



**Executive Director's Report**

September 10, 2018

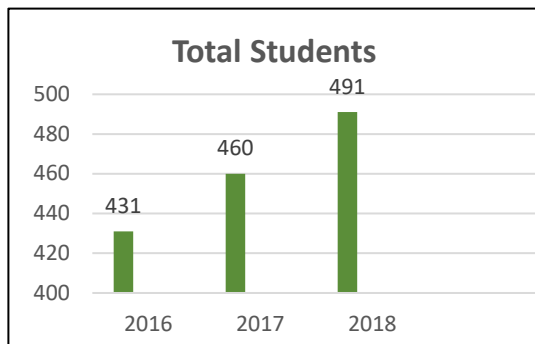
**CVABE's 2017 – 2022 Strategic Plan – Second Year Progress**

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.**

- A. Expand outreach and services to core students**
- B. Improve retention and persistence of core students**

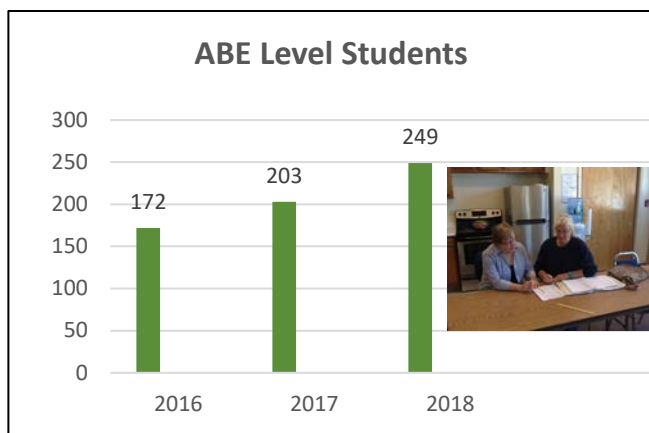


CVABE set a benchmark to serve 450 adult learners in 2018 and surpassed that goal, providing services to 491 students, a 9% increase over the target and 14% more than the number we were serving at the onset of our 5-Year Plan in July 2016.

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.

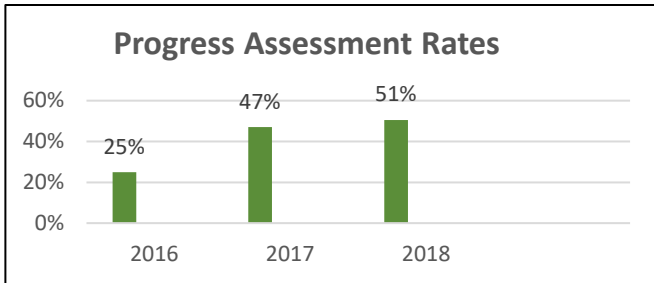
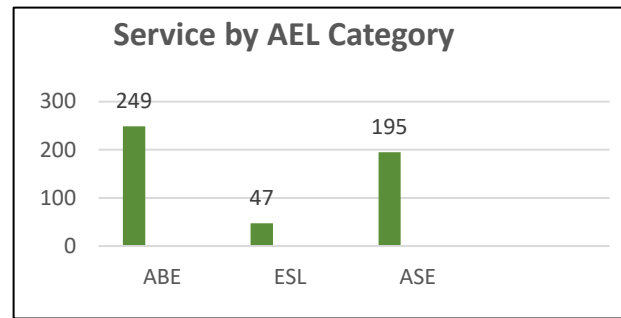


It is most noteworthy that, over the past two years, we have achieved a 45% increase in finding and serving those most in need of our services.

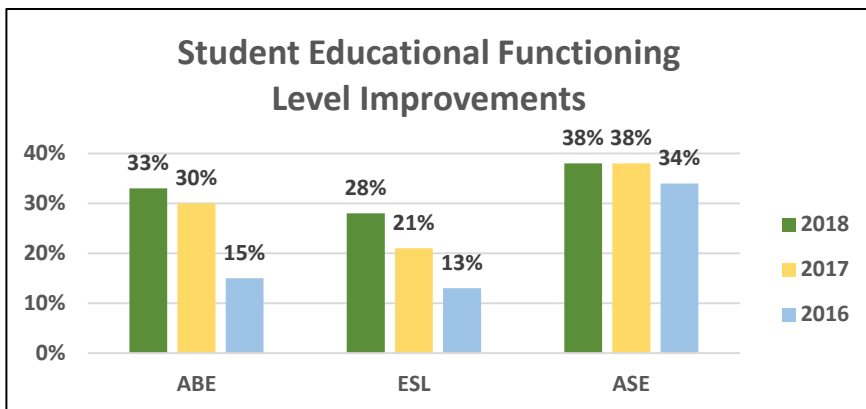
249 adults enrolled for our services at the Adult Basic Education (ABE) level (grade levels 0-8), needing basic skills instruction in reading, writing and/or math, as compared to 203 the year before and 172 at the onset of our Plan.

