



EXPRESSIONS

The Provincial Newsletter of Laubach Literacy Ontario



Literacy and the Chamber of Commerce

As a result of a literacy presentation Leah Morris of ABEA made to the Hamilton Chamber of Commerce, a literacy resolution was created by the Chamber's Community Development Committee. Leah was a co-lead on the resolution, part of which is reprinted on page 6 of this newsletter.

The Literacy Resolution was accepted by the Ontario Chamber of Commerce at its Annual General Meeting in May, 2007. It will go to the Canadian Chamber of Commerce for voting in the fall.

This is a huge move for literacy to be recognized by the Chambers. This may also open doors for discussion between you and your Chambers.

RECOMMENDATIONS:

The Hamilton Chamber of Commerce urges the Government of Ontario.

That the provincial government creates and aligns a provincial adult literacy policy that:

- Recognizes literacy as the foundational essential skill for employment, a key component of lifelong learning and a priority in Ontario.
- Creates a holistic approach to improving adult literacy recognizing it is easier for children to achieve success in literacy when their parents are literate
- Establishes a sustainable funding model.
- Builds awareness of the basic skills deficit.

- Builds synergy amongst the ministries/government departments in order to build a strategy that addresses literacy skills, e.g. Health, Corrections, Citizenship and Immigration, Children's and Community Services, Ontario Works, etc.
- Is imbedded in the Adult Education Framework.

Thanks, Leah, for your continued efforts in raising literacy's profile. Your efforts are paying off!

(Leah Morris is Executive Director of the Adult Basic Education Association (ABEA) in Hamilton, and a former Laubach trainer.)



HELEN MCLEOD SERVES ON BOTH THE LLO BOARD AND ON THE ABEA BOARD .

Message from the President

In the words of D. H. Lawrence, *"Be still when you have nothing to say; when genuine passion moves you, say what you've got to say, and say it hot."*

At this moment I will "be still" freeing up all the time you would have spent pouring over my every word to do the things that move you.

When next we meet (hopefully at the conference in June) you will have much to say and it will be HOT! Please don't forget any of the details.

Welcome to new members
Four literacy agencies became LLO members recently: Iroquois Falls Adult Learning Centre joined in March. Northland Adult Learning Centre in Sault Ste Marie, Durham Catholic School

Board, Continuing & Alternative Education, Oshawa; and Timmins Learning Centre in Timmins joined in April and May.

We look forward to meeting some of their staff and members at our Conference and AGM in June!

*Helen McLeod
President*

INSIDE THIS ISSUE:

What's New in Training?	2 - 3
Tutor Views	4
Student News	5
Charity Tax Information	6
LLO Projects	7
CIPMS & Essential Skills	8

Laubach Literacy Ontario supports its member agencies in the achievement of higher levels of literacy throughout the province.

Expressions:
The Newsletter of
Laubach Literacy Ontario

Vol. 2, No. 1: SPRING 2007

Published by:

Laubach Literacy Ontario
8A-65 Noecker Street
Waterloo, ON N2J 2R6
literacy@laubach-on.ca
www.laubach-on.ca
Tel: (519) 743-3309
Tel: 1-866- 608-2574
Fax: (519) 743-7520

Editor: Lana Faessler

Opinions expressed in this newsletter are those of the writers and do not necessarily reflect those of the editor or Laubach Literacy Ontario.

Funded in part by:

Government of Ontario, through the Ministry of Training, Colleges and Universities, Skills Investment Branch; Membership Fees, and donations.

Board of Directors

President: Helen McLeod
Vice-President: Sue Bannon
Secretary: Connie Morgan
Treasurer: Val Sadler

Members-at-Large:

Joseph Carriere
Howard Lane
Gary Porter
Carol Risidore
Julie Stuart

Laubach Literacy Ontario is a volunteer-driven, non-profit, charitable, provincial organization dedicated to increasing literacy in Ontario, guided by the following **mission statement**:

“Laubach Literacy Ontario supports its member agencies in the achievement of higher levels of literacy throughout the

What's New With Training?

ESL training

In April, Helen McLeod and I piloted a **five-hour ESL workshop** for tutors who had already been trained in a basic literacy workshop. The workshop was held in Midland and ten tutors attended. Participants practiced communicating without using words, and tried to learn to speak and to understand both Indonesian and Russian, using videos. These exercises helped to sensitize tutors to what it would be like to try to acquire a second language and gave them insights into techniques and methods that might help.

