



**LARAEC Executive Board**

**Minutes- Regular Board Meeting**

Wednesday, August 16, 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		Lynda Farnsworth, CCUSD	X	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	X	Teresa Plaza, Secretary	X

<b>1</b> <b>Call to Order</b>	<p><b>1.1 Pledge of Allegiance</b></p> <p>a. Dr. VanderWoude called the meeting to order with quorum at 10:02 AM. She explained that Ms. Montes may be joining later in the meeting, but has asked her to stand in as chair for the meeting. She asked Ms. Chavez to lead the meeting in the Pledge of Allegiance.</p>	<p>Dr. VanderWoude Ms. Chavez</p>
	<p><b>1.2 Adjustments to the agenda – The Board President will announce any requests for adjustments to the meeting agenda</b></p> <p>a. There were no requests to adjust the agenda.</p> <p><b>1.3 Approval of the agenda</b></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. CCUSD representative Ms. Montes was not present.</p> <p><b>1.4 Items for future agendas – The Board President will request items for future board meetings</b></p> <p>a. There were no requests for items for future board meetings.</p> <p><b>1.5 Approval of the Minutes: Regular Board Meeting: July 19, 2023</b></p> <p>a. Ms. Neyra noted that she had requested a statement be put on the record in the meeting minutes, and that it was not present in the minutes currently. Dr. Gallardo recommended that they correct the minutes and then approve them as corrected. Ms. Neyra could not recall what the item she had requested be present in the record was about.</p> <p>b. Dr. Stiehl said that they can go to the third party that produces the minutes and have them add the section that Ms. Neyra</p>	<p>Dr. VanderWoude</p>

	<p>requested, then bring them for approval next month. Dr. VanderWoude moved to the next item.</p>	
<p><b>2</b> <b>Budget Report and Updates</b></p>	<p><b>2.1 CAEP due dates and reminders</b></p> <p>a. Ms. Phan gave updates on upcoming September CAEP due dates for the Q4 Member expense report and Budget and Work Plan for NOVA submission. Estimates for instructional hours and expense by program area are no longer due September 1; actuals are due December 1.</p>	<p>Ms. Phan</p>
<p><b>3</b> <b>Information and Staff Reports</b></p>	<p><b>3.1 LARAEC Activities for 2023-24 school year and Back-to- School Edition of <i>The LARAEC Insider</i> newsletter</b></p> <p>a. Dr. Stiehl gave an update on LARAEC activities, starting with the Back-to-School edition of the <i>LARAEC Insider</i> newsletter created in response to requests from administrators and staff for a year-at-a-glance look at LARAEC.</p> <p>i. The BTS edition covers upcoming conference dates and when LARAEC activities like Lunches With LARAEC will restart.</p> <p>b. They are also raming up the Action Planning Teams and preparing to send out information about district contacts to connect with to get on APTs.</p> <p><b>3.2 Discussion of LARAEC Monitoring Policies and Procedures progress and next steps.</b></p> <p>a. Mr. Gorence explained that LARAEC contracted the firm of Clifton, Larson, and Allen to conduct LARAEC district monitoring and they have been doing so during the summer.</p> <p>i. As a result, the LARAEC office has gotten requests for information about the process and guidance, as well as questions from CLA. They wanted to check in with the board to see if it was possible to pause the monitoring to sit down directly with all parties to see where they are out, what’s the best way to move forward, and how they might streamline the process.</p> <p>ii. Dr. VanderWoude asked to clarify that this was not an action item, which Mr. Gorence confirmed (general consensus). He referred to the board packet for background about the issue including the scope of work, the MOU, and the last exchange between LARAEC and the state auditor’s office.</p> <p>b. Dr. Gallardo thinks this is appropriate, and thought it would help to clarify terminology and attendance procedures among districts that use different systems.</p> <p>c. Mr. Noguera agreed with Dr. Gallardo in the hopes that they find a better way to address the issue.</p> <p>d. Dr. VanderWoude and Ms. Neyra also agreed.</p>	

