



LARAEC Executive Board

Minutes- Regular Board Meeting

Wednesday, February 21, 2024

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	X	Sherry Jimenez, MUSD	X	Teresa Plaza, Secretary	X

1 Call to Order	<p>a. Ms. Montes called the meeting to order at 9:10 AM with quorum.</p>	Veronica Montes
	<p>1.1 Pledge of Allegiance</p> <p>a. Mr. Gorence led the attendees in the Pledge of Allegiance.</p> <p>1.2 Adjustments to the agenda – The Board President will announce any requests for adjustments to the meeting agenda</p> <p>a. Ms. Le notified Ms. Montes that Ms. Neyra said she would only be able to attend the meeting from 10:00 AM to 10:30 AM and has requested that they move items 6.4 through 6.7 to that time. The board had no issues with this adjustment.</p> <p>1.3 Approval of the agenda</p> <p>a. Dr. Lancaster moved to approve the agenda as amended per the previous item. Dr. Gallardo seconded.</p> <p>b. The board voted unanimously to approve the amended agenda. Ms. Neyra was not present for the vote.</p> <p>1.4 Items for future agendas – The Board President will request items for future board meetings</p> <p>a. There were no requests for items for future board meetings.</p> <p>1.5 Approval of the Minutes: Special Meeting: September 17, 2023 Special Meeting: October 27, 2023 Regular Meeting: November 15, 2023</p> <p>a. Dr. Lancaster moved to approve all three sets of minutes. Mr. Noguera seconded.</p>	Veronica Montes

	<p>b. The board voted unanimously to approve the minutes. Dr. Gallardo had temporarily left the meeting, so he and Ms. Neyra were not present for the vote.</p>	
<p>2 Public Comment</p>	<p>a. Rae McBride introduced herself as a representative of the Los Angeles Public Library’s Education and Literacy Department. She explained that they have partnered with LARAEC in the past and are trying to make some connections and inroads once again after a little bit of a pause.</p>	<p>Veronica Montes</p>
<p>3 Budget Report and Updates</p>	<p>3.1 CAEP due dates and reminders</p> <p>a. Ms. Phan explained upcoming due dates for the SY 23-24 Q2 Progress and Expense Report, TOPSPro Q2 student data, and the Employment and Earnings follow-up survey.</p>	<p>Men Le and Kitty Phan</p>
<p>4 Information and Staff Reports</p>	<p>4.1 LARAEC Edge Conference Update</p> <p>a. Mr. Gorence gave background on the LARAEC Edge Conference, explaining it as their premier student-facing event of the year and a college and career resource fair.</p> <p>i. He explained that the Edge conference is something LARAEC is uniquely positioned to do as a consortium, and that it allows students to see what pathways and resources are available to them throughout the consortium.</p> <p>b. Mr. Gorence broke down the logistics and timeframe of the LARAEC conference, explaining it will be on March 6th in the evening and March 7th in the daytime.</p> <p>i. There will be 57 sessions in total in 4 program areas: CTE, College Transitions, Job Readiness, and Community Partners. Sessions will feature subject matter experts to walk students through different pathways that are out there.</p> <p>ii. The Edge Conference will also have presentations designed to help get students ready for job searching, including presentations on resume writing and interview preparedness.</p> <p>iii. For accessibility, there will also be presentations in Spanish and translated into Spanish, and the entire conference will be over Zoom, allowing any classroom with a computer to participate.</p> <p>c. Mr. Gorence then broke down the lesson plan generated for teachers to help talk about the LARAEC Edge Conference to their students.</p> <p>d. Dr. Stiehl discussed the new administrator toolkit for the conference.</p>	<p>Michele Stiehl Justin Gorence</p> <p>Michele Stiehl, Justin Gorence, Adrienne Ann Mullen</p>

- i. She explained that the toolkit came from other districts doing their own mini versions of the Edge conference, and is designed to facilitate other administrators putting on mini conferences.
 - ii. There are also video and print resources for how to participate on the LARAEC website, as well as easy links to the zoom sessions for the conference.
- e. Mr. Gorence explained that they are currently concentrating on getting the word out to administrators and teachers, and are hoping to match or exceed the 2,000 people who participated in last year's Edge conference.
- f. Dr. Stiehl and Mr. Gorence then opened the floor for questions.
 - i. Dr. Lancaster asked if there would be a report after the fact of how many people participated, which Dr. Stiehl and Mr. Gorence confirmed, noting that it can be tricky getting exact numbers because of how teachers participate (one Zoom for their entire class, sometimes, etc.). There is also an evaluation sent out to all participants afterward.

