

Los Angeles Regional Adult Education Consortium Open Meeting
East Los Angeles Skills Center
3921 Selig Place, Los Angeles, CA 90031
April 27, 2018, 1:30 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 1:30 p.m.
 - 1.1. Pledge of Allegiance
 - 1.2. Approval of the Agenda
 - a. Ms. Montes proposed moving agenda item 3.1 after agenda item 3.4 since they were waiting for that speaker to arrive.
 - b. Mr. Stark proposed two amendments to the agenda: pulling item 6.3, and adding a discussion item under section 4 or 5, at the discretion of Ms. Montes. She suggested bringing it up in section 5.
 - c. Mr. Stark motioned to approve the revised agenda, and Dr. Miller seconded. The board voted unanimously to approve the revised agenda.
 - 1.3. Report out from Special Meeting with Closed Session
 - a. Mr. Asturias summarized the two closed session items. The first: to approve and implement the Point Persons Team-proposed CFAD for LARAEC allocations for school year 18-19, which was passed, and to review details and approval of recommendations to submit as a proposed report to the state auditors office from an audit, which was also approved.
 - 1.4. Approval of the Minutes
 - a. March 2018
 - b. Mr. Garcia motioned to approve, and Mr. Stark seconded.
 - c. The board voted unanimously to approve the minutes from March 2018.
2. Public Comment
 - a. Alicia _____ introduced herself, and explained she was representing Managing Librarian for the Adult Literacy Program Kelly Tyler. Ms. Tyler wanted her to mention that their staff has completed the first phase of their pilot with LAUSD for the Family Success Initiative.
3. Program Updates
 - 3.1. Innovation and Best Practices
 - a. Overview of Burbank Adult School's Workforce Readiness Institute (Crystal Caban) – **Presenter Crystal Caban arrived late to the meeting, giving her presentation after agenda item 5, Board Member Reports**
 - b. Ms. Caban introduced herself and summarized the genesis of the Workforce Readiness Institute, worked on in collaboration with Mr. Urioste.
 1. The program was designed to equip job seekers with tools for success by teaching English and digital literacy skills simultaneously.

2. The curriculum is dual-program: one paper-based, used in context of homework, reading, and research from WorkWise. In class, they are completely online and use exclusively computers, learning to create a Gmail account and access Google services.
3. The curriculum utilizes websites and services that can be accessed on mobile devices for students without computers.
4. The board thanked her for her presentation, and Mr. Stark asked her to present at LAUSD as well, and emphasized the need to find a way to archive and warehouse access to all of these digital resources.
5. Mr. Stark asked about professional development for teachers without experience with technology. Mr. Urioste then related his difficulties in training Burbank USD staff in new technologies to stay ahead of the curve, and emphasized the need for students such as ESL 1-6 students to be able to use a computer for job searching.

3.2. Budget

- a. Update from the consolidated Q2 Expense and Progress Reports from all LARAEC member districts (Men Le)
 1. Men Le introduced Grace Ocampo, newly hired Financial Analyst for the LARAEC office.
 2. Ms. Le and Ms. Ocampo summarized the Q2 expense reports and current balance of LARAEC. Ms. Le reminded the exec board of the revised AEBG Quarterly Reporting deadlines and rules for 2017-2018 and summarized the spending targets for each member district for Q3.
 3. Ms. Le then summarized the base funding from AEBG 17-18 and the COLA amount for 18-19. Mr. Stark asked if districts were on track overall for meeting spending targets, and Mr. Asturias explained that some districts were, some weren't. The new spending requirements had only been released about a month ago with budget language that included COLA, and they are still waiting for the May revision.
 4. Dr. Miller spoke on the topic of AEBG funding, and suggested the board direct staff to look into tracking AEBG dollars and other categorical fund carryover, prior year dollars, and current year dollars.

3.3. Professional Development

- a. Summary report of professional development conducted by AIR for all LARAEC subject matter experts (Carrie Frogue point person, MUSD)
 1. Since Carrie Frogue was absent, Elvis Carias summarized the results of the Communities of Practice and Professional Learning Communities training sessions run by American Institutes for Research.
 2. Mr. Carias broke down attendance for the sessions, which the board agreed was not good for all districts besides LAUSD.
 - A. Mr. Asturias explained that they have not yet conducted a specific evaluation as to why attendance was low.

Nevertheless, the training was well-received, and they do have a full report made available by AIR.

3.4. Policy and Legislation

- a. Summary of activities and discussion points relating to participation in CCAE Legislative Day/Week
 - 1. Deanne Susino of MUSD took Ms. Frogue's place to summarize the events of CCAE Legislative Week and Adult Education Rally in Sacramento, as well as the legislative goals of the group.
 - 2. She emphasized that the most important part of the trip were the students, who felt empowered and validated by the event, and shared feedback from some of them.
 - 3. The board members thanked her and acknowledged that getting legislators to hear from students is the most effective way of communicating to policymakers, and Dr. Miller suggested for a future meeting agendaizing to establish a subcommittee for legislative and public affairs to facilitate legislative engagement from LARAEC.

