

Los Angeles Regional Adult Education Consortium Open Meeting
LACCD Van de Kamp Innovation Center
2930 Fletcher Drive and San Fernando Road, Los Angeles CA 90065
August 17, 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 1:37 PM, noting that the executive representative from MUSD, Dan Garcia, was not available for this meeting.
 - 1.1 Pledge of Allegiance
 - 1.2 Approval of the Agenda
 - a. Mr. Miller motioned to approve the agenda, Mr. Stark seconded. The board voted unanimously to approve the agenda.
 - 1.3 Approval of the Minutes
 - a. May 18, 2018 board meeting
 - b. Ms. Montes noted that Mr. Asturias' name was listed as in attendance, but he was not in attendance.
 - c. Ms. Montes motioned to approve minutes with that correction, Mr. Miller seconded. The board voted unanimously to approve the minutes.
 - 1.4 Protocols for Directing Staff and Prioritizing Tasks
 - a. Mr. Asturias discussed how the LARAEC office staff has been directed to capture anything the LARAEC board says is a “task”, and that they had 38 items from April and May considered “tasks” under existing protocol which would be emailed to all board members by August 22nd at the request of Ms. Montes. **Amendment – the LARAEC Board is directing LARAEC PM and Advisors to create a proposal for the structure, format and timeline for the two work-groups PD and D&A and present the proposal at the next Open Meeting.
 - b. Dr. Miller complimented staff on the new minutes format, and discussed in his experience how the board president and project chair defined priority lists for tasks.
2. Public Comment
 - a. There was no public comment.
3. Program Updates
 - 3.1 Innovation and Best Practices
 - a. Best Practices Promoting the Protective Services Program: Mr. Asturias explained that the speaker for this item, Mr. Fimbres, was not present.
 - 3.2 Budget
 - a. Grace Ocampo began by going over the Q3 Report and other budget updates regarding fiscal year 2018/19 funding and upcoming deadlines.
 - I. Total budget was \$147,416,120, and they'd expended as of March \$56.4 million. Their Q3 target was at 45%. The state expects them to spend 15% of their budget each quarter.

- II. Ms. Ocampo added that if spending targets are not met, there is a section in NOVA to detail why a goal was not met, and corrective measures to be taken.
- b. Ms. Ocampo described the new requirements in the budget trailer bill for reporting hours of instruction in addition to expenditures, and explained related deadlines.
- c. Ms. Ocampo then reviewed their 18/19 CFAD with newly adjusted COLA totals. She then explained the deadlines for work plans and budget, and said that member NOVA certification are required for all allocation amendments.
 - I. Mr. Stark also commented that they need to give the right message resources needs more to the state, that they make sure they're spending their resources in a way so they can say to the state that LARAEC resources.

3.3 Professional Development

- a. There were no Professional Development updates.

3.4 Policy and Legislation

a. California Budget Trailer Bill

- I. Mr. Asturias gave an update on items that affect LARAEC, including the renaming of the Adult Education Block Grant to the AE Program and the COLA increase included in the trailer language.
- II. Mr. Asturias also explained that the additional, third adjusted amount was because the state had originally received a rounded amount, and when not rounded, they had gained an additional 60 thousand dollars.

COLA rounded additional 60

4. Information Items

a. Full Capacity Marketing (Educate and Elevate Campaign)

- I. Mr. Asturias explained that the LARAEC board had requested that he work with FCM and with Chalina Chanz, who represents them. He had reached out to her to find out potential costs and components of a marketing campaign for LARAEC. They have reached out to him again to gauge LARAEC's interest in pursuing a marketing program at this time.
- II. Dr. Miller asked whether they had money set aside in their budget in a marketing category, and Mr. Lanzi confirmed that they did not for that specific purpose. Dr. Miller said that he was always a little dubious about marketing numbers as a fiscal guy for his district. He would like to know how this would improve their enrollment, and Mr. Stark agreed, saying he would like to know more about deliverables and outcomes.
- III. Ms. Montes said that she thinks the place to start is to get a proposal from LARAEC staff working with the point people for a scope of work vis a vis marketing. Mr. Asturias asked if they could reach out to expert individuals for information considering marketing is not within the expertise of most of the point person team. Mr. Stark clarified that they are not looking for expertise, but rather why LARAEC would need to hire a marketing firm, the needs and issues they need to resolve, which is something the PPT can weigh in on.

