Annual Program Report

Fiscal Year 2018
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Central Vermont Adult Basic Education, Inc.
Local Partnerships in Learning
Serving Washington, Orange and Lamoille Counties

Purpose Statement

Central Vermont Adult Basic Education, Inc. is an organization of students, community members and teachers in Washington, Orange, and Lamoille Counties committed to developing, evaluating and providing accessible literacy instruction for adults and teens in the belief that a literate person has the essential key for self-understanding and for full and active membership in the world.

Our working strategy has two parts for the realization of full literacy: providing basic education instruction for students and involving the entire community in the encouragement of their efforts.

“I don’t know what it means for others to volunteer at CVABE …what path each one took in life to lead them to giving back to their community, but we are grateful for the service of all of our volunteers.

Personally, my path was shaped at age 24 by one encounter with one 57 year old truck driver. He was illiterate. He was taking ABE classes to learn how to read to his new granddaughter. His whole life he fudged his way through…creating elaborate schema in his brain to interpret his world around him…and as a truck driver, you can imagine that the world was always changing and his interpretations and strategies were complex. I cannot imagine how exhausting it was for him…and as he learned to read, you could physically see the difference in him. His path, like mine, was never the same.

~Mary Grace, CVABE Board Vice President~
Fiscal Year 2018 ended on June 30, 2018 marking the second year completion of the organization’s five-year strategic plan. Our efforts, as always, are aimed at supporting the members of our communities seeking to gain academic literacy, English language skills, high school credentials and skills for career and college preparedness so they can reach their full potential in life. The Plan’s four major goals and a summary of our results follow:

Goal I. Increase the number of students to whom we provide accessible and effective adult education and literacy services, with a special focus on Adult Basic Education (ABE) level students 25 years and older.

- Expand outreach and services to core students
- Improve retention and persistence of core students

CVABE set a benchmark to serve 450 adult learners in 2018 and surpassed that goal, providing services to 491 students, a 9% increase over the target and 14% more than the number we were serving at the onset of our five-year Plan in July 2016.

Increases in the numbers served can be credited to our ongoing, region-wide outreach efforts and continuing and expanding collaborations with VT Department of Labor, VocRehab, the Agency of Human Services, local workforce groups, non-profit partners, employers, public schools and libraries.

In the past two years, we have made great progress with recruiting adults 25 years and older and those needing basic skills development to meet their career and life goals. The statewide Adult Education and Literacy (AEL) program service average for individuals 25 and older was 43% during Fiscal 2018. Forty-five percent (45%) of CVABE’s 491 students were 25 and older, exceeding that statewide average and comfortably above our own 42% rate at the onset of our strategic outreach work two years ago.

It is noteworthy that, over the past two years, we have achieved a 45% increase in finding and serving those most in need of our services.

249 adults enrolled for our services at the Adult Basic Education (ABE) level (grade levels 0-8), needing basic skills instruction in reading, writing and/or math, as compared to 203 the year before and 172 at the onset of our Plan.
In addition to serving adults with basic skills needs, we teach adults who are speakers of other languages (ESL – English as a Second Language) who need to learn to speak, read and write English. We serve individuals with high school level skills (ASE – Adult Secondary Education) who need skill building for high school completion and /or career and college. Our breakdown is as follows:
- 51% ABE learners
- 10% ESL learners
- 39% ASE Learners

CVABE’s performance is equally noteworthy in the category of students who received intensive enough instruction to be ready for a progress assessment. We exceeded our AEL Grant target of 50% and have more than doubled our performance in this area over the past two program years.

More ABE (basic literacy skill) and ESL (speakers of other languages) students have made one or more academic skill gains in reading, writing, speaking or math. For some students, one level gain in the year is equivalent to advancing two grade levels. The rate of ABE and ESL student achievement has more than doubled in two years. Students with high school level skills have also made substantial skill gains. Most have earned a high school credential and the academic skills needed to move on to careers or college.

