

Los Angeles Regional Adult Education Consortium Open Meeting  
LACCD Van de Kamp Campus  
2930 Fletcher Drive and San Fernando Road, Los Angeles, CA 90065  
Friday, March 16, 2018 1:30 p.m. - 3:30 p.m.

Executive Committee in attendance: Emilio Urioste, BUSD  
Joseph Stark, LAUSD  
Dan Garcia, MUSD  
Veronica Montes, CCUSD  
Robert Miller, LACCD

Project Manager: Lanzi Asturias

1. **Call to order** – Lanzi Asturias called the meeting to order at 1:58 p.m.
  - 1.1 Report out from closed session
    - a. Two option items were tabled, nothing further to report at this time.
  - 1.2 Pledge of Allegiance
  - 1.3 Approval of Agenda
    - a. Mr. Stark moved to approve the agenda, and Dr. Miller seconded.
    - b. All voted in favor, and the agenda was unanimously approved.
  - 1.4 Approval of the Minutes
    - a. January 2018
      - I. Mr. Stark moved to approve the January 2018 minutes, and Dr. Miller seconded.
      - II. All voted in favor, and the minutes were unanimously approved.
    - b. February 2018
      - I. Dr. Miller moved to approve the February 2018 minutes, and Ms. Montes seconded.
      - II. All voted in favor, and the minutes were unanimously approved.
2. **Public Comment**
  - 2.1. Kelly Tyler and Allison Tom-Miura
    - a. Dr. Adrienne Ann-Mullen introduced Dr. Tom-Miura, dean of adult education at West LA.
    - b. Ms. Tyler thanked the board for inviting them to participate in LARAEC's annual conference, and gave updates on initiatives at the LA Public Library that might appeal to LARAEC.
3. Program Updates
  - 3.1 Innovation and Best Practices:
    - a. Integrating Noncredit Into Guided Pathways
      - I. Dr. Tom-Miura began a presentation: Creating a Gateway to Success for Adult Education
        - A. She summarized the adult education populations they currently serve, with different numbers based on types of students.
        - B. Dr. Tom-Miura described the Four Pillars of Guided Pathways: Clarifying The Path, Entering The Path, Staying On The Path, and Ensure Learning
        - C. Dr. Tom Miura discussed how West LA has been working on improving customer service and access over the past six months, and simplifying the application process.
          1. She explained that under her leadership, she's made the Learning Center the online portal for the entire West LA community, and improved the availability of information related to tutoring.
        - D. She talked about how they expanded and built on their Basic Skills 75 class, and how if students pass the resulting three classes, they get a college readiness certificate approved by state chancellor's office.
        - E. Launching Students into Career Pathways and Employment – she discussed helping students clarify why they want to go to school, and they have five different non-credit career exploration classes from general to pathway-specific.
        - F. She explained the current pathways in non-credit courses, and explained that the Job Training components of each pathway are standalone courses.
        - G. She then detailed the grading scheme for noncredit course grades, and explained that all CDCP Certificate Courses were graded (P, SP, or NP)
        - H. She ended by explaining that all of their noncredit programs are certificate-based, and they have 14 certificate programs approved. Some courses confer certificates of completion, some confer certificates of competency.
  - 3.2 Budget: Q2 Expense and Progress Reports
    - a. Mr. Asturias introduced Men Le, who reported that all member districts Q2 expense and progress reports have been submitted to office.
  - 3.3 Professional Development: LARAEC Second Annual Conference

- a. Mr. Asturias introduced Deanna Matsumoto, who summarized the success of the 2018 LARAEC conference.
  - I. Dr. Miller also mentioned that adult educators had a great presence at the conference, and that the LAUSD superintendent had attended as well.

### 3.4 Policy and Legislation

- a. LAO Report – Mr. Asturias introduced Elvis Carias, who summarized the Legislative Analyst’s Office’s report on adult education.
  - I. The report identifies several issues related to adult education alignment and summarizes adult education alignment issues.
  - II. The first issue concerns student identifiers, referring to state-wide student identifiers to address the fact that some adult education students do not have social security numbers for identification.
  - III. Mr. Carias referred to a handout given to the audience which gives the LAO report’s recommendations. They include setting a uniform per-student funding rate and to consider building performance support into the funding system for adult ed. Also, to require all adult education providers to coordinate with adult education regional consortium (libraries and community organizations), and to require adult education state-wide to assign student identifier for students without SSN’s. Finally, the study recommends to wait for the California Department of Education and the chancellor’s office to finish analysis. And to no longer require adult educators to hold a certificate for professional development instruction.
    - A. Mr. Stark commented that the issue of teaching credentials has been coming up for many years. He emphasized that given LARAEC’s influence in the state, they have a unique opportunity to join forces and address some elements.
      - I. Regarding credentialing, there needs to be a sound instructional certificate with ESL instructors. Mr. Urioste emphasized that it is so hard to get quality people over the hurdle of credentialing in CNA and CTE.

