

*Adult Education of the
Kennebunks and Arundel*



Proposed Budget

2010/2011

**This Program is not part of the General
Fund. It is not subject to EPS and is
voted on as a separate article at
referendum.**

Adult Education Staffing

- **Director .5** **Paula Abramson**
- **Academic Coordinator .16** **Janet Wendle**
- **Admin Assistant .5** **Margaret Wibel**
- **Admin Assistant .5** **Donna Urban**
- **Evening Secretary .087** **Lorraine Orlando**
- **GED Examiner (as needed)** **Maureen McEnaney**
- *********
- **GED Tutors** **3 instructors**
- **Literacy Tutors** **1 instructor**
- **Workforce/Enrichment** **59 instructors**

Adult Education of the Kennebunks and Arundel

- **What we provide for our communities:**
 - ❖ **A safe welcoming and supportive learning environment open to all community members**
 - ❖ **Opportunities for academic growth, career development and personal enrichment**
 - ❖ **Support for students working to reach their goals through counseling and high quality learning**
 - ❖ **Courses to develop new skills for job growth**
 - ❖ **Life-long learning opportunities and a self sustaining enrichment program**

Adult Education Services

- ❖ GED (General Educational Development)
- ❖ Workforce Training Courses
- ❖ Enrichment Classes
- ❖ Tutoring & Literacy Education
- ❖ English for Speakers of Other Languages
- ❖ Certificate Programs
- ❖ College Transitions
- ❖ Customized Training for Businesses
- ❖ Public Service Programs
- ❖ Scholarship Program

GED 2009 - 2010

- Number of contacts 26
- Students who have earned a GED diploma as of February 11th 5
- Students who have participated in GED preparation classes 10
- Age Range 17-51

GED Process

- ✓ Interview /Intake
- ✓ Take GED Pre -test
- ✓ Review results with counselor /plan next steps
- ✓ Take the GED or begin GED preparation classes in areas of need
- ✓ Retest to evaluate progress & readiness for GED
- ✓ Test for GED
- ✓ Attend Graduation Ceremony!!

Successes 2009 /2010

- New membership in Maine Adult Ed Web Portal
- New online credit card registration at www.kennebunk.maineadulted.org
- Presented at Maine Ad Ed Conference about Pro-Literacy Grant
- Collaborated with 3 York County Adult Ed Programs to write WorkReady Grant offered by Dept. of Labor
- Awarded WorkReady Grant & Graduated 14 York County students 3/4/10
- Received training for MAEMIS (Maine Ad Ed Management Information System) - currently entering program data
- Collaborated with Wells by promoting Clerical Certificate course in both of our brochures

Looking Forward

- **Provide more Job Re-training & Career Development Programs**
- **Expand Medical Certificate offerings**
- **Develop College Transitions support**
- **Develop more Community Partnerships**
- **Enhance Scholarship Program**
- **Continue to Expand and Manage Data Collection**

General Information

- **Office location: 87 Fletcher St., Kennebunk (second floor at KHS)**
- **Hours: Mon-Fri, 9-4, Mon-Thurs, 6-9pm**
- **How to contact us:**
 - **Call ~ 985-1116**
 - **E-mail ~ adulted@msad71.net~**
 - **credit card registration ~ www.kennebunk.maineadulted.org ~**
 - **view our brochure & get class updates ~ www.rsu21.net ~**
 - **Brochures printed twice yearly**
 - **Classes held at KHS, MSK, and KES as well as various community locations**

Non-labor

• General Supplies and Expense	
– Professional Development	300
– Postage	300
– Telephone	900
– Printing/ Advertising	4,140
– General Supplies	400
– GED	400
– Enrichment	4,200
– Literacy	200
– Technology	250
– Books	856
– Work Force Training	500
– Students with disabilities	200
– Dues and Fees	595
– Travel	<u>300</u>
– Total	13,541

Proposed Budget

	Approved Budget 2009-2010	Proposed Budget 2010-2011	Increase/ (Decrease)	% Increase/ (Decrease)
Salaries & Benefits	86,236	87,780	1,544	
Non-Labor	13,500	13,541	41	
Reimbursements				
State Subsidy	(22,615)	(25,400)	2,785	
Receipts	(24,000)	(22,800)	(1,200)	
Total	53,121	53,121	0	0.0%

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**Your Community Adult
Education Program**

*Thank you for your continued
Support!*