



LARAEC Executive Board

Minutes- Regular Board Meeting

Wednesday, August 17, 2022

9:00 AM – 12:00 PM

Via Zoom

Executive Board Members in		Point Person Team Members		Staff	
Juan Noguera, Burbank USD	X	Yanira Chavez, BUSD	X	Lanzi Asturias, Project Director	X
Veronica Montes, Culver City USD	X	Lynda Farnsworth, CCUSD	X	Michele Stiehl, Advisor	X
Dr. Katrina VanderWoude, LACCD	X	Dr. Adrienne Ann Mullen, LACCD		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	Benedetta Kennedy, MUSD	X	Teresa Plaza, Secretary	X

<p>1 Call to Order</p>	<p>Dr. Gallardo called the meeting to order with quorum and 3 board members present at 9:01 AM. He introduced the board’s new members from BUSD and LACCD, Mr. Noguera and Dr. VanderWoude, as well as the new Point Persons from CCUSD and MUSD, Ms. Farnsworth and Ms. Kennedy.</p> <p>Mr. Noguera said he was pleased to be joining LARAEC and facilitating its life-changing work in bringing education and opportunities to their community.</p> <p>Dr. VanderWoude thanked the board for the warm welcome and said she has been looking forward to this position. She gave some of her background serving as President of LA Trade Technical College and interacting with other teams and other colleges.</p> <p>Mr. Stark was thrilled to see new faces on the board and thought it was critical to have perpetual renewal and excitement and enthusiasm by bringing new faces on. He welcomed the new board members and Point Persons.</p> <p>Ms. Montes welcomed the new board members and Point Persons as well.</p> <p>Ms. Farnsworth thanked the board for their welcome and said she was excited to be a part of the team and looking forward to a great year.</p> <p>Dr. Gallardo also introduced Ms. Kennedy as a fellow MUSD colleague. Ms. Kennedy thanked everyone for being so welcoming and said she was looking forward to learning and fun.</p> <p>1.1 Action Item: Adopt Resolution No. 08-17-22 making findings under AB 361 for the continuation of virtual meetings</p>	<p>Dr. Gallardo</p>
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	<p>a. Mr. Stark moved to adopt Resolution No. 08-17-22. Ms. Montes seconded.</p> <p>b. The board voted unanimously to adopt the resolution.</p>	
	<p>1.2 Pledge of Allegiance</p> <p>a. Ms. Le led the group in the Pledge of Allegiance.</p> <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 for adjustments.</p> <p>1.4 Approval of the agenda</p> <p>a. Mr. Stark moved to approve the agenda. 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. Special Board Meeting: June 1, 2022</p> <p>i. Ms. Montes moved to approve the minutes for the Special Board Meeting. Dr. Gallardo seconded.</p> <p>ii. The board voted unanimously to approve the minutes.</p>	
2 Public Comment	Mr. Gorence said there was no public comment at this time.	Dr. Gallardo
3 Budget Updates	<p>3.1 Upcoming CAEP due dates and reminders</p> <p>a. Mr. Asturias introduced Ms. Enriquez, who gave updates on CAEP due dates for the SY 21-22 Progress and Expense Report (Q4), the SY 21-22 Expenses by Program Area estimates, the SY22-23 Annual Plan certification, and the SY21-22 Progress and Expense Report certification.</p> <p>3.2 FY2022 Q3 Consolidated Progress and Expense Report</p> <p>a. Ms. Enriquez introduced the Q3 Consolidated Progress and Expense Report which had been certified by the consortium and could be found in the board member packet.</p> <p>b. Dr. Gallardo requested that the charts be bigger in the future for ease of reading.</p>	Mr. Asturias Ms. Enriquez
4 Information/ Discussion items	<p>4.1 Update on Eide Bailly contract to provide policies and procedures review of member districts.</p> <p>a. Mr. Asturias explained that they have had a number of challenges in getting the contract processed, but Dr. Mullen has been instrumental in addressing those issues and he believes most of them have been surmounted. They are still processing the item and the next step will be for it to go to the board for approval.</p> <p>b. After that, they will be able to negotiate with the vendors to set up training sessions and reviews. The LARAEC office will</p>	Mr. Asturias Ms. Stiehl Mr. Gorence

update the board as new information comes in, either at the next board meeting or sooner via email.

