Stiehl, Advisor	X
Dr. Ryan Corner, LACCD	X	Dr. Adrienne Ann Mullen, LACCD	X	Justin Gorence, Advisor	X
Joseph Stark, Los Angeles USD	X	Men Le, LAUSD	X	Lourdes Enriquez, Budget Analyst	X
Dr. Angel Gallardo, Montebello USD	X	Travis Crowe, MUSD	X	Teresa Plaza, Secretary	X

1 Call to Order	<p>1.1 Action Item: Adopt Resolution No. 04-27-22 making findings under AB 361 for the continuation of virtual meetings</p> <p>a. Mr. Stark called the meeting to order at 9:02 AM and would be leading the meeting because of problems with Dr. Gallardo's connection.</p> <p>b. Dr. Gallardo moved to adopt Resolution No. 04-27-22. Dr. Corner seconded.</p> <p>c. Ms. Montes was not present to vote for CCUSD. All other board members voted to adopt.</p>	Mr. Stark
	<p>1.2 Pledge of Allegiance</p> <p>a. Yanira Chavez led the Pledge of Allegiance.</p>	Ms. Chavez
	<p>1.3 Adjustments to the Agenda – The Board president will announce any requests for adjustments to the meeting agenda</p> <p>a. There were no requests to adjust the agenda.</p> <p>1.4 Approval of the Agenda</p> <p>a. Dr. Gallardo motioned to approve the agenda and Ms. Montes seconded.</p> <p>b. The board voted unanimously to approve the agenda.</p>	
	<p>1.5 Items for Future Agendas</p> <p>a. No items for future agendas.</p> <p>1.6 Approval of the Minutes</p> <p>a. Regular Board Meeting: March 16, 2022</p> <p>i. Dr. Corner moved to approve the minutes. Ms. Montes seconded.</p> <p>ii. The board voted unanimously to approve the minutes.</p>	

<p style="text-align: center;">2 Public Comment</p>	<p>No public comments.</p>	<p>Mr. Gorence</p>
<p style="text-align: center;">3 Budget Report and Updates</p>	<p>3.1 Due Dates</p> <p>Ms. Enriquez summarized to following due dates:</p> <p>3.1.1 April 30: Q3 Student data due in TOPSPro</p> <p>3.1.2 May 2: FY 2022-23 Consortium Fiscal Administration Declaration (CFAD) due in NOVA</p> <p>3.1.3 June 1: Q3 Member Progress & Expense Report due in NOVA</p> <p style="padding-left: 20px;">a. Ms. Montes asked for clarification, noting that April 30th falls on a Saturday. Mr. Asturias clarified that the due date would usually be the previous work day before the documents are due, so on the 29th, a Friday.</p> <p>3.2 FY 2022-23 Preliminary CAEP allocation</p> <p style="padding-left: 20px;">a. Ms. Enriquez then went over the CAEP allocation, noting that the COLA is approximately 7.2 million and the LARAEC allocation is 143.8 million dollars.</p> <p style="padding-left: 20px;">b. She then explained the COLA and funding allocation by members, as well as the CFAD assurances by member district.</p> <p>3.3 FY 2022-2023 CFAD Assurances and Governance Document – The Board will review documents that are part of the CFAD approval</p> <p style="padding-left: 20px;">a. Ms. Stiehl explained that they were required this year to have a governance document, and asked whether LARAEC’s bylaws counted as such. They requested that they address each of the governance questions individually and cite their bylaws.</p> <p style="padding-left: 20px;">b. She explained that they took the questions from the CAEP office and copied and pasted the relevant sections from LARAEC’s governance doc that answered them. They also made reference to LARAEC’s new monitoring procedures and policies as well as their fiscal management guide.</p> <p style="padding-left: 20px;">c. They also copied and pasted a link to their bylaws in reference to the last question, and noted on the CFAD the board will see all these items right above where they sign off on the CFAD.</p> <p>3.4 Q3 Effectiveness Report</p> <p style="padding-left: 20px;">a. Ms. Enriquez explained that the highlighted sections of the Q3 Effectiveness Report, including the enrollment and the carryover to allocation. She explained that the state CAEP office is focusing on the 3-year planning process by asking for target items for them.</p> <p style="padding-left: 20px;">b. She also highlighted a graph of Q1 an Q2 cumulative enrollment as well as percentage carryover to allocation.</p> <p>3.5 FY 2022 Q2 Consolidated Progress and Expense Report</p> <p style="padding-left: 20px;">a. Ms. Enriquez explained the Q2 Consolidated Progress and Expense Report and asked if there were any board questions.</p>	<p>Mr. Asturias Ms. Enriquez</p>

