



**LARAEC Executive Board**

**Minutes- Regular Board Meeting**

Wednesday, November 15, 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

<b>1</b> <b>Call to Order</b>	<p>a. Ms. Montes called the meeting to order at 9:02 AM with quorum.</p>	Ms. Montes
	<p><b>1.1 Pledge of Allegiance</b></p> <p>a. Mr. Gorence led the attendees in the Pledge of Allegiance.</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. Mr. Noguera motioned to approve the agenda. Ms. Neyra seconded.</p> <p>b. The board voted unanimously to approve the agenda. Dr. Gallardo 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:</b> <b>Regular Board Meeting: October 18, 2023</b></p> <p>a. Mr. Noguera moved to approve the minutes from the October regular board meeting. Ms. Neyra seconded.</p> <p>b. The board voted unanimously to approve the minutes. Dr. Gallardo was not present.</p>	Ms. Montes
<b>2</b> <b>Public Comment</b>	<p>a. There was no public comment electronically submitted or at the teleconferencing locations.</p>	Mr. Gorence

<p style="text-align: center;"><b>3</b> <b>Acknowledgements</b></p>	<p><b>3.1 CAEP Model Program recognition for Montebello Community Adult School</b></p> <ul style="list-style-type: none"> <li>a. Dr. Stiehl explained that MCAS received a California Adult Education Program Model Program award at the CAEP Summit. <ul style="list-style-type: none"> <li>i. She then explained the nomination process and scoring process for the award. The top 8 scores are acknowledged at the conference and posted on the CAEP website as a model program. Mr. Gorence added that this is for all consortia in California.</li> <li>ii. Dr. Stiehl said that MCAS was acknowledged for their CTE Fair, which she and Mr. Gorence had been to many times. She explained the event, which features their CTE instructors and students in a demonstration of their learning and the pathway itself. <ul style="list-style-type: none"> <li>1. The fair buses in high school students who can then explore different booths and talk to CTE students as well as companies and organizations offering jobs or training.</li> <li>2. There are also other member districts at the event, including LACCD representatives.</li> </ul> </li> <li>iii. Mr. Gorence said that their takeaway was that it was a welcoming and inclusive event. Also, one of the best ways to introduce those programs to potential students is having current students talk about the program they're in.</li> </ul> </li> </ul> <p><b>3.2 Innovation &amp; Collaboration Awards presentation</b></p> <ul style="list-style-type: none"> <li>a. Mr. Gorence reminded the board that this past year the LARAEC Experience 2023 had to be rolled over into 2024. One of the most popular events at that conference is LARAEC's Innovation and Collaboration awards. They did not want to miss those awards. Mr. Gorence welcomed everyone on the call into the LARAEC Theater.</li> <li>b. Mr. Gorence welcomed everyone to the 2023 Innovation and Collaboration Awards, saying that LARAEC is not only the biggest consortium in California, but the one with the best member districts in terms of talent, great resources, and great personnel. <ul style="list-style-type: none"> <li>i. They noted that each winner would receive a plaque for display at their school and each individual on the award will get a certificate.</li> <li>ii. Mr. Gorence also shouted out all the new faces present in the Zoom room, which are all of the award winners with their school logos in the background or an I&amp;C Awards individualized background, and thanked them for joining them today.</li> </ul> </li> <li>c. Dr. Stiehl explained the nomination process for the awards, noting that nominees can be individuals or teams from one or multiple districts. <ul style="list-style-type: none"> <li>i. The nominees are in any area that LAREAEC works in pertaining to adult education.</li> <li>ii. Once nominee forms are in, LAREAEC staff and the Point Persons Team looks over them and scores the nominations, which led to 8 winners this year.</li> </ul> </li> </ul>	<p>Dr. Stiehl Mr. Gorence</p>
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	<p>d. Mr. Gorence kicked off introducing the winners.</p> <ul style="list-style-type: none"> <li>i. The first winning team was from LACCD and LAUSD: Anafe Robinson, Samantha Ross, and Jo Hart; Mr. Gorence explained that the award was for a collaboration between LAUSD’s counseling team and LACCD’s acting Dean of Student Services at Pierce College on a virtual Cash 4 College event.</li> <li>ii. Dr. Stiehl then introduced the second award winner from Culver City Adult School, Aaron Mendelson, who used the online tool Flip to create videos and increase student engagement in ESL classes.</li> <li>iii. The next winners were a team from Burbank Adult School: Elvis Carias, Katrice Adams-Mubiru, and Manuela Meza, who created a Physical Therapy Aide Sports Externship pathway with the Burbank Therapy Center. They developed procedures and requirements that will give students work experience upon completing the externship and course.</li> <li>iv. The next award was for Bradley Wheeler of Culver City Adult School for kinesthetic language learning; Mr. Wheeler developed a kinesthetic vocabulary that he teaches students, representing aspects of English grammar using body movement.</li> <li>v. The next award was for a team at West LA College and their Adult Dual Enrollment Program to provide dual enrollment opportunities for adult students attending non credit programs, adult education, high school diploma, and equivalency programs while also earning college credits. The first group of students had a 95% passing rate and opened up a number of opportunities for students. The award winners were Maritza Medina, Iliana Limas, Andrea Rodriguez-Banco, Gabriela Aldrete, Hermelinda Alonso, Imelda Perez, and Ashley Ortega.</li> <li>vi. The next award winner was Delia Grant for excellence in ESL distance learning, supporting her students above and beyond the video learning process.</li> <li>vii. The next award was for Burbank Adult School’s accelerated learning in their nursing assistant IET program. The IET program created for their CNA program featured instructors in both AM and PM classes teaching with an ELL teacher. The collaboration award goes to Carina Pamiliar, Reginald Saldana, Wendy Ewan, Danielle Canas, and Elvis Carias.</li> <li>viii. The final award was for Judy McFadden from Montebello USD, who developed their adult school’s Career Resource Center, where students can receive guidance on writing resumes, interviews, and job searching. The Center also offers a food pantry and gently used business clothing for interviews. Dr. Stiehl also encouraged attendees to consider donating their gently used business clothing to the Career Closet.</li> </ul> <p>e. Ms. Montes thanked all of the winners for their extra effort and hard work and the support they give the students in their districts.</p>	
4	<b>4.1 CAEP due dates and reminders</b>	Ms. Phan Ms. Le