Since there are many Asian new Canadians in the Midland area, we focused on some of the cultural differences as well as the pronunciation and grammar problems unique to this group. The group also created real-life dialogues which could be used to teach vocabulary, pronunciation and grammar. Although it was a very busy day, it was both fun and productive. In the near future, I will write up presentation outlines for these segments which could be used as part of the basic workshop or in a supplementary workshop. **Please contact Helen or myself if you need help with ESL segments.**

Trainer Certification

Laubach Literacy Canada is in the process of revising our certification system. The work of the initial advisory committee is completed and their recommendations include a process which is competency-based and which considers prior learning assessment. The provincial training officers have been working with Mary Alderwood of LLC to create the list of skills that are required to be a successful trainer. Each competency category has several core competencies and a number of observable behaviours which would indicate competence in that area. This list is very comprehensive and will be circulated to trainers across the country for feedback in the coming months.

In the meantime, the certification requirements remain the same as they have been for the past several years. The apprentice is expected to complete the same application form for certification and all the requirements. The only differences are that the number of required workshops has been reduced from six to three, and if the person is sending in a schedule using the LETS guidelines, the key components are slightly different. There are also no minimum time requirements for these components. **Please contact me or the LLO office if you need the updated application forms or you have any questions.**

Connie Morgan,
Provincial Training Officer

Don't ever question the value of volunteers. Noah's Ark was built by volunteers; the Titanic was built by professionals. – *Dave Gynn*

Beyond the Basics—Trainers' Retreat

Over 25 Laubach tutor-trainers, representing 16 member agencies, took advantage of the offer of a retreat and professional development at the beautiful Canterbury Hills Conference Centre in Ancaster last Fall. The retreat was funded by a grant through the **Ontario Network of the Canada Volunteerism Initiative**. Laubach Literacy Ontario and the Hamilton Literacy Council partnered to develop and host the weekend.

Two of the presentations are available on our website at <http://www.laubach-on.ca/Trainingpost/beyond06.html>—"Enhance Your Delivery Skills" and "Power-Up your Presentations".



Trainers at the "Beyond the Basics" Professional Development Weekend, November, 2007

Enhance Your Delivery Skills was presented by Dianne Warriner, M.A. (Ed.). Diane received her formal education in Northern Ireland and her post graduate teacher and adult education degrees at the University of British Columbia and Central Michigan. Diane has been working with "Personality Dimensions™", "True Colors™", Myers Briggs and other personality profile models in various settings since 1991 and she is certified to train trainers who wish to facilitate groups of their own. (www.trainerstogo.com)

Power-Up your Presentations with PowerPoint was presented by Robyn Cook-Ritchie, of RCR Consulting. Robyn is an experienced facilitator and a well-known researcher-writer in the literacy field. Robyn is the editor of the Laubach Literacy Ontario Trainer Supplement Manual (LLOTS), and the researcher-writer for the Building Bridges Small Group Training Manual.



Brownbaggers' Best Practices Trainer Workshop

Although the Brownbaggers were missing two of their members (Lana Faessler and Sheila Roberts), Helen McLeod, our fearless leader, and five of her cohorts (Carol Risidore, Maureen O'Keefe, Marilyn Davies, Stephanie Hobbs and Connie Morgan) drove to downtown Montreal on Thursday, April 26th. Our mission: to deliver a Best Practices Trainer Workshop for approximately fifteen Quebec trainers and coordinators. The workshop was organized by **Laubach Literacy Canada-Quebec/Literacy Volunteers of Quebec**, a provincial not-for-profit coalition which is dedicated to, and supports volunteer literacy groups through professional development, networking, communication and advocacy for English literacy.

Our team performed with professionalism and precision, considering we had not rehearsed our operation. We presented segments on learning outcomes and goal-directed assessment, SMART goals, essential skills, learning plans or learning "paths", lesson planning, including Helen's PowerPoint presentation, and ongoing assessment, including portfolios and demonstrations. We had the group participate in ice-breakers such as the Ameruss restaurant and the Wright Family; we had them work through the SMART goal of the Brownbaggers having fun in Montreal; and we had them list all the essential skills in doing laundry. The last session was set aside for small group roundtable discussion—for two-way sharing. There was a lot of hilarity, but valuable learning, and the team received rave reviews.

There was tremendous camaraderie, lots of laughter, lots of food—all the ingredients for a successful mission. We even learned a lot from each other! Should we be required to perform a similar mission, this would definitely be Mission Possible and we would undoubtedly choose to accept it.

