

Adult and Community Education Advisory Committee January 18, 2023

	Committee Members				Staff and Guests
P	Abulohom, Rasha (At-Large, Omeish)	P	Hwang, Jesse (Providence, Frisch)	A	Steiner, Paul
P	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
P	Arthurs, Sean (Franconia, Derenak Kaufax)	P	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
P	Cole, Helen (Hunter Mill, Meren)				

P: Present (in-Person)
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 January 18, 2023, 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. Review and Approval of the Agenda

- a. The agenda was approved

2. Chair Remarks

- a. Ken Balbuena shared updates on the Strategic Plan Core Planning Team. Ken shared they reviewed a lot of data to identify goals. He also shared there were some concerns raised about missing datasets. All the data used in these meetings are public and can be found by using the link below:
 - i. <https://www.fcps.edu/strategicplanning>
- b. Ken encouraged committee members to participate in upcoming community meetings listed on the strategic plan website. The division is looking to hear from as many voices as possible.
 - i. Dr. Selim Mimaroglu asked for clarification on the missing data. Ken shared that there were not segmented data reports for students with disabilities nor students who identify as LGBTQ+.
- c. Ken reviewed the subcommittee assignments for the year and the purpose of each committee.
 - i. Technology Subcommittee: Javier Caballero, Jesse Hwang, and Sean Arthurs.
 - ii. Completion-to-Success Subcommittee: William Brown and Johnelle Sweet.
 - iii. Community Outreach Subcommittee: Lois Passman and Helen Cole.
 - iv. Strategic Marketing Subcommittee: Ken Balbuena and Jennifer Adeli.
 - v. Data Analysis Subcommittee: Dr. Selim Mimaroglu and Susan Beeman.
 - vi. Annual Report Retrospect Subcommittee: William Brown
- d. Ken shared that ACEAC needs members for the subcommittee on Industry Outreach. ACEAC needs to collaborate more with the CTEAC. ACEAC also needs to revisit recommendations and School Board feedback from past Annual Reports within the parameters of the FY23 charge.

- e. The FY23 Report is due in May. The April meeting should be the “working stage” of the Report. Content should be ready for the March meeting. Subcommittees should begin meeting.
- 3. **Review and Approval of December Minutes**
 - a. The contents of the minutes were updated and approved.
- 4. **School Board Updates**
 - a. Dr. Ricardy Anderson was unable to attend the meeting. Javier Caballero Cantatero did not receive any updates on her behalf.
- 5. **Student Rep Updates**
 - a. Amy Thiam was unable to attend and did not provide any updates.
- 6. **Adult and Community Education (ACE) Administrator Updates**
 - a. Paul Steiner, ACE administrator, was unable to attend. Karin Williams shared updates on his behalf.
 - b. Adult ESOL had a great response after starting its classes at the new Herndon site. Karin thanked the ACEAC because this change was largely due to the work of the committee over many years.
 - c. The next ACE catalog will go out to residents in March. The team is tracking the impact of this catalog because printing costs are more affordable than with the previous vendor.
 - d. Finding and retaining instructors continues to be a challenge. ACE has a lot of competition with other online platforms. Some of our online instructors have left to go to these other vendors.
 - e. Driver’s Education continues to grow. Enrollments in this program area are being driven by permit testing at high school sites and online partners for safe teen driving. Additionally, there is a strong demand for behind-the-wheel courses. Permit testing and online courses have increased convenience for students and parents. Students can become fully licensed drivers and only have to visit a DMV customer service center once. Like other programs, Driver’s Education is struggling to find and retain instructors while operating in compliance with COVID mitigation strategies.
 - f. Health and Medical programs have done an excellent job of refocused programming on career pathway courses and has growing demand for career pathway courses. This is driven by the workforce need in the health and medical fields. Karin has visited OrthoVA to ask the office manager for externship opportunities. Course offerings, however, are limited by staff’s ability to hire and retain qualified instructors, as well as providing externship hours required for licensing.
 - g. Apprenticeship 101 is very popular. As mentioned at a previous ACEAC meeting, this program is transitioning to a modern curriculum: The National Center for Construction Education and Research (NCCER). NCCER provides continuity of education in apprenticeship courses and creates a direct apprenticeship pathway with Career and Technical Education (CTE) courses at Edison Academy and Chantilly Academy.
 - h. Business Classes and IT classes continue to struggle to build enrollment.
 - i. Foreign Language students, who tend to be older, are not coming back to in-person classes.
 - j. Next semester, we will double our efforts for Home and Personal Improvement classes. Almost all enrollments in this program area have been vendor offered online courses. We are redoubling our efforts to offer additional in-person classes to appeal to the broader community. They would like to go back to pre-pandemic offering which were very popular. For example, the culinary classes were always popular, but we do not have a chef.
- 7. **Adult High School Administrator Updates**
 - a. Dr. Michelle Morgan shared enrollment updates. As of December 15, the Diploma Program has 275 students enrolled, and the High School Equivalency Program (GED) has 225 students enrolled.
 - b. 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 first day in the building was January 3rd. Adult ESOL has also been using the additional space at this location. They have 3 to 4 classes running.
 - c. Staffing is moving forward. They are in the final stages of hiring an Office Assistant at their Herndon location. They are still looking for a Safety and Security Assistant. There are two candidates who are interested in teaching at the Detention Center.

