

# Gray-New Gloucester Adult Education

Explore • Grow • Achieve  
Winter/Spring 2024





# Gray-New Gloucester Adult Education

657-9612 • GNG High School, 10 Libby Hill Road, Gray, Maine 04039 • gray.maineadulted.org



## Happy New Year!

It's hard to believe that another year has passed and soon we will be celebrating the Class of 2024. Reflecting on the past year, we are grateful for all who were part of our program. Whether you took an enrichment class, earned your HiSET, or explored new career options, we feel pride in being part of your journey.

Gray-New Gloucester Adult Education has a lot to celebrate! In 2023, 14 students earned their HiSET, 16 students earned their Certified Nursing Assistant Certification, and 46 students became Certified Clinical Medical Assistants. Free Community College for 2020-2025 graduates has opened many doors. Several of our students participated in our college preparation programs and are now attending free college or a training program.

During the fall of 2023, a committee formed to develop a mission and vision for Gray-New Gloucester Adult Education, and from that, develop a strategic plan. We gathered information for this work through a community survey asking about our current programming and what the community would like to see moving forward. We thank those who completed the survey and welcome further feedback.

We hope your 2024 is off to a great start and hope that you'll reach out if there's anything we can do to help you reach your goals for the new year!

Be Well,  
Gray-New Gloucester Adult Education Staff

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### Connect with Us

Gray-New Gloucester High School  
10 Libby Hill Road, Gray, ME 04039  
Behind the GNG High School, left of  
the gym entrance.

#### Stephanie Haskins, Director

shaskins@sad15.org

#### Theresa Boynton, Program Coordinator

tboynton@sad15.org

Phone: 207-657-9612

Office Hours:

Monday - Wednesday: 9am-7pm

Thursday: 9am-2pm

Friday: By Appointment



# HIGH SCHOOL COMPLETION

## HiSET®

### HiSET Preparation Learning Labs

Our HiSET preparation learning labs are designed to help students preparing to take the HiSET in math, reading, writing, science or social studies.

Mondays: 4pm-7pm

Tuesdays: 1pm-4pm

Wednesdays: 4pm-7pm

Thursdays: 10:30am-1:30pm

### Math Learning Lab

Students enrolled in this course have the opportunity to learn basic, everyday math skills, prepare for the HiSET math exam and/or brush up on math for college, in a relaxed, comfortable environment. If you have always found math to be a struggle, join our math learning lab to gain more confidence. Our instructors assess students and develop individualized programs to meet your needs.

Tuesdays: 1pm-4pm

Wednesdays: 4pm-7pm

### Gray-New Gloucester Adult Education Staff



L-R top row: Kathryn McGill-Cavallero, Sheila Myhaver, Laurie Wells, Stephanie Haskins

L-R bottom row: Maureen Mitchell, Theresa Boynton

## How to get started on your HiSET!

Call 657-9612 to make an appointment with one of our friendly advisors!

1



2

Meet with your advisor to develop a plan that works for you!

Attend learning lab sessions to prepare for HiSET exams.

3



4

When you are ready, take HiSET exams and graduate!

### Reading & Writing Learning Lab

Students enrolled in this course will develop basic, everyday reading and writing skills in a relaxed, comfortable environment. This is a great course, designed to help brush up on communication skills, formatting for letters, reading texts for information and preparing for the HiSET. Students will learn about different types of text, author meaning, grammar, punctuation, and sentence structure. Join this class now to prepare for your future.

Mondays: 4pm-7pm

Thursdays: 10:30am-1:30pm

### HiSET Academy - Online HiSET Preparation

Gray-New Gloucester Adult Education offers students the opportunity to work at home with HiSET Academy. Students can work on reading, writing, science, social studies and math to prepare for the HiSET. This option is available to students working toward a high school credential and/or preparing for college. Students must complete the enrollment process, in person, and agree to weekly zoom meetings to be eligible for these courses. To find out more call 657-9612.

# CAREER PATHWAYS

## **Certified Clinical Medical Assistant (CCMA) - Earn While You Learn Options**

Certified Clinical Medical Assistant training prepares students to assist physicians by performing functions related to the clinical responsibilities of a medical office. The program includes hands-on labs and a clinical externship opportunity at a local healthcare provider. Upon successful completion of this program, students are eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. Prerequisites: CASAS math and reading assessment, immunizations, and background check. Class location and schedules vary. Visit our website to add your name to our interest list or call for more information about upcoming classes.

## **Behavioral Health Professional Certification Training**

Our community is looking for individuals who want to make a difference in a child's life. Children's Behavioral Health Services are vital to Maine's children with Intellectual Disabilities, Autism and Mental Health Disorders and their families. The online training will equip you to help children who are receiving Behavioral Health services. The 45 hour online training will prepare you for employment through local social services agencies. The program can be started at any time and finished at your own pace. Registration is ongoing until December 31, 2023. Individuals who will be 18 years of age or older upon completion of the course, may register. (You must be at least 18 with a high school diploma or equivalent to get certified.) See Blended Learning Curriculum at Woodfords Family Service for more information.

Location: Online • Fee: Free

## **Sales Agent Class**

This is an entirely online class that we truly believe is expansive, offering people a good amount of information about how buying and selling real estate works in the United States, along with information about working in the field of real estate. The prerequisite for taking this course is simply to have a high school education. Once completed this would allow the learner to become licensed as a real estate agent, if they wish.