4.2 Three-year plan 2022-2025 and annual plan update

- a. Dr. Stiehl gave background on the three-year plan and directed the board to their packet for a quick version of all the plan's activities.
 - i. She noted that they have completed most of the tasks that were set out in the three-year plan.
 - ii. Dr. Stiehl also pointed out in the packet a summary of Action Planning Team activities, and noted that their use of a facilitator working with them has supercharged the process of them finishing deliverables.
- b. Ms. Montes commented that she really appreciates the LARAEC staff breaking down the plan by activity areas and their regular updating of the board on activity completion.
- c. Dr. Gallardo asked, since one of the goals of the three-year plan was to improve the recruitment and retention of students, when the board would receive a comparison of where LARAEC was previously with those topics and where they are now. He noted that it would impact planning for budgets and everything moving forward.
 - i. Dr. Stiehl noted that in the board's April meeting, as in the November meeting, they would have an effectiveness report from Ms. Le and Ms. Phan.

4.3 Consortium Transitions Planning Update

- a. Dr. Stiehl began by explaining that she and Dr. Mullen from LACCD would be doing the presentation jointly.
 - i. She explained that they created a transitions plan as part of their annual plan written in the summer, and noted that transitions are a hot topic across the state and adult ed.

- ii. The Legislative Analyst's Office wrote a report a year ago making recommendations on how to reformulate funding for adult education using various funding models.
 - iii. She explained that transitions became a focus in the summer during the LARAEC retreat, and they looked into ways of being proactive about transitions. She also gave some context for their research and surveys about transitions over the past couple years.
- b. Dr. Stiehl explained that the consensus was that students needed more guidance in transitions, and defined transitions as students going into LARAEC's programs, going between LARAEC programs, and going out to post-secondary education or a career.
 - i. She presented some of LARAEC's new marketing materials and explained more about the new LARAEC Ambassadors program.
 - ii. They will also be launching a new website hopefully in conjunction with the LARAEC Edge Conference.
 - iii. Mr. Gorence added that each of the transition activities will heighten each other and their overall messaging.
- c. Dr. Stiehl introduced some of the transition activities and discussions that LARAEC would be implementing.
 - i. These include writing a transition plan (a draft is already in progress), Lunch with LARAEC sessions with counselors and advisors, Data Sharing and MOUs, and dual enrollment training.
- d. To elaborate on the topic of MOUs, Dr. Stiehl invited Dr. Mullen to present.
 - i. Dr. Mullen explained the process by which she and her researcher will work with LARAEC to create MOUs for their adult schools, noting that they are probably ahead of the curve in that area when compared to other consortia across the state.
 - ii. She added that they are going to be able to track students in transitions and reverse transitions across K12 and Adult Ed schools, using the K12 MOUs as a model.
- e. Dr. Mullen then explained the counseling collaborative and contacts item.
 - i. She explained that the counseling collaborative meets once or twice a year and is made of all the counselors at LACCD and member district counseling contacts. The primary purpose of the collaborative is forming relationships between schools and districts and seeing what pathways might be available to students.
 - ii. Dr. Stiehl added that they are currently working on putting together a comprehensive contact list for all districts for counseling.
- f. Dr. Mullen continued to explain the transition specialist position, the creation of which is written into the LARAEC plan.
 - i. They are currently looking on how to structure that and how individual districts' personnel commissions will affect it.
 - ii. Dr. Mullen reiterated that transitions are a very hot topic across California, and how there are multiple consortia

models currently existing that implement transition specialists. She and Dr. Stiehl had run across consortia directors talking about them during previous governance research from a few years ago.

