

**President's Report
Tana Reiff
October 2008**

In preface to my report and the agenda, I'd like to promote a little board development. A theme emerging from the agenda is "Meeting Our Mission." Here is PAACE's recently revised mission statement:

PAACE is a nonprofit educational association whose mission is to enable its diverse members to help adults achieve educational goals, to exercise leadership for adult education, and to advocate lifelong learning as vital to economic security and social equality.

Please re-read pp. 42-43 of The Board Team Handbook. This will provide a basis for our discussions about the strategic plan, investments, and use of PAACE resources. The agenda is attached.

Over the last month, I have consulted with a number of board members and the organizational director regarding the conference, finances, advocacy, membership, awards, strategic plan, and other matters. Lori Keefer and I submitted a proposal for a conference roundtable discussion about serving on the PAACE board. I am working with Monica Shields and Bill Schaffer on the process for accounts payable, accounts receivable, and bookkeeping.

Finances: Sovereign Bank has provided imprinted deposit slips and endorsement stamps, which I have forwarded to Monica. Signature card for Bill has been signed and processed. Working with Bill, discussion was initiated with the board via e-mail concerning investment of money exceeding the FDIC limit. Meantime, the limit was raised to \$250,000, making the matter less urgent. At the board meeting we will further discuss investment of PAACE resources, both financially and in efforts supporting PAACE's mission and strategic plan.

Board: Dr. Kathleen Shaw, Deputy Secretary, Postsecondary and Higher Education, Pennsylvania Department of Education, has agreed to serve on the PAACE board in the long-vacant PDE advisory position representing Postsecondary and Higher Education. She will be presenting the PAACE awards for Outstanding Adult Students in Postsecondary/Higher Education at Midwinter Conference.

ABLE/PEL: In response to my inquiry, Bob Garraty, Executive Director of the PA WIB, wrote the following on 9/29/08:

As you know, the PA WIB never approved any of the PEL recommendations. What was said at the PA WIB meeting last week was that the discussions that are taking place between departments on literacy are concentrating on the larger issues surrounding the meeting of customers needs and not focusing on the transfer of individual programs. However, no final decisions have been made on any of the recommendations.

I have been part of various e-mail discussions involving Rose Brandt, JoAnn Weinberger, Diane Inverso, and some PAACE past presidents. JoAnn will bring us up to date on the ABLE situation, and Rose Brandt, Director of the Bureau of ABLE, will visit the board meeting to provide the PDE perspective as we plan next steps.

I want to thank board members for your active participation in the conference and so many PAACE business matters.

Tana Reiff
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President, PAACE
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1st VP Report

Many things have continued to develop for midwinter conference this month. I appreciate all the work that everyone has done this month to support the process.

- The RFP went live in September and we were able to receive 119 proposals.
- The RFP was publicized on various listservs
- Proposal management was developed
- Becky Wagner and Monica Sheilds pulled the proposals from gift tool and reconfigured the information for the readers
- We have close to 66 readers working on the proposals
- The mailing list is starting to be reviewed
- The exhibitor announcement went live for commerical and non commerical vendors
- There are 6 vendor applications in Gift tool
- Special speakers are being lined up...Family Literacy, Public Policy
- Work for the Research Conference continues to be aligned with the Midwinter conference
- The Bureau and AAA has begun the plans for the breakfast session for administrators
- Coordination of the LitCorps has begun
- Review and refinement of the conference evaluation

The contract for 2010 with Hershey Lodge is being reviewed.

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2nd VP Report

I have updated the strategic plan with a few action steps that have been undertaken, added a few comments about what we might need, and am soliciting your input on these. The draft of this is attached.

I've also been working on the evaluation forms for the conference.

Karen Mundie and I are going to revise the operations manual and will submit a draft of it (hopefully) by the end of 2008.

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PAACE Strategic Plan 2008-2011

MISSION

PAACE is a nonprofit educational association whose mission is to enable its diverse members to help adults achieve educational goals, to exercise leadership for adult education, and to advocate lifelong learning as vital to economic security and social equality.

ADVOCACY

Goal: Increase adult education advocacy efforts and visibility at the state and national levels.

Objectives:

- Provide PAACE members with timely information on state and national adult education issues.
- Provide opportunities for adult educators to become more active in advocacy efforts.
- Establish and/or maintain relationships with state and federal public officials.

Action items:

Information about legislative alerts, the PAACE petition in response to the PEL report

Emails to members about advocacy efforts

Advocacy workshops (SW)

Meetings with legislators at the local levels (need to get more data on who is doing this)

MEMBER SERVICES

Goal: Expand membership base and increase member participation in the organization.

Objectives:

- Educate the adult education community about PAACE member services.
- Expand opportunities for communicating and community building.
- Develop communication channels to solicit input from PAACE membership.

Action items:

PAACE conference session about serving on the board

Need to develop a marketing plan

Need to form a communication plan

BOARD DEVELOPMENT

Goal: Strengthen the effectiveness of the board of directors.

