

PAACE Board Reports August 2009

President Report

Hello Colleagues,

I find the work of the President is to help or directly facilitate communication around the many issues of adult education. At times that is hard to identify or even explain. Then there are times when I feel like I can be a bit of oil in helping move things along in the large cog of adult education. So I spend a fair amount of time writing and receiving emails and calling and receiving phone calls. Personally I feel very strongly that my role is to support the mission of PAACE and to facilitate and direct the Board's activities in doing that. Sorry it is Friday afternoon on again another long week. That kind of makes me feel a little philosophical.

Tasks worked on this past month

- Worked with Alex, Bill, Sovereign Bank to help move along the process of getting paperwork revised.
- Discussed with JoAnn ideas on advocacy and legislative concerns
- Communicated with members over the PAACE's listserv
- Work with Monica over conference contracts
- Review and edit notes from Anita
- Engaged in a conference call with Executive Committee members
- Have various "conversations" with Bootsie, Sheila, Kim over some of the work they are doing for certain committees
- Staying in contact with the Bureau and helping with getting a clear message out to the field.

As soon as I close this message I am sure I will think of many more things I want to share with you all.

Reminder for Conference call on August 11 10AM-12PM

Dial-In: 866.740.1260

Access Code: 2792744

I have attached the agenda and will send out an invitation through Ready Talk. If there are any items to be added to the agenda please let me know.

Respectfully Submitted

Diane C. Inverso

Director of Education

Mayor's Commission on Literacy

1st VP report

This month we worked on getting the RFP posted to the website. The conference page has been updated with a link to the proposal form. I also gave Colleen 2 different pages of conference information to post.

Monica and I talked about the exhibitor page. I gave her the copy to work from for updating the forms in GiftTool. I'm working on finalizing the sponsorship forms as well. Hopefully these two things will be up on the site in the next couple of weeks.

I've had a few contacts from people in the field who had questions about the RFP (a promising sign that people are submitting proposals!).

I talked with Sue Snider about the potential PDC involvement at the conference and she was going to talk with PDC staff about options at their retreat. She and I will be meeting next week to go over this.

I will be contacting division chairs about proposal reading/scoring. Please be thinking about people that you would like to ask to be on your team to read the proposals.

I again spoke with Verizon to confirm them as the honorary chair. I am in the process of completing the request form for the money for this (a very long grant application). I will be contacting people who volunteered to work on soliciting exhibitors in the next couple of weeks.

We are still ahead of schedule or on schedule on the conference planning timeline.

Finally, the board should discuss the implications of the budget impasse on our conference. There is the distinct possibility that attendance and participation may be low due to some programs losing some or substantial funding and staff losing their jobs. Also, due to the timing of programs receiving their grant allocation payments, people may not be able to commit to attending the conference by early bird dates. This could have a big impact on the conference breaking even (breaking even includes making enough money to support the Operations Director and the PAACE Journal).

I'd like to discuss some of these thoughts on our conference call. I will try to calculate the minimum participation needed for a break even scenario over the weekend and have this available for our call.

On the executive committee call today, we discussed surveying the membership and the conference attendees from last year to see if they were planning to attend the conference this year to gauge possible participation. I would like to create a survey in the next couple of weeks that could be sent out at the beginning of September.

I will be on the conference call.

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Treasurer's Report

Short-term/On-going: Transitioning Account Record Keeping and Signature Authority

- Working with Diane and Bill on transitioning record keeping of QuickBooks and Sovereign Bank accounts. Sovereign transition is mostly completed, we are in the process of changing signing authority on the account.
- Bill is helping with the transitioning of QuickBooks for record keeping purposes, we're still in the process of working out the details.

Long-Term: Changing Banks

- Looking into switching banks from our more regional Sovereign Bank to a state-wide bank like PNC. This was briefly discussed and recommended by members of the executive committee for two primary reasons:
 1. in transitioning the treasurer's position from Bill to myself, we have had some delays in some of us not being near a bank we can walk into. And in general the constant transition of many positions of the Board (especially the executive committee) it makes sense that we have banks that can be conveniently accessed on a walk-in level if need be.
 2. there's some level of discomfort in mailing larger deposits and there'd be more of a comfort factor into being able to walk in and deliver the money in person and get a receipt of the transaction.
- I've done some initial leg work on looking into options of new bank accounts. From a cursory examination it looks like PNC is the most accessible statewide especially in the larger populated regions (Philadelphia, Harrisburg, Pittsburgh, Erie), and it seems to have reasonable rates and fees (including no min. balance, monthly fees for non-profit checking). If any member has good recommendations for any other state-wide banks, please let me know.
- I'm not sure the timeline on when we would transition banks, I'd like to get more settled in the position before we explore this further.

