



MAEA MEDIA



December 2005 What's Inside:

Page 1
MAEA's New Board

Page 2
Education and
Employment

Page 3
Synergistic
Collaboration with
Literacy Volunteers

Page 4
MAEA Executive
Director's Report

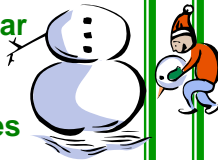
Page 5
Nellie Mae Education
Foundation:
Viewpoints

Page 6
Grant Writing Tips

Page 7
Popular Enrichment
Classes in Maine

Page 8
Happy New Year

Page 9
Important Dates



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NEWS FROM THE MAINE ADULT EDUCATION ASSOCIATION



Meet MAEA's New Board of Directors

I am writing this after my first Board meeting as president. Most of the Board members are new this year, and we spent much of the meeting recapping activities of MAEA and identifying areas where we need volunteers. As I worked my way through the agenda, a single thought kept recurring, "Wow, we do a lot!" When you look at all the action teams for professional development, public relations, public policy and legislation, not to mention the business of running the association itself - - you would agree, we do a lot!

It takes many people to make MAEA the vital and viable professional organization it is. Some of those people include the members of the Board of Directors. I would like to introduce them now and express my gratitude to them for helping to lead MAEA in the next year or two:

2005-2006 Board of Directors

Gail Senese (Past-President, Portland) - Otis Smith (President-Elect, Houlton) - Sandy Mawford (Treasurer, Portland) - Cathy Newell (Executive Director/Secretary) -- Polly Black (Maine State Prison, Warren) - Rob Callahan (Lewiston) - Zane Clement (Bridgton) - Shannon Cox (UMaine, Orono) - Susan Hall-Taylor (Waldoboro) -- Stella Hernandez (Literacy Volunteers, Portland) -- Greg Leavitt (Bangor) - Don Lebel (Fort Kent) - Christina Parks (Sanford) - Thelma Regan (Dover-Foxcroft/Guilford/Milo) -- Suzanne Rojas (Newport)

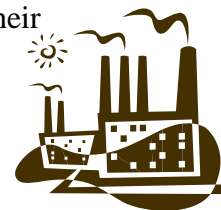
MAEA also has many active members who are not on the Board of Directors. You can be one of them! Please let me know if you would like to become more involved in MAEA.

Submitted by
Patte Bowman, MAEA President

NOTE: All members are welcome to attend the MAEA Board meetings; however, only Board members may vote. If you would like to schedule an item for the MAEA Board agenda, please contact Patte Bowman at pattebowman@msad54.org or 474-7553.

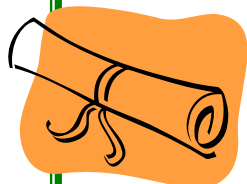
Education and Employment – Two Sides of the Same Coin The Adult Education and Career Center Partnership

I am one of those lucky people who can honestly say that I love my job. Two mornings a week I work as an adult education counselor for MSAD 54 Adult and Community Education and Somerset County Learning Centers. I welcome, inform, test, assess, advise and place students. Many of the prospective students who come through my door are young people, who left high school for myriad of reasons and have discovered that they not only need a high school or G.E.D. diploma to get a *good* job, but that they need that education to get *any* job. I also see the most current casualties of the loss of manufacturing jobs here in Central Maine – men and women laid off from jobs they may have held their entire adult, working lives. Suddenly they need to get their G.E.D. or brush up their academic skills to better equip them for a highly competitive job market or in preparation for a whole new career path. It seems that no matter who comes through my door, they feel the need to reveal what they perceive as their weaknesses or their past failures. I listen to their stories and then work to help them identify their strengths and successes. My job is to guide and assist the students to move from the past into the present as they begin to envision their future.