## 4. Information Items

### 4.1 Schedule of Payments for the Redistribution of Montebello Returned Funds

- a. Mr. Garcia explained that on Jan 19<sup>th</sup> the LARAEC board took action on the proposed payment from Montebello USD of \$6.3 million to be reallocated back to LARAEC, and that he required signatures from the other member districts on MOU’s before finalizing the payments.
- b. Mr. Asturias clarified that one of the MOU’s is from MUSD’s CFAD document, when in fact payment will come to Montebello instead of from the CFAD, so they now have to amend that second MOU then have Montebello scratch another check.
- c. Ms. Montes explained that the delay in Culver City signing the MOU’s was due to CCUSD having a complete changeover in the administration. In addition, CCUSD is apprehensive about signing something saying the current funding formula would continue.
  - I. Dr. Miller confirmed that all had agreed to not making any obligations beyond this year in terms of allocation or beyond, and Mr. Montes said she would get the signatures.

### 4.2 LARAEC Office Expenses

- a. Men Le reported that carryover plus this year’s budget equals \$381,464, with \$74,999 in expenses so far, leaving an available balance of \$306,465, and detailed upcoming big-ticket items.

### 4.3 LARAEC Advisors

- a. Ms. Le explained that the Tuesday before today’s meeting, the LARAEC office had interviewed six individuals and panel recommendations were submitted to Mr. Stark on behalf of LARAEC. Reference checks on the individuals are now in progress.

### 4.4 LARAEC Three Year Plan RFP

- a. Mr. Asturias explained that at this time, the PPT would like to request for the board to defer the RFP for a little while. They would like to take a look at the template the state will be providing just to make sure they are focusing on the right elements that need to be included.

### 4.5 Update of expenditure percentages based on changes to member district allocations

- a. Mr. Garcia said that he would like to have a discussion for when allocations change such as MUSD’s, if they can change the percentage per district because MUSD’s allocation and others allocations have changed.
- b. Mr. Asturias explained that originally, there was a stated agreement, which was not documented, that the position of the project manager at that time was going to be funded by LAUSD, and some funds, 166,000 dollars, would be taken off the top for LARAEC activities. After it was recognized that the LARAEC office needed additional personnel, LARAEC agreed to fund the office by providing a percentage of the cost of running the office. The percentages for each district are not based on allocation percentages.
- c. Mr. Stark would like to suggest, and consider as a possible future action item, to put together info, build in what they really need, and take that off the top, then distribute what’s left according to the funding formula.
  - I. Mr. Asturias suggested two things: one, that they proceed as indicated on the existing MOU’s to expedite the reallocation, and also to use the CFAD for the 18/19 school year to do what is being suggested: remove off the top cost of LARAEC office, then allocate according to the agreements that are already in place.
  - II. Dr. Miller suggested that they reassess the amount that MUSD has to pay, and discuss new numbers.

- III. Mr. Urioste explained that any kind of adjustment would have to be referred back to their school boards, especially since Burbank's board already had a board action the previous night. Dr. Miller suggested keeping Burbank out of this and the rest of them can adjust since they still hadn't had board actions.
- IV. Ms. Montes said that since the LARAEC activities budget report showed that expenses are way under the budgeted amount anyway, it might be just a moot point. Mr. Stark suggested they could move forward with MOUs and pay MUSD back through the activities fund, but emphasized the need for transparency.
- f. There was unanimous consensus from the board to move forward from this issue.

#### 5. Board Member Reports

- a. Mr. Urioste cited specifics about how wonderful the conference was, in particular how inspiring Dr. Kevin Fleming's presentation was.