Instructor: Center for Real Estate Studies

Enrollment: On-going

Location: Online

Fee: \$370

## **Attention Career Changers!**

Are you ready for a new career or have you been out of the workforce for a while? Our advisors can guide you in identifying your career interests and determining how to achieve your goals. Individual appointments will be made with one of our advisors. Call 657-9612 or email [gngadulter@sad15.org](mailto:gngadulter@sad15.org) to get started! Available in person or via zoom.

## **Work for Yourself@50+**

Are you over 50 and looking for ways to improve your current financial situation? Work for Yourself@50+ has the information you need to succeed. It will help you gain the knowledge, support, and resources you need to make informed decisions about working for yourself and take the right first steps toward successful self-employment. The decision to start your own business can be both exciting and daunting. Work for Yourself@50+ breaks the choices down for older adults in an approachable way through five steps; it is a careful consideration of the potential benefits and risks of working for yourself.

Instructors: Elaine Thomas

Wednesday, 2/7

Time: 1:00pm - 2:30pm

Fee: Free, but pre-registration is required

## **Getting The Job! Writing a Resume and Cover Letter Workshop**

Producing a good resume and a well written cover letter is a basic requirement for a successful job search. This class is helpful if you have not written a resume before or need help with formatting or updating your current resume and cover letter.

Instructors: Maureen Mitchell

Tuesday, 3/26

Time: 5:00pm - 8:00pm

Fee: Free, but pre-registration is required

## **Certified Nursing Assistant (CNA) - Earn While You Learn Options**

Do you want to enter the medical field, but aren't sure where to start? CNA's provide assistance with daily care activities to patients in residential facilities and hospitals. This course follows the Maine State Board of Nursing 130 hour CNA course curriculum. Students who successfully complete the course will sit for the Maine State Board of Nursing exam.

Prerequisites: Students must have a High School Credential and pass a CASAS reading assessment. Immunizations are also required by the facility. Locations and schedules vary. Visit our website to add your name to our interest list or call for more information about upcoming classes.

# MAINE COLLEGE & CAREER ACCESS



## Financial Aid Workshop

The Financial Aid Workshop hosted by the TRIO Maine Educational Opportunity Center (MEOC) will provide an overview of the financial aid process and the completion of the FAFSA (Free Application for Federal Student Aid). (Please note: to file the FAFSA, participants must have created an FSA ID no later than one week prior to the workshop. FSA IDs may be created online at <https://studentaid.gov/fsa-id/create-account/launch>.) Please bring a copy of your 2022 federal tax return (if applicable) to aid with the filing of your FAFSA if you hope to start college in the fall of 2024 or January 2025. Due to grant constraints, participants must be adults hoping to enter post-secondary education. The class is FREE but pre-registration is REQUIRED.

Instructor: Randi Paine

Tuesday, 3/12

Time: 6:00pm-7:30pm

Location: GNG Adult Ed

Fee: The class is FREE but pre-registration is REQUIRED

## College Prep Math - Blended Learning

Our blended learning, pre-college math class is designed for students who want to brush up on their math skills or seek to boost their Accuplacer scores for college entry. This course will review arithmetic, including factoring, fractions, percents, and word problems as well as some elementary algebra concepts in a supportive environment. Students have time for practicing skills, asking questions and will also learn some basic skills in time management and organization. Blended learning opportunities offer a combination of Zoom and online learning to help provide the most flexibility for students seeking to further their education.

Instructor: Jodi Scott

Tuesdays, 1/23 - 5/7

Time: 6:00pm-7:30pm (Mandatory Live Zoom class)

Location: SMCC / Online via Brightspace and Zoom

Fee: Free, but must pre-register

## College Success Class

This course will focus on the essential skills of a successful college student which will include study skills, time management, decision-making strategies, financial literacy, career pathways exploration, and building the writing skills necessary for academic readiness. This free course is offered through Cumberland County Adult Education. This class fulfills a required college graduation credit at both Central and Southern Maine

Community Colleges.

Instructor: Cathy Guiffre-Renaud

Mondays, 1/22 - 3/18

(Mandatory in-person classes on 9/11 and 10/30)

Time: 5:00pm-8:00pm

Location: SMCC / Online via Brightspace and in-person

Fee: Free, but must pre-register

## College Prep Reading & Writing Class

In this reading and writing course, students will strengthen their understanding of the interconnected relationship between reading and writing for academic purposes. Students will apply their comprehension of paragraph and essay structure to analyze and produce narrative, compare and contrast, cause and effect, and persuasive writing. Students will gain digital literacy skills through working with online learning technology. This class will bolster students' library-based research skills, citation and reference skills, and research writing techniques as students learn to use SMCC library databases.

Instructor: Vanessa Sylvester

Mondays & Wednesdays, 1/17 - 5/11

Time: 11:00am - 1:00pm

Location: SMCC / Online via Brightspace and Zoom

Fee: Free, but must pre-register



## Join the Healthcare Field

Certified Nursing Assistant and Certified Clinical Medical Assistant run multiple times each year.

Scan the QR code to join our interest list and we will notify you when our next class starts!

Have questions?  
207-657-9612



SCAN ME



# DIGITAL LITERACY

## NDEC Digital Literacy Classes

The National Digital Equity Center, a 501c3 non-profit, is a nationally recognized organization with a mission to close the digital divide across the United States. The National Digital Equity Center has been, and will continue to be, a thought leader on digital equity and digital inclusion. The National Digital Equity Center provides Digital Literacy classes that provide opportunities for professional growth, personal enrichment, the development of computer skills, and preparation for professional careers in a supportive environment. Customized training and consulting solutions are offered to businesses and industries, as well as community residents. Online classes are held in a live interactive form using a videoconference platform; in-person classes are at community locations in collaboration with partner organizations. We provide all instruction in a small group interactive learning setting.