Objectives:

- Develop methods and materials to recruit and orient new board members.
- Develop a board operations and policy manual.
- Provide activities aimed at building board team and meeting effectiveness.

Action items:

Board operations manual to be in draft form by the end of 2008

Held a board training on being a board member
PAACE conference presentation on becoming a board member

FISCAL AFFAIRS

Goal: Strengthen PAACE's financial position to assure resources are available to meet initiatives.

Objectives:

- Establish and maintain a budget development process that matches PAACE's resources to the organization's strategic plan.
- Develop a budgetary process that assures timely, accurate, and easily understood financial reports to board members.
- Analyze short- and long-term investment opportunities.

Action items:

Discussions about PAACE's fiscal position and investment options.

PROFESSIONAL DEVELOPMENT

Goal: Identify and provide quality professional development opportunities in adult education.

Objectives:

- Stage an annual conference, the content of which reflects current knowledge, practice, and developments in the broad field of adult education.
- Promote research in practical areas of adult education.
- Establish partnerships with other organizations to expand professional development opportunities for members.

Action items:

Conference planning underway

Discussions about the possibility of research grants

Partnering for the Friday research conference after the PAACE conference

CHE Report

I have enlisted CHE proposal readers and they are currently reviewing and rating the proposals received.

Award Report

The request for nominees for the Outstanding Student Awards will be sent out on Wednesday, Oct. 15th.

The request for nominations for the two \$500 CEA/PA scholarships has been sent to all CEA/PA members.

I will be attending the meeting next week. See you then.

Mary Anne

The ABSE proposals are being read and scored.

We are reviewing and trying to update the snail mail mailing list. I have been in contact with Lori Gochnauer at Whitmore Printing concerning the errors in last years mailing list. She has been most helpful and we are using her list of addresses with errors as the basis of correcting the list. Most of the errors were on the Career Link mailing list. Please read Lori's email below where she refers to a program, NCOA, which can update address changes. There is a charge for this service but I did not know if it is something we would want to consider. I will send out the mailing address format to be used if you have new contacts to receive the brochure.

Bootsie Barbour

Corrections Education Report

The Corrections Education Division report is as follows:

Thanks to the efforts of Tana Reiff , Diane Inverso and Chuck Holbrook, we now know that Mr. Donald Bender is no longer the head man at the DOC. His replacements name is William Kepner; I have had no contact with Mr. Kepner as of this date.

I will be in attendance at the October 14th meeting

Randy Bacon

Bureau Report

I have been working with Rose Brandt and the Bureau staff on determining the topics and presenters for the Bureau Invited sessions for the PAACE Midwinter Conference. A committee has been formed to plan the Administrators' Breakfast to be held at the conference.

I will be attending both the board meeting and the conference planning meeting next Tuesday.

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ESL Division Report

'09 MWC:

- We are in the process of reading the ESL RFPs '09 MWC. We only have a handful of primary "ESL" RFPs, but have several that are secondary.
- We received several requests for presentations (not presenters) from current PAACE members.
- We are looking at a possible presentation regarding the new Immigration test for the ESL Division Luncheon.
- We are in contact with the Harrisburg/Hershey Visitors Bureau. They have sent several brochures for local activities during MWC. They have also promised coupons after the New Year.
- We are looking into the possibility of organizing an informal opportunity to visit the Capitol Building in Harrisburg during MWC. We are working with the office of Rep. Pat Harkins (Erie) to see if it is feasible. I would like to stress that this would only be a civics activity, not an advocacy project.
- We are exploring the creation of a yearly Best ESL Teacher Award to be presented at MWC.

We are currently building a contact list for all PAACE Members who are interested in ESL. We are exploring ways to increase networking between Members with ESL interests.

I have received an email from an ESL teacher in Bratislava, Slovak Republic, about teaching in Pa. He found us on Google. I think this shows the possibilities of increasing PAACE's presence on the Internet.

Susan, Cathie & I will be attending next week.

Martin E. Senger
Adult ESL / Civics Teacher,
G.E.C.A.C. / The R. Banjamin Wiley Learning Center
ESL Co-Director,
PAACE
Erie, Pa

TLC Report

I will try to do this in a nutshell, but I don't know how successful I will be.

TLC contacted 20 programs to be the focus of receiving a variety of strands of tutor trainings. Almost half of the programs responded quickly and are very interested in offering this opportunity to a target group of their dedicated tutors. Each strand has four trainings and they can be scheduled throughout the year at the convenience of the tutors.

Programs that are receiving the Impact Tutoring Funds are meeting Oct 9 for a face-to-face networking session; the programs are at various stages of implementation of the initiative.

Eight new trainers have completed the Pearls of Wisdom process to become "certified" tutor trainers for TLC and four more are almost finished. The process

will be done again in the future, but a date has not yet been set.

