



LARAEC Executive Board

Minutes- Regular Board Meeting

Wednesday, May 17, 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	
Veronica Montes, Culver City USD	X	Lynda Farnsworth, CCUSD	X	Dr. Michele Stiehl, Advisor	X
Dr. Katrina VanderWoude, LACCD	X	Dr. Adrienne Ann Mullen, LACCD	X	Justin Gorence, Advisor	X
Vacant, Los Angeles USD		Men Le, LAUSD	X	Kitty Phan, Budget Analyst	X
Dr. Angel Gallardo, Montebello USD	x	Benedetta Kennedy, MUSD	x	Teresa Plaza, Secretary	X

<p>1 Call to Order</p>	<p>Note: A zoom error caused the recording of the meeting to be unplayable. The meeting minutes reflect an overall synopsis of agenda items. All action related items had a motion and second, however the speaker was not recorded and therefore not identified in the minutes.</p> <p>1.1 Pledge of Allegiance</p> <ul style="list-style-type: none"> a. Dr Gallardo called the meeting to order at 9:05 AM. b. Justin Gorence led the meeting in the Pledge of Allegiance. 	<p>Dr. Gallardo</p>
	<p>1.2 Adjustments to the agenda – The Board President will announce any requests for adjustments to the meeting agenda</p> <ul style="list-style-type: none"> a. Ms Montes Requested a change to the agenda order so she could participate in the action items 7.1-7.5. She wanted to move these items to the top of the agenda b. Staff recommended that we address the APT summit first since we have so many APT members present. c. Dr. Gallardo clarified the we will cover items in this order 1, 4, 7, 3, 5, 8, & 9. <p>1.3 Approval of the agenda</p> <p>Motion was made and seconded, & was unanimously approved by the 4 members present.</p> <p>1.4 Items for future agendas</p> <p>Dr. Gallardo commented that he would like to propose a special meeting to discuss the LARAEC office staff positions, job descriptions, and roles and responsibilities. He also suggested that the LARAEC board discuss the staff to do list for the school</p>	

	<p>year. Ms. Montes suggested that this session be held after Ms. Neyra is appointed to the board. (Further discussion of this item was deferred to discussion about action item 7.2 on the agenda)</p>	
	<p>1.5 Approval of the Minutes</p> <p>a. Regular Board Meeting: April 19, 2023 and Special meeting April 26, 2023.</p> <p>Motion was made and seconded, & was unanimously approved by the 4 members present</p>	
<p>2 Public Comment</p>	<p>Mr. Gorence said there was no public comment at this time over chat or Zoom. He asked the district representatives if there was any in-person public comment and there was not.</p>	<p>Dr. Gallardo</p>
<p>4 Information and Discussion Items</p>	<p>4.1 Action Planning Teams Summit</p> <p>Mr. Gorence gave a brief introduction and then introduced each of the Action Planning Team representatives to give a brief report on their activities. (see PowerPoint for details)</p> <p>Board members acknowledged the work of the APT groups and thanked them.</p> <p>4.2 Annual Plan Progress Report</p> <p>Mr. Gorence and Dr. Stiehl gave a quick review of the annual plan report (see board packet) and discussed the upcoming activities and summer retreat that will support the development of the next annual plan (See PowerPoint for details)</p>	<p>Mr. Gorence and Dr. Stiehl</p>
<p>6 Public Comment</p>	<p>Mr. Gorence said there was no public comment at this time over chat or Zoom. He asked the district representatives if there was any in-person public comment and there was not.</p>	<p>Dr. Gallardo</p>
<p>7 Action Items</p>	<p>7.1 Ratify the Consortium Fiscal Administration Declaration.</p> <p>Motion was made and seconded, & was unanimously approved by the 4 members present.</p> <p>7.2 Approve Proposed Project Director Succession Steps and Timeline.</p> <p>The Board agreed to not approve succession steps and a timeline at this time. They agreed to conduct a special meeting on June 7, 2023 at 9AM for the purpose of reviewing information and discussing various elements further.</p> <p>Ms Montes mentioned that she would like to have the meeting after Ms Neyra is a member of the LARAEC board.</p> <p>Ms Neyra indicated that she will be approved by the LAUSD school board on June 6, 2023.</p>	<p>Dr. Gallardo</p>

	<p>Motion to have a special meeting on June 7th was made and seconded, & was unanimously approved by the 4 members present.</p> <p>7.3 Approve the proposed SY 2023-24 LARAEC Board Meeting Calendar The board proposed to move this item to the next meeting and update the document. Motion was made and seconded, & was unanimously approved by the 4 members present.</p> <p>7.4 Approve the election of LARAEC Board Officers The board proposed to move this item to the next regular meeting, June 21, 2023. Motion was made and seconded, & was unanimously approved by the 4 members present.</p> <p>7.5 Approve LACCD out-of-state travel request for the conferences outlined on page 64 of the board packet. Motion was made and seconded, & was unanimously approved by the 4 members present.</p>	
3 Budget Updates	<p>3.1 Upcoming CAEP due dates and reminders</p> <p>a. Ms. Phan went over the upcoming CAEP due dates and reminders heading into June (See PowerPoint)</p>	Ms. Phan
5 Board Member Reports	LARAEC Board members each gave a report on their current activities. Burbank USD, Culver City USD, LACCD, and Montebello USD all reported.	All LARAEC Board members
8 Announcements	<p>Next Board Meetings:</p> <p>Special Board meeting on June 7, 2023 at 9AM</p> <p>Regular Board Meeting: June 21, 2023 at 9AM</p> <p>Location: Teleconferencing locations and Zoom as listed on the agenda</p>	Dr. Gallardo
9 Adjourn	Dr. Gallardo adjourned the meeting at 10:45 AM.	