



**CCACE Advisory Committee Meeting**  
**Friday, March 25, 2022 @ 11:00 am**  
**Zoom Meeting**

**Present: John Ballantine, Ron Bernard, Paula Casey, Debbie Levine, Eva Mostoufi, Steve Rezneck, Jill Weintraub**

**Absent: Demi Ayres, Claudia Feeney, Kristen Herbert, Marla Iyasere, Barbara Magee, Carol Murphree**

1. February 2022 minutes were approved by John Ballantine.

2. Program update from IMSCC with Debbie Levine

Jill has brought back the tradition of inviting the CCACE program coordinators to our meetings so we can have a more in-depth view into their programs and specific roles. Debbie Levine, the IMSCC coordinator is the first to join us at today's meeting.

Debbie clarified that IMSCC stands for Instrumental Music School of Carlisle and Concord. Debbie explained that she is a clarinetist by training, and that she has been a clarinet teacher for 30 years, and teaching in the Concord school system since the inception of IMSCC. She is a cryptic puzzle enthusiast and a word puzzle constructor as well as a grandmother of an 18 month old. Debbie started administrative work with the IMSCC program in 2005, shortly after the program was incorporated into the Community Ed Program. The origins of the program came from music teachers looking for their students to have access to lessons locally. She works closely with the music teachers, band and orchestra directors to integrate their programs as best they can. Lessons range from 4 year olds to students in their 70's; the bulk of the students range from 4th grade through high school where they can participate in ensembles, band/orchestra. There's a 35 member faculty, all conservatory trained musicians, active performers and/or experienced teachers.

There are 3 semesters: two 16-week sessions during the school year and a more flexible summer program where they work around vacation schedules. The lessons are given at the schools (presently remotely as well), after school and in the evening at CCHS and the Carlisle school campus. Lessons can be 20, 45 or 60 minutes long. New students fill out a form on the website and Debbie will determine what teacher is a good match and will have the teacher coordinate scheduling with the student's family. Once arranged, they get back to Debbie who issues invoices.

Current students are re-enrolled and invoices will be sent one semester to the next. Presently there are 280 students enrolled, which is down from a pre-pandemic # of 330. The enrollment #'s are closely tied to what happens in the school music department.

Outreach: Debbie puts a blurb in each school's monthly newsletter. IMSCC students run the gamut of beginners to very advanced students going on to conservatory training. Part of what the instructors do is to balance expectations for students, whether it be playing in school band or orchestra to preparing for conservatory playing. They quickly switched and made adaptations offer to remote lessons in March when everything shut down and were able to maintain most of the students. September 2021 many teachers returned in-person, which is where we are right now...

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mostly in-person lessons. A number of COVID safety measures were put in place. Long range plans: we are working out a policy of having the option to continue remote lessons if needed.

Sound quality on zoom? There are settings to allow echo cancelation; there's a one second delay. The instructors have found a way to sync and make it work with the students.

Classes: in addition to private lessons, we offer some group lessons. Andy Papas runs a popular opera class for adults. There's a summer trombone choir that has been running for 13 years; it's very popular and includes students of all different levels. It happens during the summer and they perform a concert at the end of the session. There is also a summer band which is coordinated by the middle and elementary schools band directors. Like the other CCACE program offerings, there's some trial and error as they try out new programs to see what works. There are workshops to help prepare kids for auditions that come around once or twice a year. Teachers can put on studio recitals for their own students, and Debbie helps facilitate space to make that happen. There's a new endeavor which came about during the pandemic: spring student showcases.... teachers and students make videos which are released on the website, and Jill advertises the showcase via emails to IMSCC families. Sporadically there's a faculty recital which is a great idea, but hard to do.

Most of our music teachers have been with us a long time, and families are happy with the quality of the program. Debbie shared link to the current online spring showcase: <https://www.concordcarlisleace.org/online.spring.showcase/>

Jill thanked Debbie for joining us and the informative presentation.

### 3. Advisory Committee Membership

#### a. New member updates

Jill welcomed Steve Rezneck as an official member of the a Advisory Committee. Kim Kossman will join the committee at the end of the year. Zlata is unable to commit to a committee membership at this point.

#### b. Members stepping down at the end of this year

Demi's 2nd term is over the end of this school year. Demi has been on the committee since Jill arrived and she will be missed. Steve will replace Demi. Both John and Carol's 2nd terms end this June, but have agreed to stay on for one more year if necessary. They are both Carlisle residents. We are looking for someone (preferably a Carlisle resident) to join the board, and are trying to do outreach with people who have taken classes with us. Jill has an announcement in the Carlisle Buzz - the school newsletter that goes out every month. Jill reached out to Eva, and the band director in Carlisle, hoping that we might find someone affiliated with the IMSCC program. It would be great to find someone with school age children. Debbie will reach out to one of her adult students in Carlisle.