*Connie Morgan, Provincial Training Officer
Member of the Brownbaggers (LLO's Training & Development Committee)*

Words of Wisdom—part 2

This is a follow-up to the article I wrote for the prior newsletter regarding the use of the Laubach Way to Reading series. (LWR)

In the last article I wrote how I had switched my student from other supplemental materials that weren't meeting her needs. As good as other materials are, her needs required going back to the basics taught so well with the LWR series.

In just over a year she has managed to complete LWR 1-3 with flying colours! Over that time I have watched as her confidence has soared. She is managing to retain what she has learned, unlike time spent with other materials. She is becoming an independent learner. She now understands that her learning is under her control and she has taken that control.

Last month she completed LWR 3 with 99%!

After a few conversations during that last few lessons of book 3 she came to the decision that she was now prepared to spread her wings. She had been coming to class once a week for 2 hours a week and attending regularly schedules supplemental lessons offered by the council staff. She is now attending the Adult Learning Centre 2 full days a week for English and 2 days a week at the council in small groups of various subjects. She has decided she no longer needs a one on one environment.

She now has the confidence and the determination to go from learning to read to reading to learn and loving every minute of it!

Does she have a ways to go yet? Absolutely. The difference is that she now understands that she can learn, that she now has strategies for her learning style, and that she is in control.

She has a list of goals and plans for her future. Did the LWR series do all that for her?

Of course not! What it did do for her though was to show her that learning was possible and she could attain her goals. The structured, sequential methodology of the LWR series not only gave her new knowledge in the world of literacy but also a sense of achievement, that we all need to be successful in life.

Confidence, independence, achievement....hmmmm....not bad for one little series of learning materials, 80 some odd years old..... As the saying goes "If it ain't broken, don't fix it"

From a certified Master Tutor



Swinging for a Good Cause

A very generous organization called the Kentucky Colonels of Niagara (a non-profit charitable organization) is holding their 22nd annual golf tournament on Friday, July 20th at the Niagara Falls Golf Course. The cost is \$100 and it includes a cart, prize, dog & suds at turn, and prime rib dinner and of course 18 holes of golf.

If that isn't exciting enough, the proceeds are going to two worthy charities, St. John's Ambulance Dog Therapy Program and **Laubach Literacy Ontario**.

I'm not exactly sure how Arnie Stewart does this, but he contacted the Kentucky Colonels last year and they donated money to send a student to the conference. This year they have decided to make us a major recipient of their tournament funds. This is just so AWESOME!

Gary Porter, our National Student Representative will be golfing and **Arnie Stewart** will be there spreading the word about adult literacy.

If anyone else is interested in attending, give us a call or contact Colonel Durn Miles at 905-354-4509.

*Mary Anne Baker
Office Administrator*



We are looking forward to meeting many students at this year's student caucus and LLO conference in June at the Wilfrid Laurier University Campus in Waterloo.

Keith Allen of North Bay has put his name forward for Student Representative. He has been a student of North Bay since 1999 and has won several awards and also has previous board experience.

This year we are also looking for new students to sit on the S.I.C (Student Initiative Committee) committee.

If you think this is something you would be interested in or if you know of someone who might be, please call Gary Porter at 1-877-872-8685 or e-mail at candles48@rogers.com.

See you there!

Gary Porter
SIC chair



As you can see by this photo, the SIC is a very "laid back" committee.

**GARY PORTER – A
"ROCKER" FROM WAY
BACK!**

A GOOD HOME

Hi, my name is Sam. I love to save all cats in need of my help.

I have twenty cats now who need to find good homes.

I take all stray cats out of the street into my home. I name the cats when I find them on the street. I find a good home for two cats out of three a week.

Today I found a good home for Nat. Nat is a black cat. Nat is a loving cat. I got Nat seven days ago in a bad, bad part of town. Nat was no stray cat. He was abandoned by some mean person. The woman is a police officer. Her name is Pam Bay. The cats are the love of my life because I have no children. I do not have a girlfriend or wife. My cats keep me too busy for a love life. My brother Tommy saves dogs off the street like I save cats off the street. Tommy has no love life like me. Tommy finds good homes for two dogs out of three a week. Like me with cats. We love cats and dogs.

Today we found a good home for Jam. Jam is a big brown dog. The woman that got Nat, got Jam too. She loves cats and dogs. Nat and Jam are now police animals. If anything happens to me or Tommy, the cats and dogs will go to the shelter to go to good homes. Good bye to you. The end.

**By Tammy
Orillia and District Literacy Council**



Teachers open the door. You enter by yourself.