The main reason I love my job probably lies in the fact that I am a people person. But another primary contributing factor has to do with *where* I work. My office is nestled in amongst the career counselors at the Skowhegan Career Center, where MSAD 54 Adult Education also has a classroom three mornings a week. A grounding goal for adult education is, most certainly, fostering life-long learning. But the reality for most of our students is their more immediate need to have a decent paying job that will make it possible for them to be independent

or support their families. Earning a G.E.D. or high school diploma or upgrading academic skills in preparation for continued job training are necessary steps toward employment for our students. Having Adult Education under the same roof with the Career Center provides an incredibly positive and productive team approach. With the Career Center counselors and Adult Education working so closely together, there is continuity and efficiency of service that is beneficial to each of our organizations that becomes especially advantageous to the student. Clients meeting with career counselors can walk just a few steps to make their connection to Adult Education, and vice-versa. The amount of support and encouragement to the students comes from multiple sources, which helps the students stay on task and moving forward. All of this goes a long way to help those students who had less-than-positive school experiences.



Some of us have the luxury of pursuing education for its own sake – education for the sole purpose of personal enrichment. However, for the students I see, their education provides them with the ability to make self-determined life choices. Their education opens doors to better employment opportunities. Their education means the ability to pay their rent, buy a car, go to college, read to their children. Their education offers them the grist for self-respect and dignity. When I get to witness such positive outcomes, is it any wonder that I love my job!

*Submitted by Marcia Charles
Intake, Assessment and Placement Counselor for MSAD 54
Adult & Community Education in Skowhegan
revmcharles@zwi.net 474-4904*





"WORDS BRING YOU
THE WORLD"



Adult Education

Maine School Administrative District #5
28 Lincoln Street
Rockland, Maine 04841
207.594.9764



Synergistic Collaboration Works for Adult Learners

Over two decades ago, the local Adult Education Director for MSAD#5 and the Executive Director for Literacy Volunteers of Maine put together a collaboration that is still thriving and growing to this very day at the **Mid-Coast Adult Learning Center!**

The learning center is a place where adults come to get assistance with their reading, writing and related literacy skills. This help comes from the one paid staff person and a number of very dedicated and well-trained literacy volunteers. The adults who are served through our collaborative make the decisions about what they want, and we try to assist them in reaching their goals. Literacy volunteers are trained to provide one-to-one and small group tutoring to adults who need assistance in a variety of areas. We reach a population of adult learners who otherwise would not be served. The adults who are served through Literacy Volunteers are the adults who do not yet fit into your adult basic education classes, but they will with some time and extra attention from a literacy volunteer.

By collaborating with Literacy Volunteers of Mid-Coast Maine, Camden Adult Education, MSAD #5 Adult Education and the Maine State Prison in Warren, we have created an environment for learners that has become a "seamless transition" toward whatever learner-centered goal the student wants. Literacy Volunteers of Mid-Coast Maine, along with all the other literacy volunteer affiliates throughout the State of Maine, provide very well-trained volunteers to assist learners whose needs range from basic literacy skills to more advanced kinds of study. Strong collaborations between Literacy Volunteers and Adult Education programs offer the adults in our state the opportunity to meet their own goals at their own pace during time periods that are convenient for them.

If the Adult Education programs had to pay for all the services that are provided by Literacy Volunteer affiliates across the State of Maine, it would cost an additional \$1.1 million. Literacy volunteers across this state are ready and eager to assist the adults in our community on the road to lifelong learning! If you are an Adult Education program that needs the support of dedicated well-trained volunteer tutors, please call **1-800-322-5455** to find out about a Literacy Volunteers affiliate near you.

If you would like to know more about Mid-Coast Learning Center or Literacy Volunteers of Mid-Coast Maine, please feel free to call us at **594-5154** or email us at bgifford@midcoast.com.

*Submitted by Beth A. Gifford
Director of Literacy Volunteers of Mid-Coast Maine*



MAEA Executive Director's Report December 2, 2005

Meetings attended: 3 UMS distance learning meetings; Directors Meeting; 2 COABE 06 planning meetings; MAEA Conference and Preconference; Melmac Peer learning, MSMA Conference; Participated in a phone conference with NELRC regarding college transitions, and another on AEFLA. Attended a regional meeting at EMCC with Bangor and Orono directors and the MAEA Professional Development meeting. Was at Statehouse for the start of the Legislative Council meeting on bills to make sure our needs were on their minds.

Legislative: The major activity was getting three bills onto the legislative agenda – since blended into two. LR 2628 relates to the funding of college transitions programs, and to the inclusion of such programming into state subsidy. LR 2804 directs the Dept. of Labor to include adult education at the table in planning services for dislocated workers. Patsy is working with sponsors of the bills to line up bipartisan co-sponsors and directors in key districts have assisted in this and thanked members of the Legislative Council. The meeting with the Commissioner is now scheduled for Dec. 16 at 10 AM. College transitions will be a major focus of this meeting and Henry Bourgeois and Senator Libby Mitchell are planning to attend.

Membership: Certificates were distributed at the Directors Meeting to those programs that had paid. Rest are being mailed out as dues are paid. We can expect about \$1200 in additional dues revenue based on last year. All the major programs are paid up, resulting from the second billing done in early November.

Salary Survey: The Salary Survey is done and there have been many requests. Response was reasonable, and I am leaving older information on, marked as such.

Communications: Doug Birgfeld will continue to do the web site updates thru Dec. 30. He now works for the state and is interested in hosting the site in the future but not doing the updating. I have talked with an individual he recommended regarding the management – may have some sort of proposal by the Dec. meeting. The mugs and pins procured by Patte have been well received by programs – many were distributed at the GED directors meeting, and others are being delivered as I travel to various regions or mailed. About half the mugs have been sold and Andy has reserved a good supply of pins for the GED event next summer, so we should definitely get rid of the items during the year.

Professional Development: I have spoken with MSRS about a retirement session on ATM similar to that held a few years ago. May pair it with a demographic presentation by Laurie Lachance of MDF which is highly recommended by the LEAD folks. Kit St. John of MCEP might be another presenter. Patte Bowman hosted a meeting on Professional Development in early November. Kathi Medcalf presented a wrap up on the conference and ideas for future offerings were discussed.

Distance Learning: UMS will have a second retreat in February relating to the strategic plan. The subcommittees are continuing to meet this year, and I try to attend in person or via polycom. I am also on the UMaine Distance committee, but more in my capacity as a member of the Board of Visitors. Things look reasonably promising regarding the future of ITV which is of interest to a significant group of members.

Maine LEAD: LEAD sponsored a symposium for 2 days on Educational Leadership on Nov. 29 and 30. Ray Therrien and Rob Wood represented MAEA. A workshop was presented by Patrick O'Regan, Rob Wood and Henry Bourgeois at the MSMA Conference, well-received. MAEA had a booth and the event provided some good networking.

College Transitions: We need to finalize the Betterment Grant proposal for College Transitions for submission in January. I am in frequent contact with Patrick O'Regan regarding this and the legislative effort and how it may all fit together.

Office: Assisted the MDOE folks with updating information for the Directory. Worked on dues collection and on exhibitors and other aspects of the Conference. *Submitted by Cathy Newell*

Viewpoints: A Series of Educational Discussions

Dear Colleague,

The Nellie Mae Education Foundation is pleased to announce this latest edition of our online commentary series: *Viewpoints*. As you may recall, we hope this series will enhance the discussion of education issues in New England and beyond.

Viewpoints can be found on the web at www.edviewpoints.org. You will also find a permanent link to the *Viewpoints* site on the Nellie Mae Education Foundation's home page, located at www.nmefd.org

For our latest commentary, we are proud to feature **Hunter R. Boylan, Ph.D., Director of the National Center for Developmental Education and Professor of Higher Education at Appalachian State University**. Dr. Boylan also chairs the American Council of Developmental Education Associations, serves on the editorial boards of three professional journals, and has authored a variety of books, articles, and conference presentations.

In his *Viewpoints* commentary, Dr. Boylan calls for collaboration and institutional integration between adult basic education (ABE) and developmental education programs on community college campuses. He makes the case that such partnering is one of the most efficient ways to promote educational achievement and opportunity for our most vulnerable citizens.

The Nellie Mae Education Foundation, located in Quincy, Massachusetts, supports educational organizations in the six New England states. We are devoted to improving academic achievement and “opening doors” to quality education for the region’s underserved students. The Foundation’s strategic program initiatives—***Adult Literacy, College Preparation, Minority High Achievement, and Out-of-School Matters!***—address four of the greatest educational challenges facing the region. Through these initiatives - and our targeted grant making - we have distributed nearly \$53 million to more than 130 programs.

We believe that in order to be a force for educational improvement, it is essential that we share what we have learned and help inform the diverse constituencies that are shaping the education policy environment in the region.

That is why we complement our grantmaking with a targeted program of research, convenings, evaluation and *Viewpoints*. We hope to reach educators, non-profit providers, policy-makers, elected officials, and civic-minded members of our communities—an audience of which you are a part.

As always, we welcome your thoughts and comments as part of the discussions that these issues merit.

Sincerely,



Blenda J. Wilson
President and CEO
Nellie Mae Education Foundation
Publisher, Editor-in-Chief, **Viewpoints**

Grant Writing Tips

As we seek to expand our program offerings within adult education, grant writing becomes an increasingly important component in our success. Here are a few things to keep in mind when you are considering grant funding:



Framing Your Grant

Clearly define the need for your grant: Why are you writing your grant?

- Keep your problem statement broad enough in phrasing to encompass all fronts of your program's mission.

What is the current funding environment?

- Frame your grant in terms of what is the "hot priority" as a national or regional issue.
- Write a letter of inquiry to a potential funder to determine funding availability.

Know your funder:

- Compare your clearly defined problem statement again the mission of your potential funder.
- Look for common partnerships, investments, board of director interests, shared mission.
- What is the historical and present giving portfolio of your funder?
- Do they want you to work with partners in programming or not? Do they only fund 501-C-3s?

Research:

- Investigate the web presence of your funder. What programs are they currently funding?
- Are there conflicting or supportive political alliance between your organization and theirs?
- Who serves on the Board of Directors?
- Does your funder want to fund a long-term or short-term project?

A Winning Proposal

- Your proposal should be a Narrative that includes these story elements:
 - * Why – Need/Problem Statement
 - * What – Goals and Objectives
 - * Where – Background/ Significance
 - * Who – Preliminary Work / Progress to Date
 - * How – Work Plan / Data Management / Methods

Online Grant Resources

www.cof.org

www.fndcenter.org

www.givingforum.org

www.grantstations.com

www.schoolgrants.org

www.philanthropy.com

www.grants.gov

www.firstgov.gov

www.iowagrants.org

www.educationworld.com

www.k12grants.org/tips

Council on Foundations

The Foundation Center (monthly fee for use)

Forum of Regional Associates of Grantmakers

Grant Station

Grants to Schools

Chronicle of Philanthropy

Portal for federal grants

Portal for all federal funding

A very thorough guide

Good grant writing tips

Good grant writing tips



Excerpted from a presentation by:

Marcia Cook, Coordinator of Adult & Community Education at ME DOE
& Shannon Parker, Director of MSAD #5 Adult and Community Education

ENRICHMENT COURSES – What' HOT

Children and Education

Talking with Children about Loss
A Positive Approach to Feeding Children
Linking Literacy and Maine's Learning Results
What's New in Children's Books?
Incorporating & Facilitating War Play into the Preschool Classroom