4.1 LARAEC Annual Plan Update and approval process

- a. Ms. Stiehl updated the board on the Annual Plan, explaining that the State's updates to the template make it align more closely with the Three-Year Plan which made it easier to create the Annual Plan.
 - i. She added that once the plan is approved each district will need to certify it in NOVA by September 14, though she requests that the member districts certify it as soon as possible.
 - ii. Following certification the Budget and Workplan items will become available in NOVA individually for districts; each plan will only open up once the previous one is completed. Both are due in NOVA by October 30.
- b. Ms. Stiehl also pointed out that the Annual Plan is on the LARAEC website and they have finished the "coffee table version" of the three-year plan which is also uploaded there.

4.3 LARAEC Conference Planning Update

- a. Ms. Stiehl explained that the LARAEC Experience is their return to in-person conferences and went into detail about the LARAEC office's consultation with the Point Person Team in developing the concept for the Experience.
 - i. She explained that they developed it to be less of a traditional conference and more of a kickoff event for the Three-Year Plan.
 - ii. They are taking elements of the 3YP and already building some of the professional development around that, and will have speakers centered around aspects of the plan.
 - iii. Registration is up and open on the LARAEC website and posters for the conference are currently being distributed.
- b. They now have two keynote speakers lined up:
 - i. The first is Michelle Knight-Manuel, author of *Classroom Cultures*, who will be talking about practically building equity into classroom cultures and classroom activities.
 - ii. The second is Mark Church, author of *Making Thinking Visible*, who will be talking about how to effectively engage students in learning.
 - iii. These two speakers' topics align with goals in the 3YP.
- c. They will have two keynotes in the morning, followed by a period to allow attendees to digest and speak with other attendees about what was shared and how to apply it to their districts and classrooms.
 - i. There will also be time to explore the exhibitor areas.
- d. They will also have a breakout session in the afternoon which they are calling Hot Topics where they will take key elements from their 3YP and bring in very specific people to present and share best practices along with a facilitator.
- e. The intention of the Experience is to make things implementable so teachers can take elements from it and put them right to practice in their classroom. To this end, Mr.

Gorence is excited that they are bringing the Innovation and Collaboration Awards back this year.

- i. With all of the additional work that has been asked of their instructional staff, they want to do something to thank them for all that they do and acknowledge them through the Awards.
 - ii. They will also have Community Connections in addition to the exhibitors to address the engagement cornerstone of the 3YP with targeted outreach to special populations. Teachers and administrators will have a chance to connect with them to potentially bring partners into their schools related to immigration support, worksorce centers, etc.
- f. Dr. Gallardo thanked the LARAEC staff for their wonderful planning. Ms. Stiehl shouted out the Point Persons Team and Conference Team, explaining that the conference was their brainchild.
- i. Mr. Noguera gave his first official comment as a board member, giving the LARAEC staff a big hand. He perceives things in this conference are going to change how they perceive and how they move forward with the idea of building classroom cultural outreach and engagement.

4.4 Action Planning Team Update including planned use of facilitators and marketing consultation

- a. Ms. Stiehl explained that they had a retreat with the Point Person Team that focused on the APT's and the Annual Plan implementation.
 - i. They discussed what groups will be meeting for how long and when, and gave a quick overview for the board in the board packet. They also formulated a recruitment document to be disseminated through the member districts for those interested in being an APT member.
 - ii. Ms. Stiehl introduced and explained the five Action Planning Teams they will be using for this year: Counseling and Transitions, Special Populations, Data Collaborations and Best Practices, Marketing Collaboration and Strategies, and Remote Learning.
 - iii. They also included on the recruitment document what the agreements are for the APT members so potential members know what they are getting into when they sign up, as well as the scheduled meetings.
- b. Mr. Gorence said that the first APT meeting looks a bit different with three separate times and one different day. She explained that they utilized professional and in-house facilitators to shepherd LARAEC through the initial planning groups and focus areas.
 - i. As a result, they were able to get a lot of work done in a short period of time with a great outcome for the 3YP. They found that after they got them over the hump of the initial meeting and the goals discussed therein they were able to work more efficiently. As a result, the upcoming first meeting of the APT's looks different so that the facilitators they used can attend each session.

