

State Library/LITERACY OFFICE
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(click on Departments, Illinois State Library, Who We Are, ISL Departments, then Literacy)

NETWORK NOTES for SOS Literacy Grantees: OCTOBER 2007

FY2008 GRANTEE INFORMATION:

1. Contract Initiation: You have been mailed a letter containing a blank budget page, "Attachment A," and a letter telling you what paperwork you need to complete next. Complete and return your "Attachment A" as soon as possible. This budget document allows the ISL Literacy Office to initiate contracts that are mailed to your agency for signature. When signed contracts have been returned, the payment process is initiated. **Payment to your agency will be initiated following receipt of the signed contracts**

2. Payment or "When will we get the check?":

Adult Literacy Grant payments go through the ISL Accounting Department, the Secretary of State's Budget Office and then to the Illinois Comptroller's office for payment. This is the Illinois Comptroller's web site - <http://www.ioc.state.il.us/>. To check on the status of your grant award payment, go to this web site, click on "Vendor Payment" in the left hand menu, and enter your agency's FEIN. This will bring up a screen showing your agency's contracts and payments. Enter Fiscal Year 08, Agency: 350 - Secretary of State. When a check has been issued to your agency, it will be shown on this web site. It will not be shown as the contract is going through the system. Be aware that the state is facing a backlog of payouts due to the delayed state budget. The normal 6 to 8 week time frame will take longer this year.

2. Required Orientation Meetings Completed for AVL and FL projects:

The Orientation Announcement meetings were held throughout the state in Sept. and early Oct. Thank you to all of you who attended and shared your expertise and questions. If your agency did not send a representative, contact Myra Johnson or Cyndy Colletti to find out what information you will need in the upcoming year.

3. Requirement on all publications:

It is a requirement that credit be clearly stated in all publications that refer to the Adult Literacy Grant program. That might include annual reports, awards being made, or even volunteer training sessions. Please include this phrase: "This project was made possible by a grant awarded by the Illinois State Library (ISL), a division of the Office of Secretary of State, using state funds designated for adult literacy."

4. First Quarter Financial Report was due Oct. 15

Despite late notice of grant funding, you should have submitted the First Quarter Financial Report on October 15. If you did not spend any funds to date, reporting zero expended will not be a problem but we need to document the zero expenditure in the state file. The

reports for FY2008 are located at this web page
<http://literacy.kent.edu/~illinois/grantinfo.htm>

5. Monitoring

Grant projects are monitored every other year. You will receive a letter stating whether a monitoring visit will be completed this year or not. If you are scheduled for a monitoring visit, staff from our office will contact you with further information.

6. "Guide" Information Needed

You were emailed a form from Diane Manning asking you to update your contact information for publication in the "*Guide to the Secretary of State Literacy Effort 2008.*" We spoke of the importance of accuracy in the "*Guide*" at the Orientation. Please complete and return this form to Diane Manning at dmanning@ilsos.net or contact her for further information.

NETWORK NOTES CALENDAR: <http://literacy.kent.edu/illinois/calend.htm>

The calendar is available on line at the URL listed above. Please review the calendar carefully for events, due dates and local meeting information of interest to SOS adult literacy grantees. Please inform Diane Manning at dmanning@ilsos.net of meetings or events you want included on this calendar.

ADULT EDUCATION SERVICE CENTERS -- FALL CONFERENCES

We encourage staff to take advantage of the Service Center's Fall Conferences. There are sessions on volunteer literacy, on family literacy, and on grant writing as well as other related topics. Use the opportunity to network with other literacy colleagues from your area. We hope that many of you are presenting and sharing your expertise with the field.
Central Illinois: Oct. 25 and 26, the Chateau in Bloomington, sponsor: CIAESC
Southern Illinois: Nov. 8 and 9, Sheraton Four Points in Fairview Heights, sponsor: SIPDC
Northern Illinois: Dec. 7 and 8, Hilton Indian Lakes Resort in Bloomingdale, sponsor: ALRC

WEB SITE - BRIDGING REFUGEE YOUTH AND CHILDREN'S SERVICES

Bridging Refugee Youth and Children's Services (BRYCS) is a national technical assistance project working to broaden the scope of information and collaboration among service providers - in order to strengthen services to refugee youth, children and their families. Read more about their resources at <http://www.brycs.org/>

ADMINISTRATIVE RULES CHANGE

The Illinois State Library is undertaking a rulemaking with the intent of moving all rules involving library state grants to a new rule (Illinois State Library Grant Programs, 23 Ill. Adm. Code 3035). The proposed new rule was published in the August 31, 2007 issue of the Illinois Register (31 Ill. Reg. 12499) at

http://ilsos.net/departments/index/register/register_volume31_issue35.pdf

As part of the rules package, amendments to the Illinois Library System Act (23 Ill. Adm. Code 3030) were published at 31 Ill. Reg. 12463. Grant programs in Sections 105 and 106 being moved to the new rule include System Area and Per Capita Grants; Library Technology Grants; Special Library Services to the Blind and Physically Handicapped; Public Library Per Capita and Equalization Grants; School District Library Grant Program; Educate & Automate Automation/Technology Grants; and Library Grants for Veterans' Homes. In addition, the Literacy Grant Program (23 Ill. Adm. 3040) and the Illinois State Library Training Program

Grants (23 Ill. Adm. Code 3070) are being repealed and moved to the new Part. The Public Library Construction Grant Program (23 Ill. Adm. Code 3060) is also being amended, and will be moved to the new Part next year.

