



Annual Report 2012-13

The Essential Skills

- Reading Text
- Document Use
- Numeracy
- Writing
- Oral Communication
- Computer Use
- Working with Others
- Thinking Skills
- Continuous Learning

Essential Skills are needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change.



Message from the Chair



Marlene Duckworth
Chair

Last year at this time we celebrated Literacy Nova Scotia's 20th Anniversary. We heard from various speakers, who had been on hand during those formative years and through their words and an engaging slide show of many saved photos, we were given a wonderful picture of the evolution of this organization. It is due to the work of many people especially the staff, many Board members and partner organizations, through the years, that Literacy Nova Scotia has become a respected voice for literacy issues not only within the province but countrywide.

Funding is an issue as always. For the past three years, our work was enhanced by core funding from the Office of Literacy and Essential Skills, but we can no longer count on their financial support and have had to find other sources of revenue. This has involved an ongoing number of decisions on the part of the Board on such topics as fees for services and possible cuts of some programs. Also staff members have spent valuable time searching for funding – time that could have been spent working on projects. We have continued to develop new partnerships and expand ones we have valued over the years, such as the one with the Department of Labour and Advanced Education, to help fund the work we believe in and have provided programs and services that should be beyond our means.

Through all this, it is always our work with the many adult learners in the province that is foremost in our minds. Our vision is: All Nova Scotians have access at home, in the community and at work, to the literacy, essential skills, and lifelong learning resources and opportunities needed to achieve their goals and fulfill their potential. Though there are many people in learning programs throughout the province, we know that there are so many more out there who could use the help of those programs.

We firmly believe the strongest voice for literacy is the voice of an adult learner, and we have made tremendous progress in showcasing their successes at every opportunity. It has been our focus this last year to ensure that we make the most of the testimonials and stories we receive. We have them speak at our celebrations for Adult Learners' Week, at our AGM and at the PGI Golf Tournament. We produced factsheets on learners which are available on our website. Adult learners were featured in our newsletters, on our website banner, online in the Learning Beacon, and through YouTube videos. We are starting to reach learners directly through social media, especially through Facebook.

This has been my last year as Chair of the Board and I can assure you the time has been very rewarding, not only in meeting so many learners whose lives have been changed by their successes, but it has also contributed to my own lifelong learning and enhanced my daily work. It has been a pleasure working with a very efficient and enthusiastic staff as well as many dedicated Board members who are committed to working as a team to make a difference in the lives of so many fellow Nova Scotians. Thank you all.

Marlene Duckworth
Chair

Board of Directors: September 1, 2012 – August 31, 2013

Marlene Duckworth (Chair), South Shore Regional Representative

Corina Walsh (Vice Chair), HRM Regional Representative

Ken MacLean (Business, Treasurer), Business Representative

Lise de Villiers, Strait Regional Representative

Tammy Harrison, Valley Regional Representative

Pam Haldane, Northern Regional Representative

Darren Googoo, Cape Breton Regional Representative

Jo-Anne Binns, Cape Breton Regional Representative
(term ended November 2012)

Danny Cavanagh, Labour Representative

David Robicheau (Secretary), Learner Representative

Barb Pottier, Learner Representative

Paul Robson, Learner Representative

Staff

Jayne Hunter, Executive Director

Heather Lauther, Office Manager

Marie David, Project Manager / Coordinator

Elaine Frampton, Communications Coordinator

Cindy Stevens, Administrative Coordinator

Contract staff:

Gary Mason, *Practitioner Training and Certification Program* Facilitator

Mike Kelly, *Learning Beacon* Online Developer

About Literacy Nova Scotia

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. LNS does this 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, and finding solutions and making connections.

Literacy Nova Scotia supports the adult literacy field in the broadest sense. LNS works to ensure that literacy and essential skills learning opportunities are available wherever and whenever there is a need or interest. LNS supports community sector, college, school board, workplace and workforce programs. LNS understands that literacy is bigger than reading and writing; it is all those skills needed for accessing and using information that help us contribute to our workplaces, families and communities.

The goals of LNS are as follows:

1. To support and strengthen the development of organizations and people involved with adult literacy, essential skills, and lifelong learning.
2. To provide a forum for provincial and regional organizations and individuals to work together to ensure that every Nova Scotian has equal access to quality literacy, essential skills, and lifelong learning opportunities.
3. To inform governments at all levels and the general public about the issues connected with adult literacy and essential skills in Nova Scotia.
4. To strengthen the adult literacy and essential skills learner voice in Nova Scotia.

