

## **ADULT AND COMMUNITY EDUCATION ADVISORY COMMITTEE**

5:30-7:30 PM at W.T. Woodson High School

### **Meeting Notes**

**November 15, 2017**

#### **MEMBERS PRESENT:**

Bryan Graham (Providence, Dalia Palchik)  
Lois Passman (Mt. Vernon, Karen Corbett Sanders) Chair  
Helen "Dolly" Whelan (Dranesville, Jane Strauss) Vice-Chair  
Catherine Xiang (Student Representative)

#### **STAFF:**

MaryAnn Cunningham Florez, ACE Manager (Adult ESOL)  
Sheryl Granzow, ACE Administrator  
Linda Seyer, Regional Program Manager  
Karin Williams, OSPC Director (ISD)

#### **MEMBERS ABSENT:**

Joe Alston (Mason, Sandy Evans)  
Jane Cruz (Braddock, Megan McLaughlin)  
Edythe Kelleher (Hunter Mills)  
John Lim (at-large, Ilryong Moon)  
Ilryong Moon, At Large  
Irvin Varkonyi (at-large, Ryan McElveen)

#### **MEMBERS NOT YET APPOINTED FOR 2017-2018:**

At Large (Karen Keys-Gamarra)  
Lee (Tammy Derenak Kaufax)  
Springfield (Elizabeth Schultz) Milan Sturgis (Status)  
Sully (Thomas Wilson) Patricia Franck (Waiting for re-confirmation)

#### **INTRODUCTIONS**

The meeting was brought to order by Chair Lois Passman, Mt. Vernon, at 5:47 PM. A quorum was not present. ACEAC members and ACE staff introduced themselves to student representative Catherine Xiang.

Chair Passman discussed the charts she sent via email to the ACEAC regarding the Adult High School Completion program (non-traditional schools). (See attachment.) She would like the committee to keep abreast of AHSC program enrollment and completion rates now so numbers can be compared at the end of the school year for the fiscal year report.

#### **ADULT ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (Adult ESOL)**

MaryAnn Cunningham Florez, ACE Manager, presented a PowerPoint overview of the Adult ESOL program. (See attachment.) Adult ESOL offers lifeskills-based English language instruction to assist learners with job skills and literacy. The programs are taught at nine locations across Fairfax County. Classes are offered in four terms at staggered times via morning and afternoon sessions. Classes are taught by approximately 75 hourly and part-time teachers per term. Instructional and administrative support is provided by five contract and two part-time hourly central office staff. Specialty classes focus on pronunciation, citizenship preparation and advanced conversation.

After the presentation, the ACEAC accompanied Ms. Cunningham Florez to visit several Adult ESOL classes at the Woodson High School site. In addition, ACEAC members spoke with the Lead Teacher, Ellen Frogale, about some of the administration and instructional support functions that she performs for the program. Committee members visited the Low Advanced level class and the High Beginning level

class and got a sense of the work being done by the teachers and students at those two very different levels.