Retention and persistence are important to student success. We continue to offer early morning, evening and weekend services for students at our centers and off-site locations. Efforts have included expanded evening/weekend GED testing services, academic and/or computer literacy offerings, and English language learning opportunities, such as conversation groups which provide a sense of community and supplement individualized instruction. Regularly scheduled small groups in reading, writing and/or math also engage students in rich experiences through sharing and working together on skill building and also allow for intensity of instruction beyond one-to-one appointments.
We continue to address barriers to participation (i.e. lack of childcare, transportation, and money to pay the $120.00 official GED exam fee) which many adult students face. A privately funded “Access to Education” fund has assisted our students with overcoming financial barriers to pursuing and completing their education and career goals. The funding provides essential help to students who seek and have no other such support available.

Our teachers and field-based supervisor devote ongoing energy to improving the quality of each student’s Personal Education Plan, thus ensuring a high degree of relevance for their instruction services. Staff engage in ongoing professional development and a system of rigorous, field-based support and supervision, which ensures the use of high quality goal setting, assessment and instructional practices in serving our students and capturing their accomplishments.

Goal II. Ensure that adult learners with diverse needs are aware of and can access CVABE’s resources to improve their lives.
- Update and expand our communications plan, with information targeted to different audiences, including potential students at places where they are, and through modern communication media that does not involve reading (i.e. broadcast, social media).

CVABE’s staffing profile includes a part-time outreach coordinator dedicated to expanding and coordinating our program-wide outreach. All staff remain responsible for and focus on sustaining and expanding student outreach and recruitment, including posting CVABE flyers and distributing brochures throughout our 47 town service area.

We have devoted program resources to developing and maintaining a radio advertising campaign. Student recruitment ads air multiple times per day on several central Vermont stations during prime listenership times. The ads are engaging student testimonials recorded by actual students paired with the consistent voice and messaging of our outreach coordinator. During 2017/2018 we budgeted to expand and sustain the air time coverage. In the 2018/2019 program year our plans include expanding the reach of our ads to three additional radio stations, which have listeners from our targeted recruitment group.

CVABE’s website redesign was completed and launched in June 2018. The site was designed using a modern web platform allowing for ease of content management. It is mobile-enabled, meets accessibility standards, is more user friendly and allows for videos and easy connectivity with social media. Feedback on the site has been positive. Our efforts during Fiscal 2019 will include attention to developing a Facebook page and a social media campaign.
Goal III. Strengthen CVABE’s long-term sustainability and grow organizational capacity to extend our reach and impacts.
- Diversify and grow our revenue
- Continue to grow our volunteer base, and define and train volunteers in roles that fit organizational needs and their interests (tutoring, mentoring, etc.)

We have supported our strategic plan priorities and student services through fundraising. During these first two years, we increased our private fundraising by 21%, which has supported the growth of our student enrollment and capacity for basic skills instruction.

During the year, an overview of our seven distinct volunteer roles was developed, shared with volunteers, and added to the CVABE website. The corresponding volunteer job descriptions were updated for clarity and consistency.

We continued to engage a strong and active cadre of over 100 community volunteers who support the efforts of our students and overall program operations. Consistent with the prior year, forty-four individuals (40%) were brand new CVABE volunteers and sixty seven individuals (60%) continued their service from the prior year. We are, however, disappointed that volunteer numbers have diminished by a little over 13% over the past two years. The decrease is due to a number of factors such as: relocations, completed assignments, retirement, and also individuals seeking other types of volunteer activity outside of our organization. We will be focusing on volunteer recruitment efforts during Fiscal 2019 in hopes of increasing our active volunteers to 125.

Goal IV. Prioritize and cultivate strategic partnerships to achieve our mission in an evolving social context.
- Prioritize partnerships needing development to advance our mission.