5. Board Member Reports

- a. Mr. Stark wanted to give great kudos to the LAUSD curriculum instruction team for putting together an excellent summer bridge pilot program, which was the result of some very powerful, thoughtful professional development for CTE and ESL teachers. He added that it was also powerful to see a high level of student engagement.
- b. Dr. Miller reported that the California Community College System as of July 1 has a new funding formula, and described the elements of the new formula. The purpose is to focus colleges not on just sheer number and quality, but on quantity and completion, and evokes massive change in the culture.
 - I. Regarding SB705: No student will be forced into remedial math classes any longer, and all students based on minimums districts are working on right now will be placed into college-level math classes. What will happen in time is contextualized English and Math classes.
 - II. Dr. Miller also wanted to mention that built in to the state budget was \$160 million for strong work force dollars for K-12. Part of the requirement of that money is to work with their local community colleges in strong work force measures. He also thought that, pursuant to past conversations about potential LARAEC lobbying, they should work through state lobbying efforts to get a sense of where potential governor Newsome stands on adult ed.
 - III. Mr. Urioste announced that Burbank Adult School is launching two new IET programs, health occupations and information technology. They are being co-taught with a CTE and ESL teacher, and are very good 12 or 14-week programs. One of the best things that happened was the summer CASAS institute in San Diego, which built in a lot of time for the team to get together and explore new ideas. Also, they had adopted new ESL textbooks, and he was amazed by their graphics, presentation, and workbooks.

6. Action Items

6.1 Action Item: Revise Extra COLA Amounts

- a. Mr. Asturias explained that in essence 6.1 and 6.2 go together as they're a financial transaction needing board approval in open meeting, and related to the proposed COLA distribution from the state, which was based on each district's allocation and proportionately distributed based on 18/19 allocation.
- b. He directed the board to an email he received from back in June that explained the state's methods for determining distribution, and that he had forwarded it to the board members to ask if they agreed with the state's distribution. He clarified that MUSD did not receive any of the new, redistributed COLA, just their original COLA.
- c. Dr. Miller moved to accept the recommendations from the state to allocate revised COLA, combining 6.1 and 6.2, and Mr. Stark seconded.
- d. The board voted unanimously to accept the state's revised COLA allocation recommendations.

6.2 Action Item: Accept the state suggested allocation for extra COLA amounts based on the 18-19 CFAD

- a. See above.

6.3 Action Item: Approve amended Data & Accountability Plan

- for
- a. Mr. Asturias explained that this is a document for the Data and Accountability plan approved by the board and submitted to the state about a year and a half ago. At the time, they'd decided that they would do an RFP through Burbank to contract for a common data and accountability system for LARAEC. That RFP was withdrawn, and that element had to be removed from the plan we submitted to state. Revisions are that the RFP was withdrawn, and that the state by adopting the TE system had fulfilled most of what LARAEC wanted to do with the RFP.
 - b. Mr. Stark said that he wanted to make sure whatever system proposed the study and career pathway plan can interface with existing systems, and mentioned the STEP system, which an audience member clarified was the Student Transition Education Plan. Mr. Asturias confirmed that it will be compatible.
 - c. Ms. Monte asked why they were revising this plan, but not budget pages, and Mr. Asturias explained that they wanted to make sure they had other important information first, but the bottom line number won't change. He explained that the moving of funds had already been approved by the board in April or May, and this was just documenting where the chips fell for transparency.
 - d. Dr. Miller moved to approve the amended Data and Accountability plan, and Mr. Stark seconded.
 - e. The board voted unanimously to approve the amended Data and Accountability plan.
- 6.4 Action Item: Approve proposed vendors selected from Bidders Conference evaluated/scored proposals
- of
- a. Mr. Asturias explained that the Point Persons Teams had at the request the board reached out to a number of auditing firms for proposals for consulting and auditing services, designed to make LARAEC office reports compiled from member data audit-proof. They had originally started with just fiscal audit proposals, but realized they may also need program audits.
 - b. He then displayed the rubric developed by the PPT to score what was being proposed by each vendor, and that they are looking to approve Vavrinek and Vasquez, determined as the best choice by the PPT.
 - c. Dr. Miller explained that 6.4 shouldn't have come to the board, since they delegate that authority, so in reality the PPT team would simply put forth their ultimate recommendation. Mr. Asturias added that according to auditors, the same firm cannot do both the consulting and the auditing, so they would need two firms, and after further questions from board, requested to withdraw their action items and come in September with a better-prepared recommendation. The board agreed and action items 6.4 and 6.5 were deferred to the next agenda.
- 6.5 Action Item: Determine which firm will provide consulting services and which will provide auditing services
- a. See above.
7. Consent Agenda
- 7.1 Agenda Item: Approve the proposed LARAEC conference date and location

- a. Ms. Montes asked if there was any motion that consent items be moved to regular discussion. Hearing none, she moved Agenda Item 7.2 to discussion. **Voting on Agenda Item 7.1 took place after voting on 7.2 and before voting on 7.3.**
- b. Dr. Miller moved to approve the proposed LARAEC conference date and location, and Mr. Stark seconded.
- c. The board voted unanimously to approve.

