

Los Angeles Regional Adult Education Consortium Open Meeting
East Los Angeles Skills Center
3921 Selig Place, Los Angeles, CA 90031
May 18, 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:

1. Call to order – Ms. Montes called the meeting to order at 1:36 PM
 - 1.1 Pledge of Allegiance
 - 1.2 Approval of the Agenda
 - a. Mr. Urioste motioned to approve the agenda, Mr. Garcia seconded. The board voted unanimously to approve the agenda.
 - 1.3 Approval of the minutes
 - a. April 27, 2018 board meeting
 - b. Mr. Urioste motioned to approve the minutes, Dr. Miller seconded.
 - c. Mr. Urioste corrected the minutes: under Action Item 6.2 under I and h, it should read “CASAS”.
 - d. The board voted unanimously to approve the corrected minutes.
2. Public comment
 - a. Librarian Megan Katz introduced herself and librarian Randall Hinson, representing the Los Angeles Public Library. She described the Summer Reading Challenge initiative, explaining the requirements for participation. She finished by going over some of the other science, technology, cultural, and author programs being led by the LA Public Library.
 1. Mr. Stark asked the LARAEC webmaster to put a link on the LARAEC website to the programs available from the LA Public Library.
3. Program Updates
 - 3.1 Innovation and best practices
 - a. No report
 - 3.2 Budget
 - a. Grace Ocampo began by presenting the Q2 expense and carryover report, starting with revised AEBG quarterly reporting deadlines for Q3 and Q4. She also went over spending targets for Q3 and Q4.
 1. The revised carryover total is \$25,992,422, the revised FY 2018 allocation is \$121,872,945 after redistribution of MUSD funds.
 2. There was some confusion amongst the board as to the numbers represented on the chart in column A, the revised carryover; Ms. Ocampo explained that column A also reflected the redistributed funds from Montebello.
 3. Adrienne Ann Mullen explained that the chart is formatted and the data distributed the way it is because the state is requiring it to be reported that way. Ms. Montes asked to have a column that

is just redistribution.

the 16-17 rollover, then a column for the Montebello

being more for the

4. Mr. Stark said he was happy to go with any spreadsheet, how it's presented doesn't matter necessarily to him, but it's about transparent to the public. Dr. Miller agreed, saying that information is better for the purposes of transparency and lay person to understand.

overhead

5. Ms. Ocampo continued, explaining the Q2 expenditures also on the table. She confirmed that the LARAEC administrative was included within the LAUSD budget.

down the from LAUSD and

b. Ms. Ocampo presented the Data and Accountability Budget Report, summarizing data and accountability funds allocation throughout LARAEC's member districts. She and Dr. Mullen then broke money from those funds that was allocated to LARAEC BUSD.

software, and methodology just LARAEC on that.

1. Dr. Miller raised the concern that they were using funds for Data and Accountability software for something other than thought that they need to review their budgeting in case a potential review down the road calls

progress modification

c. Ms. Ocampo then summarized the Deadlines and New Expenditure Requirements for LARAEC, including coming expenditure and report deadlines. She also broke down deadlines for budget requests and revisions.

3.3 Professional Development

a. No reports, but Ms. Montes asked the staff to set up a CalPro Professional Learning Communities training session for next year.

3.4 Policy and Legislation

a. CCAE Conference Report: CCAE Legislative Agenda

this

1. Deanna Matsumoto summarized the budget and legislative priorities presented by CCAE for adult education as part of budget cycle.

they group, since

2. Mr. Stark asked the board whether CCAE's priorities reflected LARAEC's priorities as a consortium, and asked whether should consider forming their own policy or advocacy CCAE is very K12-focused.

different boasting the should have advocate to

3. Dr. Miller agreed, and added that on the community college side there's recognition that adult ed needs to be treated in a way, and LARAEC being the largest consortium and largest community college district in the state, they their own voice, and may have to hire their own represent their issues.

report, LARAEC.

4. Mr. Urioste suggested having a board workshop on the LAO to inform potential advocates and identify a direction for

3.5 LARAEC Office Update

a. Michele Stiehl summarized LARAEC's efforts to make sure operations are compliant with the Brown Act, and said that they are still

refining the open meeting process. They are also beginning to investigate formulating a yearly plan.

- b. Justin Gorence summarized the continuing work on the website for LARAEC, and presented a new format for the site after researching other consortia websites around California.

4. Information items

4.1 Data and Accountability Report

- a. Ms. Stiehl summarized the CCAE Conference Report, regarding data and accountability. The conference emphasized Data and Accountability, because different organizations have different priorities, and Ms. Stiehl detailed one presentation by the Capitol Adult Education Regional Consortia on their approach to data and accountability.
- b. Moving forward, she recommended forming a LARAEC data workgroup, and conducting professional development training for the data workgroup, consortia members, and teachers regarding data and accountability.

4.2 LaunchBoard Adult Education Data Pipeline

- a. Ms. Stiehl introduced and described LaunchBoard, as a data aggregation dashboard that will become a new tool in the adult education pipeline in July 2018. She emphasized that it doesn't create or collect data; it requires good data to be put into it. They currently have a college pipeline of data feeding into the dashboard, and are new tool coming online in July 2018 to produce an adult pipeline of data, created out of an AEBG Data and team, which also produced the *Measuring Our Success* report.

community looking at a education Accountability field Success report.

- b. Ms. Stiehl then displayed a graphic of what the LaunchBoard homepage looks like, and described its ability to filter data, and produce graphs. She emphasized that the data and the LaunchBoard service will only be available to the education community. picture of what Launchboard looks like. Able to filter the data by region, consortia, school sites.

4.3 LARAEC Yearly Plan: Update and Timeline

- a. Dr. Mullen explained that they have not planned a timeline because of time constraints from the last meeting, and the state hasn't released their template for a yearly plan.
- b. Mr. Urioste wanted to thank Dr. Mullen for the leadership and the expertise she has provided to LARAEC and the point persons.

5. Board Member Reports

- a. Mr. Stark began by discussing the LAO report mentioned in previous meetings, and how it called for a revamping of adult education funding rules, and for a uniform funding rate. He asked the board to make this an item in moving forward.

a advocacy

- b. Mr. Urioste requested a board workshop where LARAEC brings its member libraries together, to hear what challenges libraries are facing and how they can assist with that as a consortium. He would also like to advocate for a standing professional development committee that looks at the needs of each member district and creates a roadmap to follow.

they can a standing each member

c. Dr. Miller suggested that all consortia leadership appoint a person to share best practices, share collective challenges, and leverage the collective whole towards the good of adult ed.

d. Mr. Garcia announced that MUSD was having a career tech fair on May 24, and encouraged all board members to come out.

6. Discussion/Action Items

6.1 Discussion: Fair and Equitable Funding Formula

a. Ms. Montes acknowledged that they had suggested creating a board workshop regarding a fair and equitable funding formula at the last meeting, and asked whether they should keep board workshops on Fridays at a similar time to their normal board meetings. The board agreed.

b. Mr. Garcia said that after a conversation with CDE, he did not want to jump into this kind of mechanism, and wanted all members to be audited prior to finalization of any funding formula

6.2 Action Item: Ratification of the proposed LAUSD Workforce driven administrators to counselors/teacher advisors ratio (Applicable to LAUSD only)

a. Mr. Stark moved to ratify, and Dr. Miller seconded.

b. Previous point person for LAUSD Matthew Oberlander explained that this year, adult education is now included in state requirements to calculate and report on the ratio of administrators to teachers; LAUSD's division asked DACE to develop two distinct ratios based on administrators and teacher advisors. Teacher advisors are less administrative and more student-focused. The ratios represent a number that is not to be exceeded, not a required number, and would apply solely to LAUSD DACE.

c. Dr. Miller asked why they had to approve this, when it's LAUSD internal business. Mr. Stark explained that the whole goal was to separate adult education funding from K-12 funding. And because LARAEC is a formal voting body that makes decisions on behalf of AEBG and the consortium, if there was a formal action taken by LARAEC there would be board minutes and something to look at to show the board approved it. Mr. Stark also emphasized that this action item didn't mandate that the rest of the LARAEC member districts comply with LAUSD's ratios.

d. Mr. Urioste, Dr. Miller, Mr. Stark, and Mr. Garcia voted to ratify. Ms. Montes abstained. The motion to ratify was approved with four votes for, and one abstention.

6.3 Action Item: Approve LARAEC Webmaster SY 2018-19 Contract proposal

a. Mr. Urioste motioned to approve, and Mr. Stark seconded.

b. The board voted unanimously to approve the contract proposal.

6.4 Action Item: Delegate authority to LARAEC Project Director to report to the state Q3 Expense and Progress Report upon receiving each individual district's Chief Business Officer's signed expense and progress report (Q3 Report to State due on June 30, 2018)

a. Mr. Urioste motioned to approve, and Mr. Garcia seconded.

b. Men Le explained that this is to cover all possible scenarios, since the Nova system is supposed to be available by June and might not be, and the board is not meeting in June.

- c. The board voted unanimously to delegate authority to the LARAEC Project Director.
- 6.5 Action Item: Approve proposed first half of 2018-19 Open Meeting Dates
 - a. Dr. Miller motioned to approve, and Mr. Stark seconded.
 - b. The board voted unanimously to approve the Open Meeting dates.
- 7. Consent Agenda
 - a. No consent items
- 8. Announcements:
 - 8.1 There will be no Open Meeting during the month of June
 - 8.2 Effective July 20th Open Meetings will be referred to as regular meetings

Next Meeting: July 20, 2018, location TBD

Adjournment:

The meeting was adjourned at 3:40 pm.

Discussion/Action Items Open Meeting 05/18/18

6.1 Discussion: Fair and Equitable Funding Formula: Discussion about next steps to move forward on the creation of a funding formula for the allocation of the LARAEC budget.

6.2 Action Item: Ratify the proposed LAUSD Workforce driven administrators to counselors/teacher advisors ratio (applicable to LAUSD only)

Mr. Urioste: aye

Ms. Montes: abstain

Dr. Miller: aye

Mr. Stark: aye

Mr. Garcia: aye

Motion carried.

6.3 Action Item: Approve LARAEC Webmaster SY 2018-19 Contract Proposal

Mr. Urioste: aye

Ms. Montes: aye

Dr. Miller: aye

Mr. Stark: aye

Mr. Garcia: aye

Motion carried

6.4 Action Item: Delegate authority to LARAEC Project Director to report to the State Q3 Expense and Progress Report upon receiving each individual district's Chief Business Officer's signed Expense and Progress Report (Q3 Report to State due on June 30, 2018)

Mr. Urioste: aye

Ms. Montes: aye

Dr. Miller: aye

Mr. Stark: aye

Mr. Garcia: aye

Motion carried

6.5 Action Item: Approve proposed first half of 2018-19 Open Meeting dates.

Mr. Urioste: aye

Ms. Montes: aye

Dr. Miller: aye

Mr. Stark: aye

Mr. Garcia: aye

Motion carried