



LARAEC Executive Board

Minutes- Regular Board Meeting

Wednesday, September 20, 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	Men Le, Project Director	X
Veronica Montes, Culver City USD	X	Daniel Gomez, CCUSD	X	Dr. Michele Stiehl, Advisor	X
Dr. James Lancaster, LACCD	X	Dr. Adrienne Ann Mullen, LACCD	X	Justin Gorence, Advisor	X
Renny Neyra, Los Angeles USD	X	Francisco Narciso, LAUSD	X	Kitty Phan, Budget Analyst	X
Dr. Angel Gallardo, Montebello USD		Sherry Jimenez, MUSD	X	Teresa Plaza, Secretary	X

<p>1 Call to Order</p>	<p>1.1 Pledge of Allegiance</p> <ul style="list-style-type: none"> a. Ms. Montes called the meeting to order at 9:02 am with quorum. Ms. Neyra was not present, and Dr. Gallardo would not be attending the meeting. b. Ms. Montes led the group in the Pledge of Allegiance. c. Ms. Montes introduced new LACCD board member Dr. Lancaster, recently appointed as the Vice Chancellor of Workforce Development, and gave information on his background and previous appointments. d. Ms. Montes also introduced the new LARAEC Project Director, Ms. Le. Ms. Le described visiting various member district locations, and said she was excited about visiting more and learning about member district programs and staff. e. Ms. Montes introduced new Point Persons for LAUSD and CCUSD, Francisco Narciso and Daniel Gomez, respectively. f. Ms. Montes thanked Dr. Stiehl and Mr. Gorence for leading the LARAEC office and staff during the selection period for a new LARAEC project director. 	<p>Ms. Montes</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. There were no requests to adjust the agenda. b. Noting that Ms. Neyra was not yet present, Ms. Montes asked to move the information update for the LARAEC conference to item 6.4. 	<p>Ms. Montes</p>

	<p>1.3 Approval of the agenda</p> <ul style="list-style-type: none"> a. Mr. Noguera moved to approve the revised agenda. Dr. Lancaster seconded. b. The board voted unanimously to approve the revised agenda. Ms. Neyra and Dr. Gallardo were not present. <p>1.4 Items for future agendas – The Board President will request items for future board meetings</p> <ul style="list-style-type: none"> a. <p>1.5 Approval of the Minutes:</p> <p>Regular Board Meeting: July 19, 2023</p> <p>Regular Board Meeting: August 16, 2023</p> <ul style="list-style-type: none"> a. Mr. Noguera motioned to approve the minutes for the July 19, 2023 Regular Board Meeting and the August 16th Regular Board Meeting. Dr. Lancaster seconded. b. Mr. Noguera and Ms. Montes voted to approve both minutes; Dr. Lancaster abstained. The motion carried; Ms. Neyra and Dr. Gallardo were not present. 	
<p style="text-align: center;">2</p>	<p>Program Highlights: Burbank Adult School Counseling Onboarding. Presenters will share strategies and practices used by counseling staff to create student education plans and prepare students for the classroom.</p> <ul style="list-style-type: none"> a. Ms. Montes explained that the current agenda item was created at the request of a board member to be able to share onboarding and orientation strategies. The Point Person Team suggested bringing back a previously regular agenda item about sharing programs and strategies between member districts. She introduced BUSD counselor Jonathan Vasquez to talk about BUSD’s intake strategies and counseling practices. b. Mr. Vasquez explained that the steps to the intake process and the things that BUSD counselors highlight like attendance, CASAS, and progress meetings. <ul style="list-style-type: none"> i. He highlighted the counselor intake survey, which BUSD’s adult school won an innovation award for in 2019, and presented questions from the survey designed to indirectly ask students for personal information in a comfortable manner. ii. He also highlighted the fact that the survey asks students to acknowledge that the counselors are there for them for support. c. Mr. Vasquez broke down the orientation process, noting that it differs by the type of program offered but goes into block periods, class availability by time period, and accessibility of the courses online. He started by explaining the High School Diploma program. 	<p>Ms. Montes</p>

