



**CCACE Advisory Committee Meeting**  
**May 17, 2024 @ 12:00pm**

**Present In Person:** Jill Weintraub, Paula Casey, Steven Resnik, Anne Irza-Leggat, Polly Meyer, Sara Wilson, Barbara Magee, Carlene Hempel (prospective member), Ed Bernard (prospective member)

**Present Virtually:** Pam Hegarty, Rita Raychaudhuri (prospective member)

**Absent:** Kimberly Kossman, Kristin Anderson

**The minutes for March 1, 2024 were approved.**

**Budget and Enrollment Numbers**

The internet system for Ripley and administration is still partially down due to a recent hack so Jill does not have updated budget figures.

**Drivers Education**

- We are hiring 3 new people. One instructor is ready to start.
- There is a required unpaid 65 hours of training provided by Concord which discourages some potential candidates.
- We need more in-car instructors; we are all set with in-class instructors.
- The Drivers Ed Coordinator position is open. There is one applicant for the position. Jill needs someone to join her for interviews.
- We have a fleet of 5 cars: 4 Fords and 1 Nissan Leaf. One car has reached its 10 year maximum so needs to be retired. On weekends we need all 5 cars.
- CCHS transportation dept maintains the cars. There has been continued discussion about what to buy for a replacement car.
- There is always a positive budget balance to purchase and maintain the fleet of cars.
- Electric cars are hard to sustain because they are out of commission while charging.

**ELL Program Status**

- Financing this program has been a challenge. The first summer we had a Cornerstone Grant from CC Community Chest and then a grant from Middlesex Savings Bank for the remainder of the year. This year another Cornerstone Grant (\$2500) was recently submitted. If we do not get this grant, we may need to evaluate the life of this program
- The program has grown in enrollment numbers and levels. There are three levels of classes twice a week plus a conversation group once a week. Classes are in the evening.
- Most students live and work in Concord and surrounding towns.
- Students reenroll to take the next semester classes but attendance is an issue.
- Some ideas to improve attendance:
  - Consider potluck dinners to build community.

### **CCACE Advisory Committee Meeting**

- Create a new role of ELL Facilitator by expanding a teacher's position. The facilitator would get to know the students, their needs, and the barriers to attendance.

#### **Fall Planning**

- Results of recent surveys:
  - Village University Survey: There was lots of positive feedback; some new members have joined the planning group.
  - Parent Ed Survey: There were suggestions for more online workshops than in person, for daytime programs and resources for parents.
- The slate of fall courses will be finalized by the end of June.
- We discussed the Can We Talk program for 2024-25. The goal is to create a safe space for discussion of a current riveting topic.
  - Some topic ideas discussed were:
    - Protest? The history of protest; what's legal/not legal.
    - Our complex court system: How do they work, What are the tiers, State vs federal.
    - Local issues: the West Concord dam, MBTA Communities, Hanscom.
    - What about a recurring scheduled time to discuss specific current event topics?

#### **Advisory Committee membership**

Steve and Barb's terms are up and they will leave the advisory group. Paula's term is also up but she is willing to stay on as ex officio member.

#### **Future committee organization**

We all agreed that the liaison roles were very informative and should continue next year.

#### **End of Year Luncheon**

We will meet at Paula's house Friday June 7<sup>th</sup> at 12:00.

Next meeting TBD September 2024

Minutes prepared by Barb Magee.