



LARAEC Executive Board

Minutes- Regular Board Meeting

Wednesday, February 15, 2023

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
Vacant, Los Angeles USD		Men Le, LAUSD	X	Kitty Phan, Budget Analyst	X
Dr. Angel Gallardo, Montebello USD		Benedetta Kennedy, MUSD	X	Teresa Plaza, Secretary	X

<p>1 Call to Order</p>	<p>1.1 Action Item: Adopt Resolution No. 02-15-2023 making findings under AB 361 for the continuation of virtual meetings</p> <p>a. Ms. Montes called the meeting to order at 9:15 am. Mr. Noguera moved to adopt Resolution No. 2-15-23 and Dr. VanderWoude seconded.</p> <p>b. The board voted unanimously to approve the resolution. LAUSD’s representative was not present. MUSD’s representative was not present.</p>	<p>Ms Montes</p>
	<p>1.2 Pledge of Allegiance</p> <p>a. Ms. Stiehl 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. Mr. Noguera motioned to approve and Dr. VanderWoude seconded.</p> <p>b. The board voted unanimously to approve the agenda. LAUSD’s representative was not present. MUSD’s representative was not present.</p> <p>1.5 Items for future agendas</p> <p>a. There were no requests for items for future agendas.</p>	
	<p>1.6 Approval of the Minutes</p> <p>a. Regular Board Meeting: December 14, 2022</p>	

	<ul style="list-style-type: none"> i. Mr. Noguera motioned to approve the minutes from the December regular board meeting. Dr. VanderWoude seconded. ii. The board voted unanimously to approve the resolution. LAUSD’s representative was not present. MUSD’s representative was not present. 	
<p style="text-align: center;">2 Public Comment</p>	<p>Mr. Gorence said there was no public comment at this time.</p>	
<p style="text-align: center;">3 Budget Updates</p>	<p>3.1 Upcoming CAEP due dates and reminders</p> <ul style="list-style-type: none"> a. Mr. Asturias introduced LARAEC’s new fiscal/budget analyst Ms. Phan. Ms. Phan explained the upcoming CAEP due dates for LARAEC in NOVA and TopsPro. <p>3.2 Share Q1 Progress and Expense Report and Consortium Data</p> <ul style="list-style-type: none"> a. Ms. Phan also introduced and explained the Q1 P&E Report, which she added could be found in the board packet. b. Mr. Asturias introduced the Consortium Data agenda item, also found in the board packet. He explained that they quarterly compile and analyze data from the CAEP summary report. This report provides updates on consortium progress in outcomes and enrollment among other things. <ul style="list-style-type: none"> i. Mr. Asturias explained that LARAEC is on track to exceed their total enrollment numbers from last year in the first two quarters alone. They are also on track to exceed EFL Gains Achieved in the same way. ii. He also introduced the High School Diploma or equivalency data for Q1 and Q2, explaining that while it may seem low, most of the HSD/HSE gains happen in Q4, so the data is not anomalous. iii. He then introduced data on student transitions to post-secondary education, noting that the low number cumulative to Q2 may be due to the fact the numbers are self-reported. Teachers need to remind their students to self-report. The same holds for statistics for students entering employment. 	<p>Mr. Asturias Ms. Phan</p>
<p style="text-align: center;">4 Information/ Discussion items</p>	<p>4.1 Annual Plan progress and Action Planning Teams Update</p> <ul style="list-style-type: none"> a. Mr. Gorence introduced the update, announcing that Lunch with LARAEC calendar has been filled for the entire year. He gave some background on the Lunch with LARAEC program’s genesis and purpose. <ul style="list-style-type: none"> i. He also announced that the LWL page is the most-visited one on the website and has been visited from about 17 different states around the country. b. Mr. Gorence explained that the Action Planning Teams were being run and implemented slightly differently this cycle using a facilitator and they have found that the teams are ahead of where they were last cycle at the same point as a result. He directed the board to specific achievements and progress goals. <ul style="list-style-type: none"> i. He noted that the multiple communication media from LARAEC have done a great job of pushing out updates 	<p>Mr. Asturias Ms. Stiehl Mr. Gorence</p>

and mutually supporting each other while also helping the APT push their deliverables out to stakeholders.

