

Los Angeles Regional Adult Education Consortium Open Meeting
Open Meeting
Burbank Adult School, 3811 W Allan Ave, Burbank, CA 91505
Friday, February 23, 2018 1:30 p.m. - 3:30 p.m.

Executive Committee in attendance:

Mr. Emilio Urioste, BUSD
Mr. Joseph Stark, LAUSD
Mr. Dan Garcia, MUSD
Ms. Veronica Montes, CCUSD
Dr. Robert Miller, LACCD

Project Manager:

Mr. Lanzi Asturias, LARAEC Project DirectorGarcia

I. Opening

- a. Meeting called to order at 1:39 PM by Lanzi Asturias.

II. Pledge of Allegiance

- a. Led by Elvis Carias

III. Policy and Legislation

- a. Mr. Asturias updated the board on trailer language from the Governor's budget, and warned that indirect cost would now be limited to 5% starting next year.
- b. Also included was the extension of the 3-year plan for one more year. Now the original 3-year plan includes the 2018-2019 school year, although they still have a yearly plan due next year

IV. Innovation and Best Practices – Matthew Oberlander

- a. LA Public Library and LAUSD's Family Success Initiative Collaboration/Pilot
1. Matthew Oberlander summarized the Family Success Initiative and the LAUSD's partnership with the LA Public Library.
 2. The program was created to answer the state's call to design a program that would help parents assist their school children to succeed (Program area 4 in AEBG legislation).
 3. **Future Goals:** In April, the program will have librarians from local communities visit family success classes do presentations and talk about library services, then follow up with field trips with parents to libraries.

V. Professional Development

- a. American Institutes for Research Training
1. The point person for Montebello USD, Carrie Frogue, summarized AIR's three full-day professional development sessions, which about a hundred staff from all member districts attended.
 2. Ms. Montes requested that the board be provided with the number of people that were at the Communities of Practice training as opposed to the PLC training that was just for LAUSD members.

VI. Operations

- a. Report Items
1. LARAEC Budgets and Upcoming Deadlines
 - A. Men Le explained that 2nd quarter progress and expense reports were due March 1st, and will be certified by March 31st and gave an update on the still-offline NOVA system.
 - B. Regarding audit firms, Mr. Asturias explained that he and the Point Person Team have reached out to four auditing firms, received proposals from two and are waiting on two, and hopefully will bring proposals for the board's review next month.
 2. LARAEC Second Annual Conference
 - A. Deanna Matsumoto announced that Kevin Fleming will be the keynote speaker, career readiness in the 21st century.
 - B. 350 attendees are registered to attend with the cap at 500, and there are 18 exhibitors.
 3. Subject Matter Expert Workgroups reactivation
 - A. Yanira Chavez explained that they are preparing to restart activities of the SME workgroups, and each workgroup is preparing a statement of work and one deliverable for review.
 4. Montebello USD, AE Quarterly Report Metrics
 - A. Carrie Frogue returned and presented specific metrics that the Point Person Team developed per the board's request to address the concerns of Montebello's audit. She was interrupted by the requesting a hard copy of the metrics, and Mr. Asturias said they would compile such a report for next meeting.