General:

- As I mentioned above we're still working out some details of the transition so I don't have the full details of current Income Statement (Profit/Loss) for the month of July or the current year.
- At present time I can verify we have assets in the Sovereign bank account totaling: \$145,346.87
- Wanted to thank all of you who've been helpful with my transition, especially Bill and Diane for your time and guidance.

Alex

Addendum to Treasurer's Report

In speaking with Bill in regards to our further transition, I have some updates. I want to thank Bill again for helping with the transition and his guidance on these issues:

1. Financial Reports - I had some questions about why there was a seeming difference of reporting from the amounts reported for conference registrations (through gift tool and the conference budget) and Net Income for 2009. I thought this could be because of some of the revenue for the 2009 PAACE conference was received in 2008 so it would not appear in 2009 reports, so it looks like the conference and organization is losing money for 2009 (which technically by reporting standards it is), but in considering the conference as a whole (combining 2008 and 2009 revenues for the 2009 conference), there was a net profit of \$54,558. Bill confirmed this. Which brought us to a discussion of our next conversation piece(#3)

2. Changing the Fiscal year from calendar (January 1 - December 31) to align with our program years (July 1 - June 30). I mentioned this on the call yesterday and also brought it up with Bill. He mentioned that he also thought this was a good idea. For reporting and reconciliation purposes, the conference couldn't fall at a worse time. Having a fiscal year that ends December 31 is challenging because it splits up the conferences into two different years (i.e. we get some revenue for the conference in December for early birds and then other in January - February of the next calendar year). Thus it makes it more challenging to see and interpret financial data in terms of where the organization is in terms of paying for the conference and leads to confusion and misunderstanding (which I had about point number 2 above). Changing the fiscal year would mean filing a notice and then reporting with the IRS for a short year (January 1, 2010 - June 30, 2010 would be the first time we could do this). I can look more into this and report on it and answer questions. But I think it would make sense and would strongly recommend it moving forward (if we're not able to do it next year, then perhaps in future years).

3. Bank Accounts - in my email I mentioned changing to an entirely new bank such as PNC. Bill thought that was a good idea based on some of the ideas we talked about. However, he thought that we shouldn't close the sovereign account entirely because the FDIC insurance will soon go back to \$100K, thus it makes sense to ensure that we keep both accounts at or below \$100K to ensure the FDIC insurance.

4. Physical Mailing Address For PAACE - Bill has mentioned that we should have one for the IRS. In speaking with him I think it makes sense that my address should be used for this purposes so financial information will come directly to me and there won't be a lag in time getting materials and bills to me. We also discussed this would be the treasurer's address and should be the financial address of the organization, the organization could keep its existing address for other purposes - mailings and other operating business. I'm open to hearing others thoughts on this.

Legislative Report

Submitted by JoAnn Weinberger

Chair, Legislative Committee

State Budget: In the budget passed by the legislature and signed by the Governor, the federal adult education monies have been passed and will now be released. The State funds will have to wait for further discussions of the legislators and the governor and the decision as to what programs will be cut and by how much and how revenues will be generated.

Communications have been sent to members to continue to contact their legislators and members of the Conference Committee: Senators [Dominic Pileggi](#) (R-Delaware), [Jake Corman](#) (R-Centre) and [Jay Costa](#) (D-Allegheny), and Representatives [Dwight Evans](#) (D-Philadelphia), [Todd Eachus](#) (D-Luzerne), and [Sam Smith](#) (R-Jefferson).

A survey was conducted of PAACE member programs to ascertain the impact of the budget impasse. Results will be shared.

Federal Budget: The budget for 2010-11 has two different versions:

House Appropriations Committee: The Committee recommends \$628,221,000 for Adult Basic Literacy Education State Grants, which is \$74,099,000 above the fiscal year 2009 funding level and the same as the budget request.

Within the total amount for Adult Basic Literacy Education State Grants, \$45,907,000 is provided for a one-time increase to those States that, between fiscal years 2003 and 2008, did not receive their full allocations because of an administrative error by the Department of Education. This funding allows these States to recover the additional amounts to which they are entitled. The bill includes language holding harmless those States that received overpayments during this period. This includes Pennsylvania. The remaining increase of \$28,192,000 is distributed to States under statutory formulas.