- g. Dr. Gallardo noted that the counseling component has been an intricate part of LARAEC's process for years, but he does not think it has developed into more communication. He also noted that the counseling conferences that exist currently are not necessarily geared for adult ed counselors.
 - i. He also believes that districts (except for LAUSD) do not potentially have the funding to hire dedicated transition specialists, and believes they need to develop a plan to assist counselors.
- h. Mr. Noguera thanked the LARAEC staff and Dr. Mullen for the presentation and thought they need the dual enrollment and transition components big time.
 - i. He would like to expand this component in order to maximize the opportunities that their students have and make sure they do not lose students.
- i. Dr. Stiehl thanked them, and said that the concerns that Mr. Noguera and Dr. Gallardo are voicing are what drove the creation of this plan. They had heard similar things from the field during this plan's creation.
 - i. She added that the new portal and website will have a feature to centralize information about programs and campuses along with contact information.
 - ii. Mr. Noguera asked if they had a timeline for starting to look at the elements in the presentation, and Dr. Stiehl answered that they will have a draft form of the timeline very shortly.
- j. Dr. Mullen then presented about articulations, explaining how LARAEC has done them in the past and how it works within their colleges.
 - i. They are asking each district to bring pathways forward that they may want to articulate from their adult school into LACCD's colleges.
 - ii. They are also going to be looking at the courses and curriculums from both sides and bringing the faculty to talk together about learning outcomes.
 - iii. Specifically, they are asking for pathways rather than courses because pathways tend to involve a series of courses for a specific certificate.
 - iv. Dr. Mullen explained that she will work with Dr. Lancaster to see about moving pathways submitted by member districts.
- k. Dr. Stiehl thanked Dr. Mullen and acknowledged how great it has been working with her for the past year.
 - i. She noted that the plans being put into place are really driven by the field.
- l. Ms. Neyra joined the Zoom at 10:00 AM. Ms. Montes explained that they would move to item 6.4 to accommodate Ms. Neyra, then go back to other items.

<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>Veronica Montes</p>
<p style="text-align: center;">6 Discussion and Action Items</p>	<p>6.1 Discussion of 2025-2028 three-year consortium planning process to include all stakeholders.</p> <ul style="list-style-type: none"> a. This item was addressed after item 6.8. b. Dr. Stiehl gave background to the three-year planning process, explaining that the LARAEC staff has been discussing with the Point Persons and are still waiting for the template to come out from the CAEP office. <ul style="list-style-type: none"> i. She explained that the CAEP office is looking to do some pre-planning assessment to collect data on existing students, the region in general, and who their potential students might be. They are also evaluating community needs and gaps in service. ii. Dr. Stiehl explained that they had an initial planning group, a board workshop, and focus area groups. iii. Mr. Gorence noted that they used a facilitator at the beginning of their initial planning group meetings, similar to how the Action Planning Teams have used facilitators. They also used those facilitators to train in-house facilitators. c. Dr. Stiehl explained that they liked how having facilitators for the three-year planning process worked last time, and hatched out a plan for incorporating next time if the board agrees; the issue is starting the facilitator engagement process sooner (their three-year plan is due in June of 2025). <ul style="list-style-type: none"> i. Currently, they're looking at starting data collection with student and staff surveys, and tweaking the questions therein. ii. Next, they're looking at doing their Point Persons and staff retreats in the summer. In the fall, they want to have focus conversations with students. iii. In the new year, they're looking to engage groups that are coming up with strategies and activities to give them plenty of time to draft the new plan and have stakeholders review the plan and approve it in May. d. Dr. Stiehl and Mr. Gorence noted that during the last three-year plan cycle LARAEC had their Action Planning Teams going on at the same time as their three-year planning efforts, and discovered that many of the people on the APT's were some of the same people selected for the three-year planning efforts. <ul style="list-style-type: none"> i. She noted that at smaller districts they didn't really have a choice. So one of the things they're considering is taking the APT's for next year and 	

putting them on hold to focus those personnel on the three-year planning.