CVABE, the Vermont Department of Labor and Vocational Rehabilitation administrators and direct service staff meet on a regular basis to discuss cross referrals and collaborate on the local needs of our shared clientele who need our companion program services. We jointly developed and
began using a unified referral system. This strengthened collaboration has created enhanced information sharing about services and connecting clientele with the services to best suit their education needs.

We have developed a regular schedule of outreach with our local non-profit and agency partners, libraries, faith leaders, public school staff, etc. and have made many presentations and career readiness needs to our service partners, social service groups, workforce groups, etc. We have distributed our program materials, and encourage our broad array of partners to refer individuals in need of our education services.

It is with great pride and a deep sense of accomplishment that I report, CVABE is achieving the ambitious goals framed in our five year strategic plan. Our two-year program outcomes would not have been possible without the efforts of our students, the dedicated staff and board and many members of our community who contribute to our efforts. Together, we are moving forward, empowering more central Vermonters to improve their lives and the lives of their families through education.

I hope you will continue reading through the pages of this annual report to learn more about our results.

Best regards,

Carol Shults-Perkins
Executive Director
CVABE serves residents from 47 cities and towns in Washington, Lamoille and Orange Counties, as shown in the service area map below.
Testimonials—Our students say........

“I used to hate school and get into a lot of trouble. I pretty much hated the world. I came to CVABE and I learned what my strengths and weaknesses were, and made a Plan based on that. Regular high school taught me stuff I couldn’t learn. I’m a little different, and CVABE taught me how to learn in a way that works for me. I’ve learned how to read better, and can find information. My writing now has empathy, and I can actually use correct punctuation. CVABE has helped me find my next step in life, Nursing.”

Hannah

“CVABE helped me achieve my goals. CVABE helped me see how strong I was and helped me see I can do whatever I put my mind to. Being able to finally have my diploma is the best feeling ever. I am so very proud of me and I hope my children, my mom and Jesse are proud of me too! I want my children to know you can do whatever you set your mind to. My next step is reaching my new goal of being an RN! If I can do it so can you!”

Angela

Cathy is a home care provider and housekeeper in her late 30’s. In 2014, her sister – who had also been a student at CVABE – brought her into our Morrisville Learning Center. Cathy was hesitant to speak at first, but her sister urged, “Tell her, tell her!” until Cathy finally whispered, “I can’t read.” Almost no one, including Cathy’s husband, knew her secret. She had developed many survival strategies, including a sheet of written-out numbers on the inside of her checkbook. Three years ago, Cathy began working one-on-one with a CVABE teacher. Her reading level has improved from a first grade level to a 5th grade level. She can read independently now, and she has finished several chapter books. Cathy’s and her CVABE teacher collaborated with VocRehab to obtain resources to pay for a comprehensive learning disabilities screening. The assessment determined that Cathy is dyslexic. That formal diagnosis has provided her with access to resources from the Vermont Assistive Technology Program. She uses her improved reading skills and the supplemental technology to assist with her work and to help her son prepare to enter middle school. Cathy’s confidence has soared and she has set a goal to obtain a high school diploma.

“There are teachers and there are educators. Doris falls into the category of ‘educator.’ Thanks to her dedication in helping Todd attain his goal of publishing a book of poetry. Todd describes her as his ‘Teacher Extraordinaire,’ without whom his goal would not have been reached.”
In one year’s time, 25% of our students working to improve their basic academic skills in reading, writing, and/or math literacy advanced those skills to high school level proficiency. Those remaining in active service are making remarkable strides with their skill gain progress.

75% of our English language learners improved their community citizenship skills for daily living. 25% of those eligible to apply for U.S. citizenship during the year passed the exam and became citizens.

57% of students with the goal, gained computer literacy.

33% with the goal, gained financial literacy skills.

60% of students with the goal, were active in their children’s education and literacy development.

62% of our students with high school level skills earned a high school credential.

