



CCACE Advisory Committee Zoom Meeting Minutes
September 11, 2020

Present: Jill Weintraub, Demi Ayres, Margo Parent, Carol Murphree, Marla Iyasere and Paula Casey
Approved 10/16/20 by Paula Casey; Seconded by Claudia Feeney

1. CCACE office update:

- The office officially opened 9/10. Debbie received permission from Superintendent to work from home through December.
- Rebecca and Stefanie are alternating days because they sharing an office. Jill will be in the office daily.
- Only students and staff are allowed in the building.

2. Budget and Registration Update:

- The fiscal year starting budget was \$150,293.25. We are in a comfortable place with the budget. Since we are self-funded, if we don't have #'s, we won't run a program.
- Adult Ed numbers are a bit down compared to last year. July was strong, August was down a little. We are expecting lower numbers. People are waiting to see what their kids schedules are before signing up
- Most instructors are returning, we are not hiring new instructors. We will re-negotiate salaries if needed. Right now we will reach out to past students and ask people who have signed up if they have a friend who is interested in registering.
- We are waiting to see if people are interested in returning to Zoom classes.
- Feeling hopeful that majority of programs will run, continuing to push classes and registrations.

3. Instrumental Music School:

- 147 students attended summer lessons and many extended their sessions.
- There are 200 registration for Fall. Historically numbers trickle in during the month of September. There's still a possibility we may hit 300 students for Fall.
- We are not sure what the band program is going to look like. We hope students will continue taking lessons and return to band again next year.
- We've received new inquiries with younger students.
- It's unknown if the rental program is working.

4. Drivers Ed:

- July and August classes weren't filled to capacity.
- 15-17 students registered for a session starting this weekend.
- We're in the final stages of hiring 4 certified driving instructors. Three are working at Acton Boxborough and the 4th is a seasoned teacher. Two have been trained by CCHS and are on the schedule starting next Wednesday and the other 2 need some training on our policies. Added complications due to instructors other commitments have made scheduling difficult.
- Dates and times starting at 6 AM have opened up to the public with our 2 new instructors and these time slots have filled up immediately.

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- Our program was shut down March 13- July 5th due to pandemic regulations, which set back the driving portion of our program. Many families reached out to other programs to see if they can speed up this process and most found similar situations elsewhere, therefore have stayed in our program.
- There is no virus screening for the driving instructors, they follow the same protocol as all other employees. All instructors and students have been asked to take their temperature prior to lessons.

5. Can We Talk:

- Presently there are 8 people signed up for the morning and 8 people signed up for the evening sessions. We need 15 people in each session to break even. We will advertise as in the past. The catalog has been out for a few weeks and this is a typical response at this point.