### **Check our website for these classes being offered!**

*Beyond Gmail - Getting the most out of a Google account,  
1/16 & 1/17 @ 11:30am*

*Introduction to Google Drive and Docs*

*iPhone Basics*

*iPad Basics*

*Understanding Cloud Library*

*Cloud based Back-up Solutions*

*Getting News and Information Online*

*Identifying Frauds & Scams*

**Instructor: NDEC**

**Location: GNG Adult Ed**

**Fee: FREE for Maine Residents but pre-registration is required**

## Self-paced, Virtual, Enrichment Courses

Fee: \$35 per course

Complete course descriptions online at  
**[gray.maineadulted.org](http://gray.maineadulted.org)** or  
657-9612 for more information.

**Who is BoomerTECH Adventures?** BoomerTECH Adventures began in 2014 by three friends and colleagues, all Maine Educators who have worked with adults and technology for more than 100 years (collectively)! We provide expert guidance and personalized resources for adults to develop competence and confidence using Apple Devices. BoomerTECH Adventures courses are developed by Jill Spencer, Ed Brazee, and Chris Toy.

**About our courses:** All of our courses contain multiple videos which are self-paced. Students complete courses on their own time and at their own speed. Each course is a PDF booklet with information about the class, instructions for taking the class, and the content of the class (videos and articles accessible from direct links). The three instructors (Jill, Chris, and Ed) provide personalized support for the class via email, phone, and Zoom.

## BOOMERTECH ADVENTURES

Taking Awesome Pictures With Your iPhone/iPad Camera

Fantastic Photo Finishes

Introduction to Mac Basics

Introduction to iPhone Basics

Take Fabulous Photos of the Flora and Fauna in your World

Introduction to Zoom Basics

Hidden Gems Lurking on Your iPhone & iPad

Create & Deliver Online Zoom Courses

Cooking with BoomerTECH Adventures

Digital Tools for the Beginner Memoir Writer

Maximize Your iPad's Potential

More Hidden Gems in your iPhone/iPad

Unlock Safari's Secrets on Your Mac in Just Five Lessons

Unlock Safari's Secrets on Your iPhone in Just Five Lessons

Unlock Safari's Secrets on Your iPad in Just Five Lessons

**NEW!** 15 iPhone/iPad Vision Accessibility Features

# ENRICHMENT

## Arts and Crafts

### Introduction to Drawing

Drawing is the logical first step to Art. If you are planning to paint in oils, acrylics, watercolors or use any medium, start at the beginning. Become comfortable making your own mark. This course introduces the fundamental elements of this all important skill: Line, Shape, Value, Space. Supply list will be sent prior to first class.

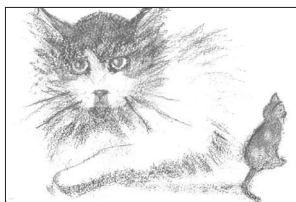
Instructor: Pauline Cook

Wednesday, 1/17 - 2/14

Time: 6:00pm-7:30pm

Location: GNG Adult Ed

Fee: \$69



### Diamond Art for Beginners

What is diamond painting? Diamond painting (also known as crystal art) is the process of applying tiny resin rhinestones (known as "diamonds") to a pre-printed design, usually an adhesive board to create sparkling, vibrant and uplifting pieces of mosaic-style art. Each class is taught for beginner level and offered 3 different days/times as listed below.

Instructor: Jackie Royles

Session 1: Wednesday, 2/7, 6:00pm-8:00pm

Session 2: Tuesday, 3/19, 6:00pm-8:00pm

Session 3: Wednesday, 4/3, 10:00am-12:00pm

Location: GNG Adult Ed

Fee: \$19 plus Materials Fee payable to the instructor: \$10 cash only - no checks

### Introduction to Watercolors

The objectives of this class are to develop, at an introductory level, abilities in watercolor painting. Students will acquire an understanding of the tools and terms in this medium. We will experiment with dry, damp and wet surfaces to explore some of the possibilities and outcomes. In addition to mastering basic washes, we will investigate glazing and layering as well as application techniques. Supply list will be sent prior to first class.

Instructor: Pauline Cook

Wednesday, 2/28 - 3/27

Time: 6:00pm-7:30pm

Location: GNG Adult Ed

Fee: \$85

### Watercolors, Part II

Building on our beginners course, we will explore a host of new and traditional techniques. At each class we will present and resolve problems in rendering skies, water, rocks and figures. Supply list will be sent prior to first class.

Instructor: Pauline Cook

Wednesday, 4/3 - 5/8 (no class 4/17)

Time: 6:00pm-7:30pm

Location: GNG Adult Ed

Fee: \$85



### Wood Sign Painting

Gabrielle has so many seasonal and holiday designs to choose from. You get to choose ahead of time your stencil design and your project's background paint/stain color. When you arrive at class you get to do all the fun stuff. There will be a lot of paint colors to choose from to make your project your own. The class is instructor lead, so you will have the experience of Gabrielle to guide you along the way. Learn how to avoid those nasty bleeds on your project and stencil with confidence. When you leave, you take home that evening a beautiful project.

