



## FY16 Annual Report

~ community schools for lifelong learning est. 1954 ~

Courtland Booth, Director (through September 1, 2016)

Jill Asser, Director (as of September 1, 2016)

### Advisory Committee:

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

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#### 1. The Community Education Mission

Concord Carlisle Adult & Community Education 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.ace.colonial.net                                       |

### 3. 2015-2016 (FY16) 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 two partner organizations)
- 4) **Driver education** (a 30-hour classroom program, 12 hours of behind-the-wheel training available 360 days/year, 6 to 12 hours of in-car observation, 2-hour parent classes, Registry road test sponsorship, and related services);
- 5) **Community events** (such as community symposia, armchair travels series, films, occasional lectures)
- 6) **Other services** (academic advising, 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:

- **1,879 enrollments in fee-based community education classes**
- **432 individual, online, and group courses** were conducted
- **275 students enrolled in instrumental music lessons** (32-40 sessions each)
- **177 new students enrolled in driver education** training (27+ sessions per student, between classroom and driving)
- **2,000 participants (est.) in walk-in programs and events** (no registration or fee required)

### 4. Courses and Services

The department conducted courses and training programs almost every day of the year, including most nights, weekends, and some holidays. While the high school is the “flagship”, courses and other educational events were held in more than a dozen locations around the school district. Our youngest students were infants in the arms of parents, and the oldest were among the most 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. Residents could also choose from among hundreds of online courses we offer in collaboration with two partner organizations, the American Heart Association and 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 before-school classes for K-5 students, daytime classes for community members, after-school and weekend classes for high school students, and special courses for individuals and community groups. Adults make up approximately half the total number of students, and students under college age the other half. Approximately eighty percent of the students live or go to school in the Concord-Carlisle district. 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 2015-2016: world languages, financial planning, health and wellness, history and current affairs, parenting, test preparation, and more. New courses were developed, reflecting new interests. They included Parent/Child programming, Sewing, College Prep, Boating, CCTV, foreign languages, and more!

Driver Education saw an increase in students needing services and the Instrumental Music School attracted more new students. Village University continued to provide educational programs for Concord-Carlisle senior citizens, with a series of new courses and new volunteers.

Over two hundred seventy community educators participated in FY16, 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. These capable community educators are excellent ambassadors for the public schools with the many residents they teach.

## **5. Financing Community Education**

The department completed its twelfth consecutive year of self-funded activity in FY16, recovering almost all of the costs for teachers, administrative and management salaries, non-salary expenses, and capital investments. Department costs were \$684,373, and revenues \$674,273, and the year ended with a revolving account balance of \$108,863.

A grant from the Concord Carlisle Community Chest of \$18,000 provided financial aid to approximately 100 local families and individuals. 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. Funding, educational space, and teaching talent are the three pillars of community education stability. Teaching talent is abundant in the school district. Educational space is scarce. Fee-based funding is a constant challenge. Funding challenges also include public and outside fee-based programs using the schools, some of which were originally developed by the department. Limited facility rentals and limited staff capacity are among the funding challenges. Nonetheless, enthusiastic community participation enabled us to fund and conduct more than 80% of the courses that were offered last year.

## **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, American Red Cross, American Heart Association, Concord-Carlisle Community Chest, CCTV, Concord Free Public Library, Concord Carlisle Human Rights Council, Concord Police Department, Concord Council on Aging, Thoreau Farm Trust, Coast Guard Auxiliary, Summit Education, Wicked Cool for Kids, Ed2Go, Berlitz for Kids, and more.

## **7. Community-School Communications**

Community Education communicates with every household in the district by direct mail several times each year, promoting courses and encouraging lifelong learning. The department website is a resource used by more than half our students to obtain course information and to enroll. The office, located at Concord-Carlisle High School, is open fifty-plus hours each 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. Mary Storrs was the School Committee liaison. Paul Anagnostopoulos, Susan Cannon, and Michael Rudd completed two terms of volunteer service on the Committee in 2016. We are grateful for their generous support.

## **8. Organizational Structure**

Court Booth stepped down as Director on September 1, 2016. The Director of Teaching and Learning, Kristen Herbert, was his supervisor and will supervise the new Director, Jill Asser.

Mary Zellner, the Senior Administrative Secretary, is a full time employee responsible for office operations, department data entry and recordkeeping. Deborah Levine (.25 FTE) manages the year-round music lesson program and supports the Senior Secretary with management oversight functions.

Over two hundred seventy 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 will focus on staffing transitions, with a new director in place and the Mary Zellner's upcoming retirement. ACE is implementing a new registration system and will look at updating the website to mirror the new District pages for the schools. The department will continue to strengthen and look to expand programming wherever possible. It will resume capital investment in the Driver Education

program with the purchase of a new car. It will promote professional development for office personnel.

The Adult & Community Education department fosters a healthy and vibrant sense of community in the Concord-Carlisle School District. It 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.