#### 6. Action Items

##### 6.1 Subject Matter Expert Workgroups Reactivation

Action Item: Reinstate SME Workgroups to complete the presented Statements of Work and deliverables

- a. Yanira Chavez explained that at the last open meeting, a statement of work with a deliverable was received from work groups, and summarized the statements of work they'd received so far.
- b. Ms. Chavez asked if the board approves the reactivation of the subject matter experts.
- c. Dr. Miller moved to approve reactivation, Mr. Urioste seconded, and the matter was opened for discussion.
- d. Mr. Urioste asked Dr. Miller: having visited three of the colleges, Pierce, Mission, and LA Valley regarding ESL and having met with staffs there, he thinks a piece missing is the articulation of a student that completes an ESL program and chooses to enter CTE. What is that process going to look like so there are no roadblocks or stumbling blocks? Again, not about going in and getting a degree, it's about whether they articulate and define the process.
  - I. Dr. Miller explained that they have adult education teams with all local colleges. LACCD's chancellor and board have made this a high priority now in terms of adult education and building adult education in their district, so if someone did run into any roadblocks, they are better equipped to go through or over or around them.
- e. Mr. Urioste said that sharing amongst member districts is one of the most powerful things about the SME groups, and mentioned that Burbank ESL teachers have benefited greatly from working with other district teachers. He would like to see professional development from the rest of the SME groups at the ABE and ASE level, and would like to add a professional development element to each statement of work. Dr. Miller and Mr. Stark agreed.
- f. Mr. Stark proposed to amend the action item with "to include a professional development plan with a focus on professional learning communities." Mr. Urioste seconded.
- g. Dr. Miller called for a vote on the action item.
- h. The board voted unanimously to reinstate the Subject Matter Expert groups

##### 6.2 Montebello USD, AE Quarterly Report Metrics

Action Item: Approve and implement the Montebello USD, AE Quarterly Report Metrics starting on August 15, 2018 and quarterly thereafter

- a. Carrie Frogue presented on potential metrics for MUSD quarterly reports in response to directive given by executive team to the Point Persons Team.
  - I. First bullet: MUSD's efforts to ensure effectiveness of services
  - II. Second bullet: Growth terms
  - III. Third bullet: Expenditures consistent with RCP goals
  - IV. Fourth bullet: Activities aligned with RCP goals
- b. Mr. Stark moved to approve the metrics, and Dr. Miller seconded, and opened the matter for discussion.
- c. Mr. Stark was concerned with the second bullet, and thought that LARAEC cannot hold Montebello to a different standard than other districts. Each district has unique growth targets, and wondered if that is something to amend so that they would not necessarily be voting MUSD to particular growth targets. One proposal would be to amend and take out growth targets and leave the other three items.
- d. Ms. Montes agreed, and thought that maybe one of the metrics is just enrollment information. She suggested taking out "growth targets" and putting in "demographics and enrollment data".
  - I. Mr. Urioste thought that it would be a good idea to have enrollment, but they should also be tracking attendance, because enrollment on first day is one thing, but what ongoing attendance in various programs is different.
- e. Mr. Stark proposed an amendment to keep bullet 1, 3, and 4 and change bullet 2 to "Enrollment and Attendance Data".
- f. Mr. Urioste asked Mr. Garcia if their enrollment target report policy also covered their CTE programs, and Mr. Garcia confirmed that it did.
  - I. Mr. Garcia explained that they currently have a pharmacy tech class that is fee-based. Enrollment needed to be at 10, and the MUSD board's recommendation is to possibly cancel that class. Mr. Garcia will try to fight that battle because it took a long time to reestablish that pharmacy tech class, and they do have 6 or 7 students consistently showing up.

II. Mr. Urioste related a mistake he made this year like that, and discussed that when a CTE teacher walks on you, you may not get them back. He also referred to an idea Mr. Stark stated at a previous board meeting about not micromanaging member district policy, and asserted that he did not want to develop LARAEC board policy that might restrict member districts.

g. Dr. Miller said that he would accept Mr. Stark's friendly amendment and moved to approve items 1, 3, and 4 and change item 2 to say "Enrollment and Attendance Data as determined by Montebello USD."

h. The board voted unanimously to approve the action item as amended.

