



VISION

**To radically
increase the
engagement and
wellbeing of
students who will
be able to succeed
in life and thrive
actively in their
community**

MISSION

**To offer quality
teaching, services
and learning
opportunities that
change lives and
foster civic
engagement**

2020-2021 ANNUAL REPORT

President's Message

This past year was a challenging yet productive one for the Crawford County School for Adult Education. In late August of 2020, the school moved to a new location at 272 Chestnut Street, to better meet the needs of our students and staff. This move also made it possible to accommodate the guidelines that were put in place by health agencies to help mitigate COVID 19. Our new space afforded us the ability to safely social distance our students and instructors in a classroom setting. We were fortunate enough to qualify for some CARES money through our County Commissioner's Office. We put that to good use, purchasing required PPE materials to ensure best health practices for all at CCSAE.



While we were ready to "open our doors" and become fully operational by summer's end, new shutdown orders made it impossible to do so. We at CCSAE remained committed to maintaining contact

with our students as well as continuing to accept new students as they applied online. Our board and staff did a wonderful job of creating a plan to provide virtual learning for everyone during this period.

Again, thanks to a grant from First Energy Foundation, we purchased laptops for student use as well as "hotspots" for those who did not have Wi-Fi connections in their homes. This grant also made it possible for us to purchase individual textbooks for the students in the subject matter that they were studying and postage to mail study materials to each student. We are proud to say that learning continued, and we did not lose any ground during this time period. We continue this technology program today.



Spring and COVID vaccines brought hope that we would be opening our doors soon at CCSAE. Again, plans were made to safely accommodate students and staff, instructional schedules were set, staff was in place, and in April of 2021 we were finally able to bring everyone back to school, meeting all CDC

guidelines. We continue to offer GED class instruction in Math, Social Studies, Science, and Language Arts. In addition, ESL continues to be offered and we are happy that enrollment continues to increase. Tom Youngblood resumed his ServSafe workshops. Our students have the

option of taking the class to be certified to help gain employment in the food service industry. We were very excited once again to be able to offer the Work Readiness and Communications course. We remain committed to meeting both the needs of our students and the needs of their future employers.



Our students are succeeding in their work toward achievement of their goals. In the last three or four

months one of our students passed her final test and received her GED. We have seen other students take and pass required tests and are on their way to getting their GED as well. Our enrollment in the GED program has continued to grow and we are getting more applicants on a regular basis. Local agencies are doing a wonderful job of partnering with us and we have open dialog with them. So many people in our community are committed to helping others achieve success. It truly is a great endeavor of which to be a part.

In ending, as we reflect back on this past year, we are thankful for all of the support we get from our collaborating partners, corporate and individual donors, and all who volunteer their time and talents to help us help others. We at CCSAE believe in community and we absolutely know that there is no challenge that we can't overcome if we work together as a team. Our Vision, Mission, and Core Values continue to be the beacon that guides us as we move forward. We look forward to continuing to provide educational opportunities to adult learners in our community.

CCSAE core values:

Whole-student learning - Relevant pathways to employability-Aesthetic-infused curriculum- Welcoming and supporting environment

CCSAE offerings

Instruction at Crawford County School for Adult Education evolves regularly to meet the various needs of Crawford County adults experiencing a gap in either their academic education or looking to improve their soft skills and their employment goals. In keeping with both our core value of whole-student approach to learning as well as PA standards for employment readiness education, CCSAE offers several courses of study:

Work Readiness and Communication

Career Exploration

Applied Knowledge and Real-Life Assignments such as cover letter and resume-writing, mock interviewing and problem solving

Communication Skills

Critical Thinking Skills

Interpersonal Skills

Foundational Skills/Self-Assessment

Teamwork Skills



General Education Diploma (GED)

Language Arts (Reading, Writing)

Math

Social Studies

Science

English as Second Language (ESL)

Speaking, Listening, Reading, and Writing

Individual and group conversation; Understanding and using grammar according to each student's Individual Educational Program

Beyond WoRC:

One on one coaching in the practical application of principles studied in the WoRC course.

Certifications:

CPR/AED, Basic First Aid, and ServSafe



HIGHLIGHTS:

2020-2021 was quite a year!

- ADDED TWO MORE WONDERFUL AND COMMITTED PEOPLE TO OUR BOARD
- PURCHASED CHROMEBOOK TABLETS FOR STUDENTS
- WENT VIRTUAL AND HYBRID WITH OUR STUDENTS TO EXPAND EDUCATIONAL OPPORTUNITIES
- PROVIDED HOT SPOTS TO STUDENTS FOR VIRTUAL LEARNING
- INCREASED OUR ENGLISH AS SECOND LANGUAGE ROSTER
- SAW SIGNIFICANT GROWTH IN GED ENROLLMENT
- PURCHASED A SMART TV FOR OUR CLASSROOM
- ADDED TWO MORE VOLUNTEER INSTRUCTORS TO THE GED PROGRAM
- WERE SUCCESSFUL IN EARNING THREE NEW GRANTS
- ACCOMMODATED TWO SERVSAFE WORKSHOPS AT OUR FACILITY
- HELPED STUDENTS TO PASS MATH AND LANGUAGE ARTS GED EXAMS!!!
- HELPED A STUDENT PASS ALL REQUIREMENTS FOR HER GED!!!!
- HELPED OUR FIRST ESL STUDENT TO PASS HER PA DRIVER'S TEST!!
- HELD A SUB SALE TO INCREASE OUR AVAILABLE FUNDS
- RECEIVED DONATION OF LEARNING TABLES FOR OUR EXPANDED CLASSROOM.
- OFFERED CERTIFICATE COURSES: SERVSAFE, CPR/AED, AND WORK READINESS
- UPGRADED OUR OFFICE PRINTER/COPIER
- SIGNED MOU'S AND WORKED CLOSELY WITH MORE CC AGENCIES
- CONTINUED TO BE AN ACTIVE PARTNER AS THE EDUCATIONAL PIECE TO THE CRAWFORD COUNTY DRUG & ALCOHOL EXECUTIVE COMMISSION
- MET WITH OUR LOCAL ORIGINAL COLLABORATING PARTNERS TO GATHER GREAT INPUT AS TO WHAT EMPLOYERS NEED IN POTENTIAL EMPLOYEES



