



LITERACY VOLUNTEERS OF THE TARRYTOWNS INC.  
www.lvtarrytown.org

The Warner Library, 121 N. Broadway, Tarrytown, NY 10591 914 631-7734

March 2008

## NEWSLETTER

Volume 34 Number 1

### **ANNUAL MEETING JUNE 14; MEMBERS TO ELECT BOARD, OFFICERS**

Saturday, June 14, has been set as the date of the Annual Meeting of Literacy Volunteers of the Tarrytowns. The agenda includes the election of a new Board of Directors and program officers. The meeting will convene at Warner Library at 11:00 a.m.

Reports on the year's achievements will be given, and certificates will be presented for years of service to the organization.

Prior to the meeting, an in-service workshop, Tracking Our Students, will be presented at 10:00 a.m. It will cover ways to track student progress in understanding and speaking English, and the reasons for doing so, as well as job advancement, further education, citizenship and similar milestones.

The current board and the newly elected directors will hold a brief organizational meeting at noon following the membership meeting.

Secretary Candie Frankel will send notices of the June 14 events to all active members late in May.

### **NOMINATING COMMITTEE WORKING ON SLATE FOR 2008-2010**

The Nominating Committee appointed by Acting President Elisa Carrillo at the March board meeting is working hard on preparing a slate of nominations, to be presented to LVT members for a vote at the annual meeting.

The committee consists of Alice Brothers (chair), Candie Frankel, and Nelson Correa. Elisa Carrillo serves ex-officio.

**ANNUAL MEETING  
SATURDAY, JUNE 14  
11:00 A.M.  
WARNER LIBRARY, ROOM B**

### **ADMINISTRATIVE ASSISTANT TO BE HIRED; FUNDS FROM ALE NOW ON HAND**

Now that part of the promised ALE add-on grant of \$7,381 has been received, the Board of Directors will engage an independent contractor to work as an administrative assistant and to enter our records into ASISTS, the database adopted by our board in cooperation with Literacy New York.

A new job listing on the Internet has resulted in 60 responses, Sharon Hart said. Many applicants are outstanding and several of these are fluent in Spanish as well as in English. The committee of Nelson Correa, Candie Frankel, and Sharon is expected to interview the top candidates and to hire one of them without delay.

A person chosen early in January when we originally expected to receive the funds was no longer available when the needed funds arrived. Acting President Elisa Carrillo contacted Literacy New York and was able to secure an advance of \$3,000, which made it possible for us to proceed. The remainder of the money will reach us in installments.

### **SPRING WORKSHOP IN ESOL TRAINING 5 ENTHUSIASTIC VOLUNTEERS**

Mary Jane Driscoll, workshop leader, and co-leader Sharon Hart are training five volunteers to become ESOL tutors in the spring workshop that began March 1. They both are very pleased with the enthusiasm and dedication shown by the enrollees.

Assistants so far have included Alice Brothers, who collected the registrations; Joan Meade, who presented the section on tool kits; and Jim Kittler, who matched all the new people with students. At April sessions Promila Saxena will talk about the tutoring center materials and how they are used, and Fred Steigman will describe the bi-monthly reporting of hours and student progress.

Several tutors have taken charge of the break: Shelley Markowitz, Rachael Murray, Debbie Olivieri, and Melanie Tripp. In addition to serving refreshments, they all chatted with the new volunteers and shared their own tutoring experiences with them.

**BEST PLUS NEEDED FOR ALL STUDENTS;  
NEXT ADMINISTRATOR TRAINING IS APRIL 30  
IN NEW YORK CITY**

Tutors whose students have not yet been given the Best Plus Test should call Janine O'Brien at 773-7758 to request an appointment. Compliance with this testing is necessary for our affiliate to continue as part of Literacy New York and to receive ALE funding.

More testers are needed since, with the loss of Carol Solomon, there are now only two testers available—Janine O'Brien and Sharon Hart. The Literacy Assistance Center, located at 32 Broadway in Manhattan, is offering Best Plus Test Administrator Training on Wednesday, April 30, from 9:30 a.m. to 4:00 p.m. You may register by calling 212-803-3323 or by contacting LAC at [rsvp@lacny.org](mailto:rsvp@lacny.org).

Any member who attends the training will be reimbursed by our organization for train fare and any other expenses incurred.

**JIM KITTLER TAKES MATCHER POST,  
SUCCEEDING ANNE CAHILL**

We are happy to announce that Jim Kittler, who joined us as a tutor three years ago, and who has also served as a tutor adviser, has accepted the post of Tutor-Student Matcher, succeeding Anne Cahill.

Jim has learned the job, working with Anne, and this month he matched all the new tutors in the spring workshop with students. He was welcomed by the Board of Directors at the March meeting.

Anne joined Literacy Volunteers in April 1995 and has served as matcher and board member for the past eleven years. We all appreciate her devoted service and her caring involvement with both students and tutors.