#### 6.3 Equitable and sustainable AEBG funding formula for LARAEC K-12 Adult and LACCD Members

Action Item: Give authority to the PPT to Hire/Contract with a SME/Firm to advise/guide the PPT with the development of funding formulas

a. Mr. Stark moved to give authority to the Point Person Team, and Mr. Garcia seconded and opened the item for discussion.

b. Dr. Miller asked if the LARAEC office had talked about who the SME or firm might be, and Mr. Asturias said they had not. Dr. Miller said that he would hope this work would include a survey of what other districts or consortiums in or outside of California are doing.

c. Mr. Stark thought that philosophically, they potentially have the expertise in their districts, so he would advise against going outside the consortium right away. Having an SME group that is widely representative, potentially including their labor partners, would be a place to start instead of going to an outside firm.

d. Ms. Montes asked if the issue or the concern that they as the exec board asked the PPT and Mr. Asturias to work on something they feel that is so sensitive an issue, and whether that was why they wanted to bring someone else on.

e. Dr. Miller suggested withdrawing the motion and having the staff do more research and bring that back to share with the board, and there was consensus among the board to do so.

I. Mr. Urioste asked to clarify if the research would involve communicating with other consortia. Dr. Miller said it would, and might even involve organizations in other states.

f. With unanimous consensus from the board, the motion was withdrawn, and the staff was directed to do more research on the subject.

6.4 Executive Board Chair – It is recommended that a board chair be elected to lead the consortium, set the monthly priorities, and identify the yearly goals in addressing the needs of adult learners in the LARAEC region.

Action Item: Elect a board president and approve the elected president for a period of one year.

a. Dr. Miller nominated Mr. Urioste to serve as board president, and Mr. Stark seconded.

b. Mr. Urioste said that he was honored, but due to family health issues recently which necessitate him taking time on the weekends, he could not accept.

c. Ms. Montes nominated Dr. Miller to serve as board president, and Mr. Garcia seconded.

d. Dr. Miller said that he would do it if he had to, but thought it was more appropriate for a K-12 member of the board to take on the responsibilities of board president. He therefore nominated Ms. Montes. Mr. Stark seconded.

e. Mr. Asturias called the vote on the motion to nominate Veronica Montes. Mr. Urioste, Dr. Miller, Mr. Stark, and Mr. Garcia voted yes. Ms. Montes abstained. The motion passed.

f. Mr. Stark moved to elect Veronica Montes as board chair for a period of one year. Mr. Urioste seconded.

g. Ms. Montes was elected as board chair/president by unanimous vote.

I. Dr. Miller then suggested that her term would start on March 16, 2018, but going forward, the board president/chair would be from July 1 to June 30 to coincide with academic and fiscal calendars.

term

h. Mr. Urioste suggested also considering electing a vice chair in case the chair falls ill or is incapacitated. Dr. Miller nominated Mr. Urioste for the vice chair position, and Mr. Stark seconded. The vote was called to elect Mr. Urioste as vice chair of the LARAEC board.

i. Mr. Urioste was elected as vice president/chair of the LARAEC board by unanimous vote for the same term as president/chair Ms. Montes.

No Announcements

Next Meeting: April 20, 2018, location TBD

Dr. Miller motioned to adjourn the meeting, and Ms. Montes seconded. The board voted unanimously in favor, and the meeting was adjourned at 4:17 pm.

## Action Items

### 6.1 Subject Matter Expert Workgroups Re-Activation

Action Item: Reinstate Subject Matter Expert Workgroups to complete the presented Statements of Work and Deliverables. Include professional development plans with a focus on professional learning communities.

### 6.2 Montebello USD, AE Quarterly Report Metrics

Action Item: Approve Items 1, 3, and 4. Change Item 2 to enrollment and attendance data as determined by Montebello USD, AE. Approve and implement the Montebello USD, AE Quarterly Report Metrics starting on August 15, 2018 and quarterly thereafter.

### 6.3 Equitable and sustainable AEBG funding formula for LARAEC K-12 adult and LACCD members

Action Item: Withdraw this motion. Provide direction to LARAEC staff for further research.

~~Give authority to the PPT to hire/contract with a SME/firm to advise/guide the PPT with the development of funding formulas~~

6.4 Executive Board Chair - It is recommended that a board chair be elected to lead the consortium, set the monthly priorities, and identify the yearly goals in addressing the needs of adult learners in the LARAEC region.

Action Item: Elect Ms. Veronica Montes as board president and approve the elected board president for a period of one year starting March 16, 2018 to June 30, 2019. From then on, the term will be elected one year terms. Elect Mr. Emilio Urioste as vice board president.