- ii. Ms. Stiehl added that in surveys taken of the APT's and PPT they expressed a need for hours outside of these meeting times to do APT work and so they wanted to build in some time outside of the group meetings. They also wanted co-chairs to meet together and with her and Mr. Gorence on a regular basis to keep them on track with what is in the annual plan.
- iii. The APT's will get started after the LARAEC Experience in November. They would ideally like to have the teams settled by the end of September so they could possibly introduce them at the Experience.
- iv. There will also be an APT event in May.

4.5 Discussion about adding alternates for executive board members

- a. Mr. Asturias explained that just before the pandemic the board had raised the possibility of adding alternates for executive board members in case of scheduling issues or the inability of a board member to make a regular board meeting.
- b. Originally this was discussed during the writing of the bylaws and the logistics of implementing alternatives were deemed too difficult.
 - i. Mr. Asturias explained that alternatives would basically be like having second executive directors for each member district, and that they would not necessarily reflect the primary board members' viewpoints and voting preferences.
 - ii. The alternatives would very likely be appointed by each member district's board of education.
 - iii. There will also have to be discussion of whether appointments of alternatives would be required or optional by member district, whether they would count towards quorum, and what other responsibilities they would have.
- c. These and other contingencies will have to be taken into account before drafting new bylaws so as not to enter any problems with respect to the Brown Act.
- d. Mr. Stark was not in favor of having alternates with the power to stand in for board votes on action items.
- e. Ms. Montes agreed, saying that the board rep for each district should be the ones voting on action items. She thought that they would not necessarily need alternatives for meetings without action items because a point person from each member district could attend to bring back information.
- f. Mr. Noguera said he would like more information about the issue, including whether the lack of an alternative for a board member has ever created an issue in the past.
 - i. Mr Asturias explained that there had not been issues, but circumstances changed dramatically due to the pandemic right around when the bylaws were approved. There were musings about whether it would be convenient for board members who were busy due to changing circumstances to be able to send an alternative, so this discussion was brought up. It is not agendized as a motion or board action.

- g. Mr. Stark agreed with Ms. Montes that in most cases a district's Point Person will be on the call.
 - i. His only concern is in cases where the Point Persons are there but there are not enough board members to make quorum. In this case the meeting would not be able to continue, so it might be useful to have an alternate.
 - ii. He would prefer to make clear an alternate would be non-voting and only for the purposes of making or sustaining quorum.
- h. Dr. Gallardo said that when he first came to LARAEC he was in favor of alternates, but realized today that he is not.
 - i. He was specifically worried that adding 5 alternates to the existing 5 board members would create 10 different philosophies and perspectives of the LARAEC board which would be difficult to filter through.
 - ii. However, he did see the need in the event that something unexpected happened or if someone from a smaller district like Ms. Montes had too many duties and responsibilities in a given month.
 - iii. He thinks they should sit back and reflect and bring it up again if they think it's necessary.
- i. Ms. VanderWoude reiterated Mr. Asturias' example that each district's own boards would have to approve serving alternates, and she saw that as a problem because of all the things on each board's agenda already.
 - i. She added that an alternates might not be entirely functional for their role because it would be hard for them to pop into the middle of a conversation to weigh in on issues since board members tend to get so immersed in the conversations of the board.
 - ii. She added that the minutes from the last meeting that she reviewed looked pretty comprehensive, so they might be sufficient for notetaking purposes.
 - iii. Ms. VanderWoude also asked if there has been an issue with meeting quorum in the past or with not being able to vote because of a lack of quorum. She wondered if there was also a way a board member can tender their vote in absentia somehow.
- j. Mr. Stark wanted to make clear and reiterated that he is not talking about substituting an alternate for voting actions. It would only be in cases where they have a meeting that's purely informational items so the meeting could continue with quorum.
 - i. He was not sure if that idea of an alternate would require board approval, but they can look into it.
- k. Mr. Asturias, who has the years of experience on the LARAEC staff and attending board meetings, noted that since LARAEC's inception, there have never had one meeting that was interrupted on account of quorum issues.
 - i. He thought it was an issue of flexibility, which alternates would add to. It would also help support members that are impacted with multiple responsibilities.
 - ii. He added that the approval of non-voting alternates likely would be a LARAEC board decision that likely does not require approval by the respective boards of education from each district.

