

Literacy Nova Scotia Membership



Yes! I want to be a member of Literacy Nova Scotia!

You can make a difference!

Your support helps Nova Scotians access quality literacy programs. It also ensures instructors and volunteers have the skills they need, supports adult learners' participation and promotes the value of literacy to all Nova Scotians.

Annual individual fee: \$5.00 Annual Organizational fee: \$50.00

Name: _____ Email: _____

Address: _____

Phone: _____ Fax: _____

Organization Individual

LNS is a member of the Movement of Canadian Literacy (MCL). Please check here if you would like to receive information about MCL membership.

I would like to make a donation of \$ _____. (Donations of \$10.00 or more will receive a tax receipt) **Please make cheques payable to Literacy Nova Scotia.*

*Multi-year membership will be accepted at the same cost per year

Note: LNS memberships run from September 1 —August 31 each calendar year. All memberships expire on August 31st and renewal fees are due on September 1st. Memberships purchased within six months prior to September 1st will expire on August 31st of the following year.



**Annual Report
2008-09**

c/o NSCC Truro, Rm 125 Forrester Hall, 36 Arthur St., Truro NS B2N 1X5
Tel: 902-897-2444 ■ Email: literacyns@nsc.ca ■ Website: www.ns.literacy.ca

About Literacy Nova Scotia



Our Vision is for all Nova Scotians, as members of learning communities, to have access to the resources and opportunities that form the cornerstone for achieving their goals and fulfilling their potential.

Our Mission

LNS will work to ensure that all Nova Scotians have equal access to quality literacy education.

LNS will achieve its mission and vision by embracing and promoting values that include:

- Being responsible stewards of funding resources, supports and trust placed on it by stakeholders
- Respect for the individuality, culture and diversity of learners
- Learning for all

Literacy Nova Scotia is a not-for-profit charitable umbrella organization that provides a provincial forum for organizations and people to work together so that every adult has literacy and essential skills learning opportunities. We do that by raising awareness about the state of literacy in the province and the country, promoting accessible programs for all, collaborating with others who have similar interests and goals to support and celebrate learning, find solutions and making connections.

Since 1992, Literacy Nova Scotia (LNS) has been supporting the literacy community in Nova Scotia by working to ensure that every Nova Scotian has equal access to quality literacy education.



Financial Position Year ending August 31

Assets

Cash and short term deposits
Accounts receivable
Prepaid Expenses

Subtotal

Property, plant & equipment

Total

Liabilities

Accounts payable and accrued liabilities
Deferred revenue

Total

Fund Balances

Restricted
Unrestricted – investment in property, plant and equipment
Unrestricted – operating

Total

TOTAL LIABILITIES & FUND BALANCES

	2009	2008
Assets		
Cash and short term deposits	827,916	709,616
Accounts receivable	40,857	108,477
Prepaid Expenses	<u>1,617</u>	<u>1,473</u>
<i>Subtotal</i>	870,390	819,566
<i>Property, plant & equipment</i>	<u>15,722</u>	<u>16,974</u>
Total	886,112	836,540
Liabilities		
Accounts payable and accrued liabilities	76,275	45,509
Deferred revenue	<u>374,122</u>	<u>372,195</u>
Total	450,397	417,704
Fund Balances		
Restricted		-----
Unrestricted – investment in property, plant and equipment	15,722	16,974
Unrestricted – operating	<u>419,993</u>	<u>401,862</u>
Total	435,715	418,836
TOTAL LIABILITIES & FUND BALANCES	886,112	836,540

This summary is based on excerpts from the audited financial statements. The entire report of the financial audit can be reviewed upon request.

Special thanks to the Office of Literacy and Essential Skills - Human Resources & Social Development, NS Department of Labour and Workforce Development, Nova Scotia Community College, Adult Learning Knowledge Centre of the Canadian Council on Learning, PGI Golf Tournament for Literacy, National Adult Literacy Database, Nova Scotia Provincial Library, LNS Members and Donors for their support.

Revenues and Expenses

Revenues

Year ending August 31

	2009	2008
PGI Golf Tournament	25,185	33,529
PGI Grant from Dept of Labour and Workforce Development	40,000	40,000
Special Projects	396,567	283,451
Memberships, interest and other	<u>49,421</u>	<u>85,066</u>
TOTAL REVENUES	511,173	442,046

Expenses

	2009	2008
Amortization	3,633	4,244
General Office/Project Expense	28,162	25,986
Meetings, facilities and travel	48,216	47,684
PGI Grants	40,320	40,000
Professional development	150	525
Professional fees	68,281	43,867
Salaries and benefits	261,464	207,100
Scholarships, bursaries, LAW and learner support	14,032	8,471
Staff and board travel	<u>30,036</u>	<u>40,168</u>
TOTAL EXPENSES	494,294	418,045

This summary is based on excerpts from the audited financial statements. The entire report of the financial audit can be reviewed upon request.

Message from the Chair



This has been an exciting and effective year for Literacy Nova Scotia. It saw us start several new and innovative projects, celebrate the first year of core funding from the Office of Literacy and Essential Skills (OLES) of HRSDC, and continue with the sound working relationships we have developed over the years.

LNS recently sent its annual performance management report to OLES. The Board and staff engaged in a thorough review of LNS's functions and we were able to report that the organization is managed in a sound and efficient manner. We will have the opportunity to apply to OLES to continue with its long term funding beyond March 2010.

Our partnerships continue to be the driving forces behind the work of LNS. We value these partnerships; they contribute to our successes and, in some cases, to our very survival as a viable organization. The Office of Literacy and Essential Skills has supported our core Action Plan, the practitioner training project, and recently approved a twenty-one month project to involve learners in identifying the essential skills tools they need for success in their learning programs and beyond. The Skills and Learning Branch of the Department of Labour and Workforce Development (LWD) has provided the funds needed to research the needs of learners in community-based programs who experience learning difficulties. Of equal importance, LWD supported the celebrations of Adult Learners' Week in March. The Nova Scotia Community College has housed and welcomed us at the Truro Campus for over fifteen years and that in-kind contribution of office space, meeting space, Internet access and IT support has been a much valued contribution to our work. Community-based organizations, NSCC faculty and School of Access chairs and adult high schools all contribute. They serve on committees, answer our endless questions and provide feedback on issues. Our project partners continue to support of our work. NALD (National Adult Literacy Database), the Provincial Library, the Adult Education Division of LWD, NSCC's School of Access and the Technology and Science Secretariat of the Department of Economic Development have all supported our work. We are truly appreciative and thankful for their support.

When acknowledging supporters of LNS, I cannot leave out the Board of Directors. Our board is committed to the success of the organization. They roll up their sleeves when asked, and they provide the wisdom and sound judgement that the staff needs to guide LNS in the right direction. Finally, the staff of LNS believe in our work, values literacy and works hard to achieve our goals.

At the end of the day, we all come together believing that we can make a difference and do so with passion and commitment. I thank you all.

Krysl Galvin, Chair of Board of Directors

Executive Director's Message



Literacy Nova Scotia's work over the past year has focused on the importance of investing in literacy and the individual, family, community and economic benefits that will result. This concept is not new, in fact, in 1939, Moses Coady published his book *Masters of Their Own Destiny* which was based on the work he had done in eastern Nova Scotia over the previous twenty years. He said that people can be empowered through their own actions to take charge of their lives, and individual actions will lead to change at both the personal and social levels. He said that the power to make positive change comes through education. The key to this empowerment was, and continues to be, access to learning opportunities. Literacy Nova Scotia believes too that learning will lead to a stronger society one adult learner at a time. Our work is governed by that belief.

This year, like the previous seventeen, has been a busy one for Literacy Nova Scotia. We continue to expand our work and strive toward excellence in what we do. We work toward touching, in some way, all those who need to improve their literacy and essential skills. We do this in many ways, such as, celebrations of literacy and learning like the annual events during Adult Learners' Week; researching the special needs of adult learners in community-based programs; sharing information with government and the public about the links between literacy and our economic future; and developing and promoting the fundamental training all literacy practitioners need in order to best meet the learning needs of the adults with whom they work.

As is the case with any organization that supports learners, Literacy Nova Scotia believes at a fundamental level that adult learners have a right to quality education and therefore have an expectation of well-trained practitioners who are able to meet their needs. A large portion of our work over the past year has been devoted to researching and developing programs and services what will achieve that expectation. Our report this year will highlight the new Practitioner Training Program and Learner Services in the Community Sector research in some detail.

Literacy Nova Scotia's work is the most rewarding work of my career. That reward comes from the commitment of so many practitioners I have been privileged to witness and from the learners I have met who have been "fired up" by the excitement of being life-long learners.

A handwritten signature in cursive script, appearing to read "Amanda Downie".

Executive Director

Learner Services Project



Learner Services in the Community Sector is a fifteen month research project of Literacy Nova Scotia, in partnership with the Department of Labour and Workplace Development. Both partners, with advice from adult learners, literacy practitioners, and NSCC (Nova Scotia Community College) faculty are looking at issues that affect learners' success in their community-sector programs. Among other things, the project is examining barriers that affect learner retention and success, strategies for dealing with those barriers, appropriate support technologies, and the professional development needs of practitioners.

The first phase of the project has been completed and included a comprehensive literature review and focus group meetings with learners and practitioners. Focus group meetings with learners involved discussion on learner experiences, technology with an emphasis on assistive technology use, and barriers that affect their learning. These barriers may be attitudinal (low self-esteem or past negative experiences), health-related (physical or mental health concerns), practical (financial, time, or child care) or program related (location, level, timing, and the availability of diagnostic testing and counseling). Practitioner focus group meetings involved discussions about learning disabilities and mental health concerns, the use of technology within network settings and professional development needs.

The second phase of the project involves completion of on-line surveys by practitioners and learners, interviews, a provincial conference and identification of appropriate assistive technology. The survey topics are similar to the guiding questions used in focus group consultation. An analysis of both learner and practitioner focus group and survey response will be compiled and will be added to the final report. The learner services consultant met with organization coordinators and practitioners from five community organizations to discuss learner intake procedures and their learning plans that support learners within their programs. A questionnaire was sent to each learning network to determine their access to technology, telephone services for classes, the levels offered by each learning network and programs delivered to families and children within their learning network.

All the research results will be compiled and presented to the Department of Labour and Workforce Development in May 2010. The report will include a summary of the literature review, details of qualitative (focus group findings) and quantitative (written surveys) research, recommendations to inform policy and program options for provision of learner support services.



LNS worked to achieve five strategic goals this year:

- **Goal 1 – To strengthen and expand connections** by bringing together groups such as the Canadian Council on Learning, Computers for Schools Initiative, ABC CANADA, Rural Communities Foundation of NS and Movement for Canadian Literacy (MCL) to support literacy development in the province. ■ Maintained the eCampus for use by LNS and others in the field for training and information sharing. ■ Maintain linkages with and supports for learners through inclusion of three learners on LNS's Board of Directors, the Learn Line, Bursaries & Scholarships learner participation in the work of MCL, celebrating and promoting Adult Learners' Week, and creative writing workshops. ■ Published two editions of the on-line learner magazine, **The Learning Beacon**. ■ Planned and participated in the annual Peter Gzowski Golf Tournament for Literacy.
- **Goal 2 – To promote active partnerships** ■ Engaged literacy and essential skills organizations and a wide range of groups to collaborate and partner with one another. ■ Distributed \$7,020 to 6 individuals and 3 organizations through the Professional Development Fund for Community Literacy Organizations. ■ Initiated the Learner Services Project with the Department of Labour and Workforce Development – a comprehensive assessment of the needs of learners experiencing learning difficulties in community-based programs. ■ Participated in the development of assessment tools for Emergent Readers. ■ Initiated in cooperation with 4 partners the development of a foundational training for practitioners to be offered through multi-media delivery modes.
- **Goal 3 – To lead organizations in the recognition and integration of literacy and essential skills in, and for, the family, community and workplace.**
 - Developed and/or offered literacy and essential skills information, professional development workshops and/or training to 78 individuals via 5 workshops
 - Acted as a central distribution network to disseminate current information, tools and best practices surrounding literacy and essential skills through monthly electronic newsletters to 625 recipients.
 - Initiated a proposal to the Office of Literacy and Essential Skills to support learners' development of essential skills. ■ Held a 2 day provincial conference on Cultural Diversity for 43 practitioners. ■ Hosted a presentation by Scott Murray of Data Angel and a panel discussion on the Economic Case for Investing in Literacy. Followed the event with newsletter article, fact sheets and videos on the same topics. ■ Presented to Rotary Club of Truro, Dalhousie University Pharmacy class, Nova Scotia Business Inc staff and a provincial Seminar for All Courts Judges on literacy and essential skills.
- **Goal 4 – To increase access to local and regional information on the state of literacy and essential skills in Nova Scotia.** Adapted the research on the economic case for investing in literacy to the Nova Scotia perspective and made the information available in several media. ■ Researched the availability of services and supports for learners with specific learning needs in literacy programs, the understanding of their needs by community-based programs, and developed a comprehensive survey. ■ Surveyed the field to determine needs and interest for foundational training for practitioners.
- **Goal 5 – To maintain the organization in an administratively sound and accountable manner to support the performance of its mandate and ongoing accountability to all literacy and essential skills organizations in Nova Scotia.** Introduced a new membership year (September to August). ■ Reported to the Federal Government in a timely manner on the two OLES funded projects. ■ LNS's Board of Directors met quarterly and all new directors received orientation on the work of LNS and of the Board of Directors. ■ Maintained and supported three learners on the LNS board of directors that will ensure they will guide literacy policy and program development in the province. ■ Redesigned the website, electronic newsletter template and fact sheets.

Multi Media Project



The first year (month 12 of a 30 month project) of the Multimedia Approach to Training Adult Learning Practitioners (we refer to this as the Practitioner Training Project) project was completed in August. This concluded the research and content development. The pilot of the 9 new training modules has started with 25 participants and will continue to May, 2010 and any rewriting will follow. The last six months of the project will look at implementation and long term sustainability.

The training reflects current research, knowledge, and practice, including the latest available statistics, changing economy and labour force needs, and the increasingly complex needs of today's adult learners. Several media have been explored as possible delivery modes, including face-to-face workshops, study circles, videoconferencing, and an on-line discussion group and classroom platform which do not depend on broadband access. The goal is to make foundational training available to all literacy programs in the province in ways that fit their circumstances.

The program includes nine modules:

- Module 1 – Literacy, Adult Learners and YOU
- Module 2 – Smoother Relationships with Adult Learners (face to face module)
- Module 3 - Integrating IT into your teaching
- Module 4 – The Beginning Reader: Basics
- Module 5 – Teaching Reading, Writing, and Spelling
- Module 6 – Communications: Learners in Transition
- Module 7, 8 – Teaching Math Modules
- Module 9 – Learning Challenges

Based on the fundamental belief that adult learners have a right to literacy education and therefore to well-trained practitioners who are able to meet the needs of today's adult learner, the new training will be available to any practitioner (paid or volunteer) working in community programs with adult literacy/essential skills learners at Nova Scotia's Adult Learning Program Levels I, II, and III, as well as practitioners working in seniors' literacy programs, workplace education programs, and special needs settings.

Board of Directors September 1, 2008 - August 31, 2009

Krys Galvin, (Chair)	Northern Regional Representative
Linda Wentzel (Treasurer)	Labour Representative
Jo-Anne Binns (Vice Chair)	Cape Breton Regional Representative
Jean Desmond (Secretary)	Learner Representative
Corina Walsh	HRM Regional Representative
Clyde Baltzer (resigned February 2009)	Valley Representative
Marlene Duckworth	South Shore Regional Representative
Grail Sangster	Strait Regional Representative
Ken MacLean	Business Representative
Barb Pottier	Learner Representative
Stephanie Nickerson	Learner Representative

Staff

Ann Marie Downie
Executive Director

Heather Lauther
Office Manager

Kate Nonesuch
Curriculum Developer, Multi Media Project

Elaine Frampton
IT Coordinator/Specialist, Multi Media Project

Jayne Hunter
Coordinator

Marie David
Administrative Coordinator

Ben Gale
Consultant, Student Services

***The LNS Board of Directors and staff worked nearly 1100 hours without remuneration for Literacy Nova Scotia with an estimated value of \$18,170 . *The work of Literacy Nova Scotia was carried out with the equivalent of 5 full time staff this year.**