- ii. Dr. Stiehl explained the breakdown of the initial planning groups, in terms of the number of personnel, the hours of time per district, and the cost of facilitation.
- iii. She explained that they are really looking for a general consensus from the board that LARAEC will follow the same kind of planning structures as last time.
- e. Dr. Gallardo commended the staff in each district on collaborating, and on the work of Dr. Stiehl and Mr. Gorence.
- f. Dr. Lancaster asked if the surveys sent out for the students or community members will be done in multiple languages, and Dr. Stiehl confirmed that they would do the surveys in English and Spanish.
- g. Mr. Noguera agreed with everything and commended the LARAEC team on their planning.
- h. Dr. Stiehl shouted out the Point Persons team for their hard work.

6.2 Approve ELL Healthcare Pathways Grant MOU to transfer funds from LAUSD, as the fiscal agent, to LARAEC member districts.

Discussion of grant reporting deadlines and template.

- a. Ms. Le explained that the MOU for the ELL Healthcare Pathways has undergone review and updates, and any specific requirements from member districts are addressed.
- b. Ms. Le turned the presentation over to Dr. Stiehl to go over the features of the MOU, going over the submission of budgets and the timeline of the MOU's disbursement.
 - i. Ms. Phan went further into the details of the MOU, noting that the reporting on the MOU for this would be biannually instead of quarterly like CAEP reports.
 - ii. She further explained when work is due for this MOU.
- c. Dr. Lancaster moved to approve the MOU and Dr. Gallardo seconded.
 - i. Dr. Gallardo asked Dr. Stiehl to let the board know when LARAEC's team needs to submit reporting according to the requirements of the MOU.
 - ii. Dr. Stiehl said that Ms. Phan is going to follow up with all of the reporting deadlines, and the board will be provided with plenty of reminders.
 - iii. Dr. Lancaster noted that they just submitted a rebuttal to the chancellor's office not allowing in-home health aid, and would like LARAEC to send correspondence about why their rebuttal was rejected.

- iv. Dr. Stiehl said that they can send Dr. Lancaster a copy of that communication, and noted that the Point Persons Team was notified that they were in a tight timeframe to get the grant approved and the award letter.
- v. Dr. Lancaster noted that he would like to have something in place for round 2 of the ELL process and that it would enable him to start a little higher at the chancellor's office in that discussion. Ms. Montes asked Dr. Stiehl to send her the information which she would work on.
- vi. The board voted unanimously on approving the ELL Healthcare Pathways Grant MOU. Ms. Neyra was not present.

6.3 ELL Healthcare Pathways collaboration ideas and discussion of a new Los Angeles Allied Health Collaborative.

- a. Dr. Stiehl and Mr. Gorence explained the background of the ELL Healthcare Pathways grant and how the different LARAEC districts can collaborate on it, including shared collaboration, the LA Allied Health Collaborative, and general Coordination.
- b. Dr. Stiehl explained that they are looking for the green light from the board to acknowledge their approval of this collaborative, and for their approval of the LARAEC staff continuing to work with the PPT.
- c. Dr. Lancaster noted that this is a significant area of workforce for LA county and one for massive growth. He said it should be bigger than what's currently proposed, and is trying to figure out how that could be.
 - i. He asked where the primary provider of that workforce should be, and emphasized that they keep that in mind as they move forward with the pathways idea and the three-year plan.
- d. Mr. Noguera agreed and thought this was a small picture of what a bigger LARAEC picture could be, and is thinking about how BUSD as a school can contribute to this plan, because his point person is already overworked. He asked the board to look at the needs of this field in the future.
- e. Dr. Gallardo suggested the idea that some funding be contributed by each member district to the LARAEC office, to help with individual districts' budgeting.
- f. Dr. Stiehl noted that some of the interviews the LARAEC staff did were with people who were just starting out programs,

and some were well down the road in developed programs, and they universally thought the LARAEC staff ideas were great, and they universally saw value for themselves in there.

- g. Ms. Montes noted that there was a consensus among the board to move forward, and to bring back updates each board meeting. Dr. Stiehl said the LARAEC staff is looking to bring in people around a couple of topics and and let that effort grow as it can.
- h. At this point, the board went on to board member reports.

6.4 LAUSD will share about their Family Success Initiative as a way to address the CAEP program area 4; this area pertains to knowledge and skills to assist elementary and secondary school children to succeed academically.