Instructor: Gabrielle Lovi

Tuesday, 3/5

Time: 6:00 - 8:00pm

Location: GNG Adult Ed

Fee: \$45 plus Materials Fee payable to the instructor: \$15 Cash Only - no checks



### Felt Spring Flowers

Learn how to make beautiful felt flowers for a Spring bouquet. Please bring a glue gun to class.

Instructor: Gabrielle Lovi

Wednesday, 4/10

Time: 6:00 - 8:00pm

Location: GNG Adult Ed

Fee: \$29

plus Materials Fee payable to the instructor: \$20 Cash Only - no checks

## General Enrichment

### Getting Paid to Talk / An Introduction to Professional Voice Over

If you've ever wondered how to begin in voice over part time, full time, or for supplemental or retirement income, this workshop is a great, upbeat, and most importantly, realistic first step. Our easy-to-access remote learning system will take you behind the scenes at Voice Coaches main studios, where we regularly produce voice over content for clients including Netflix, Discovery, HGTV, Disney, Lifetime, Nickelodeon, and many more. From audio books, training material, animation, and commercials to socially relevant content, television, and much, much more: today's voice over field has become a great way to leverage your individual voice qualities and communication skill in a whole new way. This class also includes an opportunity to receive a brief one-on-one voice range and quality assessment with our instructor. We sincerely hope you'll join our community of enthusiastic learners! This class is fun, realistic, and a great first step for anyone interested in voice over. Attendance is limited to ensure a quality class experience, so sign up today!

For more info: <http://www.voicecoaches.com/gppt>

Instructor: Voice Coaches

Monday, 1/22 or

Wednesday, 4/24

Time: 6:30 - 8:00pm

Location: Online via Zoom

Fee: \$29

### National Service Through AmeriCorps: Informational Workshop

This informative workshop will provide attendees with all the information they need to enter National Service through the AmeriCorps program. AmeriCorps is the program whereby citizens can Make A Difference in their community by enrolling to lend their energy and ability to advance a well thought out project and program. AmeriCorps members receive a stipend, fully paid health insurance (full time) and an education award that can be applied to any post-secondary school tuition/ fees. Member terms are full or part time and there are many opportunities available, including the Augusta area. Hear more about how you can enlist to provide National Service through AmeriCorps in your own community by attending a lively in person seminar. There is no charge to attend a workshop and participants are under no obligation to join.

Instructor: Roy Gedat

Monday, 2/5 or 4/8

Time: 6:00 - 7:00pm

Location: GNG Adult Ed or online via Zoom

Fee: Free but pre-registration is required

### The Maine Death with Dignity Act

There is still a lot of misunderstanding and misinformation about Maine's compassionate end-of-life care option. Many providers and patients in Maine are still not familiar with Maine's Death with Dignity Act. In effect since September 2019, the law permits physicians to practice medical aid-in-dying under specific circumstances. Join this class to get fact-based information and all the details you need to know about Maine's law, how to have the conversation with your physician, and how to qualify for the law or support your loved one who may be qualifying.

Instructor: Valerie Lovelace

Location: Online via Zoom

Fee: Free but pre-registration is required

Tuesday, 3/26

Time: 6:30pm-8:00pm

### Intro to Improvisational Theater

Join seasoned actor and director, Tom Nash as you participate in theater games and exercises, and hone your improvisational acting skills. Explore various acting techniques aimed at creating unique vivid characters and enhancing your ability to improvise. This active, participatory course will help



you delve into the psyche of a character and discover the potential of communication via movement and gesture along with the spoken word. Enjoy scenario development and perform some short scenarios with your new "troupe". No previous acting experience is required. While this is not comedy improv, participants are guaranteed to experience much laughter and fun!

Instructor: Tom Nash

Tuesdays, 3/26 - 4/9

Time: 6:00pm-8:00pm

Location: GNG Adult Ed

Fee: \$45

### Beginning Genealogy

Ever think about your 'Roots'? Does the thought of researching your family tree overwhelm you? Don't let it, it's easier than you think. You'll receive guidance for locating family information at home, away from home, and online. We'll talk about organizing, interviewing, charts, forms, and computer software. This class should give you a good start to building your family tree. Nancy Milliken Mason is a genetic genealogist who has been doing traditional genealogy research for over 35 years. She was born in Portland, Maine and grew up in Cumberland.

Instructor: Nancy Milliken Mason

Location: GNG Adult Ed

Fee: \$15

Wednesday, 4/3

Time: 1:30pm





### Genetic Genealogy - How, When, Where and Why?

New to the idea of DNA testing for genealogy research? Learn about the three major test types, Y-DNA, mtDNA, and atDNA. Find out what each test offers and which might be the best tool to help with your research. Genetic DNA testing can give clues to the origins of your paternal and maternal lines. It can prove or disprove a genealogical problem. This testing can help find unknown family lines in cases of adoption or other separations from biological lines. It will find relatives with whom you share a common ancestor. DNA is a wonderful tool to be used with traditional genealogical research.

Instructor: Nancy Milliken Mason

Location: GNG Adult Ed

Fee: \$15

Wednesday, 5/1

Time: 1:30pm

### Have you thought about teaching for Adult Education?

Gray-New Gloucester Adult Education is always looking for instructors to join our team. Have a hobby, passion, special talent or skill that you would like to share?

Please contact  
Theresa Boynton, Program Coordinator,  
tboynton@sad15.org or 207-657-9612.