The bill also specifies that the set aside for English literacy and civics education State grants within the adult education program shall be \$75,000,000 in fiscal year 2010, providing a \$7,104,000 increase over the fiscal year 2009 level, as requested.

National Leadership Activities

The Committee provides \$11,346,000 for National Leadership Activities, which is \$4,468,000 above the fiscal year 2009 funding level, and \$2,000,000 below the budget request. Through applied research, development, dissemination, evaluation, and program improvement activities, this program assists State efforts to improve the quality of adult education. The funds support such projects as evaluations on the status and effectiveness of adult education programs, national and international adult literacy surveys, and technical assistance on using technology to improve instruction and administration that shows promise of contributing to the improvement and expansion of adult education. Additional activities include addressing the need to increase the literacy and workforce skills of the nation's native-born adult population, as well as the growing need to meet the English language acquisition, literacy, and workforce skills needs of the immigrant population.

Within the total, the bill includes \$5,000,000 for an Adult Workforce Transition initiative, which will provide competitive grants to partnerships of local adult education providers and community colleges, business and industry, to enable adults to transition into new careers in a changing economy. This initiative will complement the \$130,000,000 provided within the Department of Labor for the Career Pathways Innovation Fund, resulting in a total of \$135,000,000 to prepare workers for careers in high-demand and emerging industries.

National Institute for Literacy

The Administration's request does not include funds for the National Institute for Literacy (NIFL), which received \$6,468,000 in fiscal year 2009. The Committee adopts this recommendation. The Committee directs the Department to consult with stakeholders in the field of adult literacy to determine which activities currently supported by NIFL are worthwhile, if any, and to incorporate these activities under the National Leadership activities line, where appropriate.

Senate Appropriations Committee: The Committee's recommendations include a \$74 million increase for adult education but no funding for Even Start.

Of the \$74 million increase, \$46 million goes to those states that were underfunded from 2003-2008 by an administrative error at OVAE around counting all 16-18 year olds as being out of school. This \$46 million goes to 16 states. Pennsylvania is not on that list. An additional \$7 million will go to EL/Civics with the remaining \$21 million going out the states under the new ACS based formula. Pennsylvania would get some of that increase but certainly not enough to make up for the cut in this year's grant award.

Reauthorization of Workforce Investment Act: Although the reauthorization of WIA was expected to take place in the fall and potentially be completed by the end of December, the postponement of the health care votes may push back the timing. Meanwhile, Congressmen Patrick J. Kennedy (RI) and Ruben Hinojosa (TX) introduced the House version of the Adult Education and Economic Growth (AEEG) Act of 2009 on July 16. The legislation aims to improve access to innovative and effective workforce and education programs to help meet the demands of a 21st-century workforce.

Virginia Senator Jim Webb introduced the Senate version the same day.

To see the legislation, go to:

<http://thomas.loc.gov/>

Search by bill number,

The Kennedy/Hinojosa bill is H.R.3238

The Webb bill is S.1468

Other: At the Federal Level, U.S. Senator Lamar Alexander (R-Tenn.) announced his introduction of legislation to help legal American immigrants learn English and obtain a basic grasp of U.S. history and civics, which he says "they need to grow and thrive in America." He said that the release of a report he asked the Government Accountability Office (GAO) to produce on the state of English language proficiency in the U.S. further demonstrated how needed this legislation is.

Senator Kirsten Gillibrand (D-NY) and Alexander introduced the Strengthen and Unite Communities with Civics Education and English Skills Act of 2009 to address many of the needs the GAO study confirmed. It contains a number of measures to help legal U.S. immigrants, including new tax breaks for businesses to provide English language training for workers, tax incentives for English teachers, and a stronger integration of English and U.S. history teaching in adult education programs.

I will not be on the conference call.

JoAnn

JoAnn Weinberger
President/Executive Director
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TLC Report

I plan to join the call and TLC has nothing to report at this time.

Kim

Eastern Regional Representative Report - July 09

There were a number of great responses posted re my request/suggestions for promotional materials, which might include, among other things, literacy stats on the national, state and local levels. Diane suggested we might form a committee to explore packaging and branding.

I will participate on the conference call.

Respectfully submitted,

~S

Shawn Barnum

Program Manager - Community Based Adult Education

Information Services Manager

Center for Literacy

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Commonwealth Libraries Report

I will be on the call and I have nothing to report at this time.

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ESL Report- July '09

Nothing new to report at this end. I will participate in the conference call on August 11.