	<ul style="list-style-type: none"> i. He also explained that counselors will give a pacing guide to students to make sure they finish the necessary blocks of classes, and help them adjust their pace. ii. Then he explained the orientation and structure of the ABE/HSE program, as well as the progress checks and support programs for it. iii. Mr. Vasquez then explained their approach to educating students on the GED, HiSET, and Pre-GED programs offered at Burbank Adult School. d. Mr. Vasquez then broke down the counseling services offered by Burbank Adult School, including academic advisement, computer access, GED/HiSET vouchers, and a yearly college/career fair. He also highlighted the direct partnerships with job/career organizations they maintain. e. He then broke down the graduation ceremonies of Burbank Adult School, emphasizing that they always want to celebrate their students. <ul style="list-style-type: none"> i. They offer a free rehearsal dinner, free cap and gown, family and friends are invited, and they can give a speech if they wish. f. Mr. Vasquez also noted that in meetings with students, they emphasize the importance of attending counseling visits, and also gave examples of important student information that the counselors strive to keep up to date: contact info, g. Finally, he explained that the counselors make their office hours and contact info available to all students. 	
<p style="text-align: center;">3 Budget Report and Updates</p>	<p>3.1 CAEP due dates and reminders</p> <ul style="list-style-type: none"> a. Ms. Phan updated the board on upcoming CAEP due dates for the Budget and Workplan and Q1 student data due. Ms. Montes then went to item 4.2, with 4.1 now moved later in the revised agenda. 	<p>Ms. Phan</p>
<p style="text-align: center;">4 Information and Staff Reports</p>	<p>4.1 Update on LARAEC Conference scheduled for October 14, 2023</p> <ul style="list-style-type: none"> a. This item was postponed until after item 6.3. Mr. Gorence gave background on the annual LARAEC conference, usually held at the Universal Sheraton. This year it is scheduled for Saturday, October 14th from 7:30 to 3:00 PM. <ul style="list-style-type: none"> i. He noted that the LARAEC staff is exactly where they typically are at this time in terms of registration, exhibitors, and presentations and presented some statistics about that. ii. He noted they are at around 150 registrations and have about 14 exhibitors lined up, with potentially 5 to 6 more. They will also have a community partner area and about 24 presentations lined up across a wide spectrum of topics. iii. Carolyn Zachry will be coming from the State to give a State of the State update. 	<p>Dr. Stiehl Mr. Gorence</p>

- iv. They also have awards nominations coming in for the Innovation Collaboration awards. Swag is also starting to arrive for those participating in the Adult Ed Ambassador Program.
- b. Ms. Neyra explained that the LAUSD board passed a solidarity resolution committing to not crossing striking hotel workers' picket line; the resolution also commits to doing everything possible to avoid any and all district contracts, subscriptions, event reservations, or other business interactions with hotels that have active labor disputes with represented employees until such contracts are fairly settled.
 - i. She explained that this means that LAUSD employees cannot participate in the conference because of that resolution. If the strike came quickly to a resolution, they would be fine to participate, but the chances do not look good.
 - ii. She said there are multiple ways to get around this:
 - 1. One is LAUSD does not participate, which she does not think is okay because there are so many LAUSD employees and people look forward to the presenters.
 - 2. She does not know if changing the location would be ideal because it's a great location that they've used for years, but if the venue would be okay with changing the date, she thinks they would be amenable to that.
 - iii. Ms. Montes said that they would not want to move forward without LAUSD since the LARAEC conference is about everybody in LARAEC. Also, the districts all have boards that are pro-union, so a lot of them probably feel similarly to LAUSD's board.
- c. Ms. Le noted that she had been in conversation with Ms. Montes and Ms. Neyra as well as her staff about the issue, and that she had reached out to the Sheraton this morning.
 - i. She spoke with their event service manager, who shared with her that Sheraton is going to meet with their labor partners for a discussion tomorrow, Thursday, September 21 and hopefully Friday they will come to a resolution.
 - ii. Ms. Le added that she is still waiting for the hotel director to call her, but that the event service manager told her that postponements such as this are very common, so it could likely happen. However, she cannot guarantee that.
- d. Ms. Montes asked if "postponement" meant being able to use the venue next year or at a different time, since shifting the date might be difficult if the Sheraton is hosting other events.
 - i. Ms. Le explained that the manager did not go into specifics but said they did appreciate LARAEC's business and long relationship with them, and that they would try to accommodate them as best as possible.
- e. Mr. Gorence explained that the events manager had texted him during this meeting and said that the feeling on Sheraton's end is that the likelihood of the strike being settled by Friday is very low. He also reminded the board of previous years where they were forced to cancel the conference due to outside circumstances.

