

SPECIAL MEETING AGENDA

Los Angeles Regional Adult Education Consortium

April 26, 2023 ✨ 12:00 PM to 2:00PM
LARAEC Special Board Meeting

HOW TO VIEW THIS MEETING: This meeting will be held at four different teleconferencing locations and livestreamed via Zoom; to access by phone dial (669)-900-6833 (Meeting ID: 930 2396 0506, Password 4442222). Access online by clicking the following link: <https://wearedace.zoom.us/j/93023960506?pwd=SzJvMVYvMzBqMEtrUkY3bHhjbGcwQT09> (For instructions on how to participate and how to access board documents, please see Pg. 3)



1. Call to Order Dr. Angel Gallardo
 - 1.1 Pledge of Allegiance
 - 1.2 Adjustments to the agenda – The Board President will announce any requests for adjustments to the meeting agenda
 - 1.3 Approval of the agenda
 - 1.4 Items for future agendas

2. Public Comment Dr. Angel Gallardo
3. Information/Discussion Items Lanzi Asturias
 - 3.1 LARAEC Project Director Succession Planning Discussion

4. Public Comment Dr. Angel Gallardo
5. Announcements:
 - 5.1 Next Board Meeting: May 17, 2023 Location(s): Various/Teleconferencing

6. Adjourn

Vision Statement

LARAEC will provide seamless pathways to workforce and higher education that are efficient, comprehensive, student-centered, and regionally relevant.

Mission Statement

LARAEC will sustain, expand, and improve adult education.

Please note that the LARAEC Executive Board may consider at this meeting any item referred from a Board Meeting five calendar days prior to this meeting (Education Code 54954.2(b)(3)). The LARAEC Executive Board may also refer any item on the agenda for the consideration of a committee or meeting of the LARAEC Executive Board. Requests for disability related modifications or reasonable accommodations shall be made 24 hours prior to the meeting to Teresa Plaza by calling (213) 241-3150 or emailing Teresa.plaza@lausd.net. Requests for translation should be made at least 48 hours in advance by calling Teresa Plaza at (213) 241-3150 or emailing Teresa.plaza@lausd.net. Individuals wishing to speak at a Board meeting must follow the procedures noted on page 3. There will be no sign ups in advance of the meeting. Speakers may speak during the public comment section of the agenda. To indicate you would like to speak during public comment you may go to <http://laraec.org/digital-board-meetings/> and click the public comment form or notify designated LARAEC staff at the meeting as directed. Speakers should plan to arrive early. Materials related to an item on this agenda distributed to the LARAEC Executive Board are available for public inspection during the meeting and at <http://laraec.org/open-meetings/>



HOW TO PARTICIPATE IN-PERSON OR REMOTELY DURING THE MEETING:

Members of the public may attend the meeting and speak during the meeting in-person or through the Zoom application. To participate in-person, visit one of the physical teleconferencing locations listed below. To speak during public comment, please notify the designated person in the meeting room at your selected location. If you are participating on Zoom, please complete the public comment form located at <http://laraec.org/digital-board-meetings/> or notify the designated person in the Zoom session. You will be called on during public comment. Speakers will have up to 3 minutes.

HOW TO ACCESS THE BOARD AGENDA OR BOARD DOCUMENTS:

Copies of the board documents can be found on the LARAEC website at <https://laraec.org/open-meetings/> and will be available for inspection at all teleconferencing locations at least 72 hours before the scheduled regular meeting or 24 hours before a special meeting. Documents are available 24 hours a day online and during normal business hours for each teleconferencing location.

TELECONFERENCING LOCATIONS FOR THIS MEETING:

Burbank Adult School

3811 W. Allen Ave,
Burbank, CA 91505
(818) 729-5950
Meeting Room: Auditorium
Documents available in: Auditorium

Culver City Adult School

4601 Elenda Ave, CP Annex
Culver City, CA 90230
(310) 842-4300
Meeting Room: CP Annex
Documents available in: CP Annex

LACCD Van de Kamp Innovation Center

2930 Fletcher Dr.,
Los Angeles, CA 90065
(323) 265-4000 ext. 3533
Meeting Room: 215, 2nd floor
Documents available in: 215, 2nd floor

Montebello Adult School

149 N. 21st St. #4042,
Montebello, 90640
(323) 887-7844
Meeting Room: Conference Room
Documents available in: Conference Room

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Project Planner

Select a period to highlight at right. A legend describing the charting follows.

