

High School. The complete NEASC Report is available at www.minuteman.org.

Minuteman students performed very well on the MCAS: 92% pass rate in Math, 100% pass rate in English, 95% pass rate in Science & Technology.

Professional Development

The Minuteman staff has prioritized two professional development topics for the 2007 – 2010 timeframe. Based upon feedback from our EQA report, several half-day training sessions on summative and formative assessment methodologies are being held. In addition, the development of Professional Learning Communities is occurring for 40 staff with several outside resources.

Student Access, Participation and Support

Minuteman reorganized the assignment of guidance counselors to provide incoming 9th grade students with a dedicated guidance counselor. Our research has shown that many freshmen need additional support as they made the adjustment to High School.

In addition to having a dedicated 9th grade counselor, the re-assignment strategies now include counselors covering the career clusters. This provides the counselors with a more thorough knowledge of the career areas and the staff.

Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshmen) throughout the school year. Over the past 7 years the number of participants has doubled in many of the sports offered. Minuteman maintains a no cut and no athletic fee policy. In addition, Minuteman students have access to more than 30 clubs and activities.

The Minuteman Parent Association meets monthly and supports all aspects of the Minuteman community. In addition, they assist in fundraising for scholarships awarded at graduation. The goal of the MPA is to help support student access and achievement in all areas including but not limited to academic, vocational, athletic, and extra-curricular activities.

A new website, www.minuteman.org, launched in September 2009.

Financial and Asset Management Effectiveness and Efficiency

The Minuteman FY10 budget was passed unanimously at
2009 Annual Report

\$17,496,001, which represents a 2.91% increase without taking into account the cost of the Middle School Tech Programs. A portion of the increase was due to rising health care costs and utility costs.

Budgets continue to be tightly managed as Minuteman seeks to ‘right size’ itself and reduce its’ per pupil expenditures.

A new financial management software system was implemented to improve the efficiency in the Business Office as well as a restructuring of staff. A new Director of Business and Operations position was hired with the impending retirement of two separate administrators. This position oversees all areas of non-instructional support services provided to the school and will continue to improve efficiency in all of these areas.

The FY10 Capital funds were used for major systems repairs, continuing to implement the approved Technology Plan, upgrading the main entrance mall area of the school, relocating the vocational coordinator office, renovating and relocating the Early Education Child Care Center, renovating of hallway areas and the cafeteria space, upgrading the pool heating systems, upgrading the graphic arts classrooms, physical education classrooms, and fitness room for students, refurbishing the tennis courts, relocating the maintenance office, renovating classroom space for a new music room and barbering room and relocating and installing the student made welding horse at the front entrance of the school.

ADULT & COMMUNITY EDUCATION

Gaylord Brynolfson, Chair

Linda Booth Sweeney

Susan Frey

Meg Gaudet

Berni Jenkins

Estelle Keast

Deborah Stoessel

Joan Turner

Johnny Woodnal

Courtland Booth, Director

Dale Ryder, School Committee Liaison

Lifelong Learning & Community Service

Concord Carlisle Adult & Community Education provides opportunities for lifelong learning to the citizens of the school district and surrounding towns. It responds to

community needs and interests with our communities' talents and resources, calling upon local people to develop and coordinate programs and services for children, adolescents and adults throughout the year.

Community Education provides extended-day educational programs for citizens in Concord and Carlisle. It promotes and supports school and community learning projects that cannot be funded or presented in traditional ways. Adult & Community Education is both a program of classes and educational events and a process that connects local citizens with each other and their public schools in ways that are creative, educational and cost effective.

There were 3,702 enrollments in fee-based educational programs. A total of 367 courses had sufficient enrollments and fees to be conducted, and an additional 15,000 individual lessons and tutorials were provided during the "extended" school day. Several dozen free community events attracted another 2,000 people to our public schools.

