



Central Vermont Adult Basic Education, Inc.

Local Partnerships in Learning

Serving Washington, Orange and Lamoille Counties

MAIN OFFICE

46 Washington St. - Ste.100
Barre, VT 05641
(802) 476-4588
(802) 476-5860 - Fax

www.cvabe.org
info@cvabe.org

SERVICE LOCATIONS

Washington County

Barre Learning Center
46 Washington St. - Ste.100
Barre, VT 05641
(802) 476-4588

Montpelier Learning Center
100 State St. - Ste. 3
Montpelier, VT 05602
(802) 223-3403

Waterbury Learning Center
141 South Main St. - Ste. 8
Waterbury, VT 05676
(802) 244-8765

Orange County

Bradford Learning Center 24
Barton St. - Ste. 1
PO Box 917
Bradford, VT 05033
(802) 222-3282

Randolph Learning Center
10 South Main St.
PO Box 917
Randolph, VT 05060
(802) 728-4492

Lamoille County

Morrisville Learning Center
52 Portland St. - 2nd Floor
PO Box 478
Morrisville, VT 05661
(802) 888-5531

November 3, 2016

Bobbi Brimblecombe, Clerk
Town of Marshfield
122 School Street, Rm. 1
Marshfield, VT 05658

Dear Ms. Brimblecombe and Members of the Selectboard:

Central Vermont Adult Basic Education (CVABE) has provided free adult education and literacy instruction for residents of Marshfield for over fifty years. We are deeply grateful to the Marshfield voters for their long-time generous support of our programs.

This year, CVABE requests funding from town voters in the amount of \$550. Our organization received \$500 from your town last year, but received \$600 in several years prior. The attached application explains the rationale for our request. This funding is key in helping Marshfield residents who need basic education to improve their lives.

We have enclosed information on CVABE's programs and services for your Town Report, and request that an article be placed before the voters at your annual Town Meeting. Thank you for your assistance. If further information is needed, I welcome you to call me at (802) 476-4588.

Sincerely,

Joanne Fitzgerald
CVABE Development Coordinator
jfitzgerald@cvabe.org

Enclosure

REQUEST FOR APPROPRIATION FROM THE TOWN OF MARSHFIELD

Name of Organization: Central Vermont Adult Basic Education, Inc.

Address 46 Washington St. Suite 100 (administrative office) Barre, VT 05641

Telephone: 802-476-4588 **Contact:** Carol Shults-Perkins, Executive Director **E-mail:** cshults@cvabe.org

What type of services do you provide? CVABE is a free service to any Marshfield adult (16 years through senior citizens). Nearly all students are low income. Our services include:

- Basic academic instruction: reading, writing, math, computer literacy
- English Language Learning and preparation for U.S. citizenship
- High school diploma and GED credential programs
- Academic skill readiness for work, technical training and/or college

CVABE has six learning centers located throughout the organization's tri-county service region, including a center located in downtown Barre and a center in downtown Montpelier. We also teach students as needed in local libraries, places of employment, and other town locations.

Our teachers instruct students one-to-one and/or in small groups. Each student has a personalized education plan to address his/her learning goals.

How do your services directly impact the citizens of Marshfield? Each year, Marshfield residents who lack academic literacy, English language skills, and/or a high school credential rely on CVABE's free services. As these neighbors gain education, they become able to succeed at goals that were never before possible. These goals might include: getting or improving one's job, earning a high school credential, helping one's children with homework, budgeting and paying bills, reading important information, obtaining a driving license, preparing for college, gaining citizenship, and more. When parents gain education, they are better able to support their children's reading and schoolwork, breaking the cycle of family illiteracy. As a result, our whole community benefits.

How many Marshfield residents were served?

The number of residents that request adult literacy services varies each year in a small town like Marshfield. Over the past 5 years, an average of 5 Marshfield residents have benefitted annually from CVABE's programs, and last year 3 Marshfield students enrolled. Because of the year-to-year variance, CVABE bases its annual request on your average of 5 residents served.

How do you calculate the amount of money you are requesting from us?

In recent years, CVABE has served an average of 5 Marshfield residents annually. It costs CVABE \$3,191 per student to provide a full year of literacy education, representing an average annual cost of \$15,955 for providing free basic education and literacy instruction to an average of 5 Marshfield residents. Your \$550 allocation represents 3.4% of CVABE's cost of providing services in your town. This is on par with the average funding of 3.5% we receive from other towns in our service area.

Last year's appropriation request: \$600 (level with allocations in many prior years)

Last year's grant: \$500

This year's request: \$550 (slightly higher than last year; but \$50 less than awarded in several years prior). A \$550 grant will be on par with the average funding received from other towns in CVABE's service area.