Of students with career readiness and college goals:
- 33% entered postsecondary education or job training
- 27% achieved one or more career skills’ certifications (LNA, Cosmetology, HVAC, OSHA, etc.)
- 62% improved their work readiness
- 35% obtained a job or a more livable wage job
- 81% retained their current jobs
CVABE provides Adult Education and Literacy services to 47 central Vermont towns and cities. Staff work through six strategically located, highly visible, fully equipped, ADA-compliant learning centers and also reach out into the nearby service area. Community volunteers are recruited, trained, and supported by the organization’s professional staff to help ensure our students receive the essential attention and encouragement they need and deserve.

Adults and teens, 16 and older, are provided access to CVABE’s services:

- Basic Skills Instruction: Reading, Writing, Math, and Computer Literacy
- English Language Learning and Preparation for U.S. Citizenship
- High School Diploma and GED instruction and credentialing
- Career and College skill readiness and transition
During the year 111 volunteers participated in CVABE’s essential work. Our two-part working strategy for the realization of full literacy is to **provide education instruction for adults and teens** and **involve the entire community in the encouragement of their efforts**. Our organizational purpose could not be fully realized without the dedication of our multi-talented and dedicated volunteers.

Students improved their skills in reading, writing, math and computer literacy. Many obtained high school credentials, gained or improved employment, learned financial literacy skills, stopped the cycle of illiteracy in their families, rose out of poverty, achieved U.S. Citizenship, voted or registered to vote for the first time, and so much more.

"I have welcomed my time getting to know “S” at the CVABE Randolph Learning Center. S’s openness to expressing herself, to developing herself and her life has been very moving to me. I treasure having met her. She always arrives at the office wearing cheery (pink and purple) colors: I always leave our weekly sessions feeling lighthearted, as though something wonderful has happened!"  

Jane Pincus, Volunteer

Every year community volunteers support the work of the organization in many ways. In Fiscal Year 2018, 73% of our volunteers elected to work directly with students as tutors and mentors. All totaled our 111 volunteers donated a total of **4,208 service hours** resulting in an in-kind **service value of $162,380**:

- **Instruction**: 3,213 hours = $128,527
- **Board of Directors**: 312 hours = $18,690
- **Office Support**: 528 hours = $10,553
- **Professional Development**: 131 hours = $3,940
- **Other (includes community outreach, publicity, and organizational planning)**: 24 hours = $670
111 individuals generously gave time and talent in support of students’ efforts and the promotion of Adult Education and Literacy services throughout CVABE’s Washington, Orange and Lamoille counties.

With our sincerest gratitude and deep appreciation for those who served as CVABE volunteers!
CVABE is extremely grateful to the businesses, foundations, service clubs, and the voters of central Vermont’s towns and cities for the support of our essential adult education literacy programs. Plaques honoring the following contributors are on display at each of CVABE’s Learning Centers.

Emerald Benefactors: $10,000 & Up
The Jack and Dorothy Byrne Foundation Inc.
Dollar General Literacy Foundation
Hoehl Family Foundation
Lucy D. Nisbet Charitable Fund

Platinum Benefactors: $5,000 - $9,999
City of Barre
City of Montpelier
Community Bank, NA
FairPoint Communications
The Lamson Howell Foundation
National Life Group Charitable Foundation
TD Charitable Foundation
The Donley Foundation
Town of Randolph

Gold Benefactors: $2,500 - $4,999
Alma Gibbs Donchian Foundation
Green Mountain Fund
KeyBank Foundation
Agnes M. Lindsay Trust
Mascoma Savings Bank
Mascoma Savings Bank Foundation
Town of Barre
Town of Bradford
Town of Morristown
Town of Stowe

Silver Benefactors: $1,000 - $2,499
Anonymous
Bar Harbor Bank and Trust
Ben & Jerry's Foundation
Concept 2
Mad River Valley Rotary Club
Northfield Savings Bank
Oakland Foundation
The Patrick Foundation
Town of Berlin
Town of Cabot
Town of Calais
Town of Chelsea
Town of Johnson
Town of Middlesex