<p>4 Information/Dis ussion Items</p>	<p>4.1 Legislative Update – Staff will provide an update on some of the current state bills that impact adult education</p> <ul style="list-style-type: none"> a. Ms. Stiehl explained that it was suggested at a previous meeting that LARAEC staff provide an update on legislative bills that affect LARAEC directly. She explained that there are 4 bills they are tracking right now, and summaries are available in the board packet as well as their current status and a link to the complete text. <ul style="list-style-type: none"> i. AB1944 is one that will help LARAEC continue with meetings online, recognizing and acknowledging the increase in engagement that has happened with teleconference meetings. LARAEC will need to make a few adjustments to the agenda and pass a motion to conform to the bill. ii. AB2573 looks at creating an opportunity for permanent status for CTE teachers. iii. SB673 deals with adult ed and the education code, and covers data reporting, creating a task force to bring adult ed personnel in the field about the data asked for in the education code. iv. AB1491 intends to set a threshold for spending funds in the year they are allocated in. <ul style="list-style-type: none"> 1. Dr. Gallardo asked, if it passes, when it will become effective and when it will impact LARAEC. Ms. Stiehl said it would depend on when it gets passed. It was tabled for a while, but her understanding of it is it will require their people to spend the money down, 85 percent of the money allocated for this year and the carryover would be less. There are stipulations if you don't spend the money recommended for a given year. <p>4.2 Three-Year Plan Activities Update – Staff will provide an update on planning activities, timeline for completion, and current draft of the three-year plan</p> <ul style="list-style-type: none"> a. Mr. Gorence said that they had their final Focus Area Group meetings in March and got the preliminary results of their staff survey. They also checked in and collaborated with all of their writing resources to get started on that process. b. He explained that after the last Focus Group meeting, they surveyed participants to see what their experience was with the hybrid process of using lead facilitators supported by in-house facilitators. <ul style="list-style-type: none"> i. The people surveyed thought the process itself was very rewarding. Though the process was not without its challenges, the consensus was the benefits far outweighed the challenges. 	<p>Mr. Asturias Mr. Gorence Ms. Stiehl</p>
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- ii. They had positive feedback about the facilitators and the professional development provided by the process. There were also a number of participants who learned about the facilitation process just from participating. He thought it would be great to offer that training in facilitation for people to use going forward.
 - iii. Mr. Gorence said that he and Ms. Stiehl are also excited to take the facilitator training themselves.
- c. Mr. Gorence noted that they had committed to doing surveys after using outside vendors to assess their effectiveness, and they had collected plenty of feedback from their stakeholders for this vendor. He also noted that this was the first time this process had been done 100% virtually, and that it had enabled more stakeholders to participate than ever before, including some who might not have participated otherwise.
- d. He also noted that they got great participation in the 3-year-planning surveys from students and staff, and they hope to share more specific data with the board at the regular May meeting in report form. The data is utilized throughout the three-year-plan draft as well.
- e. Mr. Gorence then presented and explained a chart outlining next steps for the 3-year planning after the final focus group meeting.
 - i. In the interim with spring breaks, they worked with the lead facilitators to put together a 3-year plan draft based on the data and group efforts that would hopefully be true to what the groups had done.
 - ii. Each of the groups had picked areas they thought were the most critical, and then those were synthesized via Mural so that ideas were not lost in translation.
 - iii. They also looked at the timeframe that the groups thought different strategies or activities should be implemented in.
 - iv. They then made sure to go through the mural board with the facilitator from each group to make sure the ideas had been translated accurately.
- f. They had a draft ready for this board meeting of the plan that had already been quickly looked over by the point persons. They have time moving forward now to go over the draft to provide amendments, additions, or subtractions.
- g. Mr. Gorence noted that there will be a version of the draft which will be put into NOVA to certify, but that NOVA limits character numbers in each section. Since they wanted to provide more context and information, especially for LARAEC stakeholders, they will also produce what Mr.