These goals align well with those of OLES, one of LNS's major funders: to build knowledge and expertise; to develop and sustain partnerships and networks; to broker tools, supports and best practices; and to maintain a results-based, administratively sound and accountable organization.

LNS is a learning organization which encourages its board and staff to participate in professional development through the following webinars, conferences, and workshops:

- Made in the North conference;
- Management Excellence training;
- Payroll Law workshop;
- Crafting a Communications Strategy workshop;
- Mental Health workshop: (Health Promotion Clearinghouse);
- Skillplan Administrative Assistant conference;
- Difficult Conversations workshop;
- Improving Apprentices' Success in Training and on the Job webinar (OLES);
- NS Skills Online training.

Supports to Learners

NSPGI Awards

- The PGI Canada Learner Achievement Award (\$500) sponsored by PGI Canada and National Learner Champions was presented to **Arthur Sinclair** (Queens Adult High School)
- The Nova Scotia Learner Award (\$500) sponsored by Nova Learning Inc was presented to **Celeste Axworthy** (NSCC Burridge Campus)



Arthur
Sinclair

Celeste
Axworthy

Scholarships and Bursaries

The money for these grants comes from the PGI Golf Tournaments for Literacy. One scholarship is designated for a NSCC Truro student. The recipients were:



L - R: Lois Veinot, Yolanda
Cleaves, Naomi Walker, Tatiana
Poltavets

Scholarships (\$1500)

Yolanda Cleaves – NSCC Kingstec Campus

Michelle Anne Himmelman – NSCC Truro Campus

Bursaries (\$500)

Lois Veinot – NSCC Middleton Campus

Naomi Walker – Western HRM Community Learning Network

Tatiana Poltavets – NSCC Cumberland Campus

Adult Learners' Week

Six writing workshops were held across the province which included a contest themed *Learning Makes a Difference*. The winners **Ariel Harper Nave** – *Workplace / Workforce*, **Rukhsora Sangova** – *ESL, Seniors' Literacy & Family Literacy*, **Ryan Maisonneuve** – *Community-based, Levels I & II* and **Nancy MacDougall** – *Adult High School, NSCC, & Community-based, Levels III & IV* read their submissions to an audience of 54 including The Honourable Leonard Preyra, Minister of Communities, Culture, and Heritage who proclaimed the week of April 6–14 Adult Learners' Week in the Province of Nova Scotia.

Nearly 80 learners participated in the Adult Learners' Week workshops.

LNS received 83 submissions and they can be viewed at www.ns.literacy.ca/alw.htm



L - R: The Honourable Leonard Preyra, Minister of Communities, Culture, and Heritage, ALW Contest Winners Rukhsora Sangova, Ariel Harper Nave, Nancy MacDougall, Ryan Maisonneuve, LNS Executive Director Jayne Hunter

Supports to Practitioners and Organizations

274 Practitioners completed 25 Practitioner Training modules; 29 practitioners certified.



Practitioner Training and Certificate Program

This program consists of nine modules which ensure adult learners have access to well trained, certified practitioners who understand the adult learning process and can use appropriate teaching methodologies that address learning barriers. Twenty-nine were certified within the NS Practitioner Training Program in 2012-13.

Lynne Wells-Orchard (right) of the Nova Scotia Department of Labour and Advanced Education presents a practitioner with certification.

Helping the Struggling Learner: What Works and How?

A two day conference (part of the Learner Services Project) for practitioners of the community-based learning organizations, Adult High School (AHS), and Adult Learning Program Nova Scotia Community College (NSCC).



62 participants (51 community-based; 7 NSCC; 4 others from work activity, First Nations, and Youth Employment programs) attended the Learner Supports Conference with 19 facilitators.

Literacy Action Week

LAW is held the first full week of November each year. It is the time when Literacy Nova Scotia and individuals and organizations who have an interest in supporting adult literacy share information with governments and the public about literacy and essential skills in their community. Meetings with government officials at all levels, information sessions and other activities are held throughout the province. LNS publishes a LAW Toolkit each year and offers grant funding for literacy groups to hold events during LAW.

5 LAW grants approved for \$945

PD Fund

Community learning organizations funded under the Nova Scotia School of Adult Learning can apply for funding for their staff and volunteers. The PD Fund covers PD activities for individuals and groups within the organization.

58 PD Fund applications approved for \$16,127

Assistive Technology Fund

Community learning organizations funded under the Nova Scotia School for Adult Learning can apply for approved assistive technology. The list of approved assistive software was developed by the Assistive Technology Committee, a sub-committee of the Learner Services Advisory Group. Funds for the purchase of the assistive technology have been allocated from the Learner Services Project.

1 Assistive Technology Fund application approved for \$1234

Computers for Schools

Literacy Nova Scotia was able to offer computer systems through Computers for Schools | Nova Scotia. Computers for Schools collects, repairs, and refurbishes donated surplus computers from public and private sector sources. They are distributed to schools, public libraries, not-for-profit learning organizations, and Aboriginal communities.

PGI Grants

The Nova Scotia Department of Labour and Advanced Education has been a major sponsor for more than fifteen years and has made a yearly contribution of \$40,000. The contribution is distributed through the PGI Grants to NSSAL community organizations based on criteria approved by the Department of Labour and Advanced Education. The purpose of the PGI Grants is to enhance and support the participation of adult learners in community programs.

Raise-a-Reader Grants

The Raise-a-Reader Grants are administered by Literacy Nova Scotia in partnership with The Chronicle Herald. The purpose of the grants is to enhance the work of existing programs that support children and their parents and caregivers. The focus of the grants is on developing the literacy skills of families.



Forum: The Link Between Occupational Standards and Literacy & Essential Skills

Literacy Nova Scotia's two day forum brought together representatives from sector councils, business, workplace education and community-based literacy organizations to learn about Occupational Standards: how they are developed, how they reflect the needs of industry and customer service, and why they are necessary.



Peter Gzowski Invitational Golf Tournament for Literacy (PGI)

Literacy Nova Scotia is the beneficiary of the funds raised through NSPGI Net revenue raised at the NSPGI will stay in Nova Scotia to support adult learners.

60 computers distributed to 17 organizations

16 PGI grants approved for \$40,000

Literacy organizations received Raise-a-Reader grant cheques at the 2012 Parade of Lights. L-R: Instructor Cheryl Mycroft, GALA ED Grail Sangster, Jayne Hunter, and QLN Network Coordinator Marlene Duckworth.

7 Raise-a-Reader grants approved for \$16,246

Forum facilitator Philip Mondor demonstrated how literacy and essential skills training prepares workers to meet occupational standards.

\$65,000 raised at NSPGI 2013

Information Sharing and Research

Information Sharing and Research

LNS employs a variety of communication tools including Facebook, Twitter, LinkedIn, Google Calendar, Google+ web albums, Google alerts, eCampus, listserv messages to 1000 email addresses, LNS eNews to almost 200 recipients, as well as our website and a bi-annual print newsletter.

LNS creates printed materials for distribution. We continued to develop Learner Essential Skills Factsheets. LNS provided Literacy Action Week templates and factsheets and also distributed Family Literacy Day promotional items. We published two issues of the LNS eNews and Learning Beacon, as well as an eBooklet of Learner Writing submissions from Adult Learners' Week.

LNS promotes webinars as a way to offer timely professional development and share information. LNS also had the opportunity to contribute to the newsletters of other organizations, such as the Colchester & Area Chamber of Commerce, be heard on the radio on CBC Maritime Noon as well as Maritime Morning with Jordi Morgan on News 95.7 FM. Presentations were made to community groups in Victoria County and the Truro Rotarians.



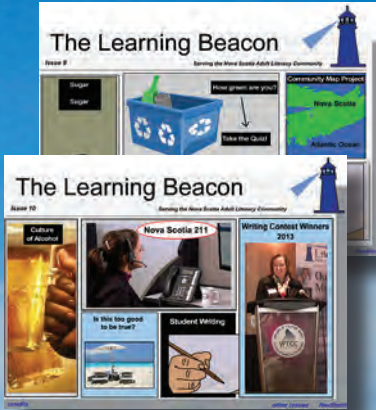
Jayne Hunter (right) and Vanessa Burris of East Hants Community Learning (centre) were interviewed by Norma Lee MacLeod on CBC Maritime Noon.



(Above) NSPGI Chair Candace Sweet (left) and Jayne Hunter with NHL Coaching Legend Jacques Demers, who donated an autographed photo for the NSPGI 2013 raffle.



Tanya Snair of the Cornwallis Council Telephone Pioneers presents a Christmas donation cheque to Jayne Hunter.



2 issues of
The Learning Beacon,
an interactive, online
newspaper for adult
learners.

Funders, Partners and Supporters

Thanks to all LNS funders, partners, contributors and supporters, including LNS members.

Office of Literacy and Essential Skills (OLES) provided core funding for Literacy Nova Scotia.

Department of Labour and Advanced Education (LAE) provided funding for Learner Supports Conference, Professional Development Fund, Assistive Technology Fund, Adult Learners' Week, Practitioner Training Certification Program, and contributed to the NSPGI 2013, as well as Phil Mondor's forum *Link to Literacy, Essential Skills, Occupational Standards*.

Rural Communities Foundation of Nova Scotia (RCF) contracted LNS to provide administration and communication services. RCF has funded literacy organizations and learning community projects through its granting programs.

Computers for Schools provided 64 computer systems/laptops for community-based learning organizations.

The Chronicle Herald donated funds through the Raise-a-Reader program for family literacy programs across Mainland Nova Scotia.

Peter Gzowski Invitational Golf Tournament

Sponsors: Nova Scotia Business Inc., LAE, Delta Barrington Halifax, KPMG, Medavie Blue Cross, Frischkorn AV, Clearwater Seafoods, Agenda Managers, News 95.7, Wildflower Promotional Products and Apparel, Cotton Candy, Clearwater Seafoods, MICCO Group, Investors Group, Aviva Insurance, Nova Learning, and CBC.

Nova Scotia Community College provided in-kind office space, utilities, and other college services.

National Adult Literacy Database provided web hosting and moodle upgrades.

ABC Life Literacy Canada provided Family Literacy Day materials.

UNESCO supported Adult Learners' Week activities.

Canadian Literacy and Learning Network

Learning Disabilities Association of Nova Scotia

Association of Nova Scotia Community Learning Organizations

Federation of Community Organizations

Federation of Labour

Colchester Regional Development Association

Truro and Colchester Chamber of Commerce

Association of Workplace Educators of Nova Scotia

Prior Learning Centre

Nova Scotia Department of Seniors

Nova Scotia Provincial Library

Member Organizations

Adult Learning Association of Cape Breton County

Antigonish County Adult Learning Association

Bedford-Sackville Literacy Network

Black Educators Association

Centre for Adults in Progressive Employment

Colchester Adult Learning Association

Community Learning Association North of Smokey

Cumberland Adult Network for Upgrading

Dartmouth Learning Network

East Hants Community Learning Association

Equipe d'alphabetisation Nouvelle-Ecosse

Flower Cart

FutureWorx

Guysborough County Adult Learning Association

Halifax Community Learning Network

Hants Learning Network Association

Horizon Achievement Centre

Inverness County Literacy Council

Kids Action Program

Lunenburg County Adult Learning Association

NS Federation of Labour

NWT Literacy Council

Pictou County Continuous Learning Association

Port Hawkesbury Literacy Council

Queens Learning Network

Read to Me!

Richmond County Literacy Network

Shelburne County Learning Network

South Shore Work Activity Program

Students Nova Scotia The HUB - Halifax

Valley Community Learning Association

Western HRM Community Learning Network

Word On the Street

Yarmouth Learning Network

and many individuals

Donors

Jim Sharpe, Cynthia Lamson, Jane

Bolivar, Ruth Larson, Lorne Logan,

Christina Copp, Alan Barnett,

Elizabeth MacInnis, Investors

Group 50-50 fundraiser, Cornwallis

Council Telephone Pioneers, Alexa

McDonough, Languages Canada,

United Way, Jean Hillman, In Honour

of Hull/Harding Family, In Honor of

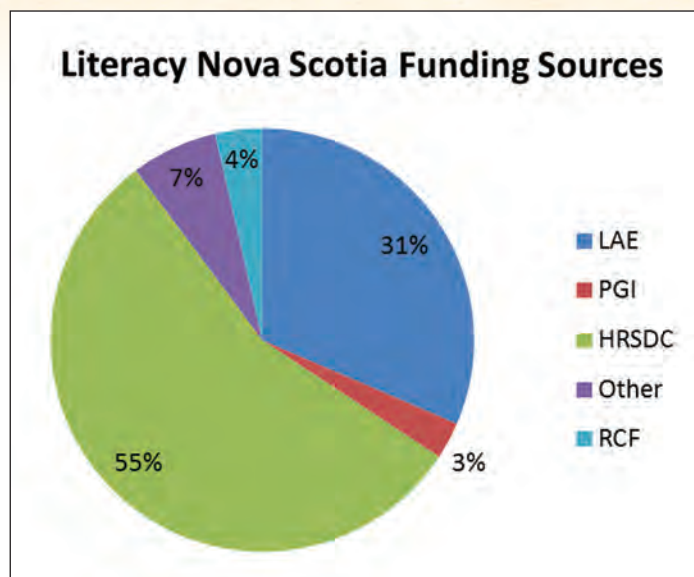
Stan & Candy Harvey, In Honor of

John Millett

Statement of Revenues and Expenses

Revenues	2013	2012
Year ending August 31		
PGI Golf Tournament	15,712	17,514
PGI Grant from Dept of Labour and Advanced Education	40,000	40,000
Special Projects	322,666	465,944
Memberships, interest and other	30,392	31,114
TOTAL REVENUES	408,770	554,572
Expenses	2013	2012
Amortization	2,261	2,452
General Office/Project Expense	45,637	41,965
Meetings, facilities and travel	44,256	65,517
PGI, RaR and LAW Grants	41,394	81,512
Professional fees	47,944	51,326
Salaries and benefits	234,647	257,900
Scholarships and bursaries	4,500	4,500
Staff and board travel	23,552	25,942
TOTAL EXPENSES	444,191	531,114

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



Financial Position	2013	2012
Year ending August 31		
Assets		
Cash and short term deposits	783,919	779,644
Accounts receivable	30,291	31,483
Prepaid expenses	--	--
	<u>814,210</u>	<u>811,127</u>
<i>Property, plant & equipment</i>	10,510	10,208
	<u>824,720</u>	<u>821,335</u>
Liabilities		
Accounts payable and accrued liabilities	44,267	63,467
Deferred revenue	336,978	278,972
	<u>381,245</u>	<u>342,439</u>
Fund Balances		
Unrestricted – investment in property, plant and equipment	10,510	10,208
Unrestricted – operating	129,574	165,297
Internally restricted		
- Contingency fund	250,000	250,000
- Learners' conference	53,391	53,391
	<u>443,475</u>	<u>478,896</u>
TOTAL LIABILITIES & FUND BALANCES	824,720	821,335

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



Thanks to all LNS funders, partners and supporters, and in particular, the following who provide ongoing in-kind contributions:

***Computers for Schools
NSCC Truro Campus
Copian (formerly NALD)***

Become a Member of Literacy Nova Scotia.

Add your voice to the wide membership that calls for the advancement of all levels of adult literacy in Nova Scotia. Your support helps Nova Scotians access quality literacy, essential skills and lifelong learning opportunities. 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.

Download the membership form at www.ns.literacy.ca/membership.htm
Annual individual fee: \$5.00 / Annual organizational fee: \$50.00

Benefits of Membership:

- Electronic listserv: Learn about the latest developments in literacy provincially and nationally, funding sources, professional development opportunities and the activities of LNS. Members can also post announcements of interest to other literacy organizations.
- Monthly eNews bulletins and free subscription to the Literacy Nova Scotia Newsletter that includes articles for practitioners, board members, policy makers and the public.
- Professional development opportunities and symposiums.
- LNS Website: All our print materials are available online at www.ns.literacy.ca. We also have links to other literacy groups and resources, and information about our board and activities.
- eCampus (ecampus.ns.literacy.ca) offers discussion forums to enhance your understanding of adult literacy by means of conferencing, training, technical assistance and communication. Member web forum discussions can also be hosted.
- A vote at the Annual General Meeting and a chance to serve on the LNS board or on a committee.



This organization is partly funded by the Government of Canada's Adult Learning, Literacy and Essential Skills Program.

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