



LARAEC Executive Board

Minutes- Regular Board Meeting

Wednesday, December 14, 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

<p>1 Call to Order</p>	<p>1.1 Action Item: Adopt Resolution No. 12-14-22 making findings under AB 361 for the continuation of virtual meetings</p> <p>a. Dr. Gallardo moved to adopt Resolution No. 12-14-22 and Mr. Noguero seconded.</p> <p>b. The board voted unanimously to approve the resolution. LAUSD’s representative was not present.</p>	<p>Dr. Gallardo</p>
	<p>1.2 Pledge of Allegiance</p> <p>a. Mr. Gorence 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 to adjust the agenda.</p> <p>1.4 Approval of the agenda</p> <p>a. Dr. Gallardo moved to approve the agenda and Mr. Noguero seconded.</p> <p>b. The board voted unanimously to approve the resolution. LAUSD’s representative was not present.</p> <p>1.5 Items for future agendas</p> <p>a. Dr. Gallardo requested that Mr. Asturias and the LARAEC staff provide them with information on the proposed budget at some point in the future and how it will impact LARAEC, referencing the LAO report recently sent by Mr. Asturias.</p>	
	<p>1.6 Approval of the Minutes</p> <p>a. Regular Board Meeting: October 19, 2022</p>	

	<ul style="list-style-type: none"> i. Dr. Gallardo moved to approve the minutes and Ms. Montes seconded. ii. 	
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> <ul style="list-style-type: none"> a. Mr. Asturias explained that the SY22-23 Q1 Member Expense Report must be certified by the consortium by December 31, which is also the last day to spend SY20-21 funds. After it has been received from all member districts they will consolidate it for approval and certification. <p>3.2 Share Program Area Actuals Report for SY2021-22</p> <ul style="list-style-type: none"> a. Mr. Asturias explained that both this and the subsequent report in the next agenda item were submitted to the state, and they would get into more detailed analysis of them at a later meeting. <p>3.3 Share Budget & Work Plan for SY2022-23</p> <ul style="list-style-type: none"> a. See above. 	Mr. Asturias
4 Information/ Discussion items	<p>4.1 Annual Plan progress and Action Planning Teams Update</p> <ul style="list-style-type: none"> a. Ms. Stiehl explained that the changes in the template provided by the state have allowed them to streamline their communications about the 3-year and Annual plan into a concise 2-page document. <ul style="list-style-type: none"> i. Ms. Stiehl explained the scope of the document, and how the color-coding denotes activities that have already been completed vs activities in-progress, or activities dependent on others being finished. ii. She explained that the LARAEC team will be updating it quarterly and presenting it at the LARAEC board meetings. b. Mr. Gorence updated the board on the activities of the Action Planning Teams. <ul style="list-style-type: none"> i. They have had 2 meetings so far, and for the first time this year used professional facilitators to jumpstart the APT's and get them moving forward. They also used Full Capacity Marketing to provide LARAEC's marketing team with the basis and expertise to do their work. ii. Thanks to their professional facilitators, they are already in action and the APT's have more things in motion and complete right now than they did in previous years. <p>4.2 Update LARAEC engagement activities with the field.</p> <ul style="list-style-type: none"> a. Ms. Stiehl explained that a lot of their 3-year plan activities this year are around supporting teachers so they can engage their students, but also how they support and engage faculty and staff throughout the year. <ul style="list-style-type: none"> i. One new initiative is the LARAEC Insider newsletter to communicate with the field about important developments. It also helps keep LARAEC's name out 	Mr. Asturias Ms. Stiehl Mr. Gorence

in the field and informs stakeholders of LARAEC activities.

