Literacy Council of Northern Virginia
2016 Annual Report

Adult Education

Literacy is a Survival Skill
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Dear Friends,

The Literacy Council of Northern Virginia’s Change Train has left the station and is moving toward our model for the future. This year was a year of laying the foundation, building the tracks, and pilot-testing ideas. It is a very exciting time for the LCNV.

What is new? Destination Workforce™, LCNV’s program designed to provide career-specific language training for beginning-level English language learners (ELLs) who seek a fast track to local in-demand jobs, or work in menial-wage jobs. With an opportunity to advance their English language skills, and workplace culture skills in the context of the local job market and their current jobs, these adults could be better positioned to obtain employment or advancement. The Destination Workforce™ framework was completed this year, tested at a workplace, and is ready for market.

The addition of Skills Classes is also new. A three-day writing workshop for ELL’s was offered this year, and was met with enthusiasm and success. LCNV is now ready to launch a regular writing class for ELL adults who have advanced beyond the traditional beginning-level English language class, but need work on writing. This framework will help launch the next series of skills classes, which will include grammar and reading.

The new LCNV Volunteer Instructor Training is designed to support the new model. The training includes online pre-study and follow-up practice that introduces the theory and pedagogy, while the one-day face-to-face training offers interactive practice and models teaching techniques. Volunteers are trained to support the classroom program as teachers and class aides, keeping the student/teacher ratio very low, as well as Supplemental Tutors to work individually with classroom students before or after class.

What has not changed? LCNV still serves the beginning-level English language adult learners with little or no English skills. We continue to offer Beginning-level English Language Classes throughout the region, and the Family Learning Program for parents and their school-age children. LCNV also continues to offer One-to-One Tutoring for native-English speakers who need help with reading and writing. LCNV still believes in Trained Volunteers as a core component in our service delivery. We are now recruiting for even more opportunities to engage with our new immigrant neighbors through the roles of supplemental tutors, class aides, teachers, reading and speaking assessment specialists, and class registration assistants. Volunteers have always and will continue to play a major role at LCNV.

Another constant is LCNV’s appreciation for your on-going support and guidance. LCNV’s Board of Directors provide expert advice and counsel on everything from technology to financial management to business development and strategic planning. We could not ask for a more visionary, dedicated and talented leadership team. Our generous donors and volunteers have always been critical to LCNV’s success and that continued support and confidence will help guide our journey as we build new tracks toward the future. Every year LCNV grows stronger, more creative, and more responsive toward the changing needs of the adult learners in our community. We cannot thank all of you enough for sustaining LCNV for 54 years and believing in the future we are creating together.

Patricia M. Donnelly, Executive Director

MISSION

The mission of the Literacy Council of Northern Virginia is to teach adults the basic skills of reading, writing, speaking, and understanding English in order to empower them to participate more fully and confidently in their communities.

VISION

LCNV strives to be Northern Virginia’s preeminent provider of literacy education programs for adults at the lowest literacy level with the goal of making measurable improvements in their lives and their communities. LCNV endeavors to serve as a model for other literacy organizations and non-profits by achieving excellence in all of its programs; effectively supporting the volunteers who make the programs possible; maintaining professional standards for its work; and operating in a financially sustainable manner.

VALUES

Learner-Focused: We always keep the learner’s best interests in mind.

Respect: We treat all persons with dignity and value the diversity of our community.

Innovation: We use creative solutions that add value to our community.

Excellence: We continually strive to be the best at what we do.

Collaboration: We partner, internally and externally, and support one another to achieve common goals.

Integrity: We are honest and sincere in all interactions.
A dedicated core of hundreds of volunteers makes a significant contribution to LCNV’s educational programs and operations, providing more than tens of thousands of service hours annually. Serving as instructors, test administrators, office and outreach assistants, and more, volunteers enable LCNV to deliver intensive yet individualized and supportive English language instruction.