Susan W. Adams
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Corrections Ed. Division Report

Corrections Education Division has nothing new to report at this time. I will be unable to attend the conference call August 11th.

Randall E. Bacon
Program Coordinator
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Bureau Report

I want to reiterate the importance of JoAnn's message. Educating budget negotiators about the consequences of not passing a budget is very important at this time. The governor's office is very interested in the impact on services to citizens of the Commonwealth of not having an executed budget for 2009-2010.

I will be on the call next week.

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FL Board Report-Aug 09

Lori and I both participated in the PAACE Outstanding Teacher Award Committee conference call. We also posted the PAACE request for proposals to the ABLE Family Literacy listserv.

We apologize that neither of us will be available for this month's call due to previous commitments.

Katherine and Lori

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ABSE Division Report

have posted the RFPs to the ABSE Division email addresses I have. Also, have been taking them to all programs that I visit or talk with wearing my PDC hat. There is a good amount of surprise and interest in the change of venue of the PAACE Conference in the Northwest and Southwest. I am not so sure about the ABSE folks in the eastern part of the state.

I have facilitated the PAACE Outstanding Teacher Award Committee conference call and sent a report of that call to Diane. I have participated in the PAACE Research Committee conference call.

I am planning on being on the conference call August 11.

Bootsie

Membership

Good morning, all!

I hope to meet with Monica in the next couple of weeks to fully transition. At this time, I have nothing to report. I will attend the call next week.

Have a great day!
-D

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Technology

Members-only SectionAs per the last Board Meeting (conference call), I am considering ways that PAACEsite can support a member's only section. As I work toward finding a new web host, having secure access will be part of the negotiations. To address the immediate need particularly for job postings, I thought it would be beneficial to develop a presence on social networking sites such as LinkedIn and Facebook.

Social NetworkingHaving a group within Facebook and LinkedIn allows us to moderate who joins the group (truly members only). Within these sites, Colleen Duran and I can moderate the timely posting of job openings and other professional supports Board deems appropriate for members only. Social networking sites are yet another vehicle for conveying legislative updates and action items. Once the groups are established, we could need to advertise via the listserv, website, and at the PAACE Midwinter Conference. I will be happy to speak further about this during the next conference call.

Transitioning I am collaborating with Colleen Duran and Destiny Long with the goal of migrating web editing responsibility from Communications to Technology position. Colleen would still responsible for copy editing and design considerations. I will then be the one who posts information to the Web site. Our goal is to transition this responsibility by the end of September 2009.

As I am transitioning into the Technology position, I will develop how-to guides that utilize capture screens and detailed steps on listserv maintenance and other duties relating to the Web site. Developing this type of documentation will facilitate a smooth transition into this position for future chairs.

Tech topics at Midwinter I am preparing technology related conference proposals and looking for input. Topics I am considering include:

- Blogs/microblogs (Twitter) in the classroom
- Improving digital communications (design tips for marketing materials and program resources)

If you have ideas of other tech-related presentations you would like to see, please e-mail me by August 17th.

I will be on the call - but a little late due to a prior commitment. Please place me on the agenda to address social networking.

Respectfully submitted,

Sara Jean Ward

CHE & Awards Report

Hi Everyone,
Awards - no report

CHE - notified CEA/PA of rfp and change in location for conference; will be on CEA/PA board phone meeting this Friday.

Plan to attend PAACE phone meeting next Tuesday.
Mary Anne

Mary Anne Varacalli

Central Region Representative Report:

Using our regional Google Group, I've continued to encourage practitioners to contact state legislators about the state budget, sharing a number of useful resources. I've asked regional PAACE members to report back when they receive replies from legislators and have forwarded those messages to Joann.

I will be participating in Tuesday's board conference call . . . Mary

Western Regional Report

Hi,

This is Marcia Anderson. Lynne will be on the call and I hope to catch the later part of it, if anyone is still on it!

We do not have a "report" but we've been working with our WIB Coalition to begin a more unified method of advocacy.

Marcia

Communications Report, July 2009

- Updates to the website, working closely with Lori Keefer to regarding 2010 conference information
- Working with Sara Ward, new Technology Chair, to more clearly define our roles and how we'll interact/help each other; working towards transitioning web-specific tasks to Technology Chair by end of September
- Collected information from fellow Board members regarding what they'd like to see on an at-a-glance adult education info sheet; currently compiling this information and plan to have it ready for feedback by the end of August

I will be on the conference call on Tuesday.

Thanks,

Colleen

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