- a. Francisco Narciso introduced himself and explained he would be starting the presentation for LAUSD, and that Ms. Neyra would do her introduction afterwards.
 - i. Mr. Narciso explained the concept of the FSI program, designed to support adults in developing the knowledge and skills to assist their K through 12 children to succeed academically.
 - ii. Mr. Narciso explained that their proposal being presented is for LARAEC to establish a formal FSI program to expand support for adults helping elementary and high school students succeed.
 - iii. The intended impact is for state leadership to see how LARAEC establishes an FSI program and ultimately implement the program state-wide.
- b. Mr. Narciso explained that pre-K through 12th grade students have diverse needs that can be addressed by offering a collection of courses through an expanded FSI program.
 - i. Ms. Montes asked what program area the FSI would fit under, and noted that it would need a program code from a fiscal perspective.
 - ii. Dr. Gallardo thought he understood the concept and liked it, but would like a report on how this would impact the budget of the consortium and individual districts.
 - iii. Mr. Noguera complimented Mr. Narciso on his presentation, and noted that he believes they need to address the needs of the student population coming from the Ukraine and Russia who are struggling to communicate with their children's schools and teachers.
 - 1. Mr. Noguera noted that the FSI is a great way to provide more opportunities to students and

for LARAEC to show that they are providing support to the parents. They also know that an educated parent translates to educated children.

- iv. Mr. Narciso added that an FSI program might impact opportunities for parents who have children that need childcare.
- c. Dr. Gallardo noted that they are already able to do everything that's on the current FSI proposal. He asked again what this would really mean to LARAEC budgetarily.
 - i. He asked for further study or information from the LAUSD office to understand how the program would impact LARAEC budgetarily.
- d. Ms. Montes asked to go back to the proposal slide. Ms. Neyra greeted the board, and noted that the Mr. Narciso is basically saying that the FSI is already something they do in terms of childcare.
 - i. She explained that the FSI can happen during the day when kids are in school, with parents going to a different classroom to have their own classes.
 - ii. She noted that LAUSD is already doing the program, and that this proposal is just centralizing it. The parents love it, and that helps the schools buy into it.
 - iii. Mr. Noguera commented that he thought Dr. Gallardo might be looking more at how the budget might work towards the initiative. He thought the only thing LARAEC wants is a more formal way of looking at the FSI as something they do together, and noted that BUSD had started a similar parent educational program.
 - iv. Ms. Montes noted that she loves the idea, and that there are parents who are English learners and not English learners that still need this kind of program. She also asked as they move forward with discussion to note that the proposal specifically addresses CAEP Program Area 4.
 - 1. She also asked what credentials a person would need to teach FSI classes as outlined.
- v. Dr. Lancaster noted that it would be extremely difficult to adopt the FSI curriculum because of the way their curriculum works with each of the individual colleges.
 - 1. Dr. Lancaster does see the need for this program, but is not able to say that LACCD can adopt this program at this time. He also added that if there is some way to look for an external funder, that would also be helpful.
- e. Ms. Montes asked if there was an action connected to this item, and Mr. Narciso said that LAUSD was hoping they could

as a consortium agree to establish and use their FSI proposal as a program.

- i. He wondered if the decision could be made today or if they need more time for next time. Ms. Montes thought they would still need to look into the details of reporting about the program.
- ii. Dr. Gallardo recommended that they bring it back as an action item next time with more information, and specifically about the credentials needed for FSI teachers. He thinks the LARAEC board will approve it, but they need more information.
- iii. Ms. Montes then moved to item 6.5 to accommodate Ms. Neyra's limited time.

6.5 Discussion about changing the current LARAEC Board meeting calendar and adopt the changes to the LARAEC Board calendar for SY 2023-24.