Since the community school program was established in 1954, its courses and services have evolved to reflect the current needs and interests of district residents, and the financial and physical resources available. Adult & Community Education offered courses for which there is always interest, developed new courses, and curtailed others. There were courses in foreign languages, parenting, health and safety, business and finance, music, history, the arts, and science and technology. New courses included Sports Nutrition, Book Publishing, Online Stock Trading, Beekeeping, Electrical Repair, U.S. Constitution, Backyard Gardening, and dozens more.

Most classes were held at Concord-Carlisle High School between September and June, when the facility is already open in the evening for K-12 activity and space is available after other school and Town needs are satisfied. Before-school classes met in Concord's elementary schools. Other sites in the school district provided space for more specialized classes and for those meeting during the school day when classrooms are in use for the regular academic session. Summer community education programming was more limited, met at the Alcott School, and focused on enrichment classes for children.

Several new and unique educational projects were

developed. Start-up resources were obtained through a combination of Town grant funding, school in-kind support, pro bono contributions, and anticipated course revenues.

- "Return to the Soil," a 7-session course about the past, present and future of agriculture in Concord was well attended, broadcast on CCTV, and later inspired an impressive documentary.
- The Village University, a daytime program for elder citizens who seek intellectually challenging experiences, conducted eight courses in religion, music, art, politics technology and architecture.
- A course in Budgeting was designed by a volunteer who offered it for free as a practical response to the economic stresses many residents experienced. Its initial success prompted a second series, with co-sponsorship by the Carlisle and Concord Councils on Aging.
- The Department established Concord Carlisle Driver Education in order to address the training needs of high school students seeking their Junior Operator Licenses. Five persons were trained and earned certification as Professional Driving Instructors. Two automobiles were lease-purchased by the Department. The first classes started in May, with thirty-six students enrolled.
- Environmental education programs continued, with courses on sustainability for business owners, home food production, transition towns, energy conservation and more. Many were co-sponsored with the Concord Climate Action Network, a group established after a climate change symposium that Community Education hosted several years ago.
- "Changes & Choices: Our Economy, Our Environment" was a community-wide symposium conducted at CCHS that attracted upwards of 400 people over the course of the day. A keynote speaker, 9 workshops and a variety of exhibits focused on how global concerns can impact local decisions in response to difficult financial and environmental imperatives.

Adults in continuing education classes made up one half of the enrollments, with students 18 and under making up the other half. Sixty-three percent live in Concord, 13.5% in Carlisle, and the remainder are from almost 100 different towns in the region. Non-residents paid a \$3 registration surcharge to aid the Department in its cost recovery and expand the breadth of courses available for residents.

243 part-time community educators were active. Some teachers are professional educators, while most are highly-qualified non-traditional teachers. Some are volunteers, while others are instructional subcontractors,

generally paid in the \$23-35/hour range (for classroom time only), if class fees that are collected are adequate. The Concord-Carlisle School District has an excellent community education faculty. These teachers represent the school district's commitment to promoting lifelong learning and fostering a sense of community.

A "Cost Recovery" Enterprise

The Department completed its fifth year without school budget support, and funded a \$32,176 operating deficit by drawing down its revolving fund (operating account) by 33%. Department costs were \$746,518, and revenues \$714,342. The Department concluded FY09 with \$64,935 in its revolving account, enabling it to manage its first-quarter salary requirements until hoped-for student fees are received in September.

Notwithstanding the deficit, the 96% cost recovery (self funding capacity within the fiscal year) was a considerable success by certain measures. The economic downturn had a negative effect on non-credit educational programs in many communities. School rental revenues were almost entirely eliminated. The Department purchased two driver education cars and invested in other start-up requirements. Considering these and other challenges the Department turned in an impressive financial performance, in addition to fulfilling its educational mission.

The Town of Concord contributed \$12,830 to the FY09 budget to help the Department with costs associated with activities of general benefit to local residents. The grant was used to provide partial support for the community symposium (Changes & Choices); for instructional materials to promote safe driving; for the Department's role in Town-wide emergency preparedness; and more.

A \$17,000 grant from the Concord-Carlisle Community Chest was awarded to the Department to help more than 150 district residents and families pay for courses and educational services that they could otherwise not afford, ensuring that all residents could visit their schools for extended-day learning programs.