COABE'S ANNUAL CONFERENCE

COABE will be in St. Louis, MO. on April 28th for the pre-conference sessions, then April 29 to May 1st for the Conference. For more information see the COABE website at <http://www.coabe.org> The conference hotel will be the Adams's Mark Hotel, 315 Chestnut Street, 63102, 314-241-7400 in downtown St. Louis.

VERIZON LITERACY GRANTS AVAILABLE

Verizon Foundation Literacy grants are available to organizations committed to basic literacy skills in the United States. Verizon has invested in a network of collaborative literacy partners, offering a wide variety of programs with a focus on e-learning. Verizon's leadership in technology and communications provides the distribution network. Maximum Awards vary. Eligibility: 501(c)3 organizations. Deadline: November 30, 2007. These are grants for both children's and adult literacy. <http://foundation.verizon.com/02008.shtml>

FAMILY LITERACY WEBSITE - PARENT INVOLVEMENT MATTERS

The National ParentNet Association, an organization that advocates for building collaborative parent-school communities, has launched a new Web site. ParentInvolvementMatters.Org offers general education about parental involvement, why it matters, and how to get involved as a parent leader, educator, or trainer. The site hosts a collection of resources that includes success stories submitted by parents and schools as well as professional articles and research written by advocates for parent involvement in education. It also has a bookstore devoted specifically to publications on parent involvement, building parent-school partnerships, and leading positive change in school cultures through family engagement. Visit the web site at <http://parentinvolvementmatters.org/>

ENGLISH LANGUAGE LEARNING AT THE WORKPLACE

OVAE has sponsored a workplace literacy brief on English language learning. Available at [*Workplace Instruction and Workforce Preparation for Adult Immigrants*](http://www.cal.org/caela/), <http://www.cal.org/caela/> the brief outlines strengths of and challenges for workplace, vocational, and standard classroom approaches. The brief was developed in response to suggestions on topics of concern to the field from the Center for Adult English Language Acquisition's (CAELA's) Technical Work Group (TWG) meeting.

WEB SITES WITH BOOKLISTS FOR ADULT NEW READERS

Leisure Books (and more!) for adult new readers

<http://www.vpl.vancouver.bc.ca/branches/LibrarySquare/lit/leisure.html>

Trade Books for Adult Literacy Programs

<http://www.vpl.vancouver.bc.ca/branches/LibrarySquare/lit/leisure.html>

Check out "Life is So Good," by George Dawson and Richard Glaubman

Quick Picks for Reluctant Young Adult Readers

<http://www.ala.org/ala/yalsa/booklistsawards/quickpicks/quickpicksreluctant.cfm>

POLICY BRIEF - *POLICIES TO PROMOTE ADULT EDUCATION AND POSTSECONDARY ALIGNMENT*

The Council for Advancement of Adult Literacy (CAAL) has released a new Policy Brief by senior analyst Julie Strawn of the Center for Law and Social Policy. This publication, *POLICIES TO PROMOTE ADULT EDUCATION AND POSTSECONDARY ALIGNMENT* focuses on "helping adults with lower skills and/or limited English proficiency earn postsecondary credentials that open doors to family-supporting jobs." It examines obstacles to moving toward this goal -- with major attention to lack of alignment between federal and state adult education efforts, job training services, and postsecondary education policies. It also draws attention to the financial, personal, and family challenges that prevent adults from seeking and completing programs. The publication is available for download from the website of the National Commission, at www.nationalcommissiononadultliteracy.org/pandp.html

NUTRITION EDUCATION FOR ADULT ESL LEARNERS

San Diego Community College has free nutrition lessons for English language learners at this web site -- <http://www.sdcoe.net/eatingwell/> The resource is written at various levels and a list of free nutrition-related materials is provided. This site also has special links for ELL teachers. These materials are designed for agencies that serve adults eligible for food stamps.

EVERYDAY LIFE WEB SITE

GCFLearnFree.org <www.GCFLearnFree.org> offers free computer training online including topics such as Open Office, Computer Basics, Internet Basics, Microsoft Word, PowerPoint, Excel, and Publisher. Currently they are revitalizing the computer training curriculum to include video lessons with the text-based lessons. They have a project called Everyday Life geared toward adult basic education and ESL students. Lessons include how to use an ATM, complete a bank deposit slip, use bus maps, and complete a job application. The interactive lessons are not intended to teach vocabulary and reading skills, but rather to provide a safe environment where learners can practice real world skills. The curricula developers would like you to look at the Everyday Life curriculum and let them know what you think. You have to create an account to view the lessons, but it is free and they only ask for your email address. Email Kelly Potter directly at kelly@gcfllearnfree.org with your feedback on the Everyday Life project. This resource could be useful to adult learners.