4.2 Update on the upcoming LARAEC Edge Conference

- a. Ms. Stiehl said they are very excited about the upcoming Edge conference and updated that they have almost completely booked the speakers for the conference with a diverse range of speakers from across all member districts.
 - i. The conference schedule is currently up on the website; Ms. Stiehl explained that they wanted to get it done as early as possible so teachers could go through it with their students.
 - ii. The Zoom links for the rooms for the conference are also live on the website so teachers can practice attending Zoom rooms with their students.
- b. She added that they are now focused on marketing the conference, and are emphasizing the way the conference basically brings a job fair right into their classrooms.
 - i. She went through some of the ways they are getting the word out about the conference and thanked the Point Persons Team for their hard work and assistance in doing so.
- c. Mr. Gorence emphasized that the message they are pushing is “Bring your class” to teachers.
 - i. To this end, they have also completed production on several commercials for the conference for social media in English and Spanish.

4.3 Reminder of new protocols for LARAEC Executive Board meetings when the state of emergency is lifted in February 2023

- a. Ms. Stiehl explained that the State of California is lifting its state of emergency regarding COVID-19 at the end of February, which will lead to new regulations about how to do remote meetings that will make LARAEC meetings’ current format impossible.
 - i. She gave some background on the issue and explained that they had been working with the Point Persons Team about the logistics of it and that each individual district and Point Person would be responsible for maintaining the physical conditions that enable teleconferencing to occur.
 - ii. She went over the specific conditions including the requirement of a physical location for board members to Zoom into the meeting from that is open to the public and allows for public comment to be given.

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

- a. Mr. Asturias gave background on the development of the LARAEC monitoring procedures which were approved in July 2021. He thanked Ms. Chavez and Mr. Noguera for their help in shepherding through a contract with Burbank USD and the firm Clifton, Larson, and Allen LLP.
 - i. Mr. Asturias explained that funds had been transferred that allow them to enact the final steps of engaging CLA LLP.

- ii. There will be trainings around mid-April for anyone who wants to participate but in particular fiscal teams so they are aware of the review process. The review process will start mid-April and extend through the end of August.
- iii. Mr. Asturias explained that they had worked with a previous vendor through LACCD but that vendor was no longer interested in working with LARAEC.

4.5 Presentation by the California Conservation Corps regarding its services

- a. Mr. Asturias introduced Dana Howard and Don Frei (SP?) from the California Conservation Corps; he added that Mr. Howard would be a featured speaker at the LARAEC Edge Conference.
- b. Mr. Howard introduced himself and explained the background of the California Conservation Corps as a state of California program, as well as its mission.
 - i. Mr. Howard clarified that the Corps is not a non-profit or company, and is now the oldest and largest conservation corps in the country. They partner with other governmental agencies such as the State Parks, Fishing and Wildlife, and CalTrans.
 - ii. He explained that when people become a Corps member, they are given a \$2,700 monthly stipend and will spend about a year in the program. He expanded on some of the benefits of being a Corps member in terms of housing, health insurance, and academic rewards.
 - iii. Mr. Howard displayed a map showing the CCC residential centers and non-residential centers, explaining both.
 - iv. He explained that the Corps is very racially diverse, but not gender diverse, and that one of their targets is getting women 18-25 years old into the Corps, adding that another benefit is on-the-job training and other work training.
 - v. He explained that the CCC also does a lot of emergency response, particularly with wildfires and other natural and man-made disasters.
 - vi. Mr. Howard then broke down some of the sub-programs of the CCC such as the Forest Health team, as well as how many slots there are in each and the partner organizations of each sub-program.
 - vii. The CCC does partner with community colleges and has charter high schools on most of the sites.
- c. Mr. Howard explained that the CCC believes they can open up more pathways for LARAEC students by giving them paid work experience. They can also earn a high school diploma in the Corps while also earning income, and can get up to 3 years paid work experience.
 - i. He explained the immediately reportable outcomes associated with WIOA and CAEP that the CCC offers, including dual enrollment in the CCC and LARAEC adult ed. In addition, potential outcomes come with the ability to get students on pathways leading right to employers like CalTrans. They are also interested in creating a

