



LARAEC Executive Board

Minutes- Regular Board Meeting

Wednesday, July 19, 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	VACANT, Project Director	
Veronica Montes, Culver City USD	X	Lynda Farnsworth, CCUSD		Dr. Michele Stiehl, Advisor	X
Dr. Katrina VanderWoude, LACCD	X	Dr. Adrienne Ann Mullen, LACCD	X	Justin Gorence, Advisor	X
Renny Neyra, Los Angeles USD	X	Men Le, LAUSD	X	Kitty Phan, Budget Analyst	X
Dr. Angel Gallardo, Montebello USD	X	Sherry Jimenez, MUSD		Teresa Plaza, Secretary	X

1 Call to Order	<p>1.1 Pledge of Allegiance</p> <p>a. Ms. Montes called the meeting to order at 9:03 AM with quorum. Ms. Neyra was not present at Call to Order.</p> <p>b. Mr. Oberlander led the meeting in the Pledge of Allegiance.</p>	<p>Ms. Montes Mr. Oberlander</p>
	<p>1.2 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>1.3 Approval of the agenda</p> <p>a. Dr. Gallardo moved to approve the agenda and Mr. Noguera seconded.</p> <p>b. The board voted unanimously to approve the agenda. Ms. Neyra was not present for this vote.</p> <p>1.4 Items for future agendas – The Board President will request items for future board meetings</p> <p>a. Dr. Gallardo requested that the board review the LARAEC audit next meeting and talk about the expectations and outcomes related to it that they would like the next time around. He also requested that they bring up the bylaws again so they can update them regarding the hiring of the LARAEC Project Director.</p> <p>1.5 Approval of the Minutes: Regular Board Meeting: June 28, 2023</p> <p>a. Mr. Noguera moved to approve the regular board meeting minutes and Dr. Gallardo seconded.</p> <p>b. The board voted unanimously to approve the minutes. Ms. Neyra was not present for this vote.</p>	<p>Ms. Montes</p>

<p align="center">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>Ms. Montes</p>
<p align="center">3 Budget Report and Updates</p>	<p>3.1 Adult Education Cost of Living Adjustment (COLA) approved</p> <ul style="list-style-type: none"> a. Ms. Phan updated the board on the new COLA in the May revised state budget, which was now 8.22%. LARAEC must approve the related budget amendment by September 1st. b. Ms. Phan then broke down how the COLA revision affects the allocations of the member districts and their final allocation totals. The total final allocation for all of LARAEC’s member districts comes to \$157, 513, 955 c. Dr. Gallardo noted that MUSD had not gotten any notification about approving the amendment in NOVA. Ms. Phan noted that as soon as it is ready to be approved in NOVA the districts will get an automatic email. Dr. Gallardo asked the LARAEC staff to text board members when it is ready to be approved. d. Dr. Stiehl noted that the approval is an action item in the meeting today, after which Ms. Phan will enter it into NOVA. e. Ms. Montes asked if a board member wants to speak that they use the “raise hand” feature on Zoom. 	<p>Ms. Phan</p>
<p align="center">4 Information/Discussion Items</p>	<p>4.1 Annual Plan update and approval process</p> <ul style="list-style-type: none"> a. Dr. Stiehl talked about the Point Persons and staff retreat and the great ideas that were integrated into their Annual Plan draft. She then explained the timeline for revising and approving the Annual Plan so the board can make recommendations and revisions. b. Dr. Gallardo introduced Sherry Jimenez, the new point person for MUSD. c. Dr. Stiehl gave background on the 3-Year Plan and the development of the Annual Plan, and noted that the consortium has blown past a lot of its goals regarding enrollment and English language learners. <ul style="list-style-type: none"> i. She then went over potential strategies for addressing educational needs for special populations, including non-traditional marketing and LARAEC website development ideas. ii. Dr. Stiehl also went over ideas from the PPT about strategies for integration of LARAEC services, including LARAEC hosted events, access to information and transition support, and shared knowledge and strategies. iii. Dr. Stiehl also went over ideas for improving the effectiveness of LARAEC services. d. Ms. Montes noted how smooth and streamlined LARAEC processes and self-assessments were. e. Dr. Gallardo asked how the registration process and packets work at each district, and would like to know who they can call at each district to get that input. Dr. Stiehl said that they could 	<p>Dr. Stiehl Mr. Gorence</p>

bring that to the Point Persons meeting and figure out the best way to obtain and communicate that information.

4.2 NOVA Certification – Discussion of the process of certifying state reports in NOVA on behalf of the consortium during the interim process of hiring a new project director.

- a. Dr. Stiehl gave background about the process of districts and the consortium certifying documents or reports through NOVA.
- b. The CAEP office has indicated that LARAEC needs to have an interim certifier at the consortium level, and the LARAEC office recommends that the board designate one of the staff as the certifier until a Project Director is hired.
- c. Ms. Montes then read out the procedure for certifying reports: the two LARAEC advisors will agree on the content uploaded. They will then contact the LARAEC board president and receive administrative authorization for each action (certification or uncertification).
- d. Dr. Gallardo requested that the board be notified when reports or certifications are approved.
- e. Ms. Montes proposed that Mr. Gorence would be the interim contact and certifier in NOVA, and that he and Dr. Stiehl would work with Ms. Montes before uploading content.