Community Partnerships

Adult & Community Education practices collaboration in many forms with other public and community-based organizations. These partnerships and combined

educational resources made possible many classes and programs that were cost effective and educationally superior. The Department joined with other agencies, school and town departments, and private organizations to develop and conduct workshops, seminars, and other educational outreach programs. Special projects included "T3," now in its 10th year supporting teachers responding to the social needs of at-risk youth. Another was school and community emergency preparedness, through our American Red Cross affiliation. Teacher in-service training was made possible with our American Heart Association affiliation. Among our new initiatives was the CCHS "Coffee House," providing teenagers with student-led weekend social events several times during the year, with assistance from the Community Chest. Community Education provided outreach and collaborative programming in cooperation with the Hugh Cargill Fund, Concord Public Works, CCTV, Concord Library, Concord Carlisle Human Rights Council, Concord Council on Aging, Minute Man National Historical Park, Concord Agricultural Committee, Thoreau Trust, Coast Guard Auxiliary, Concord Technology Volunteers, and more.

Community-School Communications

Adult & Community Education provides connections between the School District and all of the residents. The majority of households do not have children in the public schools, yet every citizen supports public education. Citizens understand and appreciate their educational investments more fully when they visit local schools, and community education provides opportunities to do so.

The Department publishes and mails a course bulletin to every home in Concord and Carlisle four times annually. It provides information to local media about continuing education programs. The Director maintains a website that provides details on all courses and online registration (www.ace.colonial.net). In addition to developing and administering courses and programs, the Director provides outreach through academic advising and referral to local citizens seeking guidance with continuing education and professional development objectives.

The Adult and Community Education Advisory Committee, appointed by the Regional School Committee, expands school-community connections with programs

such as Armchair Travels. The Advisory Committee provides communications between residents and the schools, and represents Adult & Community Education with committees and organizations.

Organizational Structure

The Adult & Community Education Director reports to the Director of Teaching & Learning. The Director of Teaching & Learning participates in Department goal-setting, dialogue with the Advisory Committee, program and financial oversight, and communications on behalf of Community Education with the School Committee and administration.

The formal role of the Advisory Committee is to offer support and advice to the Director and the Regional School Committee regarding programs, ensure citizen input to the Director and School Committee, and to “ensure a vital, stimulating series of programs designed to enhance and expand upon school programs and to encourage lifelong learning.”

The Administrative Secretary is a full-time employee, managing office operations and department recordkeeping. A quarter-time Secretary handles the specialized functions of the music lesson program.

A part-time evening position was reduced and consolidated with the full-time Secretary position at the end of the year in June.

The Year Ahead

Adult & Community Education is responding to reductions in its resources in several ways. The Director is taking on additional teaching roles. Classes with low enrollments are being cancelled more frequently. The website is handling more student enrollments. Efforts to obtain grants for student financial aid are expanding.

The Department will maintain its core programs that enable district residents to use their schools for educational pursuits when the traditional classroom day is complete. The Department will be self funded, and will continue its efforts to maximize extended-day school resources in order to provide salaries for the required personnel.

Concord Town Meeting authorized \$12,000 in the FY10 budget to contribute toward costs incurred with educational activities that have broad community value but are unable to generate the necessary revenues with

fees. That funding will be utilized in clearly defined ways in consultation with the Town Manager.

New programs under consideration include advanced technology workshops during the summer recess; new curricula about the role of local African Americans for Town History training; and GED preparation for adults who left high school for the working world and want to obtain an equivalency diploma.

~a school service for the community
since 1954~

~everyone teaches, everyone learns
in the community schoolhouse~

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CONCORD-CARLISLE SCHOLARSHIP FUND

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The Concord Carlisle Scholarship Fund is a tax-exempt charitable trust that is affiliated with New England Dollars for Scholars, a program of Scholarship America. Established in 1966, the Fund provides need-based grants to assist deserving young women and men obtain, to the fullest extent possible, the benefit of additional educational opportunities that may be open to them after completion of their secondary school