- i. For context, in 2020 they were forced to cancel the conference 2 days before because of COVID, and Sheraton took their deposit of 10,000 since they had already purchased food.
 - ii. He noted that the contract with the Sheraton says if they cancel at this time they are responsible for 100% of the minimum contract purchase, which is basically food (\$40,000).
 - iii. They are also under contract for AV services and wifi, and that contract stipulates that canceling now would make them responsible for 50% of that price or around \$7,500. So they would potentially be on the hook for about \$47,000.
 - iv. There are no speaker fees, and they are able to issue a 100% refund through Eventbrite to exhibitors.
- f. Dr. Stiehl explained some of the conversations they've had about pivoting, and noted that picking a new date is hard without knowing when the strike will resolve.
- i. She also noted they are in the middle of numerous other activities such as Action Planning Team items and as soon as this conference is done, they start planning the LARAEC Edge Conference which happens in March.
 - ii. Rather than postponement, she thought a good pivot might be to do an online conference since they've done them before and they're good at them. Also, everybody already has the existing date in their heads and is available.
 - 1. Their infrastructure is already in place, and they would just need to rebrand which would take about a week. They would also need to purchase \$350 for online hosting.
 - 2. They also already have the LAUSD Zoom account which can accommodate 300 people in each room. They can also purchase a Zoom webinar to accommodate more.
 - 3. They would also need to redo some of their marketing materials, but they felt in conversations with staff that they can replicate most aspects of the conference online.
 - 4. She noted the only really heavy lift given the time left might be doing the whole exhibitor area, and she suggested just refunding the exhibitors; they have some key exhibitors that are also presenting, so they can still present.
- g. Dr. Stiehl asked the board for any questions or comments.
- i. Dr. Lancaster asked what the anticipated headcount of attendees from LAUSD was, and Dr. Stiehl explained it's typically 75% of those enrolled. Last year they were 350 out of 450 attendees. Also, all LARAEC staff are technically LAUSD.
 - 1. Dr. Lancaster asked if they could negotiate the contract down to lesser attendees so there was not as much food purchased. Ms. Montes thought the challenge would be if the LARAEC staff can't participate. She also noted that they would probably

want to respect LAUSD's position in the spirit of collaboration.

- ii. Ms. Le thought that they were not going to lose their financial investment because of the history of their relationship with the Sheraton.
- iii. Mr. Noguera suggested that they wait until they hear from the hotel director, but thinks they need a plan B and asked Dr. Stiehl and Mr. Gorence what they thought was the ideal course to take.
 - 1. Ms. Le said her recommendation is to pivot to the online conference option and then renegotiate with the Sheraton as the best scenario given the time to the conference.
- iv. Dr. Lancaster asked if the choice to pivot was so the conference would be on the same day, which Dr. Stiehl confirmed. He said he was curious how many will actually attend and the workload that will be on the staff.
- v. Ms. Montes asked the LARAEC staff what they think participation will be like.
 - 1. Mr. Gorence noted that the situation is different than in COVID and it will be a wild card how many people will attend a Saturday event. But it may just be an easier lift to keep the date to be consistent with marketing and informationals already released.
 - 2. Dr. Stiehl added that when they did a LARAEC Rocks conference in 2020 they got mixed reviews about it being on a Friday. She thought they would get at least 300 or 400 people if they pivoted to online. It also opens them up to a wider pool of partners and potential attendees.
- vi. Dr. Stiehl noted it would be a mixed bag either way, but they were already thinking of ways to roll presenters into other avenues like the Lunches with LARAEC so people still get the content. She also gave background on the Lunches with LARAEC zooms for Dr. Lancaster.
- h. Ms. Montes summarized the options presented by the LARAEC staff.
- i. Ms. Neyra asked if by postponing to next year, they are talking about next school year, which Dr. Stiehl confirmed as probably the same time next year since the LARAEC Edge conference is in March.
- j. Dr. Lancaster preferred option 3, which was Ms. Montes' idea to fold presenter content into Lunches with LARAEC and doing the innovation and collaboration awards as part of a board meeting.
 - i. He added that he would still like to see money rolled over for LARAEC with the Sheraton.
- k. Mr. Noguera thought it would put too much on the staff to pivot the conference to online with the new ELL Pathways timeline, and he does not know how many people are going to attend online. He agreed that option 3 would be best.
- l. Ms. Neyra agreed that option 3 would be best, noting that people appreciate face to face connections with member districts.
- m. Ms. Montes also agreed with option 3, and noted that the board is in agreement about postponing the conference. She asked the staff to