A pilot group of programs are implementing the Just in Time tutor orientation model; no data to report at this time. (Just in Time is a variation of a 12 hour Basic Tutor Training. Instead, there is a 3 hour initial training followed up with relevant topic specific trainings for the tutors. The topic is determined by "observation" of a tutoring session.)

The TLC Board voted to change the title Training Coordinator to Executive Director of TLC.

Sorry - big nutshell. See you next week.

Kim

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October Legislative Report submitted by JoAnn Weinberger, Chair, Legislative Committee

Efforts to respond to the PEL Report recommendation to transfer the Bureau of ABLE to L&I have taken priority. I am responding to emails from across the Commonwealth regarding meetings scheduled with legislators and letters sent. At the October meeting, we need to consider next steps. Important considerations come from the notes of the State Workforce Investment Board meeting: "The Economic Competitiveness and Sustainability Co-chairs reported that discussions are taking place between agencies regarding the literacy recommendations contained in the Pennsylvania Economy League (PEL) Report.

These discussions are concentrating on the larger issues surrounding the meeting of customers needs, not focusing on the transfer of individual programs. No final decisions have been made on any of the recommendations." In addition, from a letter L&I Acting Secretary Sandi Vito wrote a businessman expressing his concern over the recommendation, the response included, "...we are exploring meaningful ways to increase the number of GED recipients who transition into higher education, employment, and career pathways."

For the Midwinter Conference, Jackie Taylor, Advocacy Consultant, will be presenting the major policy session. She is known for her professional development as well as creation of a strong advocacy network in Tennessee. Currently, she is developing an on-line advocacy toolkit.

Technology Report

Dear all,

This past month, I have continued support of the PAACE website and mailing lists. In addition, I have made initial contact with PSU in regards to the Computer lab setup at the Midwinter Conference. Once the proposals have been approved and a schedule is pulled together, I will discuss the details with PSU and get a quote for the computer lab at the conference.

Jim

FL Division board report:

The Family Literacy Division has been preparing for this year's conference activities. We had a planning call on 9/29 to discuss our progress so far. Activities for our Division will include:

Marketplace – Guest author Katherine Ayres will sign books during the Grand Opening. She has also submitted a session on writing. We will have resources available at the Marketplace related to family literacy as well. We are hoping to also conduct our annual service project, with the donation center at the Marketplace tables. *Next steps: We are pursuing possible avenues for a project at this time.*

Division Luncheon – We are excited to host the Goodling Best Practice Awards as part of our Division Luncheon on Friday. Former Congressman Bill Goodling will attend to present the awards. We are also looking into possible sponsors for the cost of the box lunches. *Next steps: We will advertise the Goodling Awards and select reviewers. Also, we will continue to explore possible sponsors for the lunches.*

We are hoping to see a lot of proposals submitted for the FL strand. *Next steps: Review proposals.*

Thanks! Lori and Katherine

Katherine will be at the October 14 meetings, Lori will not.

Commonwealth Libraries Report

I was able to post the conference RFP twice to multiple discussion lists and several adult education newsletters in neighboring states.

I will be able to attend the meeting on the 14th.

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- **Western Regional Rep Report**

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- Myself, Karen Mundie, Gail Whitehead (GPLC staff), and a student from our program met with Allen Kukovich, a former State Senator and Governor Rendell's current Southwestern Representative about the PEL report. We shared a hard copy of the PAACE petition and the petition comments (thanks Tana for making that available for us as a resource) and some of our obvious concerns with the recommendation. I found Mr. Kukovich to be very respectful and attentive to our situation, though, without necessarily committing a definite position. He promised to look further into the situation and discuss it with some members of Rendell's staff who would be appropriate. He also shared some helpful advice about advocating on behalf of our programs. He mentioned trying to align community partners in writing letters of support (especially those that could be potentially affected if the recommendation were enacted, i.e. family literacy partners like Head Start programs, programs that advocate for the elderly, school districts, etc.). I'm encouraged from Tana's email that things are optimistic on this front, but wondering if we need to continue efforts to present our side until we hear a "final verdict"? If so, and others want to contact the regional representative in their district, here is a link with the offices:

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=368326&mode=2>

I'd be happy to share our experiences if anyone is interested (412) 393-7601

- Unfortunately, I will not be able to attend the October 14 meeting.

Thank you,

Alex

Communications report

Hi everyone,

The Summer edition of PAACE news has been posted. Thank you to everyone that has helped me to update the conference and advocacy pages. There will be some additional updates to both of those pages coming soon including the new conference logo and adding some information that Alex provided to me for the advocacy page. The Fall edition of PAACE news is published in September. I know it's a way off, but the summer edition was a little thin so please think of articles or news that may be of interest to your division, region, or all PAACE members.

Thanks for your help!

Destiny

p.s. I will be attending a conference during the week of the PAACE conference call. Sorry I won't be able to join in.

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