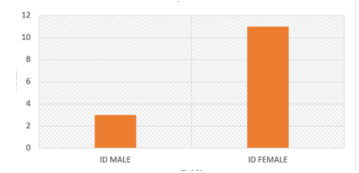
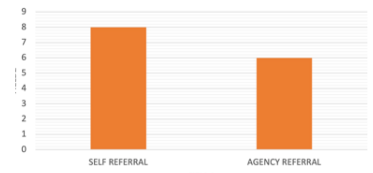
CCSAE JULY 2020-JULY 2021
DEMOGRAPHICS



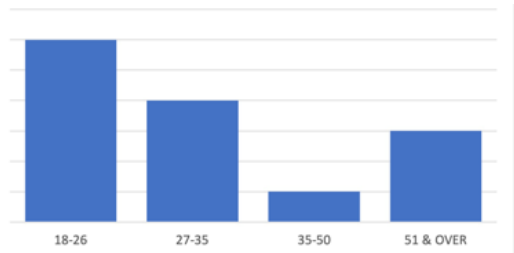
■ GED STUDENTS ■ OTHER STUDENTS



■ MEADVILLE ■ COCHRANTON ■ SAEGERTOWN



STUDENTS BY AGE



Thank you to all of our donors for gifts of their time and talents

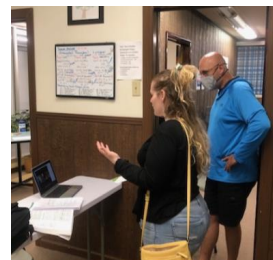
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Carla Chisholm
Rich Krankota
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Andrea Hirosky
Cindy Consola
Doris Foster
Gail Kelly
Jenn Gifford

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Tina Achenbach, Secretary
Ed Petrunak
Rich Krankota
Jessica Hamilton
Jason Nesbitt
Gail Kelly
Zach Fannin

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Thank you to all of our donors

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Wendy & Mike Mosbacher
Cathi & Ron Polak
Jason & Erica Nesbitt
Jay Verno



2020-2021 Grants

Crawford Heritage Community
Foundation (2)
First Energy Foundation Grant
Crawford County Human Services
Development Fund Grant
CARES Grant

Jenny Tompkins
Bennett Gould
Jean Jones & Brad Wilson
Jan Hyatt
Robin & James Coxson
Marie Schwartz
Nancy Sheridan
Peter Gifford
Maureen Beth Ryan
Susan Wissinger
Mary Lynne Peters

CRAWFORD COUNTY SCHOOL FOR ADULT EDUCATION
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Direct Public Support				
4010 · Corporate Contributions	5,000.00	5,000.00	0.00	100.0%
4030 · Individ, Business Contributions	2,799.02	2,500.00	299.02	112.0%
Total 4000 · Direct Public Support	7,799.02	7,500.00	299.02	104.0%
4101 · Fundraising Income	1,782.00	10,000.00	-8,218.00	17.8%
4200 · Indirect Public Support	11,084.60	0.00	11,084.60	100.0%
4400 · Investments				
4410 · Interest-Savings, Short-term CD	0.24			
Total 4400 · Investments	0.24			
Total Income	20,665.86	17,500.00	3,165.86	118.1%
Expense				
5200 · Advertising	206.92	800.00	-593.08	25.9%
5300 · Equip Rental and Maintenance	1,883.06	1,332.00	551.06	141.4%
5400 · Printing and Copying	175.00	500.00	-325.00	35.0%
5500 · Telephone, Telecommunications	1,347.02	1,500.00	-152.98	89.8%
5600 · Postage	104.39	1,250.00	-1,145.61	8.4%
5700 · Rent	3,500.00	4,200.00	-700.00	83.3%
5800 · Insurance				
5810 · Board Insurance	1,495.00	1,000.00	495.00	149.5%
5820 · Renters Insurance	43.53	900.00	-856.47	4.8%
Total 5800 · Insurance	1,538.53	1,900.00	-361.47	81.0%
5900 · Professional Memberships	0.00	250.00	-250.00	0.0%
6000 · Misc Instructional Supplies	5,688.41	1,500.00	4,188.41	379.2%
6100 · Professional Services	0.00	1,500.00	-1,500.00	0.0%
6200 · Business Registration Fees	0.00	150.00	-150.00	0.0%
6250 · Certification/Reg Fees - Prog	146.52	500.00	-353.48	29.3%
6400 · Bank fees	36.03			
6800 · Fundraising Expenses	0.00	2,000.00	-2,000.00	0.0%
6900 · Davies/VISTA scholars	94.13	100.00	-5.87	94.1%
Total Expense	14,720.01	17,482.00	-2,761.99	84.2%
Net Ordinary Income	5,945.85	18.00	5,927.85	33,032.5%
Net Income	5,945.85	18.00	5,927.85	33,032.5%