	<p><b>3.3 Update on LARAEC Project Director hiring process</b></p> <ul style="list-style-type: none"> <li>a. Dr. VanderWoude noted that the next candidates for board interview had been selected and would be interviewed the day after this LARAEC meeting.</li> <li>b. Ms. Neyra noted that she and Ms. Montes met and would be developing questions for the candidates. She thought they would have some great candidates for the interviews tomorrow.</li> <li>c. Dr. Gallardo thanked Ms. Neyra and Ms. Montes for their willingness and effort to help the process along. Dr. VanderWoude seconded his comments.</li> </ul>	
<p><b>4 Public Comment</b></p>	<p>There were no public comments either digitally or in-person.</p>	<p>Mr. Gorence</p>
<p><b>5 Discussion and Action Items</b></p>	<p><b>5.1 Ratify the 2023-2024 LARAEC Annual plan</b></p> <ul style="list-style-type: none"> <li>a. Dr. Stiehl thanked the board members for approving the plan on NOVA, noting the plan didn't change substantially from the last board meeting.</li> <li>b. Dr. Gallardo moved to approve ratifying the 2023-2024 LARAEC Annual Plan. Ms. Neyra seconded.</li> <li>c. The board voted unanimously to approve ratifying the 2023-2024 LARAEC Annual Plan. CCUSD representative Ms. Montes was not present.</li> </ul> <p><b>5.2 Approve amendments to the LARAEC bylaws to include hiring protocols for LARAEC staff, AB1491 updates related to budget carryover thresholds, teleconferencing practices, and other small updates.</b></p> <ul style="list-style-type: none"> <li>a. Dr. Stiehl explained the origin of the bylaws, noting that their running board decisions are in the bylaws and that the bylaws can be updated and reviewed annually. <ul style="list-style-type: none"> <li>i. She explained that the board president in a previous meeting had asked the LARAEC staff to draft some possible language to update the bylaws.</li> <li>ii. She noted that there is a report to the board in the packet going over the areas that were proposed for changes, and another document with language to use for those changes.</li> <li>iii. She then went through the sections with proposed changes (based on board discussions) and noted that in the teleconferencing section, a lot of the language was pre-COVID. They also updated the website address.</li> <li>iv. She also noted proposed changes based on AB1491 and other CAEP office recommendations.</li> <li>v. Another issue was around COLA with CAEP guidance for distribution.</li> </ul> </li> <li>b. Dr. Stiehl noted this was just proposed language brought to the board by staff suggestion.</li> <li>c. Dr. Gallardo asked if Ms. Montes has reviewed the changes and if she is in agreement. <ul style="list-style-type: none"> <li>i. Dr. Stiehl did not know, but noted that they send the board packet out to the Point Persons a week ahead of time for review. They also went through the board packet with Ms.</li> </ul> </li> </ul>	

Montes ahead of time, but did not discuss her positive or negative beliefs about the language.

- ii. Dr. Gallardo suggested they review each section and then move forward, unless the majority of the board would just like to vote on what is currently written.
- d. Ms. Neyra noted respectfully that at one board meeting they discussed having a closed session with the board about the bylaws. She thought it was their responsibility to go step by step through the bylaws and make changes, not the LARAEC staff's. She also thought it was not appropriate to go through and review changes to the bylaws without Ms. Montes here.
  - i. Mr. Noguera agreed that they should wait until Ms. Montes is available to review and comment on the bylaws with the board. He would also like to discuss this in a closed session, but thanked Dr. Stiehl and Mr. Gorence for their work.
  - ii. Dr. VanderWoude agreed that they should review the bylaws in a closed session, noting that she had not had a chance to review the proposed changes.
  - iii. Dr. Gallardo agreed that they should wait for Ms. Montes before reviewing and deciding, but did not think it should be part of a closed session, which would be more appropriate for personnel matters. He thought it should be part of an open session, perhaps a special board meeting.
- e. Dr. Gallardo moved to hold a working special board meeting to review and revise the bylaws at a time as determined by the board president where the board will all be present and able to meet. Ms. Neyra seconded.
  - i. The board voted unanimously to hold a special board meeting to review the bylaws.

