



LARAEC Executive Board

Minutes- Regular Board Meeting

Wednesday, April 17, 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	4.1	Dr. Adrienne Ann Mullen, LACCD	X	Justin Gorence, Advisor	X
Renny Neyra, Los Angeles USD	6.1	Dr. Francisco Narciso, LAUSD	X	Kitty Phan, Budget Analyst	X
Benedetta Kennedy, 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 9:02; board members Ms. Montes, Mr. Noguera, and Ms. Kennedy were present to establish quorum.</p>	Veronica Montes
	<p>1.1 Pledge of Allegiance</p> <p>a. Mr. Gorence led the meeting in the Pledge of Allegiance.</p> <p>b. Ms. Montes introduced the new board member representing Montebello USD, Benedetta Kennedy and gave background on her and her history serving LARAEC. Ms. Kennedy thanked the board and said she was excited to serve as a board member. Ms. Montes also thanked Dr. Gallardo for his years of service as a LARAEC board member.</p> <p>1.2 Adjustments to the agenda – The Board President will announce any requests for adjustments to the meeting agenda</p> <p>a. There were no requests to adjust the agenda.</p> <p>1.3 Approval of the agenda</p> <p>a. Ms. Kennedy moved to approve the agenda and Ms. Montes seconded.</p> <p>b. The board voted unanimously to approve the agenda. Ms. Neyra and Dr. Lancaster were 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: Regular Meeting: February 21, 2024</p> <p>a. Mr. Noguera motioned to approve the minutes and Ms. Kennedy seconded.</p>	Veronica Montes

	<p>b. The board voted unanimously to approve the minutes. Ms. Neyra and Dr. Lancaster were not present for the vote.</p>	
<p>2 Public Comment</p>	<p>a. There were no requests for public comment over Zoom or in person.</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 gave updates on CAEP due dates for student data, survey results, the CFAD, and the SY 23-24 Q3 Progress and Expense Report.</p> <p>3.2 LARAEC Progress and Expense Report for Q2</p> <p>a. Ms. Phan explained the P&E Report and noted that the report has been certified. The consortium has expended 33.97% of its budget, against a Q2 expenditure goal of 40%.</p> <p>3.3 LARAEC Office Budget as of Q2</p> <p>a. Ms. Le presented the LARAEC office budget.</p> <p>b. She noted that the LARAEC Experience conference was canceled last year and rescheduled for this year, and that most of their expenditures were staffing-related.</p> <p>3.4 LARAEC member-district’s carryover 2018-19 through 2023-24</p> <p>a. Ms. Phan gave background on the allocation carryover, and noted that prior to the current school year the carryover target was 40%. Now, it is 20%.</p>	<p>Men Le and Kitty Phan</p>
<p>4 Information and Staff Reports</p>	<p>4.1 LARAEC Edge conference update and budget</p> <p>a. Dr. Lancaster arrived at 9:24 am during this item.</p> <p>b. Mr. Gorence introduced the item and gave background on the LARAEC Edge conference.</p> <p>c. Mr. Gorence then explained some statistics about the conference, emphasizing that it has been really effective in driving traffic to the LARAEC web page.</p> <p>i. There were a total of 3,500 visitors to the conference page and 1,000 visitors to the LARAEC homepage. There were almost 600 visitors to the Whatsnext.LA student page, which is part of their transitions plan.</p> <p>ii. He noted that this was the most successful LARAEC event, including their LARAEC Experience conference. He explained that it was a team effort that led to over 3,900 students in classroom registrations and over 600 individual student registrations.</p> <p>iii. For comparison, last year they had over 2,000, and they look forward to upscaling next year to make the event bigger.</p> <p>d. Mr. Gorence gave background on the structure of the conference, the amount of sessions, and the breakdown of session topics, as well as the efforts of member districts to accommodate students.</p> <p>i. He then explained the statistics of the number of students who attended sessions and their demographics. He noted that Media Entertainment,</p>	<p>Michele Stiehl Justin Gorence Men Le Kitty Phan</p>

Financial Aid, and Transitions to Work were some of the most-attended sessions.