Asturias termed a “Coffee Table” version of the plan that will be a more user-friendly, easily digestible format.

- i. They were approached by the CAEP office to give comment on the template, and gave comments on the character count limitations and space limitations. Now they are waiting on final word for how many characters would be allowed. At that time they will slim the original draft down for the NOVA copy but keep the full draft for the “Coffee Table” version.
- h. Moving forward, they want to do public comment and get feedback from the field for the draft using the website and other outreach like a Lunch with LARAEC event, then have the PPT look at the draft and make final edits.
- i. They did have a recommendation that was discussed with the PPT regarding the schedule and the somewhat odd timing of the board meetings within that. Their suggestion was to have a special board meeting around June 1 to approve the plan since they will not have it ready for the May meeting and the June meeting will be only two days before the due date.
- j. Board comment:
 - i. Dr. Gallardo recommended they move the May 18 meeting to June 1 and just have that meeting since they discussed at the beginning of the year that they might not have a meeting every month. Mr. Asturias noted that they already have a number of activities planned for the May 18 meeting, so moving it would be difficult. He acknowledged the desire of the board to move towards having fewer, more meaningful meetings, but the activities planned for May 18 would make it hard to reschedule.
 - ii. Mr. Asturias suggested they schedule the special meeting for June 1 in lieu of the meeting originally scheduled for June 17, and have the June 1 meeting focus solely on approving the 3-year plan.
 - iii. Ms. Montes agreed with changing the date to June 1 since Culver City has graduations the week after.
 - iv. Ms. Stiehl added that the CASAS Summer Institute which a number of staff and members attend is June 15, so it might be better to move the date anyway.
 - v. Dr. Cornner wanted to make sure that they check in with staff and the point persons about any important pending approval items besides the plan.
 - vi. Mr. Asturias received visual thumbs-ups from the board approving the change of meeting date to June 1.
- k. Mr. Stark thanked LAUSD for hosting the LARAEC staff and providing them resources and thanked the LARAEC staff for laying out the graphics and visuals for the presentation in an

easy-to-understand way. He is also very pleased to see that they had 6000 surveys from students and is excited to mine that data and use it to help effectively leverage online collaboration tools to provide even more stakeholder feedback.

4.3 Discussion of board meeting calendar for 2022- 2023 SY and board meeting dates for the remainder of the current year.

