

## Adult and Community Education Advisory Committee December 21, 2022

	<b>Committee Members</b>				<b>Staff and Guests</b>
P	Abulohom, Rasha (At-Large, Omeish)	A	Hwang, Jesse (Providence, Frisch)	P	Steiner, Paul
A	Adeli, Jennifer (Dranesville, Tholen)	P	Mimaroglu, Selim (Sully, Pekarsky)	P	Iskander, Monica
P	Caballero Cantatero, Javier (Mason, Anderson)	P	Passman, Lois (Mount Vernon, Corbett-Sanders)	P	Morgan, Michelle
A	Arthurs, Sean (Franconia, Derenak Kaufax)	A	Sweet, Johnelle (Springfield, Cohen)	P	Williams, Karin
P	Balbuena, Ken (Braddock, McLaughlin)	A	Thiam, Amy (Student Representative)	P	Garcia, Jan
P	Beeman, Susan (At-Large, Sizemore Heizer)	P	Brown, William (At-Large, Keys-Gamarra)	A	Dr. Ricardy Anderson
A	Cole, Helen (Hunter Mill, Meren)				

P: Present (virtually)  
A: Absent

The regular meeting of the Fairfax County School Board's Adult and Community Education Advisory Committee (ACEAC) was called to order on December 21, 2022, at 7:00 pm by Ken Balbuena, ACEAC Chair. The meeting was held in room 5039 of 8270 Willow Oaks Administrative Center, Falls Church, VA 22042 with an option to attend virtually via Zoom.

**1. Chair Remarks**

- a. Ken Balbuena shared that the School Board is looking for advisory committee members to be part of the next Students Rights & Responsibility (SR&R) Manual review. William Brown volunteered to represent ACEAC at the SR&R review committee.
- b. Ken shared some details of his experience in participating on the Core Team of the Strategic Plan Committee. There are 135 people on the Core Team. There was a 2 day "kick-off" meeting. He still has three more Core Team meetings this school year. Ken will continue to keep the committee updated.

**2. Review and Approval of November Minutes**

- a. The contents of the minutes were approved.

**3. School Board Updates**

- a. Dr. Ricardy Anderson was unable to attend the meeting. Javier Caballero Cantatero did not receive any updates to share on her behalf.

**4. Student Rep Updates**

- a. Amy Thiam was unable to attend and did not provide any updates.

**5. Adult and Community Education (ACE) Administrator Updates**

- a. Paul Steiner, ACE Administrator, shared the winter catalog has been published and distributed through the Washington Post pages in the mail. The catalog should have been distributed to the entire county.
  - i. Lois Passman shared she did not receive her catalog yet. Paul reminded the committee that the catalog would be distributed via US Postal Mail in the weekly advertisements. He has already received positive feedback on this new model of delivery.
  - ii. Ken Balbuena asked how they are measuring Return of Investment (ROI) on this delivery method, and what the metrics are. Paul shared they are working with RMR Marketing to