#### c. Chair position for 2022-2023

Jill will make a plea for someone to take over Paula's position as chair, and she'll send out an update to our group with the committee member updates as well.

### 4. Registration and budget numbers for FY22

The registration numbers are strong, which is reflected through March 15th in the budget report. We already exceeded last March's registration #'s at that point. We are continuing to see good numbers in Adult Ed. The spring catalog is at people's homes; we will continue to send email blasts. IMSCC numbers are solid, not quite up to pre-pandemic #'s.

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Driver's ed - we are seeing some great numbers as well, we actually have a waiting list (1) for our April vacation class. Summer classes are starting to fill up.

Our budget numbers are looking pretty solid. As usual, all the credit card receipts haven't been reflected. Once they are calculated, we have a positive balance. Registration numbers should continue to climb in all program areas.

Jill mentioned that we had 89 people registered at our last Arm Chair Travel program! Jill doesn't want to go into too much detail on Arm Chair Travel because Claudia isn't present. There are many new people attending on zoom. We've lost some of the regular attendees who used to come in person, but are not attending the zoom presentations. We didn't always keep attendance sheets when the program was in-person, and we have been doing so since it's been online. It's a better way of tracking attendees and therefore we have the ability to reach out to those people. Can we offer an in-person presentation and put it on zoom? There are lots of logistics that need to be figured out. It was agreed that we continue to not charge for attendance, but perhaps we could request a suggested donation. Arm Chair Travel is a great resource to expose all our programs.

### 5. Can We Talk Planning - 2 potential programs

We are stalling out on Can We Talk. Claudia reached out to a couple of people at the school and a former Judge who teaches at BC, without any luck.

The immigration issue is hot right now. Perhaps we should focus on Immigration and hold off on the Court program for now. There are a whole set of issues with refugees. It ties into ESL. We were initially thinking this would be a one speaker event. We would like it to be an in-person program. The presenter could be on zoom with a moderator working with the audience. Steve will reach out to the Massachusetts Bar Association. Lawrence and Lowell have huge immigration populations. Jill will follow up with Kristen and Kim who have mentioned that they might have some contacts on this topic.

### 6. Program Updates

#### a. Drivers Ed Instructors

We are always hiring for drivers ed instructors, and are in the process of training 2 new instructors, and a third instructor in the spring. There are lots of details and hours involved in training. (See February's minutes for training requirements).

#### b. Survey for fall programs

We sent out a general survey and responses are coming in; we are just starting to get results. People are looking for computer training classes, history, and a lot of the same subject areas we always offer.

#### c. ELL planning

- Concord-Carlisle Community Chest Cornerstone Grant

Jill had a meeting with the allocations committee for the grant which went well and she anticipates they will come through with some funding. Either way we are going to pilot a program this summer.

- Middlesex Savings Bank Grant

We are working on a larger grant from Middlesex Savings which will be submitted next week, which will help fund the program as well.

- Survey to district EL families

We have been talking to the district coordinator for the English Language families at the school age level. She has helped us connect with those families and we've sent a survey

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to them. We are collecting names of people who are interested in signing up for the program, and Jill has gotten some helpful information about scheduling. We thought a daytime program would be the way to go, but it looks like we are going to go with an evening class. We are working on a placement test so we can test and determine the language levels.

We are also reaching out in the community and have spoken to someone at Emerson Hospital who's excited to work with us and refer their employees. Jill doesn't know if they will fund their employees. The person Jill spoke with at Emerson Hospital is also a board member of the Chamber of Commerce, and has offered to help us circulate information and get out word in the community. We are very close to setting dates and signing people up for the summer.

The hope is that we will grow the program and add appropriate levels each semester, with new instructor in the fall. It will be interesting to see if people really test at the beginner level (as they stated in the their surveys), or who we attract through the different employers. It will help if we can get some funding. This is exciting, we are off and running. It will tie in well with an immigration program as well.

### 7. Future business

We are just getting into fall planning, and are looking at the feedback from the surveys. Some people want to stay online while others want to come back in person. A lot will depend on the instructors and what their comfort level is.

Can we make it possible to do hybrid, programs? We will need support, and instructors need to be confident to attempt this. We don't have IT support, Jill and Stefanie are the IT support so instructors would have to feel confident that they could start their own zoom class, while simultaneously teaching in person. Currently, we still have to open the zoom link for many of our instructors. Especially on nights when we have multiple classes starting at the same time, Stefanie can't open each one to facilitate the hybrid format.

Rebecca, the CCACE Driver's Ed Coordinator will join us at our next meeting, April 29th.

**Next meeting: March 25<sup>th</sup> at 11 am**

**Meeting adjourned at 12:12 pm.**

**Minutes submitted by Paula Casey.**