<p><b>Budget Report and Updates</b></p>	<p>a. Ms. Phan gave updates for upcoming CAEP due dates in November and December for reports and certification.</p> <p><b>4.2 LARAEC Effectiveness Report and Data Review</b></p> <p>a. Ms. Phan introduced the School Year 2022-2023 LARAEC Effectiveness Report, explaining that the data comes from the July 7th CAEP summer report and summarized the fiscal information of each member district. The report shows that the consortium has achieved their spending target.</p> <p>b. Ms. Le then shared a 5-year consortium data comparison from 2017-2023 to give some background and context as they look at best practices for data collection that might be implemented in the consortium.</p> <ul style="list-style-type: none"> <li>i. She went through the report with data from TE including enrollment, EFL gains, whether a High School Diploma or High School Equivalency was earned, and whether Post-Secondary or Employment were achieved. She noted that the report did not represent community college data fully because not all of their data is captured on TE.</li> <li>ii. She went through the data for each category in each school year, noting the downturn due to the pandemic. However, in most categories numbers were beginning to trend upwards (learning gains, etc.).</li> <li>iii. When discussing the Transition to Postsecondary category, she noted that this data was self-reported, so they may need to look into the way they capture data from their students.</li> <li>iv. She thought that as they move forward, they should think about steps the consortium can take to enhance their best practices for data collection.</li> </ul>	<p>Dr. Stiehl Mr. Gorence</p>
<p><b>5 Information and Staff Reports</b></p>	<p><b>5.1 Annual Plan Update- Action planning Teams, LARAEC Edge Conference, &amp; New Adult Ed Ambassadors Program</b></p> <p>a. Mr. Gorence gave background on the Action Planning Teams, and that two of the teams had started meeting November 3rd with the help of a professional facilitator; two other APT's will be meeting and using the professional facilitator this coming Friday.</p> <p>b. Dr. Stiehl then introduced the LARAEC Edge Conference coming up March 6 and 7, explaining that it was an award-winning CAEP Model Program that is student-facing and focused on transitions, pathways, and programs offered throughout the consortium.</p> <ul style="list-style-type: none"> <li>i. In years past, they have encouraged teachers to bring their classes virtually. They also have community resource providers come as virtual exhibitors.</li> <li>ii. The conference will be two sessions, one in the evening March 6 and one in the morning March 7, with the same</li> </ul>	

content in each. There will also be Spanish translation available for multiple sessions.