- refine the metrics and collect data. Ken suggested RMR use vanity URLs to help track and collect data. Currently, we are using the QR code data and the call center data.
- b. ACE staff is working with RMR, their marketing vendor to develop marketing campaigns for the spring. RMR will present to the ACEAC in February.
    - i. Ken Balbuena asked if there is a way ACE can market for the ACE Foundation using RMR marketing blasts. Paul shared that ACE could advertise for scholarships, but the ACE Foundation does not have a website. The ACE Foundation application is still done via email. Bob Sargent, ACE Career and Outreach Specialist, is working on creating a scholarship page in which case this can be done in the future.
  - c. ACE has submitted a request to hire a Functional Applications Specialist to provide technical support for ACE applications. Once this is approved by Human Resources, the ACE office team will be complete.
  - d. Susan Goldstein has been hired as the ACE Office Supervisor.
  - e. Driver's Education has been approved to purchase two new vehicles to add to the fleet. This is great news, and this will help the program continue to grow.
    - i. Ken asked if the new vehicles were budgeted or if they were due to influence from the ACEAC report. Karin Williams shared that she was able to add the vehicles into the Replacement Equipment Oversight Committee (REOC) due to the advocacy of the ACEAC committee for many years.
  - f. ACE staff will meet with NOVA and Neighborhood and Community Services (NCS) and project managers for the Original Mount Vernon High School. At this meeting the ACE role will be more defined within the project. More details to come.
    - i. Ken asked which NOVA campus will attend this meeting. Paul shared that the Northern Virginia Community College Workforce Development will attend the meeting.
    - ii. Karin Williams shared a link to the Original Mount Vernon High School in the chat.  
<https://www.fairfaxcounty.gov/publicworks/capital-projects/original-mount-vernon-high-school>
    - iii. Karin also shared that ACE will have class offerings at the site, but ACE will not have any permanent offices or classrooms there. The site is a community space and not dedicated to any one program.
  - g. The ACE Fast Team has deployed updated laptops to all ACE sites. There are 20 to 28 computers at each site to help all our ACE students.
  - h. The ACE Foundation has \$500 scholarship applications available now. Please share this information with any student who might find it helpful.
- 6. Adult High School Administrator Updates**
- a. Dr. Michelle Morgan shared enrollment updates. As of December 15, the Diploma Program has 281 students enrolled, the High School Equivalency Program (GED) has 182 students enrolled.
  - b. Hiring is still a challenge. Currently, there are vacancies for an office assistant, a safety & security assistant, and hourly staff at the Adult Detention Center (ADC). Per FCPS policy, all jobs must be posted on FCPS' website. Ken recommended staff check to see if jobs can also be posted on third-party sites like LinkedIn since not everyone may look at the job board on the FCPS website.
  - c. The Adult High School team has officially moved out of 400 Elden Street, Herndon. The movers have moved all staff and student items to 465 Spring Park Place, Herndon. The team is excited to welcome students on January 3<sup>rd</sup>.
- 7. Director of OSPC updates**
- a. Karin Williams, Director of Operations, Strategic Planning and Communications, did not have any updates.
- 8. ACE Subcommittees and Meeting Topics**
- a. Ken asked the committee if anyone had any recommendations for future meeting topics.
    - i. Dr. Selim Mimaroglu suggested a possible area of interest would be to hear about the end of course feedback data. Paul shared that the end of course feedback survey is directed to students. ACE has surveyed the instructors during COVID specifically targeting their needs

during COVID. These data were presented to the School Board in the past. Karin shared we could survey the instructors again with a new set of questions. Paul shared he will have some student data ready by February.

- ii. William Brown asked if there could be a presentation on who handles the transition from being a student to connecting with an employer. Paul shared that data have shown that the bulk of students who enroll in ACE classes are already employed and are looking to further their skills for better employment. Bob Sargent connects with students who are transitioning from high school into Adult and Community Education. He has had 186 intake meetings with students since September 2022. William asked if Mr. Sargent also acts as a Career Counselor who connects students with employers. Karin shared that Mr. Sargent's main role is to give high school students who don't have a career path a place to give them options for post-secondary experience through ACE. Surveys show that 3% of graduating students don't have a plan. Mr. Sargent is connecting with that 3% to give these students an option for a career path. Karin also shared that ACE has worked on attaining national certification programs which are more appealing to employers. Karin shared they will continue to collect data points to share with the committee in the future.
- b. Ken shared his recommendations for subcommittees.
- i. Community Outreach Subcommittee – To expand outreach efforts to nonprofits and community organizations to increase awareness of ACE programs as a benefit to their clients.
  - ii. Strategic Marketing Subcommittee – To provide guidance as a means to supplement (but not duplicate) current marketing efforts of staff and vendors.
  - iii. Industry Outreach Subcommittee – To identify strategic partners from industry to provide professional and employment opportunities to ACE and Adult High School graduates.
  - iv. Annual Report Retrospect Subcommittee – To revisit past recommendations from previous ACEAC annual reports as well as comments from the School Board members during meetings/working sessions when these reports were presented to them to see which recommendations were not pursued but are still relevant to ACEAC's work.
  - v. Data Analysis Subcommittee – To review FCPS and county data to identify trends and gaps in responding to the needs and skill gaps of our increasingly diverse community
  - vi. Technology Subcommittee – To continue the digital divide discussion from the last two years, which will further examine how students access virtual and hybrid classes as well as assess whether technology makes classes more accessible for students not geographically close to the in-person locations.
  - vii. Completion-to-Success Subcommittee – To track adult high school completion graduates and ACE program graduates to see how the programs have assisted them in their post-completion careers.
- c. Ken indicated that the Curriculum and Enrollment Subcommittees not be carried forward from FY22 but suggested that their value be reevaluated in future terms.
- 9. Closing Remarks**
- a. Ken Balbuena adjourned the meeting at 8:49 pm following a motion of unanimous consent.