



CCACE Advisory Committee Meeting
Friday, February 18, 2022 @ 11:00 am
Zoom Meeting

Present: Demi Ayres, John Ballantine, Ron Bernard, Paula Casey, Claudia Feeney, Barbara Magee, Eva Mostoufi, Carol Murphree, Jill Weintraub

Absent: Kristen Herbert, Marla Iyasere

1. Jill welcomed Advisory Committee candidates (Zlata, Kim and Steve). Each member of the existing Committee gave a quick introduction of their time on the Advisory Committee and history in Concord/Carlisle. The 3 candidates had previously submitted their resumes and briefly spoke about their interest in joining the Committee.
2. January 2022 minutes were approved: Claudia Feeney; Second: Demi Ayres
3. Registration and budget numbers for FY22

The numbers are solid, a little lower than February last year, but we have half of the month to go.

Classes are mostly on zoom at this point, which has offered us a great alternative to in-person classes. It's hard to predict how many classes will remain on zoom and which programs will go back to in-person attendance.

So far there are 1600 Adult Ed registrations for the year.

The Spring catalog should arrive to homes the week of February 28th.

ISMCC - 600 registrations, which includes 78 registrations last summer, 246 this past fall and 260 this winter/spring semester. Pre-pandemic numbers were 300-350. Summer is always smaller; new inquiries are coming in. Music students have the option to work in-person or remotely. Instructors are coming back slowly. Perhaps we will get to pre-pandemic #'s next year, especially in music.

200 registrations so far in Drivers ed this year. We just had another student sign up for the February vacation class. We're offering an after-school class in March, and an April break class.

Most revenue comes in via credit cards. There's always a delay in posting credit card receipts to the account. We run a revolving account which keeps money in reserve, particularly helping with car maintenance expenses. Overall right now our balance is \$189,000 on the positive side.
4. Programs

We have quite a lot of classes starting up in March.

There's a Network for Community Ed in the area which meets several times a year. Since COVID, we have expanded this network geographically, given that the classes are online and people don't have to travel. This has enabled us to increase the number and diversity of programs offered by sharing instructors and classes that we couldn't fill ourselves. This has been a huge game changer as far as programs go.

Spring for us is usually a smaller semester. As the weather gets warmer we lose people's attention and they run off doing other things.

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We offer programs outdoors: fitness walks; Concord History walks which are new and a collaboration with the Concord Visitors center; birding classes.

We don't offer many Adult ed programs in the summer, but will repeat a kayaking class that was popular last year, along with test prep classes (ACT/SAT and college essays).

We are trying to balance bringing back some in-person classes and finding the comfort level of both students and instructors through surveys and soliciting feedback.

Music classes run on a rolling enrollment. The winter/spring session is underway. We offer an optional 9-week summer class.... hoping for 75-100 music lessons this summer. We have a popular trombone choir which will operate this summer and we'll look to see what other music workshops and master classes we will run. Driver's ed never sleeps – it runs all year.

We do not require in person Adult Ed instructors to be vaccinated. Drivers ed and bus drivers need to be masked and vaccinated.

We are advertising for new Drivers ed instructors. We have a handful of wonderful instructors who have been with us for years, but this position can tend to be transient. Many have not returned following the pandemic, and are not comfortable coming back... there's no distancing in the car. We just lost a beloved instructor who moved but is finishing up the classroom portion with us online. There are 3 potential instructors we are talking to. The drivers ed instructors have to be certified by the RMV. They take a 65-hour training program with us, which includes 30 hours of classroom instruction, 2-hour parent class and a number of hours doing mock and observation sessions in the car, along with administrative work in the office. They then take a 100-question test with the RMV. The certification allows them to teach at any driving school and it's easy to renew annually.

Bus drivers can teach drivers ed, but many times the hours are conflicting.