GED STATISTICS

According to the Digest of Education Statistics, 2006, at the web site, <http://nces.ed.gov/programs/digest/>

"The number of General Educational Development (GED) credentials issued rose from 332,000 in 1977 to 648,000 in 2001, before falling to 406,000 in 2004 (table 103). The status dropout rate--that is, the proportion of 16- to 24-year-olds who are not enrolled in school and have received neither a diploma nor an equivalency credential--declined over this period, from 14 percent in 1977 to 9 percent in 2005 (table 104)." The complete report is at <http://nces.ed.gov/programs/digest/d06/>

TRAVEL WEB SITES

These sites were compiled by the Adult Learning Resource Center and published in the most recent Tech Tips newsletter. ESL learners could use these sites to share information about their own countries or learn about other countries.

Travelpod - <http://www.travelpod.com/travelblogs-find/anycountry/worldmap/tpod.html>

Travelblog - <http://www.travelblog.org>

Lonely Planet - <http://www.lonelyplanet.com/worldguide>

Travelistic (videos only) - <http://www.travelistic.com>

The following two sites have lesson plans to adapt.

Multimedia Strategies: ESL Stories - <http://www.prel.org/eslstrategies/multimedia.html#>

Culture Capsules - <http://www.lclark.edu/~krauss/orteso98/home.html>

INTRODUCTION TO M/S WORD FOR ESL LEARNERS

"The ESL computer book: Microsoft Word 2003 - 2007" This Canadian workbook (98 pages) is a basic introduction to Microsoft Word 2003 developed for English as a Second Language learners both in a classroom setting and as a self-teaching guide. Each computer skill is followed by practice activities. See the web site at

<http://www.nald.ca/library/learning/word2003/word2003.pdf>

ASSESSING CHILDREN'S LITERACY - TWO OPTIONS

1. The Verizon Life Span Literacy Matrix, which identifies relevant literacy outcomes and appropriate instruments for measuring those outcomes, has sections on children's literacy, ranging from birth through grade five. A number of measures are suggested in each section for outcomes, such as oral language, phonological awareness, print awareness, alphabet knowledge, etc., that are relevant to each age group discussed. You can access a printable pdf version of the Matrix through Verizon's Thinkfinity Literacy Network at -

http://literacynetwork.verizon.org/fileadmin/download/13741_verizon_matrix.pdf

2. You can also check out the language/literacy-screening tool at the Get Ready to Read website:

<http://www.getreadytoread.org/content/view/93/284/>

NINTH ANNUAL CHICAGO LATINO BOOK & FAMILY FESTIVAL

The 2007 festival, promoting literacy and culture, will be held on November 10 and 11, 2007 at the Unity School, 2101 South Laramie Avenue, Cicero, Illinois. The event, which is free to the public, will be open from 12 p.m. to 9 p.m. on Saturday and from 11 a.m. to 5:30 p.m. on Sunday. The festival will feature dozens of authors, educational workshops, book signings, poetry readings, a chess tournament, children's events, live entertainment, food sampling and exhibitor booths. This year besides Snoopy, Clifford the Big Red Dog, Ronald McDonald, a Puppet Show, and the Clowns Circus Performers and Magician show, there will be TV and movie celebrities who will read to the children and educate families about the importance of literacy and reading.

BEST TESTS FORM B AVAILABLE FOR POSTAGE COST

The Central Illinois Adult Education Service Center has generously offered to provide BEST Literacy tests Form B (old version) to SOS Adult Literacy grant recipients for just the cost of shipping or for free if your program can pick up the tests in Macomb. CPC has a supply of

these tests that can no longer be used for ICCB Adult Education programs. However, here at ISL, we still accept these tests. If you would like these tests, contact Sue Shoonover at s-schoonover@wiu.edu or 309-298-2285. CPC will ship the tests at \$10 for s/h per box. There are 160 tests in a box. There are no answer sheets available. Hurry, the remaining tests will be destroyed on Nov. 5, 2007.

Article on Professional Development for ESL Practitioners

The Center on Adult English Language Acquisition (CAELA) has posted its new brief, "Professional Development for ESL Practitioners: Building Capacity online at http://www.cal.org/caela/esl_resources/briefs/profdev.html The brief describes the need for professional development for teachers of adults learning English. Check out CAELA's newsletter at the same site.

ESL WEBSITE FOR HEALTH LITERACY

Project Care, <http://projectcare.worlded.org/>, is a website for high-intermediate to advanced English language learners who want to learn about caring for others while improving their communication with medical personnel. The website provides audio and video for listening practice, vocabulary development, as well as handouts to project-based activities. This site has an accompanying book, but the free activities on the site will help students learn more about important health issues while practicing English even without the book. Inquiries related to the book or its purchase, please contact University of Michigan Press toll-free: 866-804-0002 or Email: esladmin@umich.edu Questions related to the website or related workshops, contact Steve Quann at squann@worlded.org or call 617.482.9485 X465.