board

- b. Discussion items
1. Redistribution of money returned from MUSD
 - A. On the January 19th meeting, it was discussed that MUSD will return 6+ million dollars back to LARAEC. Mr. Garcia has met with his superintendent, and MUSD can cut a check for 5.03 million immediately. They are asking consortium members to do the 1.29 million June deferment from MUSD's CFAD document.
 - B. Mr. Garcia said that he had talked to Neil Kelly from State DOE who said they could defer since it's still pen to paper and write a check on top of that to LAUSD.
 - C. Ms. Montes asked if there was a reason MUSD cannot write those amounts to the three districts individually and the consensus was that it would result in a cleaner transaction with a clear fiscal trail via MOU's.
 - D. Mr. Asturias suggested that they could create a set of visuals for the board to consider the transaction agreed on January 19th, then get specific information from Mr. Garcia to create visuals for his proposal, bring it as a discussion item next meeting, and have it as an action item in April's meeting.
 2. Quarterly Report Due Dates for MUSD
 - A. Mr. Garcia asked what specific dates the board is looking at for MUSD's quarterly reports to be due so they can be prepared as a district to give relevant info.
 - B. Ms. Montes said that the quarterly reporting system is based on financial quarters, so the conversation would be which quarter they should start the reports in.
 3. Quarterly reports for accountability from all LARAEC members
 - A. Mr. Garcia echoed past comments from Dr. Miller on whether they should be requiring quarterly reports based on the metrics developed for MUSD's reports to LARAEC for all LARAEC members.
 - B. Ms. Montes requested that they not use self-reported data, but use data that comes directly from reports that can be generated through TE, SIS or whatever LARAEC districts' student information systems are. That is apples to apples, and they are kind of in the situation they are in based on self-reported data.
 4. LARAEC office expense report
 - A. Mr. Garcia would like to see a quarterly report of what they are spending LARAEC office expenses on and where it is going, as opposed to the current yearly LARAEC office reports.
 - B. Mr. Asturias agreed and reminded the board to also be timely about submitting their own reports to the LARAEC office, citing recent missed deadlines for expenditure and progress reports.
 5. Member effectiveness of class closures
 - A. Mr. Garcia asked for recommendations from the board for deciding when to close a class.
 - B. Mr. Stark said that many items like class sizes are negotiated with their labor partners, and that they need to be careful not to overreach as a board or offend their labor partners by giving recommendations.
 - C. Mr. Urioste suggested that they could do a board workshop format with staff present like Burbank does, but reiterated that it is a complicated issue, especially for CTE, and that he works with staff at Burbank to distinguish between first-day enrollment numbers and actual daily attendance.
 - D. Mr. Garcia explained that that is one of the key points that he is looking at, what the true numbers are, in order to make sure they're staying effective in their program and as a member of LARAEC.
 - E. Dr. Miller appreciated that, but cautioned from a fiduciary point of view that other than having a workshop or colleagues providing info, they in the board cannot be in the position of making a recommendation on any kind of action in this instance.
 6. Proposal for administrator/counselor staffing ratios for LAUSD DACE
 - A. Mr. Stark explained that is was not per se a proposal, and invited Matthew Oberlander, point person for LAUSD forward to give context.
 - B. Mr. Oberlander explained that in the Division of Adult and Career Education, LAUSD is required to report on an annual basis about their administrator to teacher ratio. DACE has been excluded in previous years, but is included this year and are looking for guidance to come into compliance while still providing support for students.
 - C. Mr. Stark said that basically, LAUSD is looking for how to use their LARAEC allocation to comply with requirements and goals with distinction between K-12 programs and what they are providing for adult ed. That way they are not getting lumped in with the bigger district in terms of K-12 ratios. But they are not looking to set broad policy for LARAEC.
 7. Equitable and sustainable AEBG funding formula for LARAEC K-12, adult, and LACCD members

- A. Mr. Stark shared some data points from the one-time funding distribution voted on last board meeting, and the inequality among districts in terms of the percentage of their allocation they received from the one-time funding, which he believes cannot be justified.
- B. Mr. Stark brought the board's attention to the new report from the Legislative Analyst's Office from the state, whose new recommendation was to have the state come up with a per-student funding formula. He would like to see LARAEC lead the way and flex its muscle to perhaps propose to the state a per-student formula that makes sense.
- C. Dr. Miller agreed that LARAEC is the 1600-pound consortium in the state. Collectively they should rally officials around what the LAO is saying.
- D. Mr. Montes agrees that they need to be the group that leads the way in terms of coming up with a formula.
- E. Mr. Asturias asked for indulgence of board to finish agenda items and go beyond the meeting's allotted time. Mr. Stark asked to push up public comment.

VIII. Public Comment

- a. Sergio Hernandez introduced himself as chair of adult education for UTLA. He emphasized the need for common measurements for success, thought the LARAEC office should be submitting quarterly reports, and that the board shouldn't forget their labor partners in the lobbying process.

