



LARAEC Executive Board

Minutes- Regular Board Meeting

Wednesday, October 19, 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	X	Justin Gorence, Advisor	X
TBD, Los Angeles USD		Men Le, LAUSD	X	Lourdes Enriquez, Budget Analyst	X
Dr. Angel Gallardo, Montebello USD	X	Benedetta Kennedy, MUSD	X	Teresa Plaza, Secretary	X

1 Call to Order	<p>1.1 Action Item: Adopt Resolution No. 10-19-22 making findings under AB 361 for the continuation of virtual meetings</p> <p>a. Ms. Montes motioned to adopt Resolution 10-19-22. Mr. Noguera seconded.</p> <p>b. The board voted unanimously to adopt Resolution 10-19-22.</p>	Dr. Gallardo
	<p>1.2 Pledge of Allegiance</p> <p>a. Mr. Gorence led the meeting 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 to adjust the agenda.</p> <p>1.4 Approval of the agenda</p> <p>a. Ms. Montes motioned to approve the agenda. Mr. Noguera 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: August 17, 2022</p> <p>i. Ms. Montes motioned to approve the minutes from the August 17, 2022 regular board meeting. Dr. Gallardo seconded.</p> <p>ii. The board voted unanimously to approve the minutes.</p>	
2	Mr. Gorence said there was no public comment at this time.	Dr. Gallardo

<p>Public Comment</p>	<p>Mr. Asturias explained that Mr. Stark was no longer on the board, and that a replacement member from LAUSD had yet to be confirmed. Rowina Lagrosa will be assuming the position, but will be participating in the meeting as a member of the public and not as an executive board member as a result.</p>	
<p>3 Budget Updates</p>	<p>3.1 Upcoming CAEP due dates and reminders</p> <p>a. Ms. Enriquez went over due dates for the Program Year Budget and Workplan, TOPSPRO student data input, and the Employment and Earnings Follow Up Survey.</p> <p>3.2 Q4 Progress and Expense Report</p> <p>a. Ms. Enriquez introduced the Q4 Progress and Expense Report, which she said has been submitted and certified by the consortium.</p> <p>3.3 2021-2022 Effectiveness Report</p> <p>a. Ms. Enriquez introduced the Effectiveness Report.</p> <p>3.4 2021-2022 Program Area Report</p> <p>a. Ms. Enriquez introduced and explained the Program Area Report for FY 2021-2022, which she said has been submitted and certified by the consortium.</p> <p>3.5 2017-2022 Historical Data will include year to year comparisons of key consortium data.</p> <p>a. Mr. Asturias explained that they wanted to frame and give context to some of the historical data from the consortium's last five years as outlined in the CAEP summary report.</p> <p>b. Mr. Asturias explained that he looked at five elements that he thought were the most salient in telling the story of the consortium: Enrollees, EFL Gains Achieved, HSD/HSE Achieved, Post-Secondary Achieved, and Enter Employment Achieved.</p> <p>i. Mr. Asturias went through the five elements, noting an upward trend in all categories compared to the beginning years of the pandemic. He noted that the Post-Secondary and Enter Employment data was self-reported by the students.</p> <p>ii. He then talked about the difficulties that districts have had with meeting spending targets during the pandemic, noting that there is no penalty for not meeting them. The procedure in that case is to write an action plan for how they will address spending going forward.</p> <p>iii. Mr. Asturias then went over the consortium's allocation vs carryover for 2020-2021 and 2021-2022. He also noted that the percentage of carryover in 2021-2022 was incorrect, and that the LARAEC staff would correct and issue the board document with the correct data.</p> <p>iv. He also explained leveraged funds by program, data which gives context for how the consortium spends its funding. ESL/EL Civics is by far the program which the consortium spends the most on.</p> <p>v. The next section explained Hours of Instruction By Program to give a sense of how many instruction hours</p>	<p>Mr. Asturias Ms. Enriquez</p>