Bronze Benefactors: $500 - $999
Anonymous
Bourne’s Energy
Capitol Plaza Hotel
Community National Bank
Lintilhac Foundation
NorthCountry Federal Credit Union
Rotary Club of Montpelier
Swenson Granite Company
Town of Cambridge
Town of Corinth
Town of East Montpelier
Town of Eden
Town of Hyde Park
Town of Marshfield
Town of Orange
Town of Roxbury
Town of Strafford
Town of Thetford
Town of Warren
Town of Washington
Town of West Fairlee
Town of Woodbury
Town of Worcester
Tree House Fund of the Vermont Community Foundation
VSECU - Vermont State Employees Credit Union

Sponsors: $250 - $499
Knoxland Farm Inc.
Rock of Ages Corporation
Stowe Insurance Agency Inc.
The Canadian Club Inc.
Town of Duxbury

Patrons: $100 - $249
Aubuchon Hardware
Barre Lions Club
Camp Farwell
Darby Kolter & Nordle, LLP
Farm-Way, Inc.
Gay and Lesbian Fund of Vermont
Grantham Indoor Inc
Gravel & Shea PC
Italian American Heritage, Inc.- Mutuo, Inc.
LED dynamics
Manufacturing Solutions, Inc.
Rural Education Action Project
St. Martin’s Episcopal Church
TiMic Drafting & Design
Town of Belvidere
Town of Waterville
True Colors Blinds & Designs
VT State Association of Emblem Clubs
Wells River Congregational Church, Women’s Fellowship

Supporters: $1 - $99
American Legion, Montpelier Post 3
Shefali Batra Foundation
Conneman & Associates, Inc.
George & Koch Dental Associates, P.C.
Hooker and Whitcomb Funeral Service
Hutchins Roofing Co.
Knights of Columbus #11457: St. John’s the Evangelist Council
Lajeunesse Construction, Inc.
Montpelier VFW Post 792

Gifts in Kind
Ormsby’s Computer Store, Inc.
Central Vermont Adult Basic Education, Inc.
Local Partnerships in Learning
Serving Washington, Orange and Lamoille Counties

INDIVIDUAL DONORS: July 1, 2016 through June 30, 2017
CVABE is also deeply grateful for the generous financial support of the following individuals. (Plaques honoring the following contributors are on display at each of CVABE’s Learning Centers.)

Individual Contributors

14 Anonymous Individuals
Dr. Michael and Marion Abajian
Gary and Blanche Adamski
Linda Alderton
Ted Allen
Thomas L. Allen
Sharon Anderson
Marcie Andres and Larry Mandell
Dawn Andrews
Hans Asoera
Betsy Austin
Don and Lela Avery
The Ball Family
Mr. and Mrs. Allen Banbury
Ann Barone
Shirley Bate
Suzanne Beaudin
Carmen Beck
Rhoda Bedell
Marcia Bellas and Rick West
Dr. Richard Bennum and Nancy Wiltz
Bennum
Charlotte and Hal Bill
Marilyn Blackwell
Barbara Blauvelt
Stuart Blood
Charles and Barbara Bohn
Betsy Bourdon
Heath Boyer
Philip A. Branton
Mr. and Mrs. Robert C. Brault
Richard and Sarah Brock
Cyrus Bryant and Jane Packard-Bryant
Rob and Holly Buck
Rodney and Sandra Buck
John Felt Buddington
Brian and Maureen Burgess
Douglas and Mary Burnham
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The Butsch Family
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Scott and Cathy Cameron
Jim and Kim Canavan