Period High 1
 Plan Duration
 Actual Start
 % Complete
 Actual (beyond plan)
 % Complete (beyond plan)

ACTIVITY

PLAN START PLAN DURATION ACTUAL START ACTUAL DURATION PERCENT COMPLETE

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
April 30, 2023 Student Data due in TOPSPro (Q3)	2	3	0	0	0%
April 30, 2023 Employment and Earnings Follow-up Survey	1	5	0	0	0%
May 2, 2023 CFAD for 2024-2025 due in NOVA	1	5	0	0	0%
June 1, 2023 21/22 & 22/23 Member Expense Report due in NOVA (Q3)	6	4	0	0	0%
June 30, 2023 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q3)	10	2	0	0	0%
June 30, 2023 End of Q4	13	0	0	0	0%
July 15, 2023 Student Data due in TOPSPro (Q4) FINAL	13	3	0	0	0%
August 1, 2023 Employment and Earnings Follow-up Survey	14	5	0	0	0%
August 15, 2023 Annual Plan must be submitted and approved by all members in NOVA for the 2023-2024 program year	1	19	0	0	0%
September 1, 2023 21/22 and 22/23 Member Expense Report due in NOVA (Q4)	19	4	0	0	0%
September 1, 2023 July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due(estimateds only) in NOVA and certified by Consortium	19	4	0	0	0%
September 30, 2023 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4)	23	2	0	0	0%
September 30, 2023 23/24 Member Program Year Budget and Work Plan due in NOVA	20	6	0	0	0%
September 30, 2023 End of Q1	26	0	0	0	0%
October 30, 2023 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA	27	1	0	0	0%
October 31, 2023 Student Data due in TOPSPro (Q1)	28	3	0	0	0%
October 31, 2023 Employment and Earnings Follow-up Survey	26	5	0	0	0%
December 1, 2023 July 1, 2022 to June 30, 2023 Instruction Hours and Expenses by Program Area due(actuals) in NOVA and certified by Consortium	31	4	0	0	0%
December 1, 2023 21/22, 22/23, & 23/24 Member Expense Report due in NOVA (Q1)	31	4	0	0	0%
December 31, 2023 21/22, 22/23, & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)	38	2	0	0	0%
December 31, 2023 End of Q2	40	0	0	0	0%
January 31, 2024 Student Data due in TOPSPro (Q2)	41	3	0	0	0%
January 31, 2024 Employment and Earnings Follow-up Survey	39	5	0	0	0%
February 28, 2024 Preliminary allocations for 2024-2025 and 2025-2026 released by this date	48	0	0	0	0%
March 1, 2024 21/22, 22/23, & 23/24 Member Expense Report due in NOVA (Q2)	44	4	0	0	0%
March 31, 2024 21/22, 22/23, & 23/24 Member Expense Report certified by Consortia in NOVA (Q2)	51	2	0	0	0%
March 31, 2024 End of Q3	53	0	0	0	0%
April 30, 2024 Student Data due in TOPSPro (Q3)	54	3	0	0	0%
April 30, 2024 Employment and Earnings Follow-up Survey	51	5	0	0	0%
May 2, 2024 CFAD for 2024-2025 due in NOVA	53	5	0	0	0%
June 1, 2024 22/23 & 23/24 Member Expense Report due in NOVA (Q3)	58	4	0	0	0%
June 30, 2024 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q3)	64	2	0	0	0%
June 30, 2024 Start 2025-2028 3-Year cycle planning activities	66	66	0	0	0%
June 30, 2024 End of Q4	66	0	0	0	0%
Activity 36	0	0	0	0	0%
Activity 37	0	0	0	0	0%

In this meeting, Executive Board Members may also refer to the LARAEC Bylaws.

The bylaws can be found at:

Laraec.org/consortium

Or

<https://laraec.org/wp-content/uploads/2020/10/Bylaws-Final-111819.pdf>