	<p>defined pre-apprenticeship pathway for certain program/fields.</p> <ul style="list-style-type: none"> d. Dr. VanderWoude asked about the number of slots in the LA County region and what a co-branded pathway might look like. Mr. Howard explained that within the LA area from the Norwalk, LA, Amona, and Inland Empire centers they have roughly 320 slots at any given time in those areas, as well as residential centers throughout the area. He added that CCC members can still be enrolled in Adult Ed during their off hours with the Corps. <ul style="list-style-type: none"> i. He also added that even non-residential programs offer work experience that can check boxes for LARAEC and its pathways. In addition, residential program participants have that \$2,700 stipend PLUS only have to pay \$500 for room, board, and food, so it is not uncommon for Corps members to leave with thousands of dollars in cash in their pockets PLUS the \$8,000 they get in scholarship money. This removes a huge barrier for individuals to pursue a two-year degree or certification. ii. Furthermore, at every center is a dedicated Civil Service staff position that helps steer each Corps member to the best pathway for them. They work closely with Community College advisors, counselors, and recruiters. The pathway could involve a LARAEC or CC advisor staying in touch with either a potential student or the Civil Service navigator so the student enters LARAEC with cash and scholarship money after their time in the Corps. e. Ms. Montes asked for more information about the referral process of 18 to 25 year olds while LARAEC and the CCC are working on formalizing their partnership. Mr. Asturias explained that LARAEC staff are currently working on formalizing a path specifically for referring students to the CCC, and once that is put together they will share with all the member districts. <ul style="list-style-type: none"> i. Mr. Asturias also emphasized the shorter-term outcomes that are offered by this situation, proposing a hypothetical of a student who is struggling and without housing. Typically this student would not be able to continue with LARAEC, but the CCC offers the opportunity to refer to them the ideal individual suited to take advantage of the program. ii. Mr. Howard added that he believed the intent of the presentation was also to broadly present the concept to get the LARAEC board's buy-in. And they will continue to formalize the back and forth and communication for any pathway situation so that both organizations are able to give a student/Corpsmember clarity about the next steps for them. iii. Mr. Asturias thanked the CCC members present including Sandra Romero. 	
<p style="text-align: center;">5 Board Member Reports</p>	<p>LAUSD:</p> <ul style="list-style-type: none"> a. No board member report from LAUSD. 	

	<p>BUSD:</p> <ul style="list-style-type: none"> a. Mr. Noguero apologized for being late, but explained it was because he was on two TV segments for Univision to talk about the career opportunities and programs offered throughout LARAEC and directed potential students to the Students Resource Page. b. They also asked if he wanted to be on a Univision Facebook Live at 8:45, which is why he was not attending the LARAEC zoom meeting at 9:00AM. c. He acknowledged the hard work of BUSD point person Ms. Chavez, and that he believed enrollment was going up across the board. He gave some highlights of the enrollment for various classes at Burbank and announced a career fair coming up March 8. On April 8 they will be hosting an event in partnership with LA Valley College for a big event directed to the Latinx community but open to all about college opportunities. 	Mr. Noguera
	<p>LACCD:</p> <ul style="list-style-type: none"> a. Dr. VanderWoude mentioned that if the need arises, LACCD can always physically host LARAEC meetings at their Van De Camp Center or their other colleges. b. She also reported that enrollment was increasing in credit and non-credit programs. They are offering in-language courses in Spanish. c. They are also looking at altering their branding and moving toward careers and continuing education as part of their new branding. To that end they have done market research and developed a new landing website. d. Some of their deans also attended the Council for Adult Experiential Learning conference to network and learn from other teachers and leaders across the country. 	Dr. VanderWoude
	<p>MUSD:</p> <ul style="list-style-type: none"> a. No board member report from MUSD. 	
	<p>CCUSD:</p> <ul style="list-style-type: none"> a. Ms. Montes reported that CCUSD is also seeing an increase in enrollment. Their ESL classes are at capacity and have waiting lists, which has not happened in years. She summarized the variety and curriculums of ESL classes being offered and added that the ESL teachers will be participating in a professional development session on the 16th. She thanked Mr. Noguera and Ms. Chavez for getting them in contact with the PD facilitator. b. Ms. Montes also detailed efforts to bring back some of the online students that started during COVID by offering a blended model of study. 	Ms Montes

<p style="text-align: center;">6 Public Comment</p>	<p>There was no public comment at this time.</p>	<p>Ms. Montes</p>
<p style="text-align: center;">7 Action Items</p>	<p>7.1 Approve the LARAEC elected first and second vice presidents for the 2022-2023 school year</p> <ul style="list-style-type: none"> a. Mr. Asturias gave background for this item, relating back to the precedent established for board president elections in May 2022. However, he acknowledged that given the absence of Dr. Gallardo and a lack of an official LAUSD board member they may want to move that election to May 2023. Ms. Montes concurred. b. Mr. Noguera moved to push the election to the May LARAEC meeting. Dr. VanderWoude seconded. c. The board voted unanimously to approve the resolution. LAUSD's representative was not present. MUSD's representative was not present. 	
<p style="text-align: center;">8 Announcements</p>	<p>Next Board Meeting: Originally scheduled for March 15, but deferred to April 19th</p> <p>Ms. Montes acknowledged that the board agreed they could skip some meetings if there were no action items. The board had no objections to the next LARAEC meeting being in April.</p> <p>Location: Zoom Meeting</p>	
<p style="text-align: center;">9 Adjourn</p>	<p>Ms. Montes adjourned the meeting at 10:26 AM.</p>	<p>Ms. Montes</p>