## Personal Finance and Investment

### YOUR DEBT ANXIETY ENDS HERE.

DEBT FREE 4 ME!



#### Debt Free 4 ME - Financial Coaching

Do you find yourself arguing about money? Do you often run out of money before the end of the month? Are you sick and tired of being sick and tired? Do you want a proven plan to become debt free? Master Financial Coach, John MacDonald, owner of Debt Free 4 ME®, will coach you through the best known and most successful financial wellness program for the last 30 years based on the money principles of Dave Ramsey. Facts prove that money problems impact nearly 80% of American households and it's the leading cause for divorce in the U.S. This significantly impacts our families, friends, co-workers, and employees. That's almost eight out of 10 households on YOUR street. Let's face it, that's almost everyone...and maybe it's you? Make the transition from living with financial stress to a life of Financial Peace.

Bring a notebook and pen.

Instructor: John MacDonald

Tuesdays, 1/16 - 3/12 (no class 2/20)

Time: 6:30pm - 8:00pm

Location: GNG Adult Ed

Fee: \$45

#### How Money Works

Are you living paycheck to paycheck? Struggling with debt? Looking for a better way? Come learn the power of having a customized strategy, how to overcome common financial obstacles, eliminate debt and avoid costly mistakes many investors unintentionally make!

Instructor: Sarah Blondin

Tuesday, 1/23

Time: 6:00 - 7:30pm

Location: GNG Adult Ed

Fee: Free but pre-registration required



## Invest for Success

You work hard for your money. Is your money working for you? Are you confident in your current investment strategy? Join us to learn about the power of compound interest, managing risk, and strategically investing to reach your goals.

Instructor: Sarah Blondin

Wednesday, 2/28

Time: 6:00 - 7:30pm

Location: GNG Adult Ed

Fee: Free but pre-registration required

## Investing at Retirement

Nearing or entering retirement? Join us to learn the power of having a customized strategy to make the most of your benefits and assets, identify considerable risks, and plan for a comfortable, financially secure retirement.

Instructor: Sarah Blondin

Wednesday, 3/13

Time: 6:00 - 7:30pm

Location: GNG Adult Ed

Fee: Free but pre-registration required

## Medicare Made Simple

Renata Lahner, of The Lahner Group, is a licensed insurance agent with over 18 years experience helping individuals find the right Medicare coverage based on one's medical and financial needs. During class, she will explain how medicare works, what it covers, what it doesn't cover, details in differences between supplemental and advantage plans, penalties, and much more. Please bring paper and pen to take notes.

Instructor: Renata Lahner

Tuesday, 1/30 or Monday, 3/18

Time: 6:00 - 8:00pm

Location: GNG Adult Ed

Fee: Free but pre-registration required



## FAME - Finance Authority of Maine

FAME's College Access and Financial Education team has put together a series of virtual workshops specifically for our Adult Education partners to share with their communities. Each workshop is attended by registrants via Zoom. The link will be provided in your email receipt upon registration. Complete workshop descriptions can be found online at <https://gray.maineadulted.org/>

### Successful Scholarship Searches and Applications:

2/12, 7:00pm

### Student Loan Repayment - Know Your Options!:

2/21, 6:00pm

### Adulting 101: Money Starts:

4/3, 6:30pm

### Adulting 102: Money Grows:

4/10, 6:30pm

### Getting a Jump-Start on Planning for Your Child's Higher Education:

4/23, 6:00pm

### Planning and Paying for College:

5/15, 7:00pm

### Putting the Literacy in Financial Literacy:

Book Club with FAME: 2/6, 2/20, 3/5, 3/19 at 6:00pm

## Gray-New Gloucester Adult Education ONLINE COURSES

These **high-quality courses** are **taught by industry experts** and designed to quickly deliver specific skills and knowledge that **help to advance personal or professional development.**

Our online classroom is informative, convenient, and highly interactive.

### Accounting Fundamentals Series

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

### Introduction to Microsoft Excel 2019/Office 365

Knowing how to create a spreadsheet is key to effectively managing and organizing information. This course will introduce you to Microsoft Excel 2019 and teach you how to use this powerful software.

### Medical Terminology:

#### A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

### Microsoft Excel 2019/Office 365 Series

Whether you're new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this long standing spreadsheet software.

### Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

### Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

24/7 Access • All classes start new every month • Certificate of completion • 6-week format • Average 24 work hours • Discussion boards • Mobile accessible

Enroll or view all our online courses at: **[www.ed2go.com/gngadulted](http://www.ed2go.com/gngadulted)**

## Driving and Safety

### Maine Driving Dynamics

Maine's Driving Dynamics course offers all drivers the opportunity to improve their defensive driving abilities. This five-hour course will include discussion of collision avoidance techniques, safety issues, driver habits and attitudes, and the basic elements that constantly challenge drivers on Maine highways. Students completing the course will receive a three-point credit on their driving record. A Certified Maine Driving Dynamics Instructor teaches this course.

Instructor: BHS Instructor  
Monday, 3/25 & Wednesday, 3/27  
Time: 4:30 - 7:00pm  
Location: GNG Adult Ed  
Fee: \$70



### First on the Scene

It takes EMS an average of 7 minutes to respond to an emergency. The general public are usually the first ones on scene and this class will teach you skills to help an injured person until first responders arrive. We will cover Hands-only CPR and AED, administering naloxone, using an EPI pen, bleeding control and moving patients. These skills will give you the knowledge and confidence to help someone in an emergency when you are the First on the Scene. This is a one night class.