**TREASURER'S REPORT PRESENTED  
FOR JULY–DECEMBER 2007**

Treasurer Alice Brothers presented her report for the first half of the current fiscal year (July–December 2007) at the March 2008 meeting. (The January board meeting had been cancelled because of a storm.) The report showed income of \$919.36, which included the regular ALE grant, tutor training workshop fees, Bay Property Management grant for workshop hospitality, a small subscription refund, and interest.

Expenses were for tutor training materials, travel, ProLiteracy membership, workshop expenses and refreshments, and postage—a total of \$732.11.

Income and expenses will be much higher during the second half of our year, January–June 2008, mainly because of the add-on ALE grant and the expenditures we are committed to make with these funds.

**REGULAR ALE GRANT COVERS  
BASIC NEEDS**

We are fortunate to have the assistance of our regular grant from ALE during the current year. It amounts to \$1,300 for the year, which is awarded in quarterly installments of \$325 each.

The grant consists of State Department of Education funds, apportioned to affiliates through Literacy New York. Our grant covers many of the basic expenses of our program.

**NELSON CORREA RECEIVES ID AND  
PASSWORD FOR ASISTS**

Nelson Correa, who underwent ASISTS training at the Literacy Assistance Center in December, reported at the March board meeting that he had received an ID and password enabling him to enter ASISTS.

He is now working on setting up the system on the LVT computer. He will call on several board members for information. Tutor and student data, which has accumulated for several months, will be entered by the contracted administrative assistant.

**TELEPHONE SERVICE LINE INSTALLED**

LV of the Tarrytowns will soon have its own telephone. Early in March a technician installed a connection box and cable in the LV tutoring center. This is one of the items financed by the add-on ALE grant.

**SUGGESTION TO INCREASE WORKSHOP FEE**

Sharon Hart suggested at the March meeting that the board consider increasing the workshop fee, which is now \$12.50. The training books now cost \$17.00. The board will consider the suggestion at the May meeting.

**ELLAINE GOODMAN RETIRES FROM LVT,  
PRAISES HER REPLACEMENT**

Ellaine Goodman has expressed her intention to retire from the Board of Directors. She has decided to move to North Carolina where she will be near one of her sons and his family.

Ellaine joined us as a tutor in November 1991, and became a tutor adviser in 1993. Since 1994 she has served as a board member and Director of Teaching Materials,

ordering books and workbooks and overseeing their use in the tutoring center.

Acting President Elisa Carrillo extended thanks to Ellaine for her many years of devoted service, and the board members saluted her with a round of enthusiastic applause.

Ellaine remarked that she is so happy that Promila Saxena has taken her job. The two have worked together and now Promila is in complete charge as Director of Teaching Materials. Ellaine is glad to leave her job in such capable hands.

### **FALL WORKSHOP GRADS REPORT AT JANUARY FOLLOW-UP**

Five of the graduates of the fall ESOL workshop met with workshop leader Sharon Hart on January 5 to report on their tutoring experiences.

Penny Brome, Steve Dyott, Barbara Friedlich, Angelica Hinojosa, and Amy Plofker all reported lots of success. Their students are learning well, and tutors praised *Voyager* and *Easy English News* as excellent materials.

Barbara has spent some time in Japan, and she was delighted to have a Japanese student. Steve shared the good news that he became a father in December. Congratulations, Steve!

### **BRIDGES OUT OF POVERTY WORKSHOP AT HUDSON RIVER MUSEUM APRIL 17**

The Office of Community Connections of the Westchester Library System invites our members to attend a workshop, Bridges Out of Poverty, at the Hudson River Museum.

Part I, Strategies for Professionals and Communities, will meet on Thursday, April 17, from 9:00 a.m. to 4:00 p.m. Part II, Applying Bridges Concepts, will follow on Friday, April 18, for those who have already taken Part I.

Continental breakfast and lunch will be served. There is a \$10.00 charge each day to cover this.

Flyers, application blanks and directions to the museum are posted in the tutoring center.

### **NEW READERS PRESS TO OFFER REVISED CITIZENSHIP MATERIALS**

We have all heard about the changes that are in store for the test to become a United States citizen. New Readers Press, the publishing arm of ProLiteracy, tells us that these new requirements are scheduled to take place in the fall of 2008. NRP is now working on updating all its citizenship publications. Of course we will want to order them when they become available.

Students who are likely to have their interviews before early fall of this year should continue to study for the test using the NRP's current materials. We have several copies available in the tutoring center.

### **NEXT BOARD MEETING MAY 12**

The next meeting of the Board of Directors will be held at Warner Library at 9:00 a.m. on May 12.

## SPRING CALENDAR

Saturday, April 5	5th Session ESOL Tutor Training Workshop	9:00 a.m.–noon
Saturday, April 12	6th Session ESOL Tutor Training Workshop	9:00 a.m.–noon
Monday, May 12	Board of Directors Meeting	9:00 a.m.
Saturday, June 14	In-Service Workshop—Tracking Our Students	10:00 a.m.
	Annual Meeting	11:00 a.m.
	Board of Directors Meeting	12:00 noon

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