



FY17 Annual Report

~ community schools for lifelong learning est. 1954 ~

Jill Weintraub, Director

Advisory Committee:

Demi Ayres, Chair, Concord	Kathe Falzer, Concord
John Ballantine, Carlisle	Claudia Feeney, Concord
Ron Bernard, Concord	Christine Lear, Carlisle
Julie Dolan, Concord	Carol Murphree, Carlisle
Robert Crom, School Committee Liaison	

Contents

1. The Community Education Mission
2. School Services with a Community Focus
3. 2016-2017 Enrollment and Participation
4. Courses and Services
5. Revenue and Expense
6. Community Partnerships
7. Communications and Outreach
8. Organizational Structure
9. The Year Ahead

1. The Community Education Mission

Concord Carlisle Adult & Community Education (CCACE) provides opportunities for lifelong learning to the citizens of the school district and surrounding towns. It responds to community needs and interests with our communities' talents and resources, calling upon local people to develop and coordinate programs and services for children, adolescents, and adults throughout the year.

Community Education provides extended-day educational programs for citizens in Concord and Carlisle. It promotes and supports school and community learning projects that cannot be funded or presented in traditional ways. Adult & Community Education is both a program of classes and educational events and a process that connects local citizens with each other and their public schools in ways that are creative, educational, and cost effective.

2. School Services with a Community Focus

The department operates "extended-day" educational programming and services in multiple locations around the school district. Based at CCHS, it is open and active days, weeknights, seven days a week, twelve months a year.

Office:	CCHS, 500 Walden Street, Concord
Phone (direct line):	978-318-1432
Phone (school lines):	978-341-2490 (ext. 7523 Office, 7123 Director, 7124 Music)
Fax:	978-369-7125
Email:	ace@concordps.org
Website:	www.concordcarlisleace.org

3. 2016-2017 (FY17) Enrollment and Participation

There are six areas of activity within the Adult & Community Education program, for purposes of educational service delivery, management and reporting. They are:

- 1) **Community education classes** (year-round continuing education for adults and extended-day enrichment for K-12 students);
- 2) **Instrumental music lessons** (40 weeks of individual after school music lessons annually);
- 3) **Online courses** (with ed2go)
- 4) **Driver education** (a 30-hour classroom program, 12 hours of behind-the-wheel training, 6 hours of in-car observation, 2-hour parent classes, Registry road test sponsorship, and related services);
- 5) **Community events** (such as community forums, armchair travels series, lectures)
- 6) **Other services** (contract and in-service training, inter-agency collaboration, etc.)

The department was able to provide a wide variety of educational services for many local residents last year. Activity included:

- **Over 2,250 enrollments in fee-based community education classes**
- **Over 350 individual, online, and group courses** were offered
- **Over 280 students enrolled in instrumental music lessons** (32-40 sessions each)
- **Over 240 new students enrolled in driver education** training (27+ sessions per student, between classroom and driving)
- **Over 150 participants (est.) in walk-in programs and events** (no registration or fee required)

4. Courses and Services

CCACE offers programs throughout the year, including nights, weekends, and some holidays. While the majority of our programs take place at the high school, we hold courses and other educational events are held throughout Concord and Carlisle. We have programs for students as young as one through senior residents of Concord and Carlisle. Almost 10,000 individual music lessons were held. Driver Education teachers provided over 2,000 hours of behind-the-wheel training. Students could also choose from among hundreds of online courses we offer in collaboration with ed2go.

Community Education invites local residents to use our schools for learning during the times when the facilities would otherwise be unoccupied, when building services already has those facilities open. Evening non-credit courses are developed and taught by community educators who are working professionals in their respective fields. There are also daytime classes for community members, after-school and weekend classes for high school students, and special courses for individuals and community groups. Approximately half of our students are adults, while the other half are school-age children. Eighty percent of our adult and continuing education students live in Concord or Carlisle. Non-residents may participate on a space-available basis and pay a small additional fee. Their participation broadens our range of educational services and extends the necessary cost sharing.

