



CCACE Advisory Committee Meeting

Concord Carlisle
Adult & Community Education

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CCACE Advisory Committee MEETING MINUTES

Friday, May 1, 2026 @ 12:00-1:00 pm

Location: Ripley, 120 Meriam Rd, Concord – ROOM 3

Members present, Ed Bernard, Pamela Hegarty, John Lee, Anne Irza-Leggat (acting chair), Kimberly Kossman, Alison Pray, Rita Raychaudhuri

Members absent: Carlene Hempel, Polly Meyer

Visitors: Enid Karr

Call to order: Anne Irza-Leggat called the meeting to order at 12:07 pm.

Minutes: On a motion made by Rita Raychaudhuri and seconded by John Lee, the March minutes were unanimously approved.

Regular Business:

Program updates:

Adult Education:

- Jill shared that we have very few adult ed summer classes as most adults in this community are not interested in classes at that time. She shared that they will be offering a kayaking group as well as mah jongg and then a few of the online classes such as Practical ChatGPT Training for Beginners and One-Hour Instagram Mastery for Business.
- Fall planning has begun with Amy and Jill reaching out to the returning instructors first and then they will look at new course proposals. There is still a definite interest in one night craft classes in person. Jill and Amy met with the community education network of program coordinators this morning and were intrigued by the idea of a mah jongg tournament so they will look into that for the fall. John mentioned connection with the Carlisle mah jongg group potentially for this.
- John suggested thinking about a class at the Acton Arboretum for next spring.

Drivers Education:

- Jill shared that Ann has been speaking with a potential new instructor who is interested in training to become a Professional Driving Instructor this summer. She was recently hired by the District's transportation office as a bus driver and is looking to add hours to her schedule, particularly on vacations, weekends, etc in the future.

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- Ann and Jill have been working on the 2026-2027 class schedule. The December break is a tough one because of the way the holidays fall but they are looking at holding class on December 19th, 28th, 29th, 30th, 31st. For the fall, they will try another five day/week class afterschool in November since that was such a success this spring. They will consider adding a Saturday class in the fall as needed although these classes haven't been as popular. They will monitor the summer & fall enrollments to determine if this is necessary.
- Ann has been promoting the program in Maynard with fliers around town.

IMSCC:

- Pam met with Laryssa earlier this week for an update on the music programs. She reported that Laryssa said she really enjoys the roll and is happy to be doing it. She also acknowledged that Debbie Levine set her up well with detailed timelines for what to do when. She has already been working on several new innovations –
 - A monthly newsletter for the IMSCC community which has had a 75% open rate. Laryssa has included a faculty spotlight as well as general music education in these, and shared upcoming enrollment news, etc with families.
 - She held a successful student showcase in January which was 45 min in length and included students of different ages, levels, instruments who had been nominated by their instructor. She will be holding another one in June and is looking to have a later afternoon and early evening schedule to potentially double the number of students participating. The question was asked whether the students nominated were best performer, most improved or just students interested in participating. Neither Pam nor Jill were certain in there was a specific request like this or just those deserving of a highlight.
 - Laryssa is also working on IMSCC certificates that students could choose to earn based on certain requirements that might include performance requirements, music theory education, etc.

Pam reported that Laryssa said the only real challenge is finding enough space for all of the lessons requested on Wednesday, largely because of the early releases on that day and students wanting to come in earlier than 2:45/3 pm. Additionally the number of pianos can limit lessons since they are needed for both piano and voice lessons.

They discussed that student enrollment is down some although it does fluctuate year to year. This is likely due, in part, to the population changes in the area although is also an opportunity to recruit more adult students. There was an idea from a committee member about potentially have a parent/child duet in the showcase – if we have anyone who could do this.

Registration and budget numbers:

Jill handed out a spreadsheet of attendance records with actual numbers and percentages for registrations through April 24, like the one shared at the last meeting. (She acknowledged that in trying to make it fit one page, she inadvertently lost the % canceled column for Winter 2026 so she will send a correction.) Again this highlights are that not many classes have been

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cancelled this year, with cooking classes and self care having less interest than other areas. Jill did not complete the Spring 2026 numbers as there are still a large number of classes through mid-June in just about all class categories. In general, Jill said registrations continue to be strong and the budget is in great shape.

Looking ahead:

Jill asked committee members to think about what they want to work on or focus on over the summer and what they want out of the time they dedicate to CCACE. It could be individual members focusing on a particular program area to help expand the options, or a program the committee wants to put together... Committee members can reach out with ideas, questions or share their thoughts when we reconvene in September.

Jill shared a proposed schedule of meetings for FY27.

The meeting adjourned at 1:02 p.m.