Instructor: Pete Holmquist  
Thursday: 2/15 or 4/25  
Time: 7:00 - 8:30pm  
Location: Gray Fire Rescue,  
125 Shaker Road, Gray  
Fee: Free but pre-registration required



### American Heart Association CPR



This course covers adult, child and infant CPR. Use of an AED. Adult, child and infant choking. How and when to call emergency services. A certification from the American Heart Association will be presented at course completion. Workbooks are not included with this class but can be purchased in advance for \$10. This workbook covers CPR and First Aid. Please indicate on the registration form if you want to purchase. Please note – this CPR class has been revised due to COVID-19 precautions. There is shared equipment, and everyone is given the options of using gloves to use for practical scenarios involving shared equipment. There will be hand sanitizer available.

Instructor: Charissa Kerr  
Dates: 3/11, 4/24, 5/21  
Time: 6:00 - 9:00pm  
Location: GNG Adult Ed  
Fee: \$65

### American Heart Association First Aid

This course covers bleeding that you can see and bleeding you cannot see; treating for shock, and how and when to call emergency services. A certification from the American Heart Association will be presented at course completion. Workbooks are not included with this class but can be purchased in advance for \$10. This workbook covers First Aid and CPR. Please indicate on the registration form if you want to purchase.

Please note – this First Aid class has been revised due to COVID-19 precautions. There is shared equipment, and everyone is given the options of using gloves to use for practical scenarios involving shared equipment.

Instructor: Charissa Kerr  
Monday, 3/11  
Time: 4:00pm  
Location: GNG Adult Ed  
Fee: \$45



## Boating Safety and Education Course



Beginning January 1, 2024, a person born on or after January 1, 1999, may not operate a motorboat greater than twenty-five (25) horsepower for recreational boating purposes on inland waters of this State or territorial waters, unless that person is 12 years of age or older and has completed a boater safety and education course. These persons must possess and present a boater safety and education course certificate for inspection upon request to a law enforcement officer. Maine Department of Inland Fisheries and Wildlife (MDIFW) volunteers throughout the state teach the in-person boating education course. Upon successfully completing and passing the final exam you will be issued a boating education certificate that is recognized in all 50 states and the 6 territories.

Instructor: Steve Barr  
Saturday, 5/18  
Time: 9:00am - 3:00pm  
Location: GNG High School Library  
Fee: \$15



# Wellness

## Indoor Walking Group

Banish boredom and boost motivation. Because walking is possible for most people and doesn't require special skills or equipment, it has become the most popular form of activity in the US. Walking with others is a great way to socialize and get healthier, but also hold you accountable, is safer and motivating. Join us for an orientation night on Monday, January 22nd at 6:00pm in the GNG Adult Education office at GNG High School. Once you learn the route, you'll be set free to walk at your pace. We highly recommend you bring a buddy to keep you motivated to continue!

Mondays & Wednesdays, 1/22 - 4/8 (no class 2/19 & 2/21)

Time: 6:00-7:00pm

Location: GNGHS Hallways

Fee: \$15

## Strength and Balance for Senior Fitness

Reaching balanced wellness by working on strengthening and stretching the muscles, preventing falls, improving cardiovascular and bone density health. This class is progressive and increases your overall well-being throughout the 6 week session.

Please have a chair, weights, and water.

Instructor: Michelle Spencer

Session 1: Mondays, 1/22 - 3/4 (no class 2/19)

Session 2: Mondays, 3/11 - 4/22 (no class 4/15)

Session 3: Mondays, 4/29 - 6/10 (no class 5/27)

Time: 9:00 - 10:00 am

Location: Online via Zoom

Fee: \$39

## Holistic Health & Wellness

In this 6 week course, you will learn the importance of movement, stress reduction, self-care (including sleep strategies, rest, self-love, self-forgiveness) healthy nutrition, mindfulness and healthy relationships to improve your overall well being. This course will be done on Zoom in a lecture format with time at the end for Q & A. Journal prompts, hand-outs, text, phone call or email check-ins will be provided. There will be a FREE Zoom meeting to go over the course at the end of the 6 week session.

Michelle Spencer is a Holistic Healthcare Provider with years of experience in Health Counseling, Life Coaching, Nutrition and Yoga4Therapy

Instructor: Michelle Spencer

Session 1: Tuesdays, 1/16 - 2/27 (no class 2/20)

Session 2: Tuesdays, 3/5 - 4/9

Session 3: Tuesdays, 4/23 - 5/28

Time: 9:00 - 10:30am

Location: Online via Zoom

Fee: \$135



## Backyard Yoga is making its way inside!

Yoga is a practice that connects body, breath, and mind. Join me for meditation, gentle and functional movement, ball rolling and more. All yogis are welcome to soak up the space and grace of your yoga mat as we practice together. My focus is a mindful, nurturing, calming and rejuvenating practice, allowing you to leave feeling better than when you arrived. Please plan to bring 2 yoga blocks, a ball (tennis ball is perfect) and your mat to each practice.

Instructor: Pamela Cates

Session 1: Tuesdays, 1/16 - 2/13

Session 2: Tuesdays, 2/27 - 3/26

Time: 5:15pm - 6:00pm

Location: Russell School Gym

Fee: \$45

## Relaxation and Stress Reduction with Hatha Yoga

This 60-minute Yoga class will provide sequences that calms the nervous system along with stretching/warming the muscles and preparing the mind to rest. Breathing techniques, short meditation and positive affirmations will end the practice.