5. ELL Planning

Superintendent Hunter approached Jill with the thought of offering an ELL program. Presently there are little-to-no ESL/ELL programs locally, and the ones that do exist have long wait lines. Stefanie and Jill met with Marla (who stepped forward with an interest in teaching) to discuss starting the program. We are hoping to start a basic/beginner pilot program this summer with 4 to 12 students. We are exploring different avenues, while working on a placement test to determine the proficiency level of potential students. For our first program we will be targeting students who are beginners so that all students are at the same level, and hopefully grow the program from there. We will take it from there, and network in the community and surrounding towns as the program grows. Jill would like to say that come next fall or winter we may be able to offer classes different times of the day/evening to meet the needs of all life styles. We have access to CCHS during the day in the summertime and during the school year we can use the high school in the afternoon and evenings.

Being part of the district we have access to the ELL coordinator in the district who can help us locate district families who may have benefited from this program in the past. We'll send them a survey requesting what frequency (2X/wk, 3X/wk?) makes the most sense, best time of day to offer the classes, goals (skills for employment reasons or conversational skills)?

The town social worker told Jill that refugees don't stay in this area long term because it's not affordable. But there may be people who work in Concord who are potential candidates for the program.

Perhaps some employers in the area have employees who are non-English speaking that could use an ELL class. The idea of possibly approaching Emerson Hospital to hold the first pilot program came up. They might have employees who are immigrants, and the hospital probably has a classroom to hold the sessions. Kristen has some contacts at the hospital that she will connect with.

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We submitted a Cornerstone grant application to the CC Community Chest to help us get going this summer, and Jill is working on a community grant application with Middlesex Savings Bank which can be up to \$20,000. We are a member of the Chamber of Commerce and we will reach out to them to help us spread the word to local business owners.

6. Can We Talk

We discussed offering two programs at our last meeting:

- a. The Court System.... possibly a series of 4 consecutive Thursday nights in the fall: How judges are appointed vs. elected, how different cases are assigned to different locations (the college admissions scandal in the Boston area), how the appeal system works, etc. Is it possible to link into the courthouse somehow, especially given its proximity to the high school? If we follow this format, do we want a constant person/host who will hold the program together. We talked about Bill Cotter who teaches a class on the Supreme Court as a possibility, or he could recommend someone. John's cousin was a state attorney general in Minnesota, and they held a family meeting after the George Floyd incident.... there's a whole social justice arrest process that many people aren't aware of. What are the unfairnesses and racial injustices that occur in the judicial system?

Claudia suggested that we stay focused on the court system for this project. Barbara thought we should look at local retired judges, some of whom presented at the Village University class on the Constitution. Rachael Rollins has experience at many levels. This project should be more specific than our past programs, and can effect our understanding on specific areas of the court system. Jill will consult Bill Cotter to head us in the right direction.

- b. Immigration, and possibly loosely tie it into the ELL program. This could be a one-night program.

Claudia requested that we stay informed and keep the discussion going throughout the month. We need to make sure we do justice to the topics chosen and don't skim. Carol mentioned that Nancy Cronin who is on the Village University board has been involved with immigration for the League of Women Voters for a long time, perhaps she might provide some avenues to pursue. The LWV also does a lot with the legal system and could possibly provide some insight into the judicial program as well. Coincidentally Jill and Stefanie have a call scheduled with Liz Cobbs who has taught some classes for us, and is also involved with the League of Women Voters. They are interested in doing a program with us.

7. The three CCACE program coordinators Stefanie, Rebecca and Debbie attended a Committee meeting once a year (pre-pandemic) to give an introduction and background of their programs. Trying to return to normal times, Debbie, the music coordinator will join us at our next meeting.
8. Jill thanked Steve, Kim and Zlata for joining us. She will follow-up with them after this meeting.
9. Claudia thanked Steve for helping with Arm Chair Travel and noted that Nathalie will help with the recruiting component.

Next meeting: March 25th at 11 am
Meeting adjourned at 12:22 pm.
Minutes submitted by Paula Casey.