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Daniel and Betsy M. Chodorkoff
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Annalill Crain
Ana A. Cumming
Christina Currier
Judy Cyprian
Peter Dale and Emily Jones
Tony and Anne Dall
Amy Davenport & John Durrance, Jr.
Carol Dawes
Mark Distefano
Denise Abbott Douglass
Graham Dower and Sheila Cheston
Bill and Olene Doyle
David and Claire Duke
Nancy J. Dulac
Betty Edson
David Ellenbogen
Brett Engstrom and Betsy Brigham
Paula Gills
James and Nancy Goldstein
Jeff and Susan Goodell
Mary Grace and James Calhoun
Donald Graham
Mr. and Mrs. Gary Gulka
William and Leslie Haines
Mr. and Mrs. Christopher Hall
Roberta Harold and Wayne Fawbush
Marvin and Louise Harrison
Rick and Emmy Hausman
Robert Heffner
Julie Hendrickson and Thierry Guerlain
Peter and Mary Hood
Mary E. Hoppe
Charlie and Carol Hosford
Natalie and Tom Hubbs
Jon and Linda Hutchins
Hope Hutchinson
Kathryn Jorgensen
George and Helen Keeler
Gordon and Irene Kellogg
B and A Kimball
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Kathleen Kruesi
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Lorena Laprade
Thom and Karen Lauzon
Erika Lea
Jane Lea
John W. Lea
Sydney Lea and Robin Barone
Mary H. Leahy
Jack Learmonth
Alan and Jane Lendway
Michael and Sandra Levine
George and Mary Anne Lewis
Elizabeth Lord
John E. Lord
Steven and Claudia Mackenzie
Tom and Charlotte MacLeay
Betty F. Maguire
DeWitt and Vera Mallary
Garet Allen-Malley and Wallace Malley
Joyce Manchester and David Stapleton

Individually Contributed

Hilari Farrington
Abigail Faulkner and Hobart Guion
Edward and Denise Ferrari
Joanne and Paul Fitzgerald
Milt and Jan Fowler
Priscilla Fox
Erica Garfin
Judy Geer and Dick Dreissigacker
Dr. and Mrs. Mark George
JoAnn Gibson
Allen Gilbert and Lila M. Richardson
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Alfred Maneki
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Anne Margolis
Dick and Millie Marron
Marcia and Ben Mastin
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Jane Osgatharp
Emma Ottolenghi
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Barbara and Henry Payson
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Claude Phipps
Jane Pincus
Edward and Susan Pirie
Michael Piro
Allen and Barbara Ploof
Doris and George Plumb
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Marjorie Power
Jim Powers
Frederick A. Pratt
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Michael and Joanne Priestley
Nancy and Michael Read
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Ellen P. Reid
Janet Ressler
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Susan and David Rogers
Susan E. Romans
Gale and Alan Rome
Susan H. Roop
Robert Rotondi
Mathew Rubin
Elizabeth Ruml
Paul David Sachs
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Marcia Smith
Richard and Anne Smith
Walter and Cindy Smorgans
Kermit and Hazel Spaulding
John and Anne Steel
Dan and Jan Steinbauer
Andrea Stix Wasserman
Chris and Mary Stone
William Stritzler
Patricia M. Stuart
Meredith Sumner
Susan Z. Ritz/Larsen Fund
Fred and Diane Swan
Kimberly Swasey and Norman Hill
John and Joyce Sweeney
Grace W. Sweet
Victor Swenson and Judith Yarnall
Colin and Deborah Tait
Bruce and Susan Talmadge
Alan and Ellen Thorndike
Bob and Susan Titterton
Cecile Valcour
Carol Vassar, MD
John and Val Vincent
C. A. Wade
Ellen and Peter Waldman
Lynne Walther
Jenny Warshow
Harris Webster
Stephen W. Webster
Barbara Weedon
Karen Sherman Weeks
Peter and Fran Weinbaum
Johanne Wheeldon
Tony and Katherine Williams
Dr. Stuart and Sarah Williams
Mark Yorra, M.D. and Catherine Gates
J. Peter Young
Peter Zakrewnski
Jon Ziegler