Chinese Proverb

Issue:

To maintain a productive workforce, Ontario needs to allocate appropriate efforts and resources in the Literacy programs that help individuals meet current and future job demands. Grade 12 is the minimum required in over 75% of the jobs currently advertised on the Job Bank; however, at least 42% of Canada's population functions below grade 10 level.

Although the Government of Ontario is aware of the current problems facing adult literacy, there is no formal policy on which to build strategy to improve it. This is reducing the competitiveness and employment readiness of the workforce in Ontario.

Background:

The economy requires a highly skilled (Grade 10 level basic skills) work-force to remain competitive. A 1% increase in literacy compared to the international average is associated with a 2.5% increase in productivity and 1% increase in GDP. Also, over 25% of Canadian workers lack at least **one of the four essential skills** necessary to do their job.

The strong association between adult literacy levels and economic success means Ontario must have a plan in place to ensure adult literacy levels improve to impact economic indicators. In Ontario there are guidelines that inform the provincial spending, **and the Academic upgrading initiative** with goals and targets but there is no literacy policy or strategy enshrined in legislation such as those found in Quebec and Manitoba.

Two recent movements in Ontario that may make some impact on literacy include: **Employment Ontario which represents a large-scale initiative of the provincial government**, in terms of policy and infrastructure; and, the **Ontario Learns Report**, which proposes a provincial policy framework for adult education. However, Ontario needs a literacy policy to ensure ongoing sustainable funding for adults with literacy issues. With the recent funding cuts to literacy by the Federal Government, and without a current literacy policy, the future of a Canada wide response to literacy issues is weak at best. (See page 1 for recommendations).

The above is reprinted in part only. For the full resolution visit: <http://occ.on.ca/Policy/Resolutions/318>

Charity Tax Informationpossible tax rebates...websites to visit

Did you know
....your agency could be deregistered as a charity for a variety of reasons, including failure to file the Registered Charity Information Return (For T3010A) within six months of your fiscal year end?

....you can receive tax rebates at the federal, provincial and municipal levels?

Federal

For GST (Goods and Services Tax), registered charities are eligible for a rebate of 50% of the GST they pay. Non-profit associations that receive at least 40% government funding may also claim a 50% rebate.

Charities operating a public lending library, as well as charities whose primary purpose is the promotion of literacy, may claim a 100% rebate for the GST paid on printed books, as well as audio recordings of printed books.

Provincial

A Provincial Sales Tax refund is available to Charitable or Non-Profit organizations on certain publications, such as instructional materials purchased for use and not for resale. Printed materials that in any way educate or teach a reader about a charitable organization or the work that the

organization does, or about a subject that relates to the purpose(s) of the organization may qualify for exemption, even if those same printed materials also promote the organization and/or solicit funds. An obvious example is pamphlets; but less obvious is your Annual reports. CD ROMS, DVDs, videotapes, etc., purchased or produced to promote objectives (and not for commercial exhibition or profit) are also PST exempt. Claims for PST paid in error can go back four years from the date the tax was paid on goods or services.

Municipal

You may qualify for a Property Tax Rebate equal to 40% of property taxes in certain cases, (i.e. have a valid registration # issued by CRA, and occupy a property that is in a commercial or industrial class.) Property taxes may be part of your lease or rent payments. Registered Charities must apply on an annual basis to their municipality.

Continued on page 8

WWW.E-LEARN.LLO Project

This e-learning project, through the use of Internet technology, will provide a comprehensive **compendium** for trainers, tutors, students and Council staff to use the hundreds of quality sites that offer learning opportunities, tips, supporting games and puzzles – many of them **interactive**. Several literacy sites, including LLO's, offer links to some of these sites **but nowhere to our knowledge is there a comprehensive, UP-TO-DATE compendium** of these sites.

Six editions of an **E-Magazine**, incorporating current events, and high interest materials with **interactive learning activities for students** will also be developed. Supporting assessment criteria linked to **Essential Skills** will be included for instructors/tutors.

A second component will support current initiatives for literacy practitioners. Method of delivery will be via email, AlphaCom and/or download from the LLO website. The magazine will also be available in hard-copy.

We need you!

An advisory committee with representation from different regions of the province will be integral to the success of this project. **As a member of the committee, you will have an opportunity to review compendium sites and advise on relevant content.** You will need to have a computer with internet access to participate on this committee.