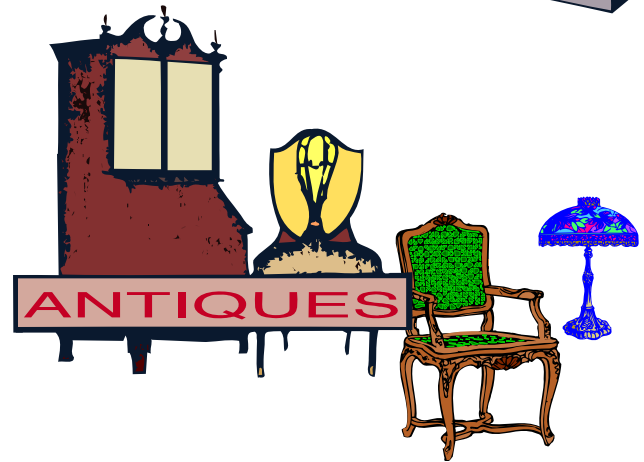
Wellness Workshops and Short courses

Indoor Walking program
A Transformational Journey to Wellness
Relaxation Workshop
Stress Management Workshop
First Aid/CPR
Benefits of Hand/Foot/Back Massage
Releasing Pain, Experiencing Joy
Middle Eastern Dance
Latin American Dance
Ballroom Dance
Yoga
Tai Chi
Red Cross Babysitter Training
ATV Safety & Hunter Safety



Art and Home & Garden

Fun Shui for the Holidays
Decorative Soaps and Bath Salts
Heirloom Seeds
Pottery for House and Garden
Beginner Watercolor
Advanced Watercolor
Henna Body Art
Wreath Making
Chorus Workshop
Survival Spanish
Clutter Control
Speed Cleaning
Advanced Antiquing and Antique Jewelry



Other Areas of Interest

Trouble Shooting for PC's
How to buy a digital camera
Intro to digital photography
Dog Obedience
Intro to Wine
Carpentry Basics for Women
College Decisions Ahead



Submitted by ListServe participants with special thanks to Tom Nash for starting the online conversation.

To all of you staying close to home with family or traveling the globe in celebration...



HAPPY NEW YEAR



Stastny Novy Rok



Czech

Gelukkig nieuwjaar

Dutch

Onnellista uutta vuotta

Finnish



Bonne année



French

Ein glückliches neues Jahr

German

Hauoli Makahiki hou



Hawaiian

Shana Tova

Hebrew

Blwyddyn Newydd Dda

Welsh

Feliz año Nuevo



Spanish

Eutychismenos o kainourgios chronos

Greek





MAEA Gift Ideas!

is the season to be thinking of gift ideas for those who help you throughout the year. Consider purchasing a mug or a pin from MAEA and know that your gift will give in two ways: first, a token of gratitude and appreciation for that special adult educator and, secondly, a contribution to the Maine Adult Education Association. These items make great gifts for teachers, tutors, volunteers and guest speakers. Contact Cathy Newell at cathyn@megalink.net for more information or to purchase these items:

Mugs = \$5.00/each Pins = \$2.00 each



IMPORTANT DATES:

New Destinations to Literacy, Learning & Life:

December 13,14,15

www.njsetc.net



Jan. 13	MAEA Board Meeting	9:30 a.m.-12:30 p.m.
March 3	MAEA Board Meeting	9:30 a.m.-12:30 p.m.
April 10	Maine Adult Education Hall of Flags Event, Augusta	all day
April 28	MAEA Board Meeting	9:30 a.m.-12:30 p.m.
June 21-23	Adult Education Directors Academy & Board Meeting	Bethel
Sept. 15	MAEA Board Meeting	9:30-12:30
Oct. 22-24	COABE Regional Institute, Portland	sponsored by MAEA
Oct. 24-25	Annual Maine Adult Education Conference & Annual Membership Meeting	in Portland, sponsored by MAEA

MAEA REVISED MISSION STATEMENT

The Maine Adult Education Association is a professional organization that advocates for adult education locally, statewide, and nationally and supports its members in order to meet the educational needs of Maine's adults.