LCNV has continued to hone its volunteer recruitment and training process. Prospective volunteers attend a Volunteer Orientation, which provides up-to-date information about the various volunteer opportunities at LCNV. Those inspired to work directly with LCNV adult learners in an instructional capacity would next participate in LCNV’s Instructor Training. This training prepares new volunteers to work with learners in the capacity of teacher, aide, or tutor – and to move seamlessly between these roles. LCNV also developed new volunteer positions, Registration Assistants and Student Advisors. Registration Assistants help students fill out forms and move through the student enrollment process. Student Advisors motivate students to define and pursue their educational and vocational pathways, helping make students’ dreams a reality. Navigating through a wide array of course options can be challenging, and the advisor assists students in choosing next steps, ultimately making each student’s participation in class more relevant to their unique goals.

This year LCNV supported 533 volunteers, over 100 of whom were newly recruited and trained. 318 volunteers served as tutors, 82 served as classroom teachers or aides, and 133 provided office, outreach, and student testing support. These volunteers provided 20,431 hours of service throughout the year.

"Volunteering here at the LCNV has been a total pleasure. Working both as a classroom aide and as a conversation teacher has exposed me to a wide variety of people and their cultures. Even though I have been doing this for several years, I find that I am still learning new things about the world as well as how to teach. The staff at LCNV is very supportive, and the response from the students is amazing. The adult learners work very hard to improve, and they are so appreciative that it is a joy to work with them every day that I can." - Chris Wollenberg, Volunteer

For more information on our volunteers, please visit http://www.lcnv.org/volunteer
Destination Workforce™ delivers career-specific language and literacy training to help employees at the lowest literacy levels in Northern Virginia advance in their jobs, improve their employability, and participate more fully and confidently in the workplace. Through Destination Workforce™, LCNV designs and delivers scalable language-based workforce training for today’s limited English proficient population living under challenging conditions. As it attracts learners and satisfies business needs, LCNV continues to develop new curricular content, competency-based assessments, lesson plans, and practical resources.

Last year, LCNV successfully piloted two Destination Workforce™ classes for Goodwin House Bailey’s Crossroads, a retirement community in Falls Church that provides high quality service and care for aging adults. The classes - designed for GHBC’s Housekeeping and Kitchen staff – reported such outcomes as improved workplace communications, including customer service and supervisor relations, and writing more clearly when completing relevant work forms. This year, LCNV built on this momentum, ramping up its design and marketing efforts to forge new collaborations with businesses that employ immigrants; workforce service providers, including One Stop Career Centers; organizations that provide advocacy services for immigrants; and job skills training providers.

Through customized partnerships, Destination Workforce™ delivers:

- Mini-credentials
- Curricula developed by experts in literacy and language for adults
- Rapid training and deployment of instructors
- Language and literacy assessments, career pathway tools, individualized learning plans, and differentiated instruction tailored to the goals of learners representing diverse cultures, cognitive skills, and aspirations
- Increased workplace proficiency with key competencies (e.g., operating within cultural norms, mastering soft skills, communicating with superiors, completing forms and applications, employing job-related vocabulary, using technology at work, working in teams, and more)

“The class has been helpful to us because before if you are speaking to somebody it’s like you feel shy, or you don’t know ... the way to address the person. But as we learn we know how to say hi, and how to relate to our residents, our boss, even our coworkers in a respect[ful] manner... For example, like if you are writing a letter before you don’t know whether you have to start with capital letters, period, or comma, but now we have learned all of this stuff... The schedule too is helping us because ... you don’t have to go to a different place to learn. So I think it’s helping us. It give us confidence.”
- Emma, Destination Workforce Student

For more information on Destination Workforce, please visit www.lcnv.org/destination-workforce
The Literacy Council of Northern Virginia (LCNV) teaches English to adults struggling to get by with little to no English-language skills. LCNV’s programs provide general English language instruction, targeted literacy skill development, and language for career-specific pathways through classroom, small group and tutorial instruction. Last year, LCNV served 1,458 beginning-level adult English language learners (ELLs) at 12 locations throughout Northern Virginia.