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) level students have made one or more academic level 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 skills 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 instruction appointments.

We continue to address barriers to participation (*i.e. stigma, lack of childcare, transportation, lack of 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 best 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.**

- A. 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.

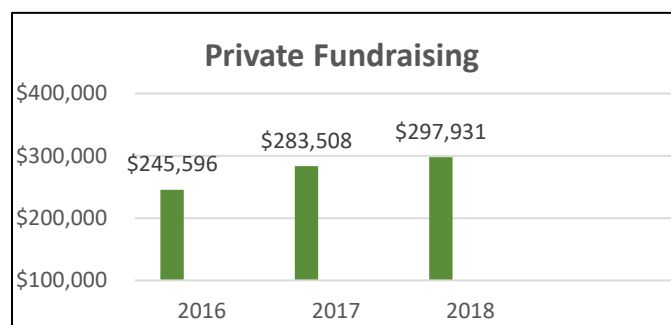
We have devoted program resources to developing and maintaining a radio advertising campaign. Student recruitment ads air multiple times per day on several central Vermont stations during prime listenership times. The ads are engaging student testimonials recorded by actual students and are paired with 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.

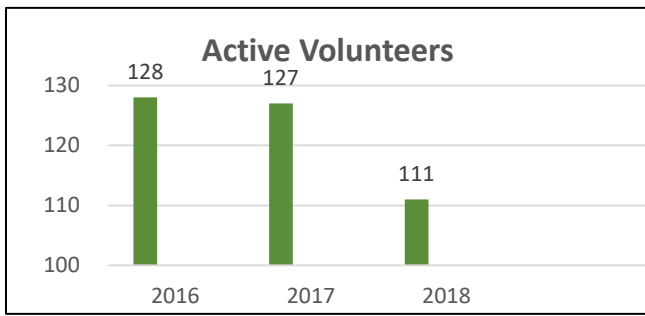
CVABE's website redesign was completed and launched in June 2018. The site was designed using a modern Web platform which allows for ease of content management. It is mobile-enabled, meets accessibility standards, is more user friendly and allows for videos and easy connectivity with social media. Feedback 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.**

- A. Diversify and grow our revenue**
- B. 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 the seven distinct volunteer roles was developed, shared with volunteers, and added to our website. Each of 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.**

**A. 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. During the first year of our Plan 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 and career readiness 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 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 sense of accomplishment that I am able to report, CVABE is achieving the ambitious goals framed in our five year strategic plan.

Our two-year accomplishments would not have been possible without the dedicated work of the CVABE Staff and Board and the 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.

Carol Shults-Perkins, Executive Director

September 2018



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

**10 Year Service Number Comparison**

Washington	STUDENTS										VOLUNTEERS									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Barre City	72	82	78	79	89	132	115	143	133	147	10	13	12	11	16	9	10	9	22	9
Barre Town	36	36	20	25	31	34	31	32	37	17	4	7	7	7	7	4	10	5	9	5
Berlin	10	4	9	12	8	14	12	19	16	22	2	2	2	3	2	5	7	4	3	1
Cabot	2	2	2	1	2	2	5	4	2	3	1	1	1	0	0	3	2	2	3	2
Calais	4	3	6	4	2	4	11	4	4	7	1	1	0	0	1	4	5	1	2	
Duxbury	4	2	2	3	2	5	1	2	0	1	0	0	0	0	1	1	0	0	0	0
East Montpelier	3	2	5	8	9	8	8	10	9	6	10	6	9	7	8	7	8	4	5	6
Fayston	4	1	1	2	3	2	0	1	2	2	2	2	1	1	1	1	1	0	0	0
Marshfield	5	6	3	4	6	6	6	3	3	2	1	1	1	1	1	0	2	1	1	
Middlesex	5	6	3	6	6	6	5	10	12	5	2	2	4	6	3	2	1	2	2	
Montpelier	57	53	49	55	51	63	74	83	75	56	26	36	30	30	20	22	29	28	19	10
Moretown	4	2	3	3	2	1	4	6	6	7	0	1	1	0	0	0	0	1	1	
Northfield	15	12	7	18	23	22	22	23	14	21	2	2	3	4	2	3	4	3	2	1
Plainfield	4	4	3	5	12	16	14	14	11	10	6	3	4	6	6	3	2	2	3	4
Roxbury	3	2	1	2	2	0	2	6	12	5	2	1	1	0	0	1	2	3	2	0
Waitsfield	3	2	5	4	2	2	0	1	4	3	2	2	0	1	1	3	1	3	1	0
Warren	3	4	6	4	1	0	0	2	1	2	0	0	0	1	1	1	2	1	1	
Waterbury	19	19	25	29	20	18	25	35	30	25	4	6	6	8	7	7	13	22	14	8
Woodbury	1	1	1	1	1	0	2	0	1	0	1	1	1	1	1	1	0	1	0	
Worcester	2	1	2	6	2	4	7	8	6	7	0	1	0	0	0	1	0	0	0	
<b>County Total</b>	<b>256</b>	<b>244</b>	<b>231</b>	<b>271</b>	<b>274</b>	<b>339</b>	<b>344</b>	<b>406</b>	<b>378</b>	<b>348</b>	<b>76</b>	<b>88</b>	<b>83</b>	<b>87</b>	<b>76</b>	<b>76</b>	<b>99</b>	<b>96</b>	<b>90</b>	<b>53</b>
	52%	53%	54%	53%	53%	51%	52%	51%	48%	49%	68%	69%	65%	70%	71%	63%	70%	70%	61%	54%