	<p>let the board know when they have information about the postponement’s fiscal impact.</p> <ul style="list-style-type: none"> n. Dr. Stiehl noted that LARAEC staff need to communicate to stakeholders and exhibitors and asked if they can email them. Ms. Montes said LARAEC staff can move forward with all communication the need to do to indicate what’s happened. <ul style="list-style-type: none"> i. Dr. Stiehl asked if they should wait until they know more about the negotiations’ outcome on Friday before sending out communications. Ms. Montes thought given the time left before the date they should go with the decision to postpone. ii. Ms. Neyra noted that even if they come to an agreement, they still need to ratify it, which will take more time. iii. Mr. Noguera and Dr. Lancaster agreed that they should postpone. o. The board then moved to board member reports. <p>4.2 Update and progress on revisions to LARAEC Monitoring Policies and Procedures, timeline, and next steps.</p> <ul style="list-style-type: none"> a. Ms. Montes moved to this item after item 3.1. Dr. Stiehl introduced the item, explaining that last meeting they agreed to pause the monitoring review to examine the procedures with staff, point persons, and fiscal specialists. <ul style="list-style-type: none"> i. There were some areas that needed clarification from member districts and the auditing firm, and they wanted to look at the document itself for potential tweaks. ii. Since the last board meeting they’ve had two meetings looking at the line between monitoring and an audit and drilling down deep into those policies and procedures. They discussed how they can sufficiently address the audit items that they need to without being overly burdensome on member districts and staff, and how they can repurpose existing reports for some of those obligations. b. Dr. Stiehl then explained a proposed timeline from now until the next board meeting to finalize a draft proposal with the help of the point persons and fiscal specialists. They are not coming up with a new plan, but instead adjusting the current one and then coming back to CLA with those adjustments. c. Ms. Neyra had joined the meeting by 9:29 AM. d. Ms. Montes liked the idea of a timeline, noting that CCUSD’s Director of Fiscal Services was daunted by the amount of documents necessitated for the monitoring policies. 	
<p style="text-align: center;">5 Public Comment</p>	<p>There was no public comment at this time either virtually or in-person at the teleconferencing locations.</p>	<p>Mr. Gorence</p>

6.1 Discussion of process for amending the LARAEC bylaws, to include hiring protocols for LARAEC staff, AB1491 updates related to budget carryover thresholds, teleconferencing practices, and other small updates. This may include scheduling a special meeting.

- a. Dr. Stiehl referred the board to their packets for a report on the bylaws, explaining that the item was tabled at their last meeting.
 - i. She explained the bylaws are designed to be their central document where they have all of their decision making documented. She also noted that the bylaws item was tabled last time because Ms. Montes was absent.
 - ii. The board president instructed staff to go ahead and draft what bylaws language might look like. This item is presently to discuss whether they want to schedule a special meeting to walk through the bylaws and edit them, and how to move forward on the item.
- b. Dr. Stiehl asked the board for comments or suggestions.
 - i. Dr. Lancaster asked if additional/revised language has already been crafted. Dr. Stiehl said that staff has created a draft of what the language might be as per their usual procedure. How they might move forward now is putting this on a special agenda or another regular meeting agenda.
 - ii. Ms. Montes asked if there was urgency to the agenda item, and whether they could do the first read at their October meeting and approve edits and final bylaws at the November meeting.
 - 1. Dr. Stiehl said that LARAEC can continue to operate as they are, but they want to update the bylaws to reflect decisions made in board meetings and to reflect current board procedure.
 - iii. Mr. Noguera thought there was no urgency and that they can do the first reading at the next meeting. The board agreed.

6.2 Discussion of the ELL Healthcare Pathways grant, including the timeline and process for selecting projects to fund and completing the grant work plan.

- a. Mr. Gorence explained that this conversation is continuing from the last board meeting. They wanted to talk about the pathway grant itself.
- b. Mr. Gorence then gave background on the grant's funding, its one-time status, and the intent of the funding for developing

and expanding pathways for healthcare for English language learners at all levels.