	<p>are spent on each program, with ESL again being the top. He then further broke down the ratio of funds spent per instruction hour by program.</p> <ul style="list-style-type: none"> vi. Mr. Asturias then moved on to explain the LARAEC office’s budget, noting that during the pandemic they also had a difficult time spending their allocation, leading to significant carryover. He also pointed out that the totals in the presentation do not include conference expenditures or expenditures related to the audit. c. Dr. Gallardo asked if Mr. Asturias knows of a system that performs better than LARAEC’s current information system at reporting and formulating reports with the kind of data they are looking for. Mr. Asturias said that the LARAEC office could gather that information by surveying other districts and consortia and gathering a more global view of their systems. Dr. Gallardo requested a report on the subject for a future meeting. 	
<p style="text-align: center;">4 Information/ Discussion items</p>	<p>4.1 Update on the October 15 LARAEC Conference</p> <ul style="list-style-type: none"> a. Mr. Gorence announced that the turnout for the LARAEC Experience was one of the biggest they’ve ever had with over 450 attendees, not including community partners and exhibitors. The level of participation from the conference committee also stood out to him in terms of their work engaging community partners and helped push registration and engagement. He shouted out members of the conference committee who were participating in the meeting. <ul style="list-style-type: none"> i. Mr. Gorence added that they had received a ton of positive feedback and comments about their keynote speakers, and presented selected comments about the conference and the speakers. Ms. Stiehl noted that they were still getting in results from the survey since some people complete it at the event, but others wait to finish it. ii. The conference committee will also be meeting to do a debrief on the conference in the interest of improving it in any area they could. The majority of comments centered around how the keynote speakers enhanced the experience of the conference. b. Ms. Montes congratulated the LARAEC staff on their work on the conference and for how engaged the conference attendees seemed to be. She also congratulated them on the relevance of the speakers’ content and presentations to the field of adult ed. <ul style="list-style-type: none"> i. Mr. Gorence emphasized the importance of the board’s support for the conference and that they had started planning it as an in-person event without really knowing what the pandemic landscape would be. One thing they noticed driving attendance the conference was a desire for that in-person connection and meeting face to face. ii. Preliminary feedback, though, presents viewpoints on both sides of the issue, with some saying the conference was overly noisy and others wishing they had more time to talk, network, and interact. c. Mr. Noguera thanked the LARAEC team and for their hard work and acknowledged the need to think outside the box when considering the format of the conference in the future and providing more opportunities for interaction and networking and 	<p>Mr. Asturias Ms. Stiehl Mr. Gorence</p>

audio setups. Ms. Stiehl said they would discuss it with the Point Persons Team and the conference committee.

- d. Dr. VanderWoude shared that it was her first conference attending and she thought it was fantastic. She enjoyed getting to speak with LARAEC staff and teachers and thought the energy and content was great. She also thought having a set, structured time to network for the attendees might help.
- e. Dr. Gallardo complimented the LARAEC staff and conference committee on the level of carefulness, planning, and excellence on display at the conference, and agreed that creating a space and time at future conferences for networking would be helpful.
- f. Mr. Gorence also noted that the presentations from both keynote speakers from the conference would be posted on the LARAEC website.

4.2 Update on Action Planning Teams and upcoming meeting dates

- a. Mr. Gorence updated that the action planning teams' first meeting would be a staggered set of meetings November 3 and 4, with their second meeting taking place on December 2. Facilitators will be present to help the flow of the meeting and to get through the difficult inertia of getting the first meeting started.
 - i. He added that they have two new Teams this year, a Remote Learning group and a Marketing group. A facilitator from Full Capacity Marketing will be at the Marketing Team meeting to help give them a grounding in the subject to facilitate them making informed decisions moving forward.
 - ii. He also explained that having the facilitators take part in Action Planning Team meetings is an extension of the previous two meetings with them and will focus on taking LARAEC's overall three-year plan and translating it into an action plan. It is essentially completing the three-phase training that they started with the three-year plan.

4.3 Update on progress of the LARAEC 2022-23 Annual Plan activities

- a. Ms. Stiehl explained that the Action Planning Teams are a big part of LARAEC's Annual Plan, and elaborated on other parts of the Plan including Lunches With LARAEC.
 - i. Lunches With LARAEC help promote professional development and sharing strategies between member districts. They will start tomorrow and continue on most Thursdays except for the holiday break in December.
 - ii. She added that marketing was a key area that was brought up when they were doing the three-year plan; marketing was not really included in the conference because they knew they would be addressing it outside of the conference through the marketing consultant participating in the new Marketing APT.
 - iii. The conference keynote speaker Mark Church will also be doing a follow-up session to expand on his presentation on November 16th. It will be recorded and posted to the website.

- b. Ms. Stiehl added that they launched LARAEC Staff and Student Resources on the website at the conference after a lengthy period of developing and collecting resources for teachers, staff, and students. Placeholders are on the website currently and more will be added as a result of the Action Planning Teams' meetings.
- c. Mr. Noguera asked if he could get a list of the Lunch With LARAEC presentations coming up so he could share it with teachers and staff every week and enable them to easily register as he wants the Burbank staff to participate more.
 - i. Mr. Asturias said they would send it not only to Mr. Noguera but to all of the board members. Dr. Gallardo asked if they could send it out as a calendar invite as well.