If you are interested in being on this advisory committee please submit the following information:

- Your name
- Organization you work for or are affiliated with
- Regional Network your organization is affiliated with
- Email and telephone

Email to: Robyn Cook-Ritchie
Project Coordinator
www.e-learn.llo
ritchieg@execulink.com

Linking Laubach With Essential Skills Project

LLO will be reviewing existing curriculum that supports the Laubach method to establish baseline comparisons to the **Essential Skills/IALLS scales**, focusing on numeracy, document use, reading and writing. Laubach materials such as the "Laubach Way to Reading" Series, "Challenger" Series, "Voyager" Series and "Breakthrough to Math" series, are widely recognized and utilized in the LBS field in Ontario and other provinces.

This project will supplement the Learner Skill Attainment (LSA) Framework currently being developed with concrete curriculum and validated assessment tools that are articulated to the Essential Skills/IALLS scale and fit within the LBS LSA Framework. The goal of this project is **to ensure that learners benefit from the continued use of materials valued by both tutors and students, and that were developed using adult learning principles.** Tutors trained in the use of these materials know how to use curriculum as part of a lesson plan that also includes meeting immediate needs and incorporating authentic materials related to the student's goals. Literacy practitioners will be able to utilize resources that they understand and value to measure results in the LBS LSA framework. This will support a system in Ontario that is transparent to all stakeholders. A web-based module will be developed to support practitioners in understanding the results of this research.

We want to **form a dynamic advisory committee** for this important project. We are looking for:

- *one person with experience in CIPMS and evaluation,*
- *one person who uses the curricula in small group classes,*
- *a certified tutor-trainer, who provides training on how to incorporate curricula into an individualized, learner-centred training plan.*

Most of the work of the advisory committee will be conducted using email. **If you are interested** in being on this advisory committee please submit the following information:

- Your name
- Laubach organization you work for or are affiliated with
- Email and telephone
- Which of the three criteria best describes you

Email to: Robyn Cook-Ritchie
Project Coordinator
Linking Laubach with Essential Skills
ritchieg@execulink.com

CLO's "The ABCs of the Continuous Improvement Performance Management System" Project



Community Literacy of Ontario (CLO) has received funding from the Ontario Ministry of Training, Colleges and Universities for a project called: "The ABCs of the Continuous Improvement Performance Management System." Visit their website at www.nald.ca/clo.htm for up-to-date information on this project.

ABCs of the CIPMS Workshop

If you are interested in learning more about the CIPMS (MTCU's Continuous Improvements Performance Management System) be sure to attend CLO's "ABCs of the CIPMS" workshop at LLO's *Pathways to Progress Conference* in late June. Workshop topics will include an overview the principles and elements of the CIPMS, the basics of performance management and evaluation, an overview of data collection techniques and sample tools for measuring program success.

Making Essential Skills Work For You



LLO is pleased to announce the completion of the **Making Essential Skills Work for You Project**. Member agencies, regional and sectoral networks, and service organizations will receive all products on a CD-ROM at the end of May, 2007. To purchase the CD-ROM, contact the LLO Office. Products include:

1. Essential Skills Learning Activities manual focusing on Self-Direction/Self-Management components of Oral Communication and Thinking Skills.
2. A PowerPoint guide on how to navigate and use the Essential Skills website and links within an adult teaching environment.
3. A guide on how to use the Essential Skills to promote community-based literacy programs to businesses and other agencies within your community.

Researchers/Writers were Jane Tuer and Lori Sauve, and we thank them for their contribution to increasing the literacy field's knowledge and awareness of Essential Skills. These products will provide the field with training ideas and activities to meet students' learning goals, and give literacy agencies an excellent start to the "No Wrong Doors" process. It is also a great start to CIPMS.

Charity Tax Informationcontinued from page 6

Tax Recovery of Rebates

There are so many different types of rebates available, depending on your location and the type of services your association provides. Large associations with professional accountants on staff often pay close attention to the tax file to ensure recovery of eligible rebates. Medium and smaller associations without these professional resources often miss out on the recovery of rebates. In some cases however, the association's audit firm files the annual return, determines tax recovery possibilities and initiates recovery.

In response to the fact that a large number of associations are missing out on tax rebates, a number of specialized firms are cropping up to help you recover rebates. Generally, these types of firms charge a percentage of the rebates recovered, which means your association will get back money or have to pay nothing. (excerpt from http://www.amces.com/publications/association_taxes.htm)

For more specific information, please consult the Retail Sales Tax Act or contact your local Retail Sales Tax Office listed in the blue pages of your telephone directory. Guidance can also be found by reviewing CCRA publications available at www.ccra-adrc.gc.ca.

(Editor's note...I obtained some of this information at a free workshop given by Deloitte, called "Taxation Issues Facing Charities". If you have concerns or questions, call the LLO office. We may be able to help, or direct you to someone who can.)