- a. Ms. Neyra explained that the changes to the LARAEC Board calendar were based on the need to meet in person in order to facilitate building relationships and collaboration.
 - i. Ms. Montes asked to clarify if Ms. Neyra was proposing changes for this year or next year, and Ms. Neyra confirmed that the proposed changes would be for next year.
 - ii. Dr. Lancaster said he would love to see the board meet at least quarterly in person, especially for meetings with presentations or awards for their constituent teachers.
 - iii. Dr. Gallardo agreed that the LARAEC board needs to meet in person as well, and thought their calendar already lends itself to that process because of voting on having 4 essential meetings throughout the year. He thought now it is pretty late to make changes to the calendar as they are moving forward with graduation and only have a few months of the school year left.
- b. Ms. Le suggested that the Point Person Team can work on a draft of the calendar for the next school year, and they can bring it up at the next board meeting for the board's input and review.
 - i. Ms. Montes noted that they have nothing to be voted on in March, so they would skip that meeting. She asked if there was anything happening in April, and Dr. Stiehl explained that the April meeting was essential to ensure compliance for quarterly reporting. She also explained that the May meeting would host their Action Planning Team presentations.
 - ii. Dr. Stiehl noted that there are currently no action items slated for June twelfth.

- c. Ms. Montes asked Ms. Neyra if she was proposing that the April and May meetings on the schedule be held in-person.
 - i. Ms. Neyra clarified that she wanted to put the idea out there of returning to in-person meetings, but they do not have to happen this year.
 - ii. She asked if they could move the essential meeting to May 15th; Ms. Le explained that they have to have meetings for quarterly reporting and certification and get the board's approval for that.
 - iii. Ms. Le added that the May 15th meeting is scheduled for APT presentations, and the teams have already scheduled out their time for it.
- d. Ms. Montes suggested that they have the April 17th meeting in person.
 - i. Dr. Gallardo recommended the opposite, noting that the April 17th meeting will be all business and Ms. Neyra had indicated they do the essential meetings virtually.
- e. Dr. Lancaster noted that he is much less engaged by a Zoom presentation than one in person. Ms. Montes said she was fine with the May 15th meeting being in-person.
- f. Ms. Montes proposed that they hold the April 17th meeting over Zoom and the May 15th in-person.
 - i. Dr. Lancaster suggested that if someone could not travel to the meeting, they could Zoom into it and have the meeting be a hybrid.
- g. Dr. Gallardo motioned that the board cancel the March meeting on the schedule, that the April 17th meeting be held over Zoom, and the May 15th meeting be held in person. Ms. Neyra seconded.
 - i. The board voted unanimously to approve the motion. Ms. Montes then moved to item 6.6.

6.6 Approve LAUSD Capital Outlay Expenditures

- a. Dr. Gallardo moved to approve the LAUSD Capital Outlay Expenditures, and Mr. Noguera seconded.
 - i. The board voted unanimously to approve the Capital Outlay Expenditures.

6.7 Approve LAUSD Out of State Travel Requests

- a. Dr. Gallardo moved to approve the LAUSD Out of State Travel Requests, and Mr. Noguera seconded.
 - i. The board voted unanimously to approve the Out of State Travel Requests.

6.8 Approve LACCD Out of State Travel Requests

- a. Dr. Gallardo moved to approve the LACCD Out of State Travel Requests, and Ms. Neyra seconded.

	<ul style="list-style-type: none"> i. The board voted unanimously to approve the Out of State Travel Requests. b. Ms. Neyra left the meeting at 10:37, and Ms. Montes went to item 6.1. 	
<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 they do not have enough space at BUSD so they are moving forward with online classes now. They are also offering QuickBooks and Payroll accounting classes online. ii. BUSD is also expanding in the ESL area. They are also incorporating smart boards in their classrooms to increase engagement from students. b. CCUSD <ul style="list-style-type: none"> i. No report. c. LACCD <ul style="list-style-type: none"> i. Dr. Lancaster explained that he sits on a work group for older adults, and noted that LA County is going to have a job shortage. In talking with the populations serving as the primary consultants for this work in the city, he would like to add the consultants for a presentation to one of LARAEC’s main meetings on engaging the older adult population in the workforce. d. LAUSD <ul style="list-style-type: none"> i. No report. e. MUSD <ul style="list-style-type: none"> i. Dr. Gallardo had no report. 	
<p style="text-align: center;">8 Announcements</p>	<p>8.1 Next Regular Board Meeting: April 17th, 2024 Location(s): Teleconferencing locations and Zoom</p>	Ms. Montes
<p style="text-align: center;">9 Adjourn</p>	<p>Ms. Montes adjourned the meeting at 11:24 AM.</p>	Ms. Montes