4.3 Action Planning Teams for 2023-24 SY – Staff will provide a report on APT meetings & structure for the coming year.

- a. Dr. Stiehl reported on the structure for Action Planning Teams for next year, saying they were moving forward with 4 teams: Counseling and Transitions, Supporting Special Populations, Marketing Collaboration, and Remote Learning.

4.4 Discussion on use of exhibitor conference fees to support whatsnext.LA activities, marketing, and outreach to targeted populations.

- a. Mr. Gorence gave background on the whatsnext.LA website and discussions about attaching funding to transitions at the state level. Dr. Stiehl and Mr. Gorence discussed survey findings about LARAEC district employees' desire for more resources and support for transitions
- b. They also talked about potential new ways to bring resources and support to students.
- c. Dr. Stiehl explained that this discussion item was to ask if the board had any issues with them using funds from the exhibitor fees account to fund whatsnext.LA activities. The board had no objections; Ms. Neyra was not present yet.

4.5 Discuss timeline and actions related to hiring a new project director for LARAEC

- a. Ms. Neyra arrived at 10:00 AM.
- b. Ms. Montes recapped the previous board discussions about the director position. Ms. Neyra updated the board that the freeze committee approved the position, but for whatever reason the actual posting of it has been delayed but should be any day now. The board thanked Ms. Neyra for her effort and advocacy pushing this issue forward.

	<ul style="list-style-type: none"> c. Ms. Montes requested that they also share the position with the CAEP office. d. There was more board discussion about the application window for the position before deciding that they needed a new director as soon as possible and to keep the 2-week window. There was more discussion about the timeframe for evaluating eligible candidates and conducting interviews. e. Dr. Gallardo and Dr. VanderWoude suggested that the board hold a closed/special meeting to meet with just the finalists for the position. Ms. Montes agreed with sending 2-3 finalists to the board, and Ms. Neyra said she would have to make sure if that's something that can be done. <ul style="list-style-type: none"> i. Dr. Gallardo agreed, and requested to get the contract from HR and the Association of Administrators. Mr. Noguera, Dr. Vanderwoude, and Ms. Neyra also liked the idea of 3 finalists coming before the board in a closed meeting. f. Following board discussion about the interview and application process, Ms. Montes went through the steps proposed for the hiring process so Dr. Stiehl and Mr. Gorence could properly capture them: <ul style="list-style-type: none"> i. HR gives the board a list of eligible candidates ii. LARAEC staff creates a rubric for selecting candidates to interview iii. Select candidates for interview (Ms. Neyra and Ms. Montes) <ul style="list-style-type: none"> 1. During the discussion about selecting candidates for interview vs. the committee that would actually be interviewing: Ms. Neyra said: <i>"...The first thing I want to do is put on the record that, Dr. Vanderwoude, I don't appreciate the way you just spoke to me. It's obvious that you get... heightened when I'm speaking and it really bothers me..."</i> Ms. Neyra asked this be noted on the record (This revision was made by Ms. Neyra's request at the August 16, 2023 board meeting having previously been omitted in error). iv. Establish the interview committee per LAUSD requirements with the addition of 2 LARAEC board members (Ms. Neyra and Ms. Montes) v. Ms. Montes asked Ms. Neyra to find the interview questions from the last Project Director selection process, which she said she would try to find vi. Committee interview and recommend finalists vii. Finally, the board would have a closed-session interview of the finalists and make a recommendation to Ms. Neyra viii. Ms. Neyra would then do reference checks and make the offer to the final selected candidate, and Ms. Montes would assist as needed. 	
<p style="text-align: center;">5 Board Member Reports</p>	<p>a. BUSD</p>	<p>LARAEC Board members</p>

	<ul style="list-style-type: none"> i. Ms. Montes exercised her privilege as board president to skip the board member reports in the interest of voting on action items. b. CCUSD <ul style="list-style-type: none"> i. c. LACCD <ul style="list-style-type: none"> i. d. LAUSD <ul style="list-style-type: none"> i. e. MUSD <ul style="list-style-type: none"> i. 	
6 Public Comment	<p>Adrienne Amel (SP?) from New York commented that she was not able to open the link Ms. Neyra pasted into the chat about the HR guide, and thought they do not want to create a process that isn't completely aligned with the HR guide or prolongs the selection of the Project Director. Ms. Neyra and the LARAEC staff clarified the process for accessing the guide.</p>	Mr. Gorence
7 Action Items	<p>7.1 Approve new CAEP allocations for 2023-24 SY based on May revised state budget.</p> <ul style="list-style-type: none"> a. Dr. Gallardo moved to approve and Ms. Neyra seconded. b. The board voted unanimously to approve. <p>7.2 Approve interim protocols and LARAEC primary contact and NOVA certifier for CAEP related reporting activities</p> <ul style="list-style-type: none"> a. Dr. VanderWoude moved to approve and Dr. Gallardo seconded. b. Ms. Neyra voted nay; all other board members voted yay. <p>7.3 Approve timeline and actions related to hiring a new LARAEC project director</p> <ul style="list-style-type: none"> a. Ms. Neyra motioned to approve, and Mr. Noguera seconded. b. The board voted unanimously to approve. 	
8 Announcements	<p>Next Board Meeting: August 16, 2023</p> <p>Location(s): District teleconferencing locations and Zoom</p>	Ms. Montes
9 Adjourn	<p>Ms. Montes adjourned the meeting at 11:06AM.</p>	Ms. Montes