179

Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144

Paul Leather
Deputy Commissioner of Education
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

May 9, 2013

60% General Fund
40% Federal Fund

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education to grant funds to Southern New Hampshire Services, Inc. , Manchester, NH (vendor code 177198) not to exceed the amount of $294,844.72 upon Governor and Council approval for the period effective September 1, 2013 through June 30, 2014 and authorize unencumbered payment of said grant with internal accounting control within the Department of Education. The funds granted by this action will be used to provide English as a Second Language classes at the Latin American Center, 521 Maple Street, Manchester, NH, English for New Americans at the First Congregational Church, 508 Union Street, Manchester, NH, will provide Adult Basic Education and English as a Second Language classes in the Seacoast area. Also provide counseling services for ABE students, advanced ESOL students, and high school equivalency graduates transitioning to community colleges, 4-year colleges and universities. Pending legislative approval of the next biennium budget funding for this request is available as follows:

	Amount	Federal Funds (40%) Account No. 06-56-56-7004-072-0575	General Funds (60%) Account No. 06-56-56-7004-601-0931
Southern New Hampshire Services, Inc.			
English as a Second Language (Manchester, NH)	$129,645.88	$ 51,858.36	$ 77,787.52
Adult Basic Education/ESOL (Portsmouth, NH)	$157,258.19	$ 62,903.28	$ 94,354.91
Adult Ed/Postsecondary Transitions (Portsmouth, NH)	$ 7,940.65	$ 3,176.26	$ 4,764.39
	$294,844.72	$117,937.90	$176,906.82

EXPLANATION

The funds granted by this action will be used to provide English as a Second Language classes at the Latin American Center, 521 Maple Street, Manchester, NH and English for New Americans at the First Congregational Church, 508 Union Street, Manchester, NH. Approximately 145 adults will be served by this program.

The Adult Basic Education Program is a classroom based instructional program for adults with reading and math levels between the 1st and 8th grades. Educational services will be provided at the Community Campus, 100 Campus Drive, Portsmouth, NH. Students receiving services will be from the city of Portsmouth and the surrounding communities of New Castle, Greenland, Rye and Newington. Upon completion of this program students go into review courses for the high school equivalency test. Approximately 100 adults will be served by the program.

The Adult Ed/Postsecondary Transitions Program will provide counseling services for ABE students, advanced ESOL students, and high school equivalency graduates transitioning to community colleges, 4-year colleges and universities.

All federal and state adult education grants are awarded through a competitive application process that is open to school districts, private not for profit and governmental agencies. The criteria for evaluating the applications are contained in the Adult Education and Family Literacy Act (Workforce Investment Act-Title II).

Funding for these grants comes from the Adult Education and Family Literacy Act and state funding for adult basic education. All grants are approved by the staff of the Bureau of Adult Education, NH Department of Education after a competitive application process open to all interested agencies. Agencies eligible for grants from the Bureau of Adult Education include school districts and private not for profit organizations. Applications are evaluated and funds granted based upon criteria ranging from per pupil cost to the quality of instruction provided.

The actual amount of the grants may reflect changes incorporated into the projects after the OBM Form 1-Project Applications were filed with the Bureau of Adult Education.

The Bureau of Adult Education provides educational services to approximately 8,000 adults each year. The New Hampshire Department of Education Centralized Federal Funding System will be utilized to grant funds to Southern New Hampshire Services, Inc.

Respectfully submitted,

Virginia M. Barry, Ph.D.
Commissioner of Education

S:/dcta/bvr/vrco/common/g&c/SNHS 2013-2014

OBM FORM 1
9/2005

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: Southern New Hampshire Services, Inc.
PO Box 5040
Manchester, NH 03108

TO: Bureau of Adult Education
NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

TYPE OF CHANGE	
	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

SAU/RA: 733

Proposed Project Title: English for New Americans

Project Period: Sept. 1, 2013 to: June 30, 2014

*****The following information is required for all projects*****

PROJECT MANAGER:
NAME: Greg Schneider
ADDRESS: PO Box 5040, Manchester, NH 03108-5040
E-MAIL ADDRESS: gschneider@snhs.org
TITLE: