



**AEBG**

PARTNERING FOR A STRONG CALIFORNIA WORKFORCE

**ADULT EDUCATION BLOCK GRANT  
REGIONAL CONSORTIUM FUNDING  
ALLOCATION AGREEMENT**

<b>Board of Governors, California Community Colleges Chancellor's Office (CCCCO)</b>	<b>Entity:</b> <u>LOS ANGELES</u>
	<b>Allocation Number:</b> <u>15-328-123</u>

<b>AEBG Program Regional Consortium Funding Appropriation</b>	<b>Funding Fiscal Year:</b> <u>2015/16</u>
	<b>Total Funds Allocated:</b> \$ <u>4,680,853</u>

Adult Education Block Grant (AEBG) Program Data and Accountability funding is to be used in accordance with AB104 Legislation Section 40, §84920. A consortium receives its apportionment on the condition it submits a budget and a workplan, by February 20, 2017, that complies with the legislative intent provided in §84920(a-f) and program instructions issued by the AEBG Office.

AEBG Data and Accountability funding will be disbursed by June 30, 2016. Activities must end by December 31, 2017. A final report is due in January 2018, with the close out report due the following month.

The Consortium agrees, in receiving its apportionment, to adhere to any additional restrictions, funding reductions, limitations or conditions that may affect the provisions, term, or funding of this agreement in any manner. The parties hereby agree that the AEBG Office will notify the consortium of any such changes in writing.

**STATE OF CALIFORNIA-CCCCO**

<b>AEBG Monitor:</b> Neil Kelly (916) 324-8895 <a href="mailto:nkelly@cccco.edu">nkelly@cccco.edu</a>	<b>Agency Address:</b> 1102 Q Street, Suite 4400 Sacramento, CA 95811-6539
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Updated 12/5/2016

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK  
GRANT

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-123

### CONTACT PAGE

Entity:	LOS ANGELES		
Address:	333 S. Beaudry Avenue, 18th Floor		
City:	Los Angles	State:	CA Zip: 90017

<b>Project Director</b> <i>(Person responsible for conducting the daily operation of the allocation)</i>			
Name:	Lanzi Asturias	Phone:	(213) 241-3150
Title:	Project Director	Fax:	(213) 241-3303
E-mail Address:	lla64551@lausd.net		

<b>District Chief Business Officer</b> <i>(or authorized designee)</i>			
Name:	Mr. Scott S. Price, Ph.D.	Phone:	(213) 241-7888
Title:	Chief Financial Officer	Fax:	(213) 241-6813
E-mail Address:	scott.price@lausd.net		

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ENTITY: LOS ANGELES

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-123

### APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROJECT BUDGET REQUESTED	
			\$	
			\$	4,680,853
1000	INSTRUCTIONAL SALARIES	1	\$	483,604
2000	NONINSTRUCTIONAL SALARIES	2	\$	475,218
3000	EMPLOYEE BENEFITS	3	\$	369,777
4000	SUPPLIES AND MATERIALS	4	\$	438,706
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	2,076,349
6000	CAPITAL OUTLAY	6	\$	672,119
7000	OTHER OUTGO	7	\$	0
<b>TOTAL DIRECT COSTS:</b>		8	\$	4,515,773
<b>TOTAL INDIRECT COSTS:</b>		9	\$	165,080
			\$	0
<b>TOTAL COSTS:</b>		10	\$	4,680,853

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations.

**Project Director:**

Name: Lanzi Asturias

Title: (213) 241-3303

Authorized Signature: 

Date: 12/18/18

**District Chief Business Officer (or authorized designee):**

Name: Mr. Scott S. Price, Ph.D.

Title: Chief Financial Officer

Authorized Signature: 

Date: 12/20/2018

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FISCAL YEAR: 2015/16

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**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	4,680,853
1000	Non-instructional Certificated Salaries Various positions	\$	483,604
		\$	-
		\$	-
		\$	-
2000	Classified non-instructional salaries Various positions	\$	475,218
		\$	-
		\$	-
		\$	-
3000	Employee Benefits	\$	369,777
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
4000	Supplies and Materials	\$	438,706
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-

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Object of Expenditure	Classification	PROJECT BUDGET	
		\$	4,680,853
5000	Other Operating Expenses and Services	\$	2,076,349
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
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		\$	-
		\$	-
		\$	-
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<b>TOTAL INDIRECT COSTS - ENTER AMOUNT:</b>		\$	<b>165,080</b>
<b>TOTAL COSTS:</b>		\$	<b>4,680,853</b>

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**Statement of Work (Annual Workplan)  
Objectives**

Objective: 1  
Respond to the short term data reporting needs required by AB 104.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Develop software to align with AEBG and WIOA requirements. <b>Modification:</b> The AEBG state office implemented the use of the CASAS, TE system to address the needs for an integrated data system for each consortium. LARAEC is still in the process of developing an intake/counseling system to support the creation of a study/career pathway plan for each student and to track student transitions between member districts. The software will be piloted in the fall of 2018.	Software developed for: -- student intake -- attendance -- robust report-generating capabilities -- universal ID number -- interfacing with other systems or applications -- archive/longitudinal database -- student information portal (dashboard) -- counseling information and student management system -- web-based access on multiple platforms	November 30, 2017	Project Director and Adrienne Ann Mullen (STEP System)
1.2				
1.3				

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**Statement of Work (Annual Workplan)  
Objectives**

Objective: 2  
Foster regional and local system integration efforts pertaining to assessment and intake of adult students.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Support the student centered vision of LARAEC a. Develop a model that can be replicated in other regions in the state b. Meet the needs and functionality of the region and all its stakeholders	<ul style="list-style-type: none"> <li>- Expedited and simplified process for student transition from first visit to beginning of training activities (intake).</li> <li>- LARAEC will phase in a common automated intake system</li> <li>- LARAEC will ensure that appropriate equipment is available</li> </ul>	December 31, 2017	Project Manager
2.2	Provide professional development and capacity building for optimal customer service to implement Data and Accountability measures a. Back end users trained in enrollment, student appointments set-up for counseling and testing, data scrubbing, record attendance and comments, communication with students b. Send at least one representative from each school site to TE conference	<ul style="list-style-type: none"> <li>- Implementation of a Professional Development Plan</li> <li>- Highly proficient use of Data and Accountability Systems and plans</li> </ul>	September 30, 2017 October 31, 2017 November 31, 2017	Point Person Team Point Person Team Point Person Team
2.3	Hire additional staff to manage Data and Accountability Systems' implementation a. Counselors b. IT representatives c. Professional Development Staff	Data and Accountability Systems implemented efficiently and effectively	June 30, 2017	Executive Team

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Objectives**

**Objective:** 2  
Foster regional and local system integration efforts pertaining to assessment and intake of adult students.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.4	Integrate district member's existing Student Information System (SIS) into newly developed intake and guidance system	Compatibility tools developed	November 31, 2017	Executive Team
2.5	Provide an alternative to existing distric member SIS systems	-- Fully integrate Data and Accountability System for LARAEC member districts -- Provide a high level of utility for each LARAEC member district	December 31, 2017	Executive Team
2.6				



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 22<sup>nd</sup> at the request of Ms. Montes.
    - 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 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 additional 60 thousand dollars, and when not rounded, they had gained an 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

- 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.

- for
- 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 grammatical stuff is cleaned up, and word count updated, he is comfortable with Mr. Asturias and his team strengthening the document and submitting it. Mr. Asturias appreciated the direction
- 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.

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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.

Data and  
Accountability  
Amended Plan



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City:	LOS ANGELES	State:	CA Zip: 90017

<b>Project Director</b> <i>(Person responsible for conducting the daily operation of the allocation)</i>			
Name:	Luis Lanzi Asturias	Phone:	213-241-3763
Title:	Specialist, Adult and Career Educaitn	Fax:	213241-37623
E-mail Address:	lla64551@lausd.net		

<b>District Chief Business Officer</b> <i>(or authorized designee)</i>			
Name:	Megan Reilly	Phone:	213-241-6813
Title:	Chief Financial Officer	Fax:	213-241-3964
E-mail Address:	megan.reilly@lausd.net		



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**Statement of Work (Annual Workplan)  
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Objective: 2  
Foster regional and local system integration efforts pertaining to assessment and intake of adult students.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Support the student-centered vision of LARAEC a. Develop a model that can be replicated in other regions in the state b. Meet the needs and functionality of the region and all its stakeholders	-- Expedited and simplified process for student transition from first visit to beginning of training activities (intake). -- LARAEC will phase in a common automated intake system -- LARAEC will ensure that appropriate equipment is available	December 31, 2017	Project Manager
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