- e. Mr. Gorence explained the results of the after-conference survey of participants.
 - i. 81% said they should do this event next year, which is higher than the result they got last year.
 - ii. A third of the people participating did so as part of their class, and numerous students participated using the translation services provided.
- f. Mr. Gorence added that they put together packages for teachers and administrators who wanted to direct students to classrooms for sessions, with a packet to guide them as well.
 - i. He thought that LATC did a wonderful thing by having Edge ambassadors to welcome people and helped people to get to the classrooms they needed to get to.
 - ii. Dr. Stiehl highlighted her favorite piece of feedback expressing tearful joy that there were so many opportunities for undocumented people.
- g. Dr. Stiehl discussed the budget of the Edge conference, noting that it came in at around \$4,000 for the online platform, tech support, and physical media like posters.
 - i. In talking to the Point Persons and teachers, the one thing they came up with to do next year is having more support such as room hosts in each room to help coordinate and support the translators.
 - ii. One of the other limitations is the ability to physically go from room to room to make sure they are open in-person.
 - iii. To help facilitate translation, promotional items, and encourage preregistration, the proposed budget for next year is closer to \$16,000, or roughly \$4 per participate.
- h. Ms. Montes thanked the LARAEC staff for their work. Dr. Stiehl added thanks to the field staff, point persons, and teachers who helped the event reach their students.
 - i. Ms. Kennedy said she was happy to help out with the event and thought it was great, noting that they will be taking inspiration from it at Montebello.
 - ii. Mr. Noguera also thanked the LARAEC staff and said that BUSD's point person Ms. Chavez did a fantastic job. He also thought the price per attendee proposed was great, and that they should do more events like the Edge conference.
 - 1. Mr. Gorence echoed Mr. Noguera's praise for Ms. Chavez.
- i. Ms. Le welcomed Dr. Lancaster.

4.2 LARAEC Experience conference update

- a. Ms. Le introduced and gave context for the LARAEC Experience context, summarizing the background of the Hotel Workers Labor Union's strike with the Sheraton hotel.
 - i. The contract still needs to be signed, but they have reached an agreement and the LARAEC staff and Point Persons Team will be working to prepare for an in-person conference.
 - ii. Ms. Le noted that it is one of their most popular conferences.

4.3 Three-year planning update

- a. Dr. Stiehl gave background on the three-year planning process.
 - i. She noted that they intend to send surveys out for staff and students before the school year ends and then examine the data at their PPT and staff retreat.
 - ii. She noted that the survey will be available in English and Spanish, and that LACCD's researcher is working on Google Translate for 68 other top languages for students.

4.4 Proposed summer & consortium compliance activities for the LARAEC office and Point People

- a. Mr. Gorence introduced the item and explained about the items and deadlines that will need to be met over the summer.
 - i. There will be new monitoring procedures being rolled out over the summer and into the fall, as well as their annual plan, three-year planning activities, and planning for the LARAEC Experience in-person conference. They will also have their annual point person and staff retreat.
 - ii. Round 2 of the ELL Grant will also occur. Ms. Le added that the first biannual report has been submitted and certified via NOVA, and she thanked everyone for submitting the necessary information in a timely manner.
 - iii. Ms. Kennedy asked when the Point Persons and staff retreat would be, and Dr. Stiehl said they were looking at July 10 and July 11.

4.5 LARAEC Effectiveness Report

- a. Ms. Phan summarized the LARAEC Effectiveness Report, noting that under the new monitoring procedures it will be issued twice a year after Q2 and Q4.
 - i. For 2022-2023 they were under their carryover target of 40%, which will change to a carryover limit of 20% due to new legislation. All member districts are behind on the 2023-2024 spending targets.

4.6 Update on state auditor's response to audit 2017-104 items 31 and 32 and the LARAEC Member-district Monitoring Procedures.

- a. Ms. Le announced that in working with the state auditor recently, they have received news that the state considers recommendations 31 and 32 to be fully implemented. She then gave background on the original audit and the process of coming