**5.3 Approve ELL Healthcare Pathways grant Letter of Intent, application documents, and selection of fiscal agent and project leads.**

- a. Dr. Stiehl explained that this item was to discuss the upcoming English Language Learners Healthcare Pathways Grant application which is part of the Governor's Care Economy Workforce Development Package. She and Mr. Gorence gave some background on the grant's amount, focus, distribution, requirements, and other items.
  - i. Dr. Stiehl also went over current LARAEC office activities related to the grant, including working with member districts to outline potential healthcare pathways that can be expanded or created. They are also helping to identify strategies for outreach and marketing, meeting the needs of ELL students, accelerating pathway completion, and working with workforce partners.
  - ii. Mr. Gorence added that the grant is a three-year grant, and Dr. Stiehl added that they haven't determined the criteria for the year 2 and year 3 components of the grant yet as they are seeing how this year goes.
- b. Dr. Stiehl then explained the timeline, which was the biggest issue because of a tight timeline. They made sure to push back against some of their state contacts because of the difficulties and constraints around applying for the grant in summer where a lot of

staff are busy wrapping up a school year or starting a new one. The state said that a number of consortia have communicated the same issues.

- i. She noted that there may be an extension to November for some items, but noted items that the state said would need to be in ASAP to get the money moved and allocated to LARAEC.
- c. Dr. Stiehl and Mr. Gorence then went over the components LARAEC would need to submit immediately.
  - i. Mr. Gorence explained the purpose of the Letter of Intent and the Pathway Assurances.
  - ii. Dr. Stiehl explained that the money would be sent to one fiscal agent that would then cover MOUs for individual districts. All of the paperwork to be submitted by the fiscal agent will go through NOVA. For the funding and project leadership and NOVA Grant Designees, you can have more than one person in the same role or one person cover multiple roles.
  - iii. They also explained other items they think they will have to submit such as the extension request, written by Mr. Gorence, and a budget. Dr. Stiehl explained that they need a general preliminary budget for the whole consortium as well. They came up with some different scenarios for that with the Point Persons.
    1. They investigated and found that other consortiums are not so much funding salaries or new teachers with this one-time money, but frequently supplies and equipment for new pathways. They decided to trend more towards a balance of the two, and they are not locked into the numbers proposed.
  - iv. Dr. Stiehl added that they are working on changing the language from “grant” to “allocation” to the field.
- d. Dr. Stiehl noted that before September, they need approval on the items on the agenda.
- e. Ms. Neyra asked if they are still able to make changes to the items after applying. Dr. Stiehl said that her understanding is that this is a preliminary budget and can be changed; they have not budgeted to individual districts, and that will be covered in a work plan to be created before November 8. But for this item she thinks they need to figure out the fiscal agent, the project lead, and approver.
- f. Dr. Gallardo asked if they are changing the usual method of disbursement for funds from the state, or if they will disburse to member districts later. He thinks they need to look at a process that is equitable and does not lead to competition between districts.
  - i. Dr. Stiehl clarified that they are not looking currently at how much will go to each district; districts are looking at what they would do with this money and what programs they could possibly implement. For this one, it’s just about what they need to tell the state to meet the September 8 deadline. For this purpose they don’t have to come up with a formula for allocation yet.
- g. Ms. Neyra thought what Dr. Gallardo was referring to was making sure everything was equal. And she thought that larger districts could

assist other districts as part of their relationship with the rest of the consortium.