- i. He noted that the delay in disbursing the first installment of grant money has pushed back a lot of districts, and put LARAEC in a position to ask for an extension.
- c. Dr. Stiehl noted that the previous meeting had worked through the preliminary documents that needed to be submitted by September 6th to show intent to apply.
 - i. Those documents and an extension request were submitted, and LARAEC was granted an extension until November 6.
 - ii. Director Le is working with LAUSD on going through the board because it is a grant and they are the fiscal agent. LAUSD will then create MOUs to the other districts based on allocations.
- d. Dr. Stiehl then presented a timeline proposal for getting the necessary items completed by November to successfully submit.
 - i. These include regular board meetings, a Special Meeting, and activities between meetings such as formulating potential allocations and sharing and approving proposals for what districts might want to do with the grant money.
 - ii. She suggested that LARAEC staff can come up with possible funding scenarios using percentage allocations, models with a base amount, etc.
 - iii. She noted that they do have a heavy lift to write the actual narrative and work plan and for that they will need budgets from member districts and partner letters.
- e. Dr. Stiehl asked the board for any questions or comments.
 - i. Dr. Lancaster thought the timeline was fine and had no questions.
 - ii. Mr. Noguera liked the target dates and thought it allowed time for the schools to prepare their own plans.
 - iii. Ms. Montes summarized that the initial meeting about the plans would be at their October regular board meeting, and that the districts would present about their pathway ideas. She recommended that staff come up with multiple funding allocation scenarios, noting that LARAEC has done that for previous items and it would be helpful as a starting place. Then October 20th the board would have a Special Meeting to finalize allocations.
 1. Dr. Stiehl added that she was aware of the timeline's tightness, but that staff felt it was necessary to get to it right away since they still need to write the work plan and districts still

	<p>must provide a revised budget and partner letters.</p> <ul style="list-style-type: none"> iv. Ms. Montes asked if the board members were okay meeting on Friday, October 20th for the Special Meeting and how long it should be. <ul style="list-style-type: none"> 1. Dr. Stiehl suggested blocking out the normal LARAEC meeting time from 9:00AM to noon. 2. Ms. Neyra noted that she is not available until after 12:30 that day, and Ms. Montes also has a conference in the morning. She suggested 12:30 to 3:30 or 1:00 to 4:00. The board agreed to confirm the Special Meeting for 1:00PM to 4:00PM to determine final allocations for the ELL pathways, grants, and presentations. f. Dr. Stiehl added that they will be meeting with Point Persons to discuss possible funding scenarios, and asked any board members with a particular scenario they would like the staff to work out to let their Point Person know. <p>6.3 Approve BUSD capital outlay expenditures</p> <ul style="list-style-type: none"> a. Dr. Lancaster moved to approve BUSD capital outlay expenditures and Mr. Noguera seconded. b. The board voted unanimously to approve the expenditures; Dr. Gallardo was not present. c. Ms. Montes then went to item 4.1. 	
<p style="text-align: center;">7 Board Member Reports</p>	<ul style="list-style-type: none"> a. BUSD <ul style="list-style-type: none"> i. Mr. Noguera reported that BUSD raised teacher salaries by 8 percent across the board in K12 and Adult divisions. However, he noted that that was not sufficient to retain their teachers, who frequently leave for a district with more pay. They have suggested to the district to increase salary to adult ed teachers by 15 percent. They do not want to be a small district that only trains teachers who move on. ii. He also noted that they have so much enrollment that they started a waiting list. iii. He said he is looking for a QuickBooks, Payroll, and Accounting instructor that can teach online. b. CCUSD <ul style="list-style-type: none"> i. Ms. Montes noted that CCUSD is in the middle of a big transition and she does not have updates. c. LACCD <ul style="list-style-type: none"> i. Dr. Lancaster reported that LACCD is in negotiations with their unions. The district is making an investment in full time non-credit faculty or adult ed faculty. They are hiring 10 full-time employees this year with funding from the state. 	

	<ul style="list-style-type: none"> ii. He also noted that bill AB1096 is sponsored by a former trustee of LACCD, Mike Fung. The bill, which is on the Governor’s desk for signature, will take the requirement for ESL courses when teaching community college courses in a language other than English off. d. LAUSD <ul style="list-style-type: none"> i. Ms. Neyra noted that her biggest update was about the LAUSD board resolution regarding the striking hotel workers. e. MUSD <ul style="list-style-type: none"> i. Dr. Gallardo was not present. 	
<p style="text-align: center;">8 Announcements</p>	<p>7.1 Next Board Meeting: October 18, 2023</p> <p>Location(s): District teleconferencing locations and Zoom</p>	<p>Ms. Montes</p>
<p style="text-align: center;">9 Adjourn</p>	<p>Ms. Montes adjourned the meeting at 10:44 AM.</p>	<p>Ms. Montes</p>