7.2 Agenda Item: Approve LARAEC Yearly Plan

- a. Ms. Montes explained that they had gotten an email about the YP draft, and it seemed like there were a lot of errors, which led to confusion. Mr. Asturias explained that they had a number of issues with the new system the state has implemented for them to input yearly plans into, including confusion about the amount of characters allowed in the submission field. The state canceled all plans and they were allowed to resubmit one week from the point the state adjusts its system.
- b. Mr. Stark suggested there would be time to make additional edits at this point. Dr. Miller summarized that they were requesting at a future meeting to come forward with a process by which the next plan will be updated, and asked if anyone had a substantive change to make.
- c. Mr. Asturias acknowledged that the draft submitted to the board with errors very quickly before the meeting was unfair, and added that they have been sending updates and developments at every stage, so this draft was not the finalized product. He acknowledged that with the new format, there will be things they need to work on as they move along.
- d. Mr. Urioste wanted to add that the board is also wearing two different hats, as staff members in their districts and board members here, which makes all of this extremely complicated. He also thinks it's extremely sad that the AEP office thinks so little of this report as to minimize the number of characters.
- e. Dr. Miller thought this had been a healthy conversation, and fully entrusts the PPT and LARAEC staff and expects a timeline in the future where the workgroup people come to them, have a formal presentation, the board can weigh in, then go from there. Going back to the current YP, if all of the grammatical stuff is cleaned up, and word count updated, he is comfortable with Mr. Asturias and his team strengthening the document and submitting it.
- f. Dr. Miller moved to approve submission of 18-19 yearly plan with staff directed to submit the plan, and Mr. Stark seconded
- g. The board voted unanimously to approve submission of the 18-19 yearly plan.

7.3: Agenda Item: Propose Executive Team Workshop Planning date

- a. After discussion of scheduling conflicts, Ms. Montes moved to hold the Workshop Planning date on September 21 from 3:30 to 5:00 PM, and Mr. Stark seconded.
- b. The board voted unanimously to approve the Workshop Planning date.

Announcements:

No announcements, next board meeting to be held Sept 21, 2018 location TBD.

Ms. Montes adjourned the meeting at 3:44 PM.

Action Items

~~6.1 Action Item: Revise extra COLA amounts (combined with item 6.2)~~

6.1/6.2 COMBINED Action Items: Accept the state suggested allocation for extra COLA amounts based on the 18-19 CFAD

Mr Urioste:aye

Dr. Miller:aye

Ms. Montes:aye

Mr Stark:aye

Mr Garcia:absent

Motion passed

6.3 Action Item: Approve the amended Data & Accountability Plan

Mr Urioste: aye

Dr. Miller:aye

Ms. Montes:aye

Mr Stark:aye

Mr Garcia:absent

Motion carried

~~6.4 Action Item: Approve the proposed vendors selected from Bidders Conference evaluated/scored item deferred to next meeting~~

~~6.5 Action Item: Determine which firm will provide consulting services and which will provide auditing services. Item deferred to next meeting~~

6.6 (Item 7.2 moved to discussion) – Action Item: Direct LARAEC staff to submit the LARAEC 2018/19 yearly plan

Consent Agenda

7.1 Approve the proposed LARAEC conference date and location. March 9, 2019 at Universal Sheraton

Mr Urioste: aye

Dr. Miller:aye

Ms. Montes:aye

Mr Stark:aye

Mr Garcia:absent

Motion carried

~~7.2 Direct staff to submit LARAEC 2018/2019 yearly plan Item moved to discussion (see 6.6 above)~~

7.3 Propose Executive Team planning date of September 21, 2018 with amended time of 3:30-5:00pm to plan future board workshops and board workshop dates.

Mr Urioste: aye

Dr. Miller:aye

Ms. Montes:aye

Mr Stark:aye

Mr Garcia:absent

Motion carried

*Amended 09/21/2018 corrected spelling of Mr. Urioste's name on action items

**Amended 09/21/2018 Added Ms Montes comments in item 1.4.a.