	<p>up with responses to the recommendations and implementing them.</p> <ul style="list-style-type: none"> i. She explained that as part of their monitoring procedures they would do limited-scope internal reviews in the first and third years of each three-year planning cycle, and engage with an external auditor only in year two of each said cycle. ii. Ms. Montes complimented the background given on the responses, noting that it has been a journey since the original audit that she was present for. She thought the summary was great for new board members. iii. Mr. Noguera agreed and thought it was a very clear explanation of where LARAEC is currently in relation to the audit and its recommendations. He also thinks that it is good that they are talking about the funding formula on record because he thinks it's important to revisit it every 3 years as enrollments change and the changing needs of the community must be addressed. 	
<p>5 Public Comment</p>	<p>a. There were no requests for public comment over Zoom or in person.</p>	<p>Veronica Montes</p>
<p>6 Discussion and Action Items</p>	<p>6.1 Annual discussion related to setting an excessive carryover threshold, and if needed, approve the member-district carryover threshold percentage</p> <ul style="list-style-type: none"> a. Ms. Neyra arrived at 9:54 am during this item. b. Dr. Stiehl explained that they will talk about items 6.1 and 6.2 together in their introduction because they are tightly coupled, but noted that they are technically two separate action items and two separate decisions. <ul style="list-style-type: none"> i. She explained that the CFAD does include allocations by district, but also includes a number of other documents including member district responsibilities, a budget spending summary, and any changes to the allocation percentages for each district. ii. It also includes responses that LARAEC must write to governance questions and about excessive carryover thresholds. c. They broke down the allocation for each member district, including proposed COLA. <ul style="list-style-type: none"> i. Ms. Phan noted that amounts could change depending on what the May revise is from the governor's office. d. Dr. Stiehl then introduced the CFAD assurances. <ul style="list-style-type: none"> i. She explained that they have highlighted any changes to make it easier for the board to see what must be approved that is different from the last CFAD. ii. They then went through things that they have added, removed, or changed in the CFAD, noting that some 	

things directly reflect their new monitoring procedures and responses to the audit.

- e. Dr. Stiehl explained that with regards to the Member District Carryover, they were not sure what the board would decide.
 - i. They wrote two different versions of the CFAD as a result, one reflecting Member District Carryover being “turned off”, and one including active Member District Carryover and carryover thresholds.
 - ii. Dr. Stiehl explained the carryover concept and their 20% consortium carryover target, as well as what the state requires consortia to do if they do not meet that target. The consortium carryover is set by the state and they cannot turn it off.
 - iii. However, AB1491 gives consortia the opportunity to decide to implement member district carryover targets and thresholds. They must decide this every year through the CFAD, and last year LARAEC elected to leave it “off”.
 - iv. Dr. Stiehl clarified that “turning it on” today would not mean anything, merely setting a threshold and triggering potential future conversations.
 - v. She added that in their interactions with the CDE and Chancellor’s Office there is a new focus on carryover, and that it might not be a bad idea to show that LARAEC is being responsive to those state priorities by setting a member district threshold and turning the carryover on.
 - 1. It allows the consortium to have flexibility and to track the carryover, triggering conversations about it. However, the LARAEC board is not required to reallocate all or even part of the carryover. Carryover also does not affect a member district’s base allocation.
 - vi. These ideas are reflected in the second version of the CFAD.
 - vii. Dr. Stiehl was also asked at the Point Persons meeting to present possible future considerations related to excessive carryover.
 - 1. She gave multiple potential discussion points related to capital outlay projects.
- f. Ms. Montes asked for clarification on the two items, which Dr. Stiehl provided, and then asked the board how they felt about having member district excess carryover.
 - i. Dr. Lancaster asked if 20% was the maximum threshold that they can carry if they adopt this. Dr. Stiehl clarified that the 20% is the fixed threshold for the entire consortium, but individual districts can set their carryover threshold to other percentages.

- ii. Dr. Lancaster asked what the recommended carryover threshold is, and Dr. Stiehl explained that they thought 20% aligns with the state's ask for consortia. However, each member district is different. Dr. Lancaster thought they should turn on the "button" and establish a threshold now.
- iii. Ms. Kennedy was concerned that none of the member districts have hit the 20% threshold in the first two quarters. She also thinks they should not dig a hole for themselves.
- iv. Ms. Montes noted that because it is a target, nothing will happen immediately and they have an opportunity to work on it. She also agrees with Dr. Lancaster that if this is where the state is going, LARAEC does not want to look like they are bucking the system.
- v. Mr. Noguera believes that they need to show the state that they are being transparent and working to make this threshold work.
- vi. Dr. Lancaster added that for him, it is also about making sure that LARAEC has the opportunity to reallocate carryover money within their consortium without having someone else do it.
- vii. Ms. Neyra agreed with Dr. Lancaster and thought there has to be accountability on the individual districts.
- g. Dr. Lancaster moved turn on member district carryover thresholds and set them at 20%. Mr. Noguera seconded.
- h. The board voted unanimously to approve.

6.2 Approve 2024-2025 Consortium Fiscal Administration Declaration (CFAD) including allocations, assurances, and required responses.