- d. Michelle shared that the new budget proposal includes a 12-month counselor for each high school. If this passes, the Adult High School would also receive a 12-month counselor.
- 8. Director of OSPC updates**
- a. Karin Williams, Director of Operations, Strategic Planning and Communications, asked the members to please contact Monica Iskander for any data requests or meeting requests. Committee members can also reach out to Paul Steiner, ACE Administrator or her. For any questions regarding adult completion programs, please contact Dr. Michelle Morgan.
- 9. Student's Rights & Responsibility (SR&R) Updates**
- a. William Brown represented ACEAC at the SR&R listening session. Dr. Shannon Anderson Solomon Nelson spoke at the session. William shared that the session was very helpful and useful. William presented 3 talking points on behalf of ACEAC.
 - i. The first dealt with the cell phone protocols between grade levels. Williams requested a clearer approach of the tiers of use.
 - 1. Selim asked what the ACE policy is for cell phone use and whether it is similar to the K-12 policy. Karin shared that ACE does not have a cell phone policy; however, FCPS students who take behind the wheel need to follow the SR&R rules.
 - ii. The second dealt with tracking, identifying and providing the right fit for each student. There should be more communication to students and families about the many programs that are offered at FCPS.
 - iii. The last recommendation dealt with the dress code.
 - iv. William shared a link that can be used for feedback. Please add any feedback to this Google Form.
<https://docs.google.com/forms/d/e/1FAIpQLSeJPV7qggg281Rr3AIKm8Q6Q9vFt1CAPbnRXDTLBSBJYCgfLQ/viewform>
- 10. ACE Budget Presentation**
- a. Jan Garcia, Manager for ACE Finance Operations, shared the ACE Budget Presentation for this year.
 - b. Jan reviewed the attached presentation.
 - c. ACE's beginning balance deficit decreased due to the prior year's ending deficit being lower than the previous year's. Revenue increases related to the grants will be offset by a similar expenditure increase. ACE received funding to cover the contracted staff merit salary adjustments (MSAs) and step increases.
 - d. Enrollment this year showed a very strong enrollment in Adult ESOL. Most other programs have been holding steady except for Business & Computer courses. Driver's Education classes is a little behind enrollment last year. This is due to the removal of online courses and the size of the fleet.
 - e. The sales goals report shows there are signs of recovery, but there is still some way to go.
 - i. William Brown asked how the sales team meets their quota. Karin Williams shared that the Program Specialists are responsible for recruiting instructors and collaborating with the marketing team. We also rely on our instructors to help market future classes to keep them coming back.
 - ii. Jan Garcia shared information about the new ACE Career and Outreach Specialist, Bob Sargent. Bob reaches out to high school counselors to advertise ACE's career preparation classes.
 - iii. Karin shared that ACE works closely with our county partners to advertise ACE opportunities. ACE is also working closely with the ACE Foundation to make student registration more affordable and to attract new students.
 - f. ACE is still struggling with cancellations. Some programs have higher cancellation rates than others.
 - i. Javier asked if there are data on the cause of cancellations. Jan shared she has data set on cancellations, and she will share it with the group via email. Karin Williams shared that enrollment does impact cancellations; ACE cannot run in-person classes with only one instructor.
 - ii. Rasha asked if ACE classes could be posted in FCPS' professional development system, MyPDE. Karin shared that ACE does have classes for Virginia educators, but they are not

recognized in MyPDE. She is working with the Office of Professional Learning to make this happen in the future. She also asked why there isn't a pipeline from ACE trades directly to jobs within FCPS. Karin shared that we do have Trades for Tomorrow to help with the pipeline. Most FCPS entry jobs, however, require three years of experience. It is very important, therefore, to build community and business relationships, so we can offer ACE students experience opportunities.

- g. As of mid-year, ACE is in a similar net financial position as we were for the past couple of years. Increased marketing efforts are planned with the expectation that enrollments will increase, thereby having a positive impact on the ending financial position by year end.

 - i. William asked how return on investment is calculated. Jan shared that the cost of the instructor and overhead for ACE staff labor is used to calculate the tuition cost and the minimum enrollment needed to run a class. Jan has created a pricing tool which calculates the overhead costs. William requested a demo of the pricing tool.
 - ii. Selim asked what the largest expenditure ACE has. Jan shared the largest expenditure is labor and insurance. The School Board has recognized the MSA increase for ACE and has included that in the yearly operation transfer, but it does not account for the MSA increase for the hourly teachers.
- h. We do see an impact in sales associated with the ACE catalogs issued in late Spring and late Summer. The spike in the middle of the summer was related primarily to Adult ESOL registrations.

11. Closing Remarks

- a. Ken Balbuena adjourned the meeting at 9:03 pm following a motion of unanimous consent.