1. Ms. Stiehl highlighted features of the LARAEC newsletter, including the Resource Spotlight focusing on resources on the LARAEC website and Research Shorts featuring snippets of information from journals, articles, and other sources that are relevant to adult ed.
 2. They are also put in motivational items as well including motivational videos. Currently, they have about 1,000 subscribers with more subscribing every week.
 3. Mr. Gorence talked about the synergistic value of the newsletter leading people back to the website and increasing the visibility of LARAEC and its activities overall.
 4. He added that they have about a 13% open rate (people actually opening the newsletter email). They consulted the marketing facilitators, and found that the average open rate for similar newsletters is between 10-20%. CAEP, which has been putting out newsletters and building their content for years, has an 18% open rate. One of LARAEC's goals moving forward will be to improve that open rate.
- ii. Dr. Gallardo asked if it was possible for the LARAEC staff to subscribe people to the newsletter, and Ms. Stiehl said that as long as they know they are aware that people want the newsletter, they can subscribe them to it if they have their email addresses.
- iii. Dr. VanderWoude asked if there were a link or some kind of kit with some testimony about the newsletter they could forward to the board members so they could forward it to their districts to get their staff/teachers to subscribe.
1. Ms. Stiehl said they could, and added she was excited about the engagement they were receiving from Community College people and non-credit CC people.
- iv. Ms. Stiehl added that another initiative they are excited about is their ongoing Lunch With LARAEC series, held on Zoom on Thursdays from 12:30 to 1:30.
1. They still have between 30-40 people attending live, and between 30-100 additional people viewing the recordings after the fact.
 2. She added that they are being promoted by CAEP now to consortia across California.
 3. LWL has also featured shows within the show, including Stuff I Wish I Knew, featuring LAUSD presenting about tech tools. They also featured a marketing engagement series and a series directed towards developing school websites.
 4. They are currently working on their show-within-LWL slate for when they return in January, including a presentation on using emotional intelligence with students in the classroom.

5. Ms. Stiehl also highlighted data and analytics on the website showing engagement across California and the US.
 6. They also featured a professional development presentation from LARAEC conference keynote speaker Mark Church on engagement in relation to the 3-year plan. As they move into the next 2 years of the 3-year plan, they will be looking for more of these kinds of practices for staff.
- v. Ms. Stiehl highlighted the new website launched at the LARAEC conference, which includes a new resource section for students and a new resource section for teachers. The analytics show people are using both, and the new features were all developed from the annual and 3-year plans.
1. She added that the analytics show a spike every time there's an event, with the largest being around Action Planning Team meetings, then Lunches with LARAEC, then newsletters.
 2. Mr. Gorence added that the website is becoming a collaborative space and a housing for information. Ms. Stiehl added an Action Planning Team section to the site so they can get any information they need in one centralized place, as well as being able to post notes and outcomes from meetings.

4.3 Update on Conferences including the upcoming LARAEC Edge Conference

- a. Ms. Stiehl summarized previous mid-COVID conferences and pre-COVID conference schedules. Now that they reinvented the LARAEC conference, they want to keep it while also having a student-focused Zoom-centric conference in the Spring as students are nearing the end of their programs and looking forward to what's next. That way the teacher-centric in-person conference in the fall can help kick off the school year.
 - i. Currently, the LARAEC Edge conference is scheduled for March 2023 and the LARAEC Experience conference will be in October 2023, with those times aligning with 3-year-plan priorities.
- b. She added that they looked at the feedback from the last LARAEC Edge conference in 2021 to develop the new one.
 - i. One piece of feedback they got is that the 2021 conference tried to be everything to everyone. What they realized was the Edge conference should really help students looking for what's next in their education journeys.
 - ii. They also had better attendance on days when teachers brought their classes, so the conference will be structured around teachers bringing their classes to the conference.
 - iii. They also wanted to hit nighttime and daytime students, so each day will be a separate time period. The different strands will focus on college transitions, CTE options, career transitions, and support/success services.

- iv. Mr. Gorence added that since teachers will be doing more by bringing students to the conference, LARAEC wanted to reduce that footprint in their classroom. They will be providing teachers with lesson plans to introduce their students to the event so they do not have to create them.
- v. In addition, one of the most successful parts of the Experience conference was the community partner booth idea, so they will be having virtual community partner booths at the Edge conference including workforce and legal resource partners.
- c. **At 9:33:52 AM, Ms. Renny Neyra joined the meeting as a guest.** Mr. Asturias announced her arrival, explaining that hopefully by the next meeting she will be appointed as the board representative for LAUSD.
 - i. Ms. Neyra introduced herself and gave some of her background, saying she was very impressed with LARAEC's work in adult community education and is looking forward to joining the team.
 - ii. Dr. Gallardo welcomed her and praised the LARAEC team and staff for their hard work and collaborative spirit.
 - iii. Dr. VanderWoude, Mr. Noguera, and Ms. Montes introduced themselves and welcomed Ms. Neyra.