Eric Collier
Harriet Durrett
Franklin Kellogg
Allen Perkins

Shirley Ruch
Shirley Bate
Anita George
Syd Lea
Mary Leahy
Rosemary Morse
CVABE’s program funds were carefully stewarded by the Executive Director and Board of Directors (photos of members who served during the 2018 program year) ensuring that the bulk of resources provide services directly to students.
## Central Vermont Adult Basic Education, Inc.
### Schedule of Activities by Fund • July 1, 2017—June 30, 2018

<table>
<thead>
<tr>
<th>Support and revenue</th>
<th>Vermont Agency of Education</th>
<th>Other Public &amp; Private</th>
<th>Total</th>
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<tbody>
<tr>
<td>Grants:</td>
<td>$122,266 $- $122,266</td>
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<tr>
<td>Vermont Adult Education &amp; Literacy Grant</td>
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<td>Other grants</td>
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<td>135,194</td>
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<td>$709,749 $135,194 $844,943</td>
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<tr>
<td>Fees for service:</td>
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<td></td>
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<tr>
<td>High School Completion Program</td>
<td>350,249</td>
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<td>350,249</td>
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<tr>
<td>Service contracts</td>
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<td>33,740</td>
<td>33,740</td>
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<tr>
<td>GED Testing</td>
<td>-</td>
<td>1,456</td>
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<td></td>
<td>350,249</td>
<td>35,194</td>
<td>385,445</td>
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<tr>
<td>Contributions</td>
<td>-</td>
<td>73,246</td>
<td>73,246</td>
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<td>Town appropriations</td>
<td>-</td>
<td>56,895</td>
<td>56,895</td>
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<tr>
<td>Net unrealized gain (loss) on beneficial interest in net assets held by the Vermont Community Foundation</td>
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<td>5,724</td>
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<tr>
<td>Interest on cash deposits</td>
<td>-</td>
<td>4,231</td>
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<tr>
<td>Other</td>
<td>-</td>
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<td>Total revenues and gains</td>
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<td>$318,944</td>
<td>$1,378,942</td>
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## Expenses

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<tr>
<th></th>
<th>Vermont Agency of Education</th>
<th>Other Public &amp; Private</th>
<th>Total</th>
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<td>Wages</td>
<td>$639,573 $181,265 $820,838</td>
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<td>Employee benefits and payroll taxes</td>
<td>261,450</td>
<td>59,114</td>
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<td>Professional and technical services</td>
<td>42,948</td>
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<td>Utilities</td>
<td>2,239</td>
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<td>Cleaning &amp; maintenance - office</td>
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<td>9,017</td>
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<td>Repairs &amp; maintenance - equipment</td>
<td>963</td>
<td>963</td>
<td>1,926</td>
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<tr>
<td>Rent</td>
<td>100,636</td>
<td>38,362</td>
<td>138,998</td>
</tr>
<tr>
<td>Insurance</td>
<td>3,901</td>
<td>4,445</td>
<td>8,346</td>
</tr>
<tr>
<td>Telephone</td>
<td>8,556</td>
<td>2,073</td>
<td>10,629</td>
</tr>
<tr>
<td>Postage</td>
<td>747</td>
<td>1,104</td>
<td>1,851</td>
</tr>
<tr>
<td>Advertising</td>
<td>2,097</td>
<td>21,615</td>
<td>23,712</td>
</tr>
<tr>
<td>Printing and publications</td>
<td>3,673</td>
<td>4,855</td>
<td>8,528</td>
</tr>
<tr>
<td>Travel</td>
<td>6,397</td>
<td>975</td>
<td>7,372</td>
</tr>
<tr>
<td>Other purchased services</td>
<td>-</td>
<td>1,085</td>
<td>1,085</td>
</tr>
<tr>
<td>Supplies and materials</td>
<td>19,516</td>
<td>4,192</td>
<td>23,708</td>
</tr>
<tr>
<td>Depreciation</td>
<td>-</td>
<td>18,000</td>
<td>18,000</td>
</tr>
<tr>
<td>Other</td>
<td>1,748</td>
<td>786</td>
<td>2,534</td>
</tr>
<tr>
<td>Total expenses</td>
<td>$1,101,656</td>
<td>$358,891</td>
<td>$1,460,547</td>
</tr>
</tbody>
</table>