- iii. The goal of the conference is to make the consortium as relevant as possible to students and classroom teachers; in addition, the Point Persons Team has already started planning and looking for presenters for it. As they enter January, they'll be rolling out marketing materials for it.
- c. Dr. Stiehl gave background on the genesis of the Adult Education Ambassador program, explaining that they got the go-ahead for it in the summer and were utilizing some of the exhibitor fees from their conferences for it.
  - i. The purpose is to make sure they are aligning with their marketing goals as part of their 3-year and annual plan, and was born out of work done with a marketing consultant and the Point Persons Team about how to answer needs from school sites, how to use non-traditional marketing and reach out to new students.
  - ii. To that end they've created a LARAEC Adult Education Ambassador t-shirt which you can get by agreeing to take 5 LARAEC flyers and put them out in the community. The QR code can be scanned to find a school or program. The shirts and flyers will most likely be rolled out in early January.
  - iii. Mr. Gorence added that the critical component to marketing adult ed is word of mouth, and a majority of students surveyed said they learned about LARAEC programs from a friend, family, or community member, so this piggybacks on that idea of a non-traditional granular way of marketing.

## **5.2 CAEP Summit Update**

- a. Dr. Stiehl gave background on the purpose of the CAEP summit, bringing together representatives from adult ed consortia across the state.
  - i. She noted that the major themes of the summit were aligned with LARAEC's three-year plan, looking at transitions, marketing, technology, student support, and classroom equity.
  - ii. In addition, she loved the enthusiasm the attendees seemed to have after every session for implementing and discussing the possibilities.
  - iii. Mr. Gorence noted that Lunch with LARAEC has a great slate coming up in which a lot of the major themes will be covered, and Dr. Stiehl mentioned how Mr. Gorence was tenacious about networking and getting contact info for potential contacts, exhibitors, and presenters for future Lunch With LARAEC sessions as well as potential collaborations. A number of other consortia also asked for the slide deck for Dr. Stiehl's and Mr.

	<p>Gorence’s presentation, as well as information about LARAEC’s audit, governance, and funding formula.</p> <ul style="list-style-type: none"> <li>iv. Dr. Stiehl added that LARAEC’s funding formula and research documents are actually part of the assignments that must be studied and completed for CAEP’s Directors Leadership Academy.</li> <li>v. Their major takeaways for the event were to focus on learner transitions, find ways to connect students to support and services, and to seek out more opportunities to network.</li> <li>vi. In addition, they’ve learned that other smaller consortia are using Lunch With LARAEC as professional development for their staff members.</li> </ul> <p><b>5.3 Update on ELL Pathways Grant Application and Allocation Process to Districts</b></p> <ul style="list-style-type: none"> <li>a. Dr. Stiehl confirmed that they submitted LARAEC’s application for the grant by November 6th, and that they really appreciated the districts for pulling all the necessary work and support together. <ul style="list-style-type: none"> <li>i. She added that they have been told by the state that they should be certified and have letters of award sent out to districts by the end of the week.</li> <li>ii. Distribution will most likely start in November or December, first to LARAEC’s selected fiscal agent, LAUSD, and then it will be passed to the other districts.</li> </ul> </li> <li>b. Mr. Noguera expressed gratitude on behalf of BUSD to the LARAEC team for all of their work.</li> </ul> <p><b>5.4 LARAEC 2024 conference update and date change to October 19, 2024.</b></p> <ul style="list-style-type: none"> <li>a. Ms. Le noted that the LARAEC 2024 conference was supposed to be on October 12th, but that is a holiday, so they have changed the date to October 19, 2024. <ul style="list-style-type: none"> <li>i. She has spoken with Sheraton already and confirmed that this date is available.</li> </ul> </li> <li>b. Ms. Montes echoed Mr. Noguera’s sentiments and acknowledged the hard work of the LARAEC staff and point persons.</li> </ul>	
<p><b>6</b> <b>Public Comment</b></p>	<p>There was no public comment at this time either virtually or in-person at the teleconferencing locations.</p>	<p>Mr. Gorence</p>
<p><b>7</b> <b>Discussion and Action Items</b></p>	<p><b>7.1 Discussion and approval of proposed amended LARAEC bylaws, including hiring protocols for LARAEC staff, AB1491 updates related to budget carryover thresholds, teleconferencing practices, and other small updates.</b></p>	<p>Dr. Stiehl Mr. Gorence</p>