	<p>I. Dr. Gallardo thought it would be wise to explore the issue and bring it back in the future.</p>	
<p>5 Board Member Reports</p>	<p>LAUSD:</p> <ul style="list-style-type: none"> a. Mr. Stark reported that they LAUSD is happy with their enrollment trending upward saying last year it was up 20% and they doubled their enrollment from the previous year over the summer period. They are on track to get to pre-pandemic levels and will hopefully exceed them as the trend continues. b. They have made some key investments in a number of sectors including healthcare, construction, and IT and are working to do a better job of connecting with employers to customize the training. c. LAUSD has also opened a new adult education virtual academy offering a core suite of classes. They are seeing a lot of students return, but the online option really does work for some students and their families. 	<p>Mr. Stark</p>
	<p>BUSD:</p> <ul style="list-style-type: none"> a. Mr. Noguera said BUSD is very excited about its new registration and they are implementing new ways to reach the community, including inviting Telemundo to broadcast from campus on the first day of registration and buying ads on iHeartRadio. These are helping to expand BUSD's geographic reach. They are also paying for ads on social media. b. They have seen enrollment declining at Burbank High, but they are establishing a program of meetings with parents who need help so hopefully the night classes will bring more students for their enrollment. c. They are also working to get students on board and tested right when they come in now that they have improved online offerings. They are very happy that the community is coming back and students are coming back, which is why they are testing with CASAS right at the moment the students walk in. d. He has also seen students coming from a wide geographic area through their enrollment data. 	<p>Mr. Noguera</p>
	<p>LACCD:</p> <ul style="list-style-type: none"> a. Dr. VanderWoude reported that LACCD is launching a new marketing campaign to increase their outreach across the board. It will be a comprehensive campaign to try and get a handle on LACCD's branding with potential students. b. They are also looking at additional workforce programs that tie into their adult ed programs, and she introduced her title as Vice Chancellor of Workforce and Adult Ed. She gave a brief overview of the concept of workforce and its goals of upward social and economic mobility. 	<p>Dr. VanderWoude</p>

	<p>MUSD:</p> <ul style="list-style-type: none"> a. Dr. Gallardo reported that MUSD is also engaged in marketing and also asked his Point Person to write down what Mr. Noguera had said that BUSD was trying to implement. He said MUSD needs to recruit and retain students so they are working on expanding offerings and creating what they currently call the Montebello Adult Career and Technical INstitute which will be all their CTE classes and they are in the process of the short-term certification courses. b. The second principal for MUSD arrived in early June and he has been catching up and learning MUSD's educational processes. c. MUSD is also adjusting its online presence and offering to make sure teachers have the clerical support and resources they need. They are also doing accreditation for the first time and are offering days dedicated to staff reviewing the self study. They are also building relationships with the colleges for dual enrollment capacity. 	Dr. Gallardo
	<p>CCUSD:</p> <ul style="list-style-type: none"> a. Ms. Montes urged her point person to take notes on BUSD's outreach methods. She reported that CCUSD is excited to start the new school year. They have been having a lot of staffing challenges but were able to hire some more staff to make sure they are offering all of their classes and are looking forward to building a bigger Culver City Adult School. 	Ms Montes
<p>6 Public Comment</p>	<p>There was no public comment at this time.</p>	Dr. Gallardo
<p>7 Action Items</p>	<p>7.1 Approve the LARAEC 2022-2023 Annual Plan.</p> <ul style="list-style-type: none"> a. Ms. Montes moved to approve the LARAEC annual plan and Dr. Gallardo seconded. b. The board voted unanimously to approve the plan. 	
<p>8 Announcements</p>	<p>Dr. Gallardo noted that the September 21, 2022 meeting as scheduled does not have any action items and asked if any of the board members objected to skipping that meeting and having the next meeting on October 19, 2022. Mr. Asturias noted that they do have action items for the October meeting so it cannot be skipped.</p> <p>Ms. Montes also noted that their previous agreement that the board can skip meetings without action items means that they do not have to deal with the alternate conversation.</p> <p>Dr. Gallardo welcomed the new board members and Point Persons again.</p>	

	Next Board Meeting: October 19, 2022 Location: Zoom Meeting	
9 Adjourn	Dr. Gallardo adjourned the meeting at 10:12 AM.	Dr. Gallardo