4.4 New protocols for LARAEC Executive Board meetings when State of Emergency is lifted in February 2023.

- a. Ms. Stiehl gave background on the transition of LARAEC to having online meetings since April 2020 because of the pandemic. She explained that parts of the Brown Act had been suspended that govern the open meetings and access to the public during a state of emergency. In October, the governor announced that the state of emergency will be lifted February 28, 2023.
- b. Ms. Stiehl explained that LARAEC will need to come up with a plan if they lose the state of emergency, and that the LARAEC staff have been following several related bills.
 - i. One of the things they've learned is that the Zoom meetings actually promote attendance and inclusivity allowing people to attend or watch the meeting after the fact regardless of location.
 - ii. However, in following various bills, they have noticed they keep getting revised until the point where they may no longer be useful for LARAEC, with bill AB2449 requiring that teleconferencing only be used in emergencies or cases where just cause can be shown, and it can only be used for 20% of the meetings during a calendar year.
 - iii. However, in looking through the Brown Act, the LARAEC staff found that they are allowed to use teleconferencing for meetings as long as certain conditions are met:
 - 1. The locations of the teleconferencing meetings are on the agenda.

- 2. They have to have the meeting agenda and notice posted in each location before the meeting.
- 3. They have to be open to the public and have a way to accommodate public comment at each of those locations.
- 4. Everyone has to be within LARAEC's jurisdiction
- iv. So moving forward, they could continue by having board members meet from a room in their district that is open to the public. They may not have people coming in for public comment when it's easier to log on via zoom, and they still have to figure out tech stuff. If they could create a scenario where 5 addresses are posted and people can walk into those rooms and join those meetings if they want, they could continue having meetings via Zoom.
- v. Ms. Stiehl added that they do not have to vote on the issue at this meeting, and that their February meeting will squeak in under the state of emergency lifting, so it can be agendaed and discussed at that one. She thought it might be most challenging for people who work at a district office like the board members for LAUSD and LACCD, who might have to go out to school sites.
- c. Dr. Gallardo thinks Zoom meetings or teleconferencing is a very viable approach for the access of staff, noting that previously attending in-person LARAEC meetings was sometimes an all-day venture for him because of traffic and commuting. He also noted that the board is not an elected body even though it is covered by the Brown Act, and does not think it applies to LARAEC as stringently as it does to elected officials. Further, more engagement and access will be a greater benefit for teachers and students moving forward.

4.5 AB1491 update. This bill stipulates how to handle adult education carryover of allocated funds

- a. Mr. Asturias explained that he does not have any additional information about AB1491 at this time, which the carryover to 20% by consortia. They are waiting for specific information and guidance from the CAEP office on how to implement it, which is said to be coming in January. As soon as they have information, it will be presented to the board at the next open meeting.

4.6 Update on new contract processing for the LARAEC Member District Monitoring Procedures audit

- a. Mr. Asturias thanked LACCD staffer Adrienne Ann Mullen and her staff for their tireless efforts in getting the previous contract through. Unfortunately, the contractor informed LARAEC that they are no longer able to engage with them.
 - i. LARAEC sought an alternative, which turned out to be Clifton, Larson, and Allen LLP and since they currently have a contract with BUSD, BUSD has offered to help LARAEC out with this contract.
 - ii. They hope to be able to go to the board by January with the contract, which means they will likely be providing