- a. Dr. Stiehl gave background on the item and noted there was one section where there was a recommended change from the bylaws amendments from their last meeting.
  - i. She explained that the proposed amendments are in red in their board packet documents, and the addition that was recommended is in green.
- b. Ms. Montes asked if there were any other recommendations or edits.
  - i. Ms. Neyra said she liked the changes that were made, but felt there are some other areas where the additions in green should be added, specifically in VIII.A (4)., sections a. and b. LARAEC staff added the language to those bylaw sections.
  - ii. Ms. Neyra also asked that language be added to VIII.A (5), section b. Project Director and Certificated Staff, sections i. and ii.
    - 1. Dr. Stiehl suggested putting “The LARAEC board will ensure actions align with district collective bargaining, grants, and education code” as its own bullet point to apply to everything; potentially at the bottom of section VIII.A (5)b. so it applies to all items.
    - 2. Dr. Stiehl added that language as item v. under VIII.A (5) b., and Ms. Montes suggested adding “with the employer of record district collective bargaining agreement.
    - 3. Dr. Lancaster suggested that clause needs to be a preamble to all of the copy of the section, and Ms. Montes suggested they figure out where it would go at the top of the section.
  - iii. Dr. Stiehl suggested that they put it in section VIII.A (1), because all of the sections previously suggested were under section VIII.A. She copied the statement to that section, and Dr. Lancaster suggested that they did not need it in subsequent sections.
- c. Ms. Neyra moved to approve the bylaws with previous edits, and Mr. Noguera seconded.
- d. The board voted unanimously to approve the proposed amended LARAEC bylaws. MUSD’s representative Dr. Gallardo was not present for the vote.

**7.2 Follow up on LARAEC Member District Monitoring Procedures, reengagement with CLA auditing firm, and moving forward with our current review process. Board will discuss and approve next steps for implementation.**

- a. Dr. Stiehl explained that at their last regular meeting they approved the revised monitoring procedure document.

- i. LARAEC staff met with CLA and had a great conversation about their perspective. They liked the clarity of the ads, and Mr. Gorence added that the principal of CLA thought it was a much cleaner and clearer document that defined CLA's role better.
- b. Dr. Stiehl explained that with point person input, they came up with a couple different options for how to move forward.
  - i. Option 1 is to re-engage with CLA and complete their arrangement; they have \$10,500 remaining on that contract, and CLA thinks it will cost an additional \$5,000 to their existing contract to complete the project. In this option, they can complete full scope reviews and have a report by February 2024.
  - ii. Option 2 would be if LARAEC didn't reengage with CLA and switched it to more of an internal desk review. It would be a lighter lift and they can accomplish it with the point persons and maybe their fiscal person; this internal desk review report could also be complete by February 2024, and they will get on-schedule with their monitoring plan approved at the last regular meeting.
    - 1. CLA noted that they have about \$800 left in unbilled work that they would invoice LARAEC for, so they could pay them that and would not necessarily have to pay them the entire contract amount.
  - iii. Option 3 would be to end the current engagement process and review process, take what they've learned, and start a new plan in the summer of 2024 at the point persons retreat.
    - 1. They would write about the learning and clarifications they did regarding the state letter, and would complete their report in fall 2024.
  - iv. Dr. Stiehl then explained the state audit's recommendations from 2017, numbers 31 and 32, which the state yearly checks in on LARAEC about. She gave background on both state audit recommendations, and noted that recommendation 32 has been only partially implemented so far. She recommended that the board consider each of the options presented previously in terms of which would help them get that audit recommendation checked off.
    - 1. She noted that Option 1 was the most clear cut in terms of helping them get out from under the audit recommendations; Option 2 was also likely to satisfy the requirements. Option 3 would depend on who reads the report; worst case scenario, they would be in the same situation they are in now and they will still complete it.



- v. Dr. Lancaster asked to clarify if this was an action item, which it was, since CLA needs an action item to end their engagement. He then asked if it would be possible, if they selected option 3, and to also select a backup option to be implemented if their report to the state was rejected so they would not have to come back and vote on an option again. Ms. Montes and Ms. Neyra thought it was a great idea.
  - 1. Mr. Noguera thought it was a good idea as well, but that it was buying time; he thought they should be ready to potentially implement option 1 as well if the state comes back saying they have to re-engage.
- vi. Mr. Gorence noted that the wild card will be how the state perceives LARAEC's efforts, and whether they will see an internal audit as meeting their requirements.
- vii. Dr. Stiehl added that the bar was created by LARAEC by saying they would hire an external auditor on a 3-year cycle. The state was looking for LARAEC to have oversight of what the member districts are doing and that they are monitoring it, without the requirement to go to a third party.
  - 1. She thought that Option 1 was a sure thing and that Option 2 would probably get them out from under it as well.
- c. Ms. Montes asked for a motion to approve the sequence of monitoring options as option 3, 2, then option 1. Ms. Neyra motioned to approve and Mr. Noguera seconded.
- d. The board voted unanimously to approve. MUSD's representative Dr. Gallardo was not present for the vote.