VI. Operations – returning after item VIII. Public Comment was pushed up

a. Discussion items

7. Equitable and Sustainable AEBG funding formula for LARAEC K-12 adult and LACCD members

- A. Mr. Urioste admitted that the LAO report gave him pause when it says "Uniform" referring to funding policy. He thinks they need to look at and define "uniform" in light of some of these programs that are specialized and would have additional costs per pupil.
- B. Mr. Asturias commented that the PPT has been tasked with coming up with a student formula, and relation he would like to bring forward issues with PPT directives from the board.
 - i. Often times they have more questions than answers, and need to have a mechanism to clarify with the board a little better so that they can provide the outcome the board expects.
- C. Dr. Miller said that the LAO report is of great interest to all consortia because it does portend significant changes and relief in a number of areas. He wonders if this body should reach out to all consortia or a number of consortia to have a work group pulled together to have a plan that can be promoted at the state advocacy level and move forward.
- D. To Mr. Asturias' point, he suggested appointing a chair, a vice chair, and perhaps a secretary, so that they can act as traffic cops for how we transact business, compile agenda, and prioritize agenda items and assist the PPT.
- E. Mr. Asturias agreed and suggested that the point person team could come forward to define protocols and have them as an action item for next meeting to ensure prioritization and equal access to the agenda.
- F. Mr. Garcia confirmed that three members of this board are part of CAEAA and the CCAE and they should reach out to both.
- G. Mr. Stark agreed, and said to keep in mind that they are a one-of-a-kind consortium, so they might have issues where other districts have no interest or where those issues don't apply to them. He is all for collaboration, but in many cases they may not get a lot of support from adult schools up north, for example. He thinks LARAEC should be leading the way in the state.
- H. Ms. Montes said that it is a very delicate balance to lead the way and separate themselves from the larger group. Dr. Miller added that it is incumbent upon all of them to actively engage and take a leadership role, but to be cognizant of everyone's situation along the way.
- I. Dr. Adrienne Ann Mullen came forward and said she supported LARAEC taking a greater role in the state picture and strongly encourages them to implement a chair, vice-chair model to develop a strong voice, streamline our process and prioritize.

8. Hiring process and membership support

- A. Ms. Montes said that she wants to talk about the non-classified positions within the LARAEC office. Her request is that the point people be part of that process and interview panel for the people who will support the entire LARAEC group.
- B. Mr. Asturias added that for the position he occupies, LAUSD made the concession to have board members on the panel to select him. For the TA positions, LAUSD made the same commitment to the board.
- C. Mr. Stark explained that HR processes can be very sensitive work, and ultimately as the district taking responsibility, he wants to make sure they're operating in a manner that he can defend.

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- i. He is not comfortable with making changes to processes they have used for previous positions unless they are all clear on what the concern is and what problem they actually need to solve.
- D. Dr. Miller said that if they are comfortable following the exact same process that they used to select and hire Mr. Asturias, the interview committee needs to get together, select applicants to interview, and give their recommendation.
- E. Ms. Montes said that in the spirit of collaboration and transparency, the process of selecting and interviewing is something that LARAEC should all be involved in.
 - i. Mr. Stark maintained that he thought the board agreed to that and asked who from the LARAEC board today would like to be on the interview panel. But he questioned where they cross that line when now they are micromanaging staff.
- F. Dr. Miller suggested that they select two of the board to work with Mr. Asturias on the process and the selection of these individuals. He just wanted to make sure voices were heard from other members of the consortium to weigh in on selection process.
- G. Mr. Stark said to clarify that the intent from the beginning was to have representatives from LARAEC on the selection panel, but not to have them in the screening process.
 - i. Ms. Montes asked who did the screening, and Mr. Stark said that LAUSD staff did, just as with Mr. Asturias' position.
- H. Ms. Montes and Mr. Urioste volunteered to be on interview panel.
 - i. Mr. Stark raised the point that last time he was very intentional in wanting to invite a representative from LACCD. Dr. Miller volunteered Dr. Adrienne Ann Mullen or himself if Dr. Mullen was busy.
- I. Mr. Stark expressed concern about a lot of the general comments made, that it sounds like there are things under the surface that people are concerned about that he hasn't heard before. He emphasized that it does not make a difference to him personally, but that they should be open and transparent as a board.

VII. Announcements

- a. No announcements

VIII. Public Comment

- a. Moved up in agenda for the sake of time

IX. Board Members' comments and responses

- a. The board members agreed that they had exhausted any comments they may have had previously.

X. Next Meeting: March 16, 2018

- a. Mr. Asturias said that he and the Point Person Teams were tasked with looking into Brown Act training, reached out to a firm to provide that training, and as they get additional details, he will provide with that information. He hopes that they can do it at the next open meeting.
 - 1. Dr. Miller thought that given the business in front of them, it would not be an effective use of their time to have Brown Act training during a board meeting. If necessary, they can call a separate meeting.
 - 2. Mr. Urioste explained that in Burbank they have done board training under the auspice of a board workshop that was open to the public, and they should consider that.
 - A. There was consensus among the board that a board workshop was the way to go.
- b. Mr. Urioste said he would like the public comment moved up in the future to the very top and also have board member comments moved up on the agenda.
 - 1. Mr. Asturias said that the board is supposed to hear comments from the public before any action items, but duly noted Mr. Urioste's comment.
- c. Finally, Dr. Miller wanted to be clear that in his experience, it is not inappropriate for any member of the board, if there is a consensus, to direct staff to take an action without it being agendized.

XI. Adjourn

- a. Mr. Urioste motioned to adjourn the meeting, and Mr. Stark seconded.
- b. Meeting was adjourned at 4:28 p.m.