## TOPICS OF INTEREST AND CONCERN

- a. **Education for Independence (EFI) Funding for FY 18.** Sheryl Granzow, ACE Administrator, said there is nothing new to report. Nothing further can be done unless funding is found. Other grants are being pursued in the meantime.
- b. **Fairfax County Consolidated Community Funding Pool.** Chair Passman would like a volunteer to attend meetings of the Consolidated Community Funding Pool to learn how it functions and makes decisions. This group discontinued funding to two worthy low-cost programs, and she would like to see if there are lessons to be learned for ACEAC purposes.
- c. **ACE Staff Response to ACEAC FY 2016-2017 Report Recommendations to the School Board.** Chair Passman led a discussion of the ACE Staff Response to the FY 2016-2017 Committee Recommendations to the School Board. The ACEAC will monitor the School Operating Fund transfer to the ACE Fund and advocate for an increase in the funding. Regarding the recommendation to authorize additional funding for an Adult ESOL academic career counselor, at present Maureen Simmons, ACE Career and Articulation Specialist, is doing some of this work as a result of some regional grant funding.
- d. **ACE Fund Decline in Revenue and Expenditure Comparison.** Karin Williams, OSPC Director, distributed two papers to the ACEAC: "ACE FUND Revenue and Expenditure Comparison" and "Adult and Community Education (ACE) Enrollment Comparison." The forms are for the time period of July 1<sup>st</sup> through October 31<sup>st</sup> for 2016 and 2017. ACE staff submit a recommended budget to the state for grants and aid based on actual enrollment of the prior year. Ms. Williams noted that enrollments in 2017 are less than what enrollments were in 2016. There are significant reductions for 2017 in expenses (for instance; some part-time hourly folks were let go). Enrollment is down, but revenue is up because tuition was increased by five percent. Ms. Williams suggested the ACEAC continue advising the School Board to support the ACE Fund by yearly increasing the School Operating Fund transfer to the ACE Fund commensurate with the K-12 employee compensation increases approved by the School Board each year.

Mr. Bryan Graham, Providence, asked if the ACE Training and Scholarship Foundation could provide funding. Ms. Williams reported that it was established as a way to administer grants and scholarships through it, and it doesn't have a lot of money or donors. Mr. Graham suggested approaching donors who could use the foundation as a tax deduction.

- e. **Adult ESOL Enrollment and Immigration Impact.** Enrollment data from 2016 through October 31<sup>st</sup> was compared to enrollment from 2017 through October 31<sup>st</sup>. Ms. Granzow and Ms. Cunningham Florez reported that ESOL enrollment has decreased by approximately 100 students out of 2600 students.
- f. **Adult High School Completion Program.** Brad Rickel, Adult High School Completion Administrator, was not able to attend the meeting. He submitted the following via email:

"For planning purposes, please note that FCAHSC will not conduct a graduation ceremony in January 2018. We will conduct one large ceremony on June 12, 2018 at the end of the school year. You may, therefore, want to rearrange your plans for your January 2018 meeting.

The Virginia Department of Education (VDOE) is currently looking at the Test Assessing Secondary Completion (TASC) and the High School Equivalency Test (Hi-SET) again for the High School Equivalency (HSE) testing requirement. Bids are open now with a review planned for January 2018 if VDOE receives applications from vendors."

Since the FCAH graduation ceremony for January was cancelled, the ACEAC decided to return to the original meeting date of Wednesday, January 17, 2018.

- g. Adult High School Completion (AHSC) Site Visit of October 18, 2017.** The ACEAC discussed the site visit to AHSC classes during the October 18 meeting. Committee members were impressed with work being done in the classes they visited as well as with the people they met. It was fortuitous that School Board Member Ilryong Moon was present, as he shared his own history of arrival in the United States speaking no English, to attaining his law degree. Chair Passman would like to have the names and course description of the classrooms the ACEAC visited. [Computer Lab and Content ESOL Class]
- h. Marketing and Social Media regarding Adult & Community Education.** Ms. Granzow reported that while most people hear about their programs through the catalog, they are getting more inquiries from Twitter, Facebook, and other social media marketing such as News You Choose. Subscriptions for News You Choose have increased from 15,000 to 18,000 users during the past xxxx months.
- i. ACE and Portrait of a Graduate.** Chair Passman would like a volunteer to review the ACE catalog to identify classes that link with the Portrait of a Graduate. This is a useful topic for the fiscal year report.
- j. Minutes from Previous Meetings.** The minutes from past meetings of September, October and November need to be approved at the next meeting. This will be done at the beginning of the December 2017 meeting.

Chair Passman moved to adjourn the main portion of the meeting at 7:15 PM. The motion was seconded by Ms. Dolly Whelan, Dranesville. The ACEAC proceeded to their site visit of Adult ESOL classrooms.

Minutes were taken by Carole Sullivan and Amanda Redman.

**ACEAC Next Meeting: Wed, Dec 13, 2017. 530 – 730 pm. Woodson HS, Entrance 14, Room F-123**