- a. Dr. Lancaster moved to approve the 2024-2025 CFAD including allocations, assurances, and required responses. Mr. Neyra seconded.
- b. The board voted unanimously to approve the CFAD.
- c. Ms. Montes applauded the board for their commitment to collaboration and trust in each other and noted that this discussion would not have happened this easily 4 or 5 years ago.

6.3 Approve 2024-2025 LARAEC Executive Board Calendar

- a. Dr. Stiehl gave background on the proposed calendar, which indicates which meetings are required for various reasons. The board calendar in their packet also explains why the meetings are required. They have also talked about having

quarterly meetings in person, and some business meetings online that are shorter.

- i. They have 3 meetings designated as in person; she noted that they will have to consider logistics of in-person meetings, including parking.
- ii. They are proposing having meetings from 1pm to 4pm, which was the previous time slot for in-person meetings, and have proposed meetings on different days of the week. She noted that Thursdays are usually when they have Lunch With LARAEC meetings, so they would not schedule any LWL meetings on board meeting dates.
 1. Ms. Neyra added that Tuesdays are board meeting days at LAUSD. She thought Fridays were a horrible day for a board meeting in the afternoon, but she could get away with Tuesdays if the meetings were in the morning.
 2. Ms. Montes thought that Fridays were proposed because most LARAEC districts are unlikely to have conflicting meetings on that day, and thought perhaps Friday meetings would inspire people to move through items quickly.
 3. Ms. Kennedy added that Wednesdays are MUSD board meetings, so that will not work for them. Thursdays would work best for MUSD, but Friday can work as well.
 4. Mr. Noguera noted that he usually has a cabinet meeting Tuesday, but Friday or Thursday could work. Friday would be the best day for him.
 5. Dr. Lancaster said he would be good with a Friday afternoon.
- b. Ms. Kennedy noted that if they approve Friday meetings, that would mean a meeting on April 11th which is during MUSD's spring recess. Ms. Montes said they would have to figure it out.
- c. Ms. Neyra motioned to approve the board meeting calendar for 2024-2025 with the Fridays option. Dr. Lancaster seconded.

	<p>d. The board voted unanimously to approve.</p> <p>6.4 Approve LAUSD Out of State Travel Request</p> <p>a. Mr. Noguera moved to approve the request and Dr. Lancaster seconded.</p> <p>b. The board voted unanimously to approve the request.</p>	
<p>7 Board Member Reports</p>	<p>a. BUSD</p> <p>i. Mr. Noguera reported that they are negotiating with their district to grand bungalows to expand their programs, which will help the ELL program grant and ESL classes. The issue is space. This will help bring in more students and increase enrollment.</p> <p>b. CCUSD</p> <p>i. Ms. Montes announced that she has officially submitted paperwork to retire, and that June 30th is her last day. Dr. Carter Ness, the principal of the adult school, will be taking her name to the board in May.</p> <p>ii. She also reported that CCUSD is looking to expand and move into other physical spaces, a process which is being affected by funding and a downturn in spending.</p> <p>c. LACCD</p> <p>i. Dr. Lancaster reported that they are getting ready to do a deep three to five year strategic plan for non-credit and adult education components.</p> <p>d. LAUSD</p> <p>i. Ms. Neyra reported that that LAUSD is working to expand its partnerships with job providers like hospitals, and noted that LAUSD's recent expo drove a lot of interest. She noted that they are seeing a complete shift in the amount of collaboration happening and they are currently writing new curriculum, upscaling their own workforce, and enhancing programs.</p> <p>ii. She noted that they are being asked to cut staff because of budget limitations; it is a very difficult time, but they are making it work.</p> <p>e. MUSD</p> <p>i. Ms. Kennedy reported that MUSD is in the midst of the next phase of their capital outlay project, which is going in a good direction. That has drawn the majority of their focus.</p>	

	<ul style="list-style-type: none"> ii. She added that MUSD has taken over another spot to move teachers in for work, and everyone is excited about those new classrooms. iii. They also have their CTE fair coming up, which will feature a big military component. 	
<p style="text-align: center;">8 Announcements</p>	<p>8.1 Next Regular Board Meeting: May 15th, 2024 Location(s): Burbank Adult School and simulcast</p>	Ms. Montes
<p style="text-align: center;">9 Adjourn</p>	<p>Ms. Montes adjourned the meeting at 10:37 AM.</p>	Ms. Montes