**7.3 Update and discussion on the proposed response to California State Auditor's office related to the progress in implementing the consortium *Member District Monitoring Procedures*.**

- a. Ms. Le explained a proposed draft response to the California State Auditor's office, which includes background for the state and acknowledgement of LARAEC's review process and engagement with a third-party auditing firm, as well as former director Mr. Asturias' response to the state.
- b. The response also sums up their engagement with CLA and implementation of monitoring procedures, with new clarifications and procedures added to the original monitoring document.
  - i. Dr. Stiehl noted that the board has the text of the response in their board packet, the communication

	<p>between Mr. Asturias and the State Auditor, as well as the CLA statement of work.</p> <p>c. Ms. Montes noted that this is not an action item, but a discussion item for the board, and that the language in their response for Option 3 is perfect.</p> <p><b>7.4 Approve MUSD Capital Outlay Expenditures.</b></p> <p>a. Dr. Lancaster motioned to approve MUSD’s Capital Outlay Expenditures. Ms. Neyra seconded.</p> <p>b. The board voted unanimously to approve MUSD’s Capital Outlay Expenditures. MUSD’s representative Dr. Gallardo was not present for the vote.</p> <p><b>7.5 Approve LACCD Out of State Travel</b></p> <p>a. Mr. Noguera motioned to approve LACCD Out of State Travel. Ms. Neyra seconded.</p> <p>b. The board voted unanimously to approve LACCD Out of State Travel. MUSD’s representative Dr. Gallardo was not present for the vote.</p>	
<p><b>8 Board Member Reports</b></p>	<p>a. <b>BUSD</b></p> <p>i. Mr. Noguera reported that BUSD has been working hard on different things, including putting together the proposal for the grant. He will also be reporting to the Burbank Board of Education about the advances they’ve made at Burbank Adult School in January. It means that Burbank Adult School is getting noticed and communities around Burbank know that it is not just for Burbank residents.</p> <p>ii. They will also be having an event in collaboration with LA Valley College in December to help parents and adult students learn to apply for community college financial aid and learn about the opportunities community college has to offer.</p> <p>b. <b>CCUSD</b></p> <p>i. Ms. Montes reported that they have interviewed a new principal. She also wanted to acknowledge her point person Mr. Gomez who has jumped into the Point Person role and excelled as a liaison between CCUSD and LARAEC.</p> <p>c. <b>LACCD</b></p> <p>i. Dr. Lancaster reported that Los Angeles Mission College opened a new satellite center in Pacoima; there will be noncredit and adult ed courses there, as well as some healthcare coursework.</p> <p>ii. He also noted that he was concerned about them making quorum in the scheduled board meeting on December 20.</p>	

	<p><b>d. LAUSD</b></p> <ul style="list-style-type: none"> <li>i. Ms. Neyra reported that this year they are offering hybrid and electric vehicle curriculum training at their automotive programs, which is a big initiative and a great program. They have a Honda partnership coming up to participate in the Honda certification program with the goal of getting students hired at local Honda partnerships and dealerships.</li> <li>ii. They are also expanding their health career training opportunities for students; North Valley Occupational Center launched its vocational nursing program in July with the dual imperatives of providing workforce training to economically disadvantaged communities and helping address the national nursing shortage. They have secured a partnership with the City of Hope, a private nonprofit clinical research center hospital. LAUSD is the first pharmacy tech program to partner with City of Hope for externship training.</li> <li>iii. They are also actively engaging teachers in discussions about the influence of AI in education, and training them on AI tools that have been approved by the district while emphasizing responsible usage.</li> <li>iv. They have also announced the launch of their first virtual American Sign Language course for community members who live, work, or otherwise interact with members of the deaf community.</li> <li>v. In their equity pathway, virtual courses through The Family Academy provide support to parents of their youngest learners in preschool including multilingual learners, people of color, and special ed learners. Also, the FSI program is focused on helping English Language Learner parents help their children reclassify out of the ESL program to increase their educational options and achievements.</li> </ul> <p><b>e. MUSD</b></p> <ul style="list-style-type: none"> <li>i. Dr. Gallardo was not present.</li> </ul>	
<p><b>9 Announcements</b></p>	<p><b>8.1 Next Regular Board Meeting: December 20, 2023</b>  <b>Location(s): Teleconferencing locations and Zoom</b></p> <p>Ms. Montes noted that a lot of LARAEC staff and board members will not be present on December 20th, and explained to Dr. Lancaster that at the beginning of the year, they agreed that if there is a meeting scheduled where there is nothing pressing for it, they would cancel it without there needing to be an action item. She canceled the December 20th meeting and announced that the next regular meeting would be January 17th.</p>	<p>Ms. Montes</p>

<b>10 Adjourn</b>	Ms. Montes adjourned the meeting at 10:33 AM.	Ms. Montes
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