

To: Eric Waddell, Superintendent of Kittery Schools  
From: Lorraine Robida, Director of Kittery Adult Education (KAE)  
Date Submitted: March 27, 2018  
Re: April Quarterly Report to Kittery School Committee

This quarterly report marks the half-way point in Kittery Adult Education's Winter-Spring Semester. Classes are in full swing and learners are making headway toward individual goals. In addition to offering one hundred six (106) enrichment courses, KAE is running four (4) academic classes, three (3) English Language Learning (ELL) classes, and one (1) Preparation for Citizenship class. 'To Date' course enrollment are as follows:

- Enrichment: 571
- Academics: 26
- English Language Learners: 11
- Preparation for Citizenship: 4

Seven diploma students are enrolled in the elective, art history course, *US National Parks*. Students have enthusiastically engaged in discovering the origin of the US National Parks movement, creating park-related art projects, and welcoming guest speakers who described the day-to-day operations of their parks. As a final project, students are tasked with designing a business plan. This plan will detail a student-created service that could be offered within a national park. The topic has proven especially captivating to one student as evidenced by his employment application to the Youth Conservation Corp.

In response to the requirements of the Workforce Innovation and Opportunities Act (WIOA), I continue to work with Don Marino, Education and Workforce Coordinator at the Maine Department of Education - Office of Adult Education and Literacy, on the Retail Integrated Education & Training. The training combines two credentialing programs, *RISE Up: Retail Industry Fundamentals* and *WorkReady*, with adult education academic coursework to prepare participants for retail employment.

- *RISE Up*, developed by the National Retail Federation, is nationally recognized and supported by L.L. Bean, Under Armour, Walmart, Home Depot, Brooks Brothers, etc.
- *WorkReady*, developed by the Maine Department of Education - Office of Adult Education and Maine Workforce Investment Boards, prepares participants for the attitudinal and disciplinary rigors of employment. It focuses on the 'soft skills' desired by employers including appropriate dress, time management, attendance, teamwork, and problem-solving

On April 9<sup>th</sup>, Don Marino and I will participate in a conference call with the President and CEO of the Retail Association of Maine, representatives from the National Retail Association, and a Kittery business. We will discuss the proposal, its merits, and the implementation realities.