

## CCACE Advisory Committee Meeting



**Concord Carlisle**  
*Adult & Community Education*

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### CCACE Advisory Committee Meeting Friday, December 9, 2022 @ 11:00 am Zoom meeting

**Present: John Ballantine, Paula Casey, Claudia Feeney, Marla Iyasere, Kim Kossmann, Barbara Magee, Alison Pray, Steve Reznick, Jill Weintraub, Sara Wilson**

1. Meeting minutes from October 25, 2022 were approved.
2. Registration and budget numbers for FY23  
Registration numbers continue to look strong. Jill pointed out that the DEI program with the LWV's was responsible for unusually high registrations. There were very few cancellations, partially due to our collaboration with other communities. Most of the fall Adult classes are completed. We are still seeing a desire for online classes, regardless of day or evening classes.

286 IMSCC students registered for the summer and fall semesters. The numbers should remain about the same in the winter.

Drivers Ed is busy as well. We offered a 5-day class that took place on the weekends before and after Veterans Day. 170 students have registered for the Drivers Ed program since July 1.

Our budget is in a good place, with a positive balance.

Winter classes are presently online. The catalog will be going to the printer by Monday morning, and should be delivered to homes during the holiday break. Once again, the catalog cover was designed by a CCHS student. We're offering a big selection of programs... there are 6 Armchair Travel programs with 44 people signed up, along with the following sample of classes: Feeling is as Good as the Good You are Doing, (talking about volunteer roles), Grandparent/Caregiver: Pediatric First Aid & CPR class, Concord History and Guide Training Class, several gardening classes, Andy is offering Opera classes. There are 5 Village University classes, along with cooking, history and culture, fitness and language classes. Some of these are our classes, some are shared with other communities.... all online.

3. ELL  
Jill just hired a 4th teacher pending a CORI check. He is a CCHS grad, and is passionate and excited with a fair amount of experience working with adults and kids. We've picked up 13 new students in the last 7 weeks through word of mouth. Most of them live in Concord. They are mostly beginners, know one another and are on the same level. The majority of the students speak Portuguese. Unfortunately they are all starting at separate times and just show up in person to class without registering, which is challenging for our teachers. Jill is trying to set a registration time to help the program run smoothly, rather than new students arriving unregistered weekly. Presently there are 15 students in the winter beginner class, which will be the maximum # for that class. Right now we have a beginner, upper beginner and an intermediate section. We are going to offer a conversation class which will meet once a week online and is meant for higher level students. The

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other 3 classes will continue to meet twice a week at CCHS in the evenings. We have a great group of instructors.

The program has expanded quite quickly, with lots of challenges. The biggest challenge is funding the program. Our pilot program over the summer was funded by the Community Chest. Currently we have a grant from Middlesex Community Savings Bank which will get us through this school year, however we can only apply for this grant every-other-year, which means we need funding for next year. Please keep your eyes open for next year's funding options. State funding usually comes with requirements of workforce development. Most recipients of that funding are vocational schools which do career training alongside, and we do not fit that model. Most of our students are currently employed, they are looking for English, not job training.

#### 4. Program Updates and Winter Planning:

##### a. Adult Ed

Stefanie is working hard with our parent education classes, with 5 coming up this winter, all on zoom with recordings available: A Parents Guide to TikTok; Cellphone and Parenting; Bullying, Cyber Bullying and the Effects of the Pandemic on Children; Building Resilience and Managing Big Emotions; Your Teens and Money. They are all important topics, giving tips on how to talk to your children. We are pacing ourselves and figuring out what is realistic. This program is geared towards HS.

We could also offer something geared towards pre-school... we haven't focused on pre-school in terms of parent education. There's a need for parent education for younger families; either workshops or series of programs, including different ages, and various needs in the community. It's exciting to stumble upon something that wasn't on our radar, and Janet O'Shea from the Concord Integrated Preschool is excited to talk to us and work with us in helping younger families. Between COVID and RSV many young families have been isolated, not having been able to go to playgroups, parenting groups. It's a different world than it was a few years ago with mental health issues at all levels.

Jill said it's an uphill battle and learning curve, a natural fit and an exciting area we can delve into and make a difference. We did offer 3 programs in the fall - 2 virtual, one in-person.

These five winter programs are virtual, and we anticipate good registration numbers. We can offer them to other communities. There hasn't been any push-back with the registration fees. We are transitioning to a model where we are charging for these programs and offering scholarships. Some of the speakers are charging high prices. We have a balance of different speakers at different price points which will help as we build the program, offering parent education for the younger groups.... different models. Workshops with different presenters, including some on-going groups with parent support that meets once a month, and a blend of various programs covering different ages, topics and needs.

Scholarship applications are mostly found in the Music and drivers ed classes. There are probably a half a dozen scholarship requests for adult ed programs each year. We advertise across the board that scholarships are available for all programs.

For 40 years Ingrid wheeler ran parent toddler groups for Community Ed. They met in the mornings, parents brought their children. Some programs included parents with children, while others offered separate groups running simultaneously. Ingrid retired just prior to the pandemic and the space we used for the programs on a very part-time basis has been repurposed for other needs. We are trying to bring back those programs for fall 2023, needing to find space to hold them and people to run the program. The community loved those programs. It feeds into all our other offerings. Potentially there will be space in Ripley or the new Concord Children's center.

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b. Drivers Ed

Winter break class is coming up. There is available space. Jill anticipates that the class will be filled when it starts Dec. 27th. Driving lessons aren't filled yet. Again, the pandemic effects have trickled into this program as well. Clocks have changed, it's getting dark earlier. Parents hesitate taking their kids out in the dark; we can fill that need and take them out at 5:00. We don't need to hire any new instructors; we have a great group of instructors.

c. IMSCC

Music lessons keep going. Lots of performances and concerts happening this time of year. Most of our instructors have full rosters. We may need to need to start recruiting trumpet and clarinet instructors. We are starting to open registrations for the winter semester. Our numbers are 280-285 students.

5. CCACE Advisory Committee members and terms

We need new advisory committee members. Jill sent us a document/overview of our committee. She suggested that we should invite one or two members of the Center for parents and teachers to join our committee.

Steve recommended that we each send Jill an email to see what we are looking from recruits.... explain responsibilities and what we want them to accomplish. What do we think is important? Jill will advertise it in the Concord Bridge, the Carlisle Mosquito and in the Catalog.

Claudia needs a replacement for arm chair travel; she has the job organized with a "how-to" typed up, and a list of all prior presenters who she emails at the beginning at each year. The planning and recruiting (scheduling and finding people to do the presentations) organization is the bulk of the work. Claudia will send jill a description that can be distributed to our committee.

Jill emphasized that the Can We Talk Program was born out of this committee.

We need someone to step up to take the chair position next year.

Next meeting: January 27th at 11:00, possibly hybrid

Meeting adjourned 12:22