Many familiar courses remained in demand in 2016-2017: world languages, financial planning, health and wellness, bridge, chess, writing, test preparation, and more. New courses were developed, reflecting new interests. They included Supreme Court Cases, Oh So Easy Artisan Bread, Chair YogaDance, Tea: The elixir of the east, Sashiko Embroidery, Alexander Technique, and more!

Our enrollment numbers continued to increase in both Driver Education and the Instrumental Music School. We saw an higher numbers as well with Village University for Concord-Carlisle senior citizens, with a mix of new and returning courses and volunteer instructors.

Over one hundred and twenty-five community educators led our programs in FY17, including volunteers, instructional subcontractors, and part-time employees. Most of the subcontractors and part-time employees were paid \$20-50/hour for instructional time, funded entirely by course revenues.

5. Financing Community Education

The department completed its thirteenth consecutive year of self-funded activity in FY17, recovering all costs for teachers, administrative and management salaries, non-salary expenses, and capital investments. Department costs were approximately \$730,000, and revenues were approximately \$740,000, and the year ended with a revolving account balance of \$118,698.

CCACE received a grant from the Concord Carlisle Community Chest of \$15,000 which enabled us to provide financial aid to 31 families. Every financial aid applicant was provided some assistance and no one was turned away because of an inability to pay a course fee.

The school district provides in-kind support by providing leadership, oversight, and the financial management mechanisms necessary to receive and disburse money for educational activities. The use of space within the Concord Public Schools is essential to keeping our programming moving forward. We are also thankful to be able to offer music lessons to Carlisle students at the Carlisle School on weekday afternoons. Our continual challenge is locating classroom space for our day time programming.

6. Community Partnerships

The department relies on community partnerships and co-sponsored programming in order to produce a robust variety of educational offerings. The department worked with the Concord Historical Collaborative, Concord-Carlisle Community Chest, CCTV, Concord Free Public Library, Concord Council on Aging, Coast Guard Auxiliary, Open Door Education, Wicked Cool for Kids, ed2go, Berlitz for Kids, Community Education Network, and more.

7. Community-School Communications

Community Education mails a catalog to every household in the district by direct mail three times each year, promoting all CCACE programs. The newly redesigned department website contains a wide array of information about our program and all of the latest programming additions. Students may also enroll in classes and pay their bills online. The office, located at Concord-Carlisle High School, and is open to community members and students five days per week.

The Adult and Community Education Advisory Committee, appointed by the Regional School Committee, advocates for community education and strong community-school connections. It is an important link between the schools and community at large, generating ideas, identifying needs and seeking resources. Robert Crom was the School Committee liaison. We welcomed two new Carlisle residents to the committee in 2017 – Christine Lear and Carol Murphree.

8. Organizational Structure

Jill Weintraub started as Director of Adult & Community Education on September 1, 2016. The Director of Teaching and Learning, Kristen Herbert, supervises Jill.

Mary Zellner, the Senior Administrative Secretary, retired at the end of FY17, who was responsible for office operations, department data entry and recordkeeping. Deborah Levine (.5 FTE) manages the year-round music lesson program and supports the Senior Secretary with management oversight functions.

Over one hundred twenty-five part-time community educators provided instructional services.

The Advisory Committee provides guidance and support to the department Director, the Superintendent of Schools and the Regional School Committee on community education matters.

9. The Year Ahead

The Adult & Community Education department is focused on staffing transitions, with Mary's retirement. We have hired two new .5 FTE program coordinators who began on July 1, 2017: Stefanie Cloutier is our Coordinator of Continuing Education & Enrichment and Rebecca Gurley is our Driver Education Coordinator. ACE implemented a new registration system and launched a new and update website in June, with a new address – www.concordcarlisleace.org. The department will continue to strengthen and look to expand

programming wherever possible. We will resume capital investment in the Driver Education program with the trade-in and purchase of two new cars, both of which were purchased in 2009 when the program was started.

The Adult & Community Education department fosters a healthy and vibrant sense of community in the Concord-Carlisle School District. We welcomes everyone, including those with and without children in the public schools, to take part in a rich variety of learning experiences together and get personal value from their investment in public education.