**Beginning-level English classes** teach the foundation skills adult ELLs need to learn to speak, understand, read, and write English. The curriculum focuses on American culture and life skills important to the workplace, community, and family, which includes an introduction to technology through blended learning. Classes meet two or three days or nights a week for two-hour sessions. Last year, 81% of tested learners increased their educational functioning level in this program.

The **Family Learning Program (FLP)** provides English language classes for parents or caregivers, while their children participate in educationally enriching activities and receive guidance with their homework. At least twice a month, the children join the adult classes for PACT (Parent and Child Together Time) activities. The classes also encourage learning as a family activity through workshops, book give-a-ways, and fieldtrips. Last year, FLP classes were offered at five locations including three closed enrollment classes for Fairfax County and Alexandria City Public Schools, with 86% of learners in the FLP program indicating an increased involvement in their children’s education.

These core programs expanded through new and renewed partnerships over the course of the year. LCNV established a new partnership with Bailey’s Community Center to provide Beginning-level English classes at their facility. LCNV classes also returned to sites where long-standing partnerships had been interrupted due to changing circumstances. These locations included Woodrow Wilson Library, Lincolnia Senior Center, and Mark Center.

In this second year of its academic change process, LCNV began merging the previously distinct Tutoring and Classroom programs with the implementation of **Supplemental Tutoring** as a support service at select Beginning-level English class sites. Supplemental tutoring is designed to reinforce class lessons and provide more intensive, student-centered instruction by honing in on student-specific needs. The addition of supplemental tutoring to the classroom program satisfies learner demand for additional instructional time while supplying a dynamic instructional team comprised of classroom teacher, classroom aides, and tutors aligned around common instructional goals.

One-to-One **Tutoring** continued in a more targeted capacity, enrolling new students whose learning needs cannot be met in a classroom environment. This year, the program served nearly 300 students.
LCNV launched **Skills-based Classes** designed for those who have completed or test out of the Beginning-Level English program. The program design features shorter class sessions with more intensive instruction. Skills-based classes piloted this year included pronunciation and writing. The writing class, which started out as a successful series of test workshops during the summer, will be launched as a six-week course in the Fall of next fiscal year.

LCNV will also add a free evening conversation class next year to complement the existing conversation class that meets in the morning. As LCNV continues to develop new skills-based classes, a broader menu of programs will become available to learners who want to focus exclusively on the specific skills they need to succeed.

LCNV faculty members are highly-skilled, experienced, and dedicated to bringing the best out of each of their students. Our rigorous LCNV Instructor Training prepares volunteers to join our collegial team as classroom teachers, class aides, or tutors – and to transition seamlessly between these roles. As a result of this training process and our new program design, instruction is available to learners before, during, and after scheduled classes.

**STUDENT ACHIEVEMENT: Over 81% of Last Year’s Students Achieved Two or More Goals**

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Number of Goals Met*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attained Wellness and Healthy Lifestyles</td>
<td>450</td>
</tr>
<tr>
<td>Entered Employment</td>
<td>73</td>
</tr>
<tr>
<td>Entered Other Education and/or Training</td>
<td>64</td>
</tr>
<tr>
<td>Improved Employability Skills</td>
<td>297</td>
</tr>
<tr>
<td>Improved Technology Skills</td>
<td>304</td>
</tr>
<tr>
<td>Increased Educational Functioning Level</td>
<td>135</td>
</tr>
<tr>
<td>Increased Involvement in Children’s Education and Literacy Activities</td>
<td>361</td>
</tr>
<tr>
<td>Increased Involvement in Community Activities</td>
<td>251</td>
</tr>
<tr>
<td>Reached Personal/ Intangible Goals such as writing a letter to a friend or business, obtaining a library card, or reading a book</td>
<td>992</td>
</tr>
<tr>
<td>Retained Employment</td>
<td>469</td>
</tr>
<tr>
<td>Strengthened Family</td>
<td>288</td>
</tr>
</tbody>
</table>

*Can indicate more than one goal met per student.