- h. Dr. Gallardo moved to approve the ELL Healthcare Pathways application components as necessary to submit their application. Dr. Stiehl noted that they should probably pick the fiscal agent and project leads so the board knows what they are voting on. Dr. VanderWoude asked if they would like to modify the motion or if Dr. Gallardo would like to withdraw his.
  - i. Dr. VanderWoude asked if all of the six components time-sensitive. Dr. Stiehl said these are the elements they believe are due September 8th. They can approve it as-is but they should spell out the fiscal agent, etc.
- i. Dr. Gallardo withdrew his motion until they clarify the points.
- j. Mr. Noguera acknowledged that his question was also going to be about the time sensitivity of the agenda item's components.
- k. Dr. VanderWoude asked Dr. Stiehl and Mr. Gorence to go through the components and what they need to submit immediately.
  - i. Dr. Stiehl explained that the letter of intent just needs the board's digital signatures following approval.
  - ii. She explained that the assurances follow elements that should be in the workplan and will be input via NOVA. If the board agrees, the submitter will input it into NOVA and the approver will approve.
  - iii. She explained that Mr. Gorence wrote a formal extension request to go to the CAEP office.
  - iv. She explained their reasoning for the budget, which will be a temporary placeholder.
    - 1. Dr. Gallardo asked if the budget would allocate based on their current funding model, and Dr. Stiehl said that it did not allocate to any individual district, but rather took a look at LARAEC as a whole. They can definitely do a budget amendment later.
    - 2. Dr. VanderWoude asked if any base allocation had been determined, and Dr. Stiehl said that they had concentrated on getting the main stuff done to apply first, and there are still Point Person members who need to weigh in.
    - 3. Dr. Gallardo thought the board needs to be mindful of how they work together as a consortium moving forward.
- v. There were technical difficulties with the Zoom meeting, which resumed at 11:09am.
  - 1. Dr. Gallardo reiterated that they should find the most equitable and friendly way to divide these funds like they have had in the past. As they look into the future, they should focus on moving forward in a positive and collaborative way.
- vi. Dr. Stiehl explained the last items: Fiscal Agent, Project Lead, Plan Approver, and Fiscal Report Approver and explained the roles of each. They need to identify Fiscal Agent, Project Lead, and an Approver. She thought it might be easiest to keep LAUSD as the fiscal agent and then the board president as Project Lead or Approver.

	<ul style="list-style-type: none"> <li>vii. Dr. Gallardo suggested Ms. Montes be the Approver, and Ms. Neyra be the Fiscal Report Approver. Dr. Stiehl suggested having Mr. Gorence as Project Lead until they select a new LARAEC Project Director. She also suggested they tie positions to board seats so even if individuals leave, they are slotted into those positions years down the road.</li> <li>viii. Ms. Neyra agreed with Dr. Gallardo and Dr. Vanderwoude, and thought LAUSD can be the fiscal agent, Mr. Gorence can be the temporary project lead and the fiscal report approver should be the president of the board.</li> <li>l. Dr. Stiehl summarized that they can have LAUSD as the fiscal agent, the Project Director as the project lead with Mr. Gorence in the position until a new one is selected, and have the plan approver and fiscal report approver both be whoever is the board president.</li> <li>m. Dr. Gallardo moved that they approve the ELL Healthcare Pathways application components inclusive of the letter of intent, assurances, preliminary budget, extension request, and with the project lead being the project director, with interim lead being Mr. Gorence, fiscal agent LAUSD, and plan approver and fiscal report approver as the president of the LARAEC board. Ms. Neyra seconded. <ul style="list-style-type: none"> <li>i. The board voted unanimously to approve the application components. CCUSD representative Ms. Montes was not present.</li> </ul> </li> </ul> <p><b>5.4 Approve LAUSD capital outlay expenditures</b></p> <ul style="list-style-type: none"> <li>a. Dr. Gallardo moved to approve the LAUSD capital outlay expenditures. Mr. Noguera seconded.</li> <li>b. The board voted unanimously to approve. CCUSD representative Ms. Montes was not present.</li> </ul>	
<p style="text-align: center;"><b>6</b> <b>Board Member Reports</b></p>	<ul style="list-style-type: none"> <li>a. <b>BUSD</b> <ul style="list-style-type: none"> <li>i. Dr. VanderWoude asked for updates; no LARAEC board members had board reports.</li> </ul> </li> <li>b. <b>CCUSD</b> <ul style="list-style-type: none"> <li>i.</li> </ul> </li> <li>c. <b>LACCD</b> <ul style="list-style-type: none"> <li>i.</li> </ul> </li> <li>d. <b>LAUSD</b> <ul style="list-style-type: none"> <li>i.</li> </ul> </li> <li>e. <b>MUSD</b> <ul style="list-style-type: none"> <li>i.</li> </ul> </li> </ul>	<p style="text-align: center;">LARAEC Board members</p>
<p style="text-align: center;"><b>7</b> <b>Announcements</b></p>	<p><b>Next Board Meeting: September 20, 2023</b></p> <p><b>Location(s): District teleconferencing locations and Zoom</b></p>	

<b>8 Adjourn</b>	Dr. VanderWoude adjourned the meeting at 11:23am.	Ms. Montes
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