Orange	STUDENTS										VOLUNTEERS									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Bradford	17	20	21	28	28	43	40	38	46	38	4	5	7	5	4	6	8	4	4	3
Braintree	3	5	1	7	4	4	10	13	11	9	0	0	0	0	0	1	1	1	1	0
Brookfield	1	4	1	1	3	5	8	7	11	4	0	3	2	1	1	1	0	0	0	0
Chelsea	2	2	2	3	6	4	5	4	7	8	0	1	1	1	0	0	0	0	2	3
Corinth	0	2	4	4	2	5	4	6	10	8	1	2	2	2	1	1	1	0	1	1
Fairlee	3	2	1	2	3	4	4	5	3	5	0	0	1	1	1	0	0	1	2	1
Newbury	7	7	2	1	4	12	15	7	10	8	3	2	4	3	3	3	4	9	4	
Orange	3	3	3	4	2	9	12	8	5	0	0	0	0	0	1	1	1	1	0	
Randolph	30	42	40	53	37	37	34	52	52	46	8	6	8	6	8	10	6	6	8	7
Strafford	0	0	0	0	0	1	1	1	1	1	0	0	1	0	0	0	0	0	1	1
Theftord	2	1	0	0	1	2	1	5	5	5	1	2	0	0	0	0	0	0	0	0
Topsham	6	4	1	3	4	4	10	7	7	5	1	1	1	2	0	1	2	0	1	1
Tunbridge	0	2	0	2	3	1	0	2	2	4	0	0	0	0	0	0	0	0	0	0
Vershire	2	3	1	4	5	4	4	2	4	7	0	0	0	0	0	0	0	0	0	0
Washington	3	2	2	5	6	8	4	5	11	8	1	1	0	0	0	0	0	0	0	0
West Fairlee	0	0	0	0	1	0	3	1	1	2	0	0	0	0	0	0	0	0	0	0
Williamstown	19	14	21	19	17	16	24	29	26	23	0	1	1	1	2	2	3	2	3	1
<b>County Total</b>	<b>98</b>	<b>113</b>	<b>100</b>	<b>136</b>	<b>126</b>	<b>159</b>	<b>179</b>	<b>192</b>	<b>212</b>	<b>181</b>	<b>19</b>	<b>24</b>	<b>28</b>	<b>22</b>	<b>20</b>	<b>26</b>	<b>25</b>	<b>19</b>	<b>33</b>	<b>22</b>
	20%	25%	23%	27%	24%	24%	27%	24%	27%	25%	17%	19%	22%	18%	19%	22%	18%	14%	22%	22%

Lamoille	STUDENTS										VOLUNTEERS									
	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Belvidere	1	0	0	1	4	2	2	0	3	1	0	0	0	0	0	0	0	0	0	0
Cambridge	3	7	8	10	4	7	3	10	9	11	1	1	1	0	0	1	1	1	0	0
Eden	12	6	4	2	11	12	9	20	20	16	0	0	0	0	0	0	0	1	1	4
Elmore	4	3	3	6	3	1	1	1	2	5	0	0	0	0	0	0	0	1	2	3
Hyde Park	17	10	11	11	15	19	17	15	29	25	3	2	2	1	1	2	2	2	2	2
Johnson	23	12	19	25	26	30	19	33	28	29	1	0	1	2	0	0	0	0	1	4
Morristown	54	43	36	31	32	66	60	84	68	68	6	4	6	3	3	7	5	11	13	5
Stowe	13	13	7	11	15	11	13	22	15	9	4	7	5	6	5	7	6	4	3	3
Waterville	3	1	1	3	0	2	2	5	5	3	0	0	0	0	0	0	0	0	0	0
Wolcott	7	8	11	5	6	21	13	10	14	18	1	1	2	3	2	2	3	3	3	2
<b>County Total</b>	<b>137</b>	<b>103</b>	<b>100</b>	<b>105</b>	<b>116</b>	<b>171</b>	<b>139</b>	<b>200</b>	<b>193</b>	<b>185</b>	<b>16</b>	<b>15</b>	<b>17</b>	<b>15</b>	<b>11</b>	<b>18</b>	<b>17</b>	<b>23</b>	<b>25</b>	<b>23</b>
	28%	22%	23%	21%	22%	26%	21%	25%	25%	26%	14%	12%	13%	12%	10%	15%	12%	17%	17%	23%