CENTRAL VERMONT ADULT BASIC EDUCATION IN MARSHFIELD

Local Partnerships in Learning

- Central Vermont Adult Basic Education (CVABE) is a community-based nonprofit organization serving the adult education and literacy needs of Marshfield residents for more than fifty years.
- CVABE serves as central Vermont's resource for free, individualized academic tutoring for individuals (ages 16- 90+) in:
 - Basic skills programs: reading, writing, math, computer literacy
 - English Language Learning and preparation for U.S. citizenship
 - High school diploma and GED credential programs
 - Academic skill readiness for work, technical training and/or college
- CVABE has six welcoming learning centers located throughout the organization's tri-county service region, including a Learning Center in downtown Barre. We collaborate closely with schools, libraries, employers, and a great number of other community resources to make our unique service locally accessible. Our welcome extends to everyone.
- An average of 5 Marshfield residents benefit annually from CVABE's free programs, and last year 3 Marshfield neighbors were enrolled. Teachers instruct students one-to-one and/or in small groups. Each student has a personalized education plan to address his/her learning goals. These goals might include: getting or improving one's job, earning a high school credential, helping one's children with homework, budgeting and paying bills, reading important information, obtaining a driving license, preparing for college, gaining citizenship, and more. As parents gain literacy, their children are twice as likely to grow up literate themselves.
- In recent years, CVABE has provided free instruction to approximately 500 people annually in its overall service area of Washington, Orange and Lamoille Counties. Nearly all students are low income. It currently costs CVABE \$3,191 per student to provide a full year of instruction. Over 125 community volunteers work with CVABE's professional staff to meet the large need for these services while keeping overhead low.
- We are deeply appreciative of Marshfield's past support. This year, your support is again critical to CVABE's free, local education services. Only a portion of CVABE's budget is comprised of state and federal support. Funding is needed each year from the private sector and from the towns and cities we serve, to ensure we can help the neighbors who need education for a better life.
- **For more information** regarding CVABE's basic education and literacy instruction for students, or volunteer opportunities, contact:

CVABE's Barre Learning Center

46 Washington Street, Suite 100

Barre, VT 05641

(802) 476-4588

www.cvabe.org

CENTRAL VERMONT ADULT BASIC EDUCATION, INC.
Schedule of Activities by Fund
For the Year Ended June 30, 2016

	<u>Vermont Agency of Education</u>	<u>Other Public & Private</u>	<u>Total</u>
Revenues and gains			
Grants:			
Federal Adult Education & Literacy Grant	\$ 123,697	\$ -	\$ 123,697
Vermont Adult Education & Literacy Grant			
Adult Basic Education	521,006	-	521,006
Adult Secondary Education	65,060	-	65,060
Other grants	<u>20,000</u>	<u>78,800</u>	<u>98,800</u>
	729,763	78,800	808,563
Fees for service:			
High School Completion Program	613,559	-	613,559
Service contracts	-	33,225	33,225
GED Testing	<u>-</u>	<u>753</u>	<u>753</u>
	613,559	33,978	647,537
Contributions	-	77,826	77,826
Town appropriations	-	55,745	55,745
Net unrealized gain (loss) on beneficial interest in net assets held by the Vermont Community Foundation	-	(2,113)	(2,113)
Investment income	-	2,989	2,989
Other	<u>-</u>	<u>4,822</u>	<u>4,822</u>
Total revenues and gains	<u>1,343,322</u>	<u>252,047</u>	<u>1,595,369</u>
Expenses and losses			
Wages	652,675	137,458	790,133
Employee benefits and payroll taxes	251,248	52,578	303,826
Professional and technical services	149,267	300	149,567
Utilities	1,669	500	2,169
Cleaning & maintenance - office	10,032	-	10,032
Repairs & maintenance - equipment	3,401	-	3,401
Rent	81,526	51,929	133,455
Insurance	1,018	6,840	7,858
Telephone	7,935	1,016	8,951
Postage	1,090	1,835	2,925
Advertising	629	-	629
Printing and publications	5,661	5,707	11,368
Travel	6,045	210	6,255
Other purchased services	5,400	6,521	11,921
Supplies and materials	19,255	5,195	24,450
Dues and fees	1,703	65	1,768
Depreciation	-	14,061	14,061
Other	<u>595</u>	<u>-</u>	<u>595</u>
Total expenses and losses	<u>1,199,149</u>	<u>284,215</u>	<u>1,483,364</u>
Change in net assets	144,173	(32,168)	112,005
Net assets, beginning of year	<u>342,476</u>	<u>885,342</u>	<u>1,227,818</u>
Net assets, end of year	\$ <u>486,649</u>	\$ <u>853,174</u>	\$ <u>1,339,823</u>