4.4 Highlights of AB1491 which stipulates how to handle adult education carryover of allocated funds

- a. Mr. Asturias explained that information about AB1491 is currently limited because the law just passed.
 - i. He explained that AB1491 was passed quickly and goes into effect for the current fiscal year of 2022-2023.
 - ii. The law would not be implemented if there was an emergency, and they are still currently under a state of emergency in California and under emergency measures. However, the governor recently announced that, as Mr. Asturias understands it, the emergency status will be lifted at the end of February.
 - iii. The law would also allow consortia to reduce funding for its measure districts if they have two consecutive years of carryover. Districts can also create a plan to reduce their carryover and have one year to implement it.
 - iv. There is also a reduction in the amount of carryover spending allowed. The state CAEP office is currently working on those guidelines, so LARAEC is waiting on that guidance.
- b. Ms. Montes asked, regarding the guideline that districts should spend 60 percent of their funding, for clarification about whether their carryover will trigger the two-year rule at having 40 percent of their funding unspent or over 40 percent of their funding unspent.
 - i. Mr. Asturias explained that spending targets would eventually be raised to 80 percent of their funding. However, he clarified that that may mean 20 percent of their funding every quarter, but they would not know more specifics about that or about the 40 percent carryover rule until receiving guidance from the state.
 - ii. He added that his understanding is they would still have one year to address the issue, if not two. He believes that if districts have not spent at least 80 percent of their budget by the end of the fiscal year, then they would need to write a plan addressing their spending in fiscal year 2023-2024.
 - iii. He said that if they were looking at possible reductions in funding, the earliest he believes it could happen is fiscal year 2024-2025.

<p>Board Member Reports</p>	<p>a. No board member report from LAUSD.</p>	
	<p>BUSD:</p> <ul style="list-style-type: none"> a. Mr. Noguera reported that Burbank is moving forward with creating various labs, including a Mac/Apple lab. He also thanked Mr. Asturias for his leadership and said that Burbank would be working on spending their funding going forward so that students continue to get the service they deserve. b. Burbank Adult School’s ESL enrollment has increased tremendously, almost a 75 percent increase in enrollment from the same time last year. Other programs have seen enrollment increases as well and have added new classes. c. They have also brought Burlington English into their resources, allowing students to use that platform to learn at home. d. Further, they have implemented a system to monitor attendance and follow up with students who are not attending. They are also implementing a card to send to students who are not attending with a QR code to re-enroll or reach out to someone at the school. e. They are also starting to articulate with West Valley College in the areas of dual enrollment and creating pathways for students in the medical field. They are also looking at implementing the LVN program and using their funding to entice other teachers and staff to Burbank Adult School. f. In spring, they are planning to offer a cybersecurity class online, a B and G class, and to open more ESL classes. g. Lastly, they are making it easy for students to apply to BUSD for jobs by leveraging their HR department’s resources. That way students can get jobs in the same district and community where they live and go to school. 	<p>Mr. Noguera</p>
	<p>LACCD:</p> <ul style="list-style-type: none"> a. Dr. VanderWoude reported that they have consolidated a work group across their district to look at their entire district and ways they can pool collective resources across the region. b. They are also investing in marketing and pushing information about their district on digital media across the region, which is an opportunity for them to look at LACCD’s brand. They have engaged a marketing firm called Elder Tree to work with them on that and are holding student focus groups to learn what students feel they are getting and what they feel could be improved. c. They are still recovering in terms of enrollment from the pandemic, so they are still looking for how to engage students and community members. They are seeking out growth opportunities as well as thinking of dream 	<p>Dr. VanderWoude</p>

	<p>areas of education and classes that they would like to explore.</p> <p>d. Dr. Gallardo thanked her and the other board members for sharing their thoughts at the conference and gave his thoughts about potentially expanding into other medical programs like the LVN program.</p>	
	<p>MUSD:</p> <p>a. Dr. Gallardo said that he would love to borrow ideas from Mr. Noreuga moving forward, as well as foster sharing of ideas amongst all the member districts.</p> <p>b. He reported that MUSD was getting ready for a WASC visit in twenty days. Everyone in adult ed has been aware of the process and very participatory. He thinks that they will have a very successful visit.</p> <p>c. He also gave updates on their new Career Technical Institute where they are moving all their CT classes. He was discussing with Mr. Asturias at the conference that LARAEC is moving into a collaborative modality of instruction curriculum classes.</p>	Dr. Gallardo
	<p>CCUSD:</p> <p>a. Ms. Montes reported that CCUSD is still growing in enrollment and in-person students. They are still struggling with hiring people and filling positions which is an issue throughout businesses in their community.</p> <p>b. CCUSD is also looking to build out and add more classes and work with West LA College to develop pathways.</p>	Ms Montes
<p>6 Public Comment</p>	<p>There was no public comment at this time.</p> <p>Mr. Noguera added to Ms. Montes' comments about the difficulty of hiring and filling positions, saying even with ESL teachers it is hard to find and hire them. He is working on a collaboration with CSUN to recruit teachers that are training there and about to leave to potentially have them finish their training at BUSD. He believes it's important to make the opportunity attractive to potential teachers and students through the school environment and recruiting in local communities for the potential teachers' or students' convenience. Hiring for medical classes and programs is harder.</p>	Dr. Gallardo
<p>7 Action Items</p>	<p>(Only Action Item is agenda item 1.1)</p>	
<p>8 Announcements</p>	<p>Next Board Meeting: December 14, 2022</p> <p>Location: Zoom Meeting</p>	
<p>9 Adjourn</p>	<p>Dr. Gallardo adjourned the meeting at 10:20 AM.</p>	Dr. Gallardo