<b>Program Totals:</b>	<b>491</b>	<b>460</b>	<b>431</b>	<b>512</b>	<b>516</b>	<b>669</b>	<b>662</b>	<b>798</b>	<b>783</b>	<b>714</b>	<b>111</b>	<b>127</b>	<b>128</b>	<b>124</b>	<b>107</b>	<b>120</b>	<b>141</b>	<b>138</b>	<b>148</b>	<b>98</b>
------------------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	-----------

**Distribution of Adult Education and Literacy Funds  
FY 2019**

<b>CVABE</b>						
% of Need	State Funds	Ed Funds	Gen Funds ADP	Federal Funds	EL Civics	Grand Total
5.50%	\$ 148,690	\$ -	\$ 49,472	\$ 42,154	\$ 3,094	\$ 243,410
5.35%	\$ 144,660	\$ -	\$ 48,131	\$ 41,011		\$ 233,802
7.36%	\$ 198,955	\$ -	\$ 66,196	\$ 56,403	\$ 4,342	\$ 325,896
<b>Total Grant</b>						<b>\$ 803,108</b>

<b>2018 Students</b>	<b>Increase of 60 students since Fiscal 2016</b>
<b>491</b>	
<b>AEL Grant cost/student</b>	
<b>\$ 1,636</b>	

**CVABE - FY'18 grant funding = \$709,749. FY'19  
grant funding increased by \$93,359.**

<b>NEKLS</b>						
% of Need	State Funds	Ed Funds	Gen Funds ADP	Federal Funds	EL Civics	Grand Total
6.04%	\$ 163,288	\$ -	\$ 54,329	\$ 46,292		\$ 263,909
4.54%	\$ 122,689	\$ -	\$ 40,821	\$ 34,782		\$ 198,292
7.76%	\$ 209,811	\$ -	\$ 69,807	\$ 59,481		\$ 339,099
<b>Total Grant</b>						<b>\$ 801,300</b>
						Increase unknown

<b>2018 Students</b>	<b>Decrease of 83 students since Fiscal 2016</b>
<b>271</b>	
<b>AEL Grant cost/student</b>	
<b>\$ 2,957</b>	

<b>TC</b>						
% of Need	State Funds	Ed Funds	Gen Funds ADP	Federal Funds	EL Civics	Grand Total
6.75%	\$ 182,664	\$ -	\$ 60,776	\$ 51,785		\$ 295,225
<b>Total Grant</b>						<b>\$ 295,225</b>
						Increase unknown

<b>2018 Students</b>	<b>Decrease of 31 students since Fiscal 2016</b>
<b>165</b>	
<b>AEL Grant cost/student</b>	
<b>\$ 1,789</b>	

<b>VAL</b>						
% of Need	State Funds	Ed Funds	Gen Funds ADP	Federal Funds	EL Civics	Grand Total
5.57%	\$ 150,562	\$ -	\$ 50,095	\$ 42,684	\$ 4,617	\$ 247,958
16.26%	\$ 439,942	\$ -	\$ 146,376	\$ 124,723	\$ 35,980	\$ 747,021
8.30%	\$ 224,564	\$ -	\$ 74,716	\$ 63,664		\$ 362,944
2.85%	\$ 76,969	\$ -	\$ 25,608	\$ 21,820		\$ 124,397
9.31%	\$ 251,797	\$ -	\$ 83,777	\$ 71,384	\$ 3,450	\$ 410,408
6.94%	\$ 187,597	\$ -	\$ 62,417	\$ 53,183	\$ 3,382	\$ 306,579
7.50%	\$ 202,812	\$ -	\$ 67,479	\$ 57,497	\$ 5,135	\$ 332,923
<b>Total Grant</b>						<b>\$ 2,532,230</b>
						Increase unknown

<b>2018 Students</b>	<b>Decrease of 242 students since Fiscal 2016</b>
<b>1577</b>	
<b>AEL Grant cost/student</b>	
<b>\$ 1,606</b>	

<b>Total All Grant Dollars</b>	<u>Basic Grant</u> <b>\$ 4,371,863</b>	<u>With EL Civics</u> <b>\$ 4,431,863</b>
--------------------------------	---	--