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**Students Facts**

- In FY2016, over half of our students were between the ages of 25-44
- Our students came from 88 different countries and spoke 58 different languages
- Over 60 percent of our learners lived below the federal poverty level ($24,250 for a family of four)
- They are parents to 786 dependent children
- 69% of enrolled classroom learners returned from previous semesters
- The top four native languages our students spoke were: Spanish, Arabic, Korean, and Vietnamese
- 71% of students were female, and 28% were male.

For more information on our Programs, please visit http://lcnv.org/about-us/programs
Financials

EXPENSES FY 2016 (July 1, 2015 - June 30, 2016):

- General and Administrative, $205,312 (11%)
- Fundraising, $164,739 (9%)
- Program Services, $1,460,824 (80%)

REVENUE FY 2016 (July 1, 2015 - June 30, 2016):

Statement of Financial Position (June 30, 2016):

<table>
<thead>
<tr>
<th>Current Assets</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Cash Equivalents</td>
<td>87,108</td>
<td>54,649</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>-</td>
<td>667</td>
</tr>
<tr>
<td>Grants Receivable</td>
<td>90,803</td>
<td>215,163</td>
</tr>
<tr>
<td>Inventory</td>
<td>21,920</td>
<td>17,760</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>6,172</td>
<td>4,807</td>
</tr>
<tr>
<td>Investments</td>
<td>822,568</td>
<td>777,285</td>
</tr>
<tr>
<td>Property &amp; Equipment</td>
<td>52,011</td>
<td>76,059</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td><strong>1,080,582</strong></td>
<td><strong>1,146,390</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Liabilities</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>14,706</td>
<td>3,433</td>
</tr>
<tr>
<td>Accrued Payroll</td>
<td>28,959</td>
<td>37,684</td>
</tr>
<tr>
<td>Accrued Vacation</td>
<td>20,693</td>
<td>14,922</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td><strong>64,358</strong></td>
<td><strong>56,039</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Net Assets</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>918,801</td>
<td>932,185</td>
</tr>
<tr>
<td>Temporarily Restricted</td>
<td>97,423</td>
<td>158,166</td>
</tr>
<tr>
<td><strong>Total Net Assets</strong></td>
<td><strong>1,016,224</strong></td>
<td><strong>1,090,351</strong></td>
</tr>
</tbody>
</table>

**Total Liabilities & Net Assets**: $1,080,582 (2016), $1,146,390 (2015)
The Literacy Council of Northern Virginia deeply appreciates the support it receives from countless individuals and organizations. Without this support, the organization would not be able to provide ongoing services to adults in Northern Virginia in great need of literacy skills.

Recognized below are the donations received during Fiscal Year 2016 (July 1, 2015 - June 30, 2016). Every effort has been made to list donors accurately. Due to space limitations, only organizational and individual donations of $100 or more have been listed. Please inform the Development Office of any corrections at (703) 237-0866. Again, thank you for your continued generous support.

**LEGACY CIRCLE**
These donors have given in excess of $50,000 to LCNV and continue to give generously to support LCNV’s mission.

| Anonymous Family Foundation |
| Anonymous Corporation |
| Philip L. Graham Fund |
| Beverly M. Newport Memorial Fund |
| Adele M. Thomas Charitable Foundation |

**GOLD LEVEL ($10,000 - $24,999)**

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† Deceased

65% Tax Credit for
Virginia Donors

LCNV is an approved organization under the Neighborhood Assistance Program. This means that individual or married couples who donate cash or marketable securities of $500 or more may receive tax credits in Virginia equal to 65% of the donation. Businesses that donate a minimum of $616 to LCNV in cash, stock, merchandise, or real estate may receive tax credits in Virginia equal to 65% of the donation.

To qualify for the tax credit in the next available fiscal year, donations must be made between July 1, 2016 and June 30, 2017. For updates and more information, visit www.lcnv.org or contact the Development Office at 703-237-0866 x 115.
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