- a. Mr. Asturias presented the proposed calendar for next year of LARAEC meetings, and noted that one of the activities at their May meeting next month would be to transition the role of LARAEC President.
 - i. He explained that the highlighted meetings were ones that were essential to carry out consortium business and quarterly reporting, 4 out of a proposed 12 since the board had been asking for fewer meetings. Given how packed the board's schedules can be, the other dates can be backups for the essential meetings.
- b. Board discussion:
 - i. Ms. Montes thought it was helpful to have the backup dates picked ahead of time.
 - ii. Dr. Gallardo thought that though they had more than the core 4 meetings this year, he did not feel any meeting that happened was unnecessary. He thanked the staff for their planning and dedication and agreed it will be helpful to have all the dates on their calendars.
- c. There was no further board comment, and Mr. Asturias said they would bring that calendar to the next board meeting as an action item. He also noted that he would keep the board informed about whether the Zoom meetings would continue based on legislation currently in play.
- d. Mr. Asturias also reminded the board about the LARAEC conference scheduled for October 15 which had transitioned to being a debut/information session about the 3-year plan.
- e. Ms. Montes suggested, since they had not had a three-hour meeting practically all year, if they limit the meetings to two hours to allow board members more flexibility in scheduling. Mr. Stark agreed and suggested that the 11:00-12:00 hour be utilized for the executive team.
 - i. Dr. Gallardo brought up that if they go back to in-person meetings, he and his staff as well as others will need more travel time, so he asked that they keep the meetings from 9:00-12:00 while trying to limit it to as short as necessary.
 - ii. Dr. Cornner said he would default to the majority, but that he assumes the meetings will end early and he likes having the leftover time to catch up on other assignments. Ms. Heard echoed Dr. Cornner's sentiments.
- f. Mr. Asturias took the consensus as approving a change for meetings to go from 9:00-11:00, but said that the LARAEC staff

	<p>would notify the board if they estimate that a meeting will need to be longer.</p> <p>g. Dr. Gallardo objected because of the way his time is budget by the district, saying that any expansion of a meeting would have to be notified way in advance.</p> <p>h. Ms. Montes agreed they could leave it as 9:00-12:00.</p>	
<p style="text-align: center;">5 Board Member Reports</p>	<p>LAUSD:</p> <p>a. Mr. Stark reported that they are very happy with their new superintendent who has been touring LAUSD’s adult education centers and has been tremendously supportive. He has made an effort to elevate the voices of the community and integrate adult ed services.</p>	<p>Mr. Stark</p>
	<p>BUSD:</p> <p>a. Ms. Heard reported that BUSD was also ramping up for summer school, and that they were seeing a gradual recovery in graduation rates. They are expanding their summer classes with more offerings and longer hours.</p>	<p>Ms. Heard</p>
	<p>LACCD:</p> <p>a. Dr. Cornner explained that they are in the process of transitioning much of their programming back to on-site. They have done surveys, though, that point to a high demand for continued remote learning. So they will be looking at how to enhance the services that enrich the on-site experience to drive students back to onsite learning. He is very proud of his team for continued aggressive curriculum development in great new areas. He also announced that the June LARAEC meeting will be his last LARAEC meeting, and he will be transitioning into a new role as Superintendent/President of Glendale Community College starting July 1. Mr. Stark congratulated him and wished him well.</p>	<p>Dr. Cornner</p>
	<p>MUSD:</p> <p>a. Dr. Gallardo thanked Mr. Stark for his assistance running meetings and explained that MUSD is in the middle of a number of capital outlay projects. They are continuing to grow in their area and collaborate with LACCD to grow collaborative partnerships with other schools and districts. The staff all around have also been working very hard to complete MUSD’s WASC self-report. He would also be taking more technology courses to stay on top of the technology the students were using.</p>	<p>Dr. Gallardo</p>
	<p>CCUSD:</p>	<p>Ms Montes</p>

	<p>a. Ms. Montes reported that CCUSD is busy planning for summer school and in-person graduations. She is also very excited about the three-year plan and the marketing around that.</p>	
<p>6 Public Comment</p>	<p>No public comment at this time.</p>	<p>Mr. Gorence</p>
<p>7 Action Items</p>	<p>7.1 Approve the 2022-2023 Consortium Fiscal Administration Declaration (CFAD)</p> <p>a. Dr. Gallardo motioned to approve the 2022-2023 CFAD. Ms. Montes seconded.</p> <p>b. There was no discussion.</p> <p>c. The board voted unanimously to approve the 2022-2023 CFAD.</p>	<p>Mr. Stark</p>
<p>9 Announcements</p>	<p>Next Board Meeting: May 18, 2022</p> <p>Location: Zoom Meeting</p>	
<p>10 Adjourn</p>	<p>Mr. Stark adjourned the meeting at 10:09 AM.</p>	<p>Mr. Stark</p>