Instructor: Michelle Spencer

Session 1: Tuesdays, 1/16 - 2/27 (no class 2/20)

Session 2: Tuesdays, 3/5 - 4/9

Session 3: Tuesdays, 4/23-5/28

Time: 5:30pm-6:30pm

Location: Online via Zoom

Fee: \$65

## The Women's Health Series

You will learn how breathing is different for women and why it matters, how to manage pain and stress through breathing techniques, how female sex hormones influence your breathing and health, how to prevent and treat pelvic floor dysfunction, and how to cope with menopause symptoms. This class will empower you to take charge of your health and well-being by understanding and improving your breathing habits.

Instructor: Carole Freeman, B.S. RRT, Breathing Specialist

Mondays, 2/5 - 3/4

Time: 6:00 - 7:30pm

Location: Online via Zoom

Fee: \$89

## A Female Advantage

A comprehensive guide to women's fitness and wellness teaches you how to use knowledge about your female body to exercise smarter, breathe deeper, boost your metabolism, strengthen your core and pelvic floor, and improve your endurance and performance. You will learn how to optimize your breathing pattern to increase oxygen delivery to your muscles and brain, how to adjust your exercise intensity and duration to match your hormonal cycle, how to prevent common injuries and imbalances that affect women, and how to burn more fat and build more muscle with effective workouts.

Instructor: Carole Freeman, B.S. RRT, Breathing Specialist

Wednesdays, 2/7 - 3/6

Time: 6:00 - 7:30pm

Location: Online via Zoom

Fee: \$89

## Chair Yoga for Everyone

This morning class practiced in a chair offers mind and body benefits without having to get up and off the floor or even changing into Yoga clothes. Enjoy a "pick me up" at home or at your office by using structural techniques to improve your range of motion, relax tight or overused muscles and release tension from the mind.

Instructor: Michelle Spencer

Session 1: Thursdays, 1/18 - 2/29 (no class 2/22)

Session 2: Thursdays, 3/7 - 4/11

Session 3: Thursdays, 4/25 - 5/30

Time: 9:00 - 10:00 am

Location: Online via Zoom

Fee: \$65

## Planting Spontaneity within Order

Get a bird's eye view and a worm's eye view of your career, business, relationships, philanthropy, finances, self-care, etc. to experience more joy, less stress, in this packed, highly interactive guided journaling course. No writing experience necessary.

Please have a journal and a pen. This is a 4 week class.

Instructor: Anne Sirois

Wednesday, 2/7 - 2/28

Time: 6:30 - 8:30pm

Location: Online via Zoom

Fee: \$45

## Living the Dream

Get a bird's eye view and a worm's eye view of your career, business, relationships, philanthropy, finances, self-care, etc. to experience more joy, less stress, in this packed, highly interactive guided journaling course. Please have a journal and a pen. This is a one night class.

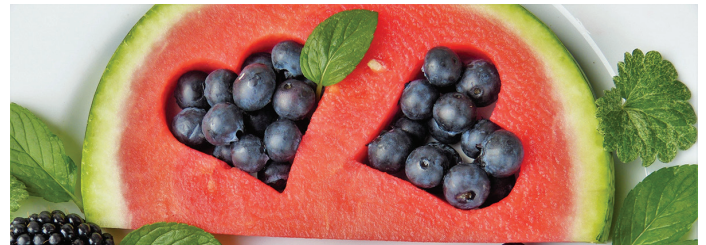
Instructor: Anne Sirois

Monday, 3/11

Time: 6:30 - 8:30pm

Location: Online via Zoom

Fee: \$35



## Are You Having Trouble Controlling the Way You Eat?

Do you struggle with food obsession, overeating, undereating or bulimia? There is a solution. Food Addicts in Recovery Anonymous is holding a Free Information Session online and by phone.

For more information and meeting ID and Passcode call the coordinator (Sharon) at 207-250-7373

or email [fa.newcastle.maine@gmail.com](mailto:fa.newcastle.maine@gmail.com)

Tuesday, 5/21, 6:30pm - 8:00pm

Location: Online via Zoom and by phone



## Maine College & Career Access

Maine College and Career Access (MCCA) is a program designed to help adults navigate college and career options with academic and advising services. MCCA programming is available to new graduates to help them navigate the employment, training or college process.

MCCA programming is now available at SMCC as well as your local Adult Education.

For more information call 657-9612 or email:

Kathryn McGill-Cavallero - [kmcgill-cavallero@sad15.org](mailto:kmcgill-cavallero@sad15.org) or

Maureen Mitchell - [mlmitchell@sad15.org](mailto:mlmitchell@sad15.org)



## Fitness

### Zumba

The most awesome workout ever!!!

Dance to great music, with great people, and burn a ton of calories without even realizing it. No dance experience required! Wear light, comfortable workout gear and Join the Party!

5-week sessions

Instructor: Erin Hamlin

Session 1: Wednesdays, 1/17 - 2/14

Session 2: Wednesdays, 2/28 - 3/27

Session 3: Wednesdays, 4/3 - 5/8 (no class 4/17)

Session 4: Wednesdays, 5/15 - 6/12

Time: 6:30pm-7:30pm

Location: GNG High School

Fee: \$45 per session



### Booty Camp H.I.I.T.

Come start your week off right! This is an all levels total body workout with an emphasis on building a strong lower body! We will use ropes, bands and weights and of course a sprinkle of cardio to keep our body in fierce fat burning mode! Come join the party! Please bring a

yoga mat.

Instructor: Tracy Libby

Mondays, 1/29 - 3/25 (no class 2/19)

Time: 5:15 - 6:15pm

Location: Russell School Gym

Fee: \$59



### Pumped Up Strength

Pumped Up Strength is a new approach to resistance training. Utilizing combination movement patterns in a targeted, rhythmic progression, its superpower is the dynamic integration of upper and lower body movements set to fun music. The result? A sweat-drenched, functionally efficient workout that will challenge your body in new ways, improve lean muscle mass, and rev your metabolism. In this class you will want a set of hand weights anywhere from 5lbs - 15lbs. This class is offered virtually through Zoom.

Instructor: Jenna Chase

Session 1: Tuesdays, 1/16 - 2/20

Session 2: Tuesdays, 2/27 - 4/2

Session 3: Tuesdays, 4/9 - 5/14

Time: 6:15am - 7:00am

Location: Online via Zoom

Fee: \$45

## Music and Dance



### Play the Ukulele, Your Journey Begins Here!

Learn to play the ukulele! It has never been more popular and you don't even have to know how to read music! On the uke you can knock out folk music, rock, blues, jazz, pop, country, tunes old and new -- even classical music. Duncan Perry, who has taught more than 700 students of all ages, will introduce you to essential chords and playing techniques using commonly known songs. Oh, and there are lots of laughs along the way. And, learning to play an instrument is good for your brain! You will need a playable ukulele and an electronic tuner or a tuner app. And when folks hear you play this happy instrument, well, they just have to smile! If you don't own a ukulele, please contact us for information. What are you waiting for? Grab a uke and get ready for a musical adventure, then spread the joy!

Instructor: Duncan Perry

Session 1: Wednesdays, 1/31 - 2/21

Session 2: Tuesdays, 2/27 - 3/19

Session 3: Wednesdays, 3/27 - 4/17

Session 4: Tuesdays, 4/23 - 5/14

Time: 6:00 - 7:30pm

Location: Online via Zoom

Fee: \$85



Register Early



## Adult Education Registration Form

Name \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

E-mail \_\_\_\_\_ Date of Birth \_\_\_\_\_

Course Name	Start Date	Fee
Check # _____ Credit Card # _____		
Expiration: MM/YY ____/____ CVV code (3 digit number from back)		Total

NOTE: Do not send combined lab and course fee: Lab fees are payable directly to instructor at your first class. Course fees must be paid with registration.

**Mail to: GNG Adult Education, 14 Shaker Road, Gray, ME 04039.**

If you are beginning a High School Diploma program or HiSET program, you must meet with the director prior to starting classes.  
Call 657-9612 for information.

### Policies

Please, no smoking, vaping or use of any illicit substances allowed on school premises.

#### Cancellations:

Adult Education will follow the MSAD15 school schedule. No programs will be held if MSAD 15 public schools are closed due to weather conditions.

#### Confirmation:

Assume your class is running unless you hear from us. Online registration will receive an email confirmation. If you have questions please contact us and we can verbally confirm.

#### Insufficient Enrollment:

Courses which fail to attract sufficient enrollment will be canceled and registrants informed prior to the first night of class.

#### Refunds:

Course Canceled: 100% refund minus a \$1.99 portal fee (if paid by debit/credit card)  
Withdrawal 3 business days prior to class start: 100% refund minus a \$1.99 portal fee (if paid by debit/credit card)  
Withdrawal prior to second class (except for 1 night classes) results in 50% of the fee being refunded minus a \$1.99 portal fee (if paid by debit/credit card.)

#### Age Policy:

Minimum age for participants is 16 years unless otherwise noted in the course description.

#### Payment Plans:

In cases of documented hardship, payment plans can be arranged with the Director. Please call for details.

#### Other:

Gray-New Gloucester Adult Education reserves the right to make changes in the starting and ending dates of courses when necessary and is not responsible for typographical errors.

#### Accommodations:

Please let the Adult Ed office know at the time of registration if you need any accommodations. MSAD 15 is in compliance with ADA requirements.

#### Employee Discount:

MSAD 15 employees receive a 10% discount on all enrichment classes. Please call the office for discount code. 657-9612

#### Photographs:

Occasionally our staff takes photos of students to promote future programs. If you do not want your picture taken, please let us know.

### Holidays and School Vacations

Monday, Jan 15 - Martin Luther King Day  
Mon-Fri, Feb 19 - 23 - Winter Break  
Mon-Fri, April 15 - 19 - Spring Break

Monday, May 27 - Memorial Day  
Wednesday, June 19 - Juneteenth



Gray-New Gloucester  
Adult Education

Offices at 10 Libby Hill Road  
SAD 15 • 14 Shaker Road • Gray, ME 04039

# PROGRAMS & SERVICES

Gray-New Gloucester Adult Education provides citizens of Gray, New Gloucester and beyond the opportunity to pursue personal, career and educational goals. Programs are learner centered and will help you reach your potential. Call 657-9612 to find out which program is right for you.

## HSET PREPARATION



## ADVISING & CAREER EXPLORATION



## COLLEGE & CAREER ACCESS



## MULTILANGUAGE LEARNING



## VOCATIONAL & CERTIFICATE PROGRAMS



## ENRICHMENT

