

ADULT AND COMMUNITY EDUCATION ADVISORY COMMITTEE (ACEAC)

5:30-7:30, Woodson High School, Room L-116

Minutes

August 16, 2017

MEMBERS PRESENT:

Lois Passman, Chair, Mount Vernon District
Helen (Dolly) Whelan, Vice-Chair, Dranesville District
Jane Cruz, Braddock District
Bryan Graham, Providence District
John Lim, At-Large (Ilryong Moon)

STAFF:

Karin Williams, ISD Director
Sheryl Granzow, ACE Administrator, ISD
Mary Ann Cunningham-Florez, Manager, ISD Adult ESOL
Brad Rickel, Administrator, DSS Adult High School Completion
Linda Seyer, ACE Specialist
Joey Teets, ACE Specialist

MEMBERS ABSENT:

Joe Alston, Mason District (new member)
Patricia Franck, Sully District
Mr. Ilryong Moon, School Board Liaison
Milan Sturgis, Springfield District
Irvin Varkonyi, At-Large (Ryan McElveen)

MEMBERS NOT YET APPOINTED FOR 2017-2018:

Lee District (Tammy Derenak Kaufax)
At-Large (Karen Keys-Gamarra) Elected 8/29/17 to replace Jeanette Hough
Student Representative

1. Introduction

The ACE Advisory Committee began at 5:30 p.m.

Membership: Ilryong Moon remains our School Board liaison; Joe Alston is a new member from the Mason District. At this time, Natasha Macon, at-large for former at-large member, Jeanette Hough, will not be returning;. We still require a representative from Lee District. S. Granzow will speak with M. Simmons regarding contacting a former EFI student for possible representation on ACEAC.

2. Minutes, June 26, 2017

D. Whelan moved to accept the minutes without changes, and B. Graham seconded the motion.

3. Action Items Pending

Maureen Simmons from Education for Independence (EFI) continues to seek funding for EFI through the Fairfax County Consolidated Community Funding Pool and through new projects funded by the FCPS Education Foundation. M. Simmons and S. Granzow have met with the Foundation personnel to determine possibilities to be a pass through entity. L. Passman suggested that an ACEAC member could attend the meetings with staff.

K. Williams advised the committee that she will share the ACE staff response to the School Board regarding the recommendations from the FY 2016-2017 Report when she crafts and submits it.

4. Discussion

a. Adult Education and Family Literacy Act (AEFLA) Grant.

L. Seyer reported that the state grant funded by the Workforce Opportunity Investment Act is continuing as in the past. As of the date of this meeting, ACE had not yet received word on the Race to GED award.

b. Community Education

The Community Education program wound down its summer offerings and is gearing up for the roll out of the fall classes. Consequently, there are no enrollment data to provide at this time.

Apprenticeship Program. Apprenticeship enrollments are right where they should be though down slightly, according to J. Teets. He shared his current Apprenticeship catalogue with committee members, emphasizing their need for additional people with less experience for the Apprenticeship program. It is too early to analyze the particular popular courses, though electricity, plumbing, and HVAC have traditionally had a substantial following. He remarked that it is the former apprentices who are the backbone of the program, those who recruit others to join.

Other Sources of Client Contracts. J. Teets also informed the committee that Alexandria City is interested in providing apprenticeship training in its jail and had contacted him. Additionally, according to L. Passman, the Alexandria City adult education program offers no job readiness or literacy training. This could provide a niche for ACE contracts.

c. Adult ESOL

MA Cunningham-Florez provided the following report for Adult ESOL:

Enrollment Data. "Adult ESOL is currently closing out data and reporting requirements for the 2016-17 program year and hopefully we will have some statistics to share at next month's meeting. Programming for 2017-18 has started with our 5-week summer session. Enrollments for summer sessions are usually about ½ the size of those for our regular 10-week terms, and this summer term was no different, with 840 enrollments. We currently have approximately 700 pre-registrations for the upcoming Fall 2017 term.

Projects and New Clients. Program staff are preparing for a number of projects that will be a part of the 2017-18 grants: expanding its work with Fairfax County's Department of Family Services by continuing to offer the Job Readiness class at Herndon and adding a second section at Plum Center; coordinating with the Alexandria Skill Source Center to accommodate clients in need of literacy level and job preparation instruction not offered by ESOL partners in Alexandria; launching of an employment focus to classes offered at Edison High School; integrating increased digital literacy in instruction using the North Star Digital Literacy Assessment and related curricula."

MA Cunningham-Florez also reported that the new Adult ESOL site at Graham Road is doing quite well.

Other Sources of Client Contracts. Adding to the discussion about Alexandria City Public Schools, MA Cunningham-Florez advised that Alexandria Department of Family Services is looking to enroll students in ESOL classes at Plum Center. She is determining how to structure and charge for such a contract.

d. Adult High School Completion.