| Change in net assets | (41,658) | (39,947) | (81,605) |
| Net assets, beginning of year | 550,362 | 851,547 | 1,401,909 |
| Net assets, end of year | $508,704 | $811,600 | $1,320,304 |

CVABE's financial operations are on a fiscal year basis. The above “Supporting Schedule of Activities” is a copy from the Central Vermont Adult Basic Education, Inc. audit report provided by the accounting firm of Pace & Hawley, LLC. The complete audit report is available at the Central Vermont Adult Basic Education, Inc. administrative office, 46 Washington Street—Suite 100, Barre, Vermont 05641.
Central Vermont Adult Basic Education, Inc.

Local Partnerships in Learning
Serving Washington, Orange and Lamoille Counties

Board Of Directors

Sherry Barnard
Christina Currier, Secretary
Carol Dawes, Treasurer
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Marvin Harrison, Outgoing President

George Lewis, Incoming President
Peter Mallary
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Micall McMullan
Kim Swasey

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Carol Shults-Perkins

Teachers/Community Coordinators and High School Completion Plan Managers

Charlotte Bill (Lamoille County)
Dave Busker (Washington County)
Michele Gonzales (Lamoille County)
Dan Jones (Washington County)
Casey Lussier (Lamoille County)
Ed Pirie (Orange County)
Doris Plumb (Washington County)
Annette Scalzo replaced by Laura Bozarth (Washington County)
Jacqueline Stuart (Washington County)
Tom Treece (Orange County)
Joanne Vyce (Washington County)

Operations and Support

Nancy J. Dulac, Operations and Finance Officer
Denise Ferrari, Program Support Assistant
Joanne Fitzgerald, Development Coordinator
Brian Kravitz, Outreach Coordinator / Adult Secondary Education Specialist
Kate Nicolet, Supervisor of Education Quality and Student Outcomes
Kimberley Pelkey, Receptionist/Clerk
Holly Richards, GED and WorkKeys Assessor
Gale Rome, Volunteer Coordinator
Central Vermont Adult Basic Education, Inc.
Local Partnerships in Learning
Serving Washington, Orange and Lamoille Counties

**WASHINGTON COUNTY**

**Barre Learning Center and Administrative Office**
46 Washington Street – Suite 100
Barre, Vermont 05641
(802) 476-4588 / (802) 476-5860 Fax

**Montpelier**
100 State Street – Suite 3
Montpelier, Vermont 05602
(802) 223-3403 Phone and Fax

**Waterbury**
31 North Main Street – Suite 1
Waterbury, Vermont 05676
(802) 244-8765 Phone and Fax

**ORANGE COUNTY**

**Bradford**
24 Barton Street – Suite 1
PO Box 917
Bradford, Vermont 05033
(802) 222-3282 Phone and Fax

**Randolph**
10 South Main Street
PO Box 84
Randolph, Vermont 05060
(802) 728-4492 Phone and Fax

**LAMOILLE COUNTY**

**Morrisville**
52 Portland Street – 2nd Floor
PO Box 478
Morrisville, Vermont 05661
(802) 888-5531 / (802) 888-4127 Fax
CVABE’s Six Learning Centers

Washington County

Barre
46 Washington St., Ste. 100

Montpelier
100 State Street, Ste. 3

Orange County

Randolph
10 South Main St., 2nd Floor

Bradford
24 Barton St., Ste. 1

Lamoille County

Waterbury
31 North Main St., Ste. 1

Morrisville
52 Portland St., 2nd Floor