	<p>some training. The last training was about a year ago, and the recording is available for districts who would like to get ahead of the new training probably coming in February or March. The audits will probably then begin in April.</p> <p>4.7 Share information and project proposal submitted by the California Conservation Corps to partner with LARAEC and member districts</p> <p>a. Mr. Asturias gave background on Dana Howard, representing the CCC, and the mission of the organization. Mr. Howard is interested in doing a kind of pre-apprenticeship program in collaboration with LARAEC and in presenting this proposal to LARAEC, and Mr. Asturias pointed the board to the proposal in their board packets.</p>	
<p>5 Board Member Reports</p>	<p>LAUSD:</p> <p>a. No board member report from LAUSD.</p>	
	<p>BUSD:</p> <p>a. Mr. Noguera wished everyone a Happy National Monkey Day and described BUSD’s succeeding in exceeding their expected accomplishments for their ESL program and global enrollment.</p> <p>b. One difficult task is finding teachers; BUSD did professional development trainings online to help align program classes with the consortium’s goals.</p> <p>c. They have integrated an additional learning platform online and are expanding their Saturday programs to address student needs based on diversity, equity, and inclusion.</p> <p>d. They are promoting the academic program and they have had more students graduate at this point than they had last year. It is still hard to drive enrollment, so they are adding more online classes.</p> <p>e. Their CTE program has been very successful and they have also had a successful online class about medical coding. They are looking to expand into cybersecurity classes and QuickBooks classes.</p> <p>f. One big project has been their LVN class because of the difficulty in finding teachers, but they have the foundation and hope to have something ready for 2023.</p> <p>g. Finally, this spring they are planning to provide a customer service training to all their staff to help provide students with the best experience.</p>	<p>Mr. Noguera</p>
	<p>LACCD:</p> <p>a. Dr. VanderWoude reported that LACCD had invested 1.2 million dollars in an advertising campaign for their adult ed program to get the word out there via bus wraps, billboards, etc. They are engaging with Elder Tree marketing firm to help brand and rebrand LACCD.</p>	<p>Dr. VanderWoude</p>

	<p>They are trying to make sure their brand identifies better what they do and what they do in partnership with adult education partners and their school districts. They have done focus groups with students and are working on developing a landing page website as part of a long-term project updating the colleges' websites.</p> <p>b. She also updated the board on LACCD's winter session, which is a mini-session between fall and spring where they will offer sections of monolingual classes recognizing students who speak a particular language. This will be a pilot for other colleges and courses.</p>	
	<p>MUSD:</p> <p>a. Dr. Gallardo said they are looking forward to a board member report from LAUSD next time, and wished the board happy holidays from MUSD.</p> <p>b. He reported that it has been a busy year for Montebello: they are completing their WASC self-study and have had a lot of movement of their facilities and a number of different programs they are initiating. Following in Mr. Noguera's approach, they are getting strongly into marketing beginning about a year ago, and MUSD staff has really engaged with that.</p> <p>c. Aside from that, he thinks that the dedication of classified certificated from Montebello is the greatest asset that adult ed has, and they need to do everything they can for their students because they are investing the most precious gift they have, which is time. He wished the attendees a wonderful winter break.</p>	Dr. Gallardo
	<p>CCUSD:</p> <p>a. Ms. Montes was unable to speak because of COVID.</p>	Ms Montes
6 Public Comment	There was no public comment at this time.	Dr. Gallardo
7 Action Items	<p>7.1 Approve the amendment to the LARAEC Bylaws to include the protocols for approving out-of-state travel</p> <p>a. Ms. Stiehl gave background on recent LARAEC meeting frequency, explaining that LARAEC has not been meeting every month, but has been sure to meet when there are action items or pressing discussion items. But sometimes items will pop up in between, for example, if a member districts sends someone to a conference, and then they do not have a meeting scheduled until a month or two later so it does not give them enough time to book their travel and pay for the conference.</p> <p>b. They are looking to approve an amendment to their bylaws to allow for protocol for when that happens, so that if a board member approves an out of state travel request, they would</p>	

	<p>bring it to the project director, and they could approve it so the travel can be booked, and they would bring it to the next board meeting hosted to ratify it. The state requires that the consortium validate that it is a legitimate expense that falls within the parameters of the CAEP program. She directed the board to their packets for the exact language of the amendment and placement within their bylaws.</p> <ul style="list-style-type: none"> c. Dr. Gallardo motioned to approve the amendment, and Ms. Montes seconded. d. The board voted unanimously to approve the amendment to the LARAEC bylaws. There was no LAUSD board member present. 	
<p style="text-align: center;">8 Announcements</p>	<p>Next Board Meeting: January 18, 2023 or February 15, 2023 (Required)</p> <p>Location: Zoom Meeting</p> <p>Dr. Gallardo noted that there were no action items or pressing discussions for the January 18, 2023 meeting, and asked if the board had any objections to skipping it and holding their next board meeting on February 15, 2023 as required. There were none. The next board meeting will be February 15, 2023.</p>	
<p style="text-align: center;">9 Adjourn</p>	<p>Dr. Gallardo adjourned the meeting at 10:08 AM.</p>	<p>Dr. Gallardo</p>