Reclassified GED Chief Examiner. B. Rickel reported that he has requested that the position of GED Chief Examiner be reclassified to an assistant administrator; there is no change in position level, just title and responsibilities.

Alternative Accreditation Plan. The AHS staff is also working on the FY18 Alternative Accreditation Plan to submit to the state school board for approval. The plan defines alternative avenues to garner points to support the graduation numbers. The AHS graduation dates for FY18 are January 29 at 5:00 p.m. with a snow date on February 6, and the summer graduation on June 12 at 5:00 p.m.

FY 2017 AHSC Enrollment Data. B. Rickel will provide the end of school year (FY 2016-2017) AHSC Enrollment Data Chart for the ACE Committee.

e. New Committee Meeting Room.

Since our current meeting room will be used as a classroom, B. Rickel is identifying a new meeting room and will advise us.

f. Marketing ACE.

S. Granzow reported on the ACE marketing campaign using twitter. Staff has communicated with FCPS to determine how to best utilize twitter to ACE's advantage. Additionally, ACE staff is looking at how to use existing FCPS resources such as Keep In Touch. They will begin to determine the analytics of their Facebook marketing as well.

5. Action Items

According to K. Williams, feedback from the FY 2016- 2017 ACEAC Report to the School Board, 2017, will be forthcoming.

L. Passman disseminated the School Board charge for FY18; there were no changes.

The meeting calendar was changed to accommodate the AHS graduations. The revised calendar will be reflected on the agenda for September's meeting.

J. Cruz will convene a nominating committee to prepare to elect officers at the September meeting. B. Graham and J. Lim volunteered to be part of a Nominating Committee.

6. FY18 Meeting Calendar and Topics

Meeting calendar and program topics are as follows:

- August 16, 2017: FY18 meeting program planning
- September 13, 2017: (second Wednesday) Response to SB re: annual report, elections, discussion of the AEFLA grant, discussion of FY 2016-2017 ACE Fund revenue shortfall (\$605,000)
- October 18, 2017: AHSC program site visit
- November 15 2017: Adult ESOL visit, discussion of AHSC site visit
- December 13, 2017: (second Wednesday) Education for Independence and Community Education
- January 29, 2018: AHSC graduation, [Snow date: Feb 6]; update enrollment charts (complete FY17, begin FY18)
- February 21, 2018: Recommendations for FY18 report
- March 21, 2018: FY18 Report writing, draft 1
- April 18, 2018: FY18 Report, draft 2
- May 9, 2018: (second Wednesday) FY18 Report, final 1

- June xx, 2018: ACEAC School Board presentation, School Board Work Session
- June 20, 2018: After action discussion, FY19 School Board Charge

Meeting adjourned at 7:30 p.m.

Minutes taken by Jane Cruz and reviewed by Lois Passman and Dolly Whelan.

Adult and Community Education Advisory Committee School Board Charge for Fiscal Year 2017-2018

1. Community Education (ACE Fund: Tuition Funded)
 - a. Assess whether the ACE Community Education component and its Career Readiness and Workforce Opportunity programs are continuing to respond to the new components and expectations included in the FY 2018 – FY 2021 Adult Education and Family Literacy ACT (AEFLA) Grant as a result of the Workforce Innovation and Opportunity Act (WIOA) by providing information and guidance on specific industries and career paths to target employer and employment needs and qualification requirements for prospective employees.
 - b. Assess whether ACE is offering a mixture of classes that meet the needs of the community as evidenced by increasing enrollment, improved financial position, and customer feedback.

2. Adult ESOL (ACE Fund: School Operating Fund; Tuition Funded)

Assess whether Adult ESOL is continuing to respond to the new components and expectations included in the FY 2018 – FY 2021 Adult Education and Family Literacy ACT (AEFLA) Grant as a result of the Workforce Innovation and Opportunity Act (WIOA):

- a. by providing information and guidance on specific industries and career paths to target employer and employment needs and qualification requirements for prospective employees.
 - b. by meeting the language acquisition expectations and needs of parents to enable them to communicate with their children's teachers and enable the parents to assist their children as their children climb the language ladder.
3. Adult High School Completion (School Operating Fund; Tuition Funded)
 - a. Assess if there are continuing increases in graduation rates of each of the AHSC programs: General Educational Development (GED); National External Diploma Program (NEDP), Fairfax County Adult High School (AHSC)
 - b. Assess the status of resources needed to support curriculum changes and updates required as certification requirements evolve and change.

ACEAC next meeting:

Wednesday, September 13, 2017, 5:30-7:30 Woodson High School, room to be determined