4. Information Items

- 4.1 Update on Subject Matter Expert Workgroups re-activation (Yanira Chavez)
 - a. Dr. Adrienne Ann Mullen requested to be added to the update.
 - b. Yanira Chavez introduced herself and updated the board on her efforts in having the SME workgroup get together, detailing the groups that have met so far: Counseling, ASL, and SE.
 - c. Dr. Mullen summarized the plan of the CTE workgroup to develop their articulation concept and their meetings with adult schools to explain the process.
- 4.2 LARAEC Office Staff Update including introduction of new staff members
 - a. Mr. Asturias introduced the new LARAEC office staff: Grace Ocampo, Michelle Stiehl, Justin Gorence, and Rachelle Martinez. The new staff gave brief overviews of their professional backgrounds, experience, and their new responsibilities in the LARAEC office.
 - b. The board thanked and welcomed the new hires.
- 4.3 Overview of Student Panels conducted at the LARAEC 2018 Conference (Elvis Carias)
 - a. Elvis Carias summarized the questions that were asked of the three student panels (ESL, CTE, and ABE/ASE) at the LARAEC 2018 Conference: common successes, common obstacles, and goals.
 - 1. Common themes included the need for more advertising for adult education, the difficulty of managing attending classes with personal and family obligations, and language learning as a common success.
 - 2. Most of their common goals were career- and employment-oriented.
- 4.4 Update on the latest version of the Montebello USD, Adult Ed Quarterly Report Metrics (Carrie Frogue)
 - a. Mr. Asturias explained that the language has been finalized for the reports, and the first will be issued on August 15, 2018.
- 4.5 Employer Engagement and Career Pathways (Joseph Stark)

- a. Mr. Stark talked about attending the LA Workforce Collaborative meeting last month with representatives from the workforce, community college, and higher ed.
- b. Mr. Stark also reiterated the urgency with which LARAEC should develop a sustainable, equitable funding formula moving forward.

5. Board Member Reports

- a. Dr. Miller discussed a meeting that morning between him, Dr. Mullen, and administration from the colleges in LACCD about adult education and allocation of AEBG funds.
- b. He also discussed a new community college funding formula on the horizon, going into effect July 1st, which will change how their system is funded significantly, in effect moving from a formula based on quantity to one based on quality.

6. Action Items

6.1 Schedule of Payments for the Redistribution of Montebello returned funds (Carrie Frogue)

- a. Action Item: Approve and Implement the requested Montebello USD amendment to the redistribution of ongoing funds for SY 2017-2018 from effective by June 30, 2018 to effective by July 31 2018
- b. Mr. Stark motioned to approve, and Mr. Urioste seconded.
- c. Mr. Garcia summarized the amendment and the current schedule of payments and which had been approved.
- d. The board voted unanimously to approve the amendment.

6.2 SY 2018-2019 Consortia Fiscal Administration Declaration (CFAD)

- a. Action Item: Approve and implement the PPT proposed CFAD reflecting the LARAEC funding allocation for SY 2018-2019 including 4.1 COLA allocation, reallocated MUSD funding, and LARAEC Office Funding
- b. Mr. Asturias summarized the development and contents of the CFAD.
- c. Mr. Garcia moved to approve and Mr. Urioste seconded.
- d. Dr. Miller asked whether they were able to approve funding for 18-19 given Montebello's circumstances without having properly vetted the 18-19 request. Mr. Asturias explained that it was a procedural requirement from the state. De facto, they have already approved it, with the amount reflected in the CFAD the same as the board approved but for the COLA.
- e. Mr. Stark shared Dr. Miller's concern in the long term that the action taken at the January board meeting was taken with a number of considerations in mind, and that Montebello proposed something they had support as a first step in a right direction, but which is not a long-term or stable way of allocating funding.
 - l. Ms. Montes agreed, saying that she was adamant at that meeting about revisiting the funding formula, but acknowledged that they had to make a decision because of the situation they were all in.
- f. Mr. Urioste, Ms. Montes, Mr. Stark, and Mr. Garcia voted to approve. Dr. Miller abstained. The motion carries, and the CFAD is approved.
- g. The board discussed possible timelines for creating and evaluating specific proposals for a funding formula, with Mr. Urioste suggesting a board workshop environment. Dr. Miller agreed a workshop would be good, perhaps in June when graduations had finished, and that they might want to bring in a facilitator.

- I. Dr. Mullen said that they had already moved the board meeting to the 22nd because of graduation, which is at the end of a CASAS training period, and Dr. Miller said that the workshop could happen at least at some point in the summer.
- h. Mr. Asturias said that the Point Person Team has requesting that the board meeting be eliminated as a result of end of year events and the end of the CASAS summer institute, skipping to the July meeting.
- i. Dr. Miller moved to eliminate the meeting and Mr. Garcia seconded.
- j. The board voted unanimously to eliminate the June meeting.

Announcements:

No Announcements

Next Meeting: May 18, 2018, Location TBD

Ms. Montes extended condolences to Mr. Urioste at the passing of his father, and adjourned the meeting in memory of Emilio Urioste, Sr.

Adjournment:

The meeting was adjourned at 3:43 pm.

Action Items

6.1 Schedule of Payments for the Redistribution of Montebello returned funds

Action Item: Approve and implement the requested Montebello USD amendment for the redistribution of ongoing funds for SY 2017-18 from effective by June 30, 2018 to effective by July 31, 2018.

Unanimous, motion carried.

6.2 SY 2018-19 Consortia Fiscal Administration Declaration (CFAD)

Action Item: Approve and implement the PPT proposed CFAD reflecting the LARAEC funding allocation for SY 2018-19 including 4.1% COLA allocation, reallocated MUSD funding, and LARAEC Office Funding.

Dr. Miller: abstain

Mr. Urioste: Aye

Mr. Stark: Aye

Mr. Garcia: Aye

Ms. Montes: Aye

Motion carried.

~~6.3 LAUSD Proposal of Workforce driven student to counselors/Teacher Advisors Ratio (LAUSD-R2)~~

~~Action Item: Approve and implement the proposed LAUSD Workforce driven student to counselors/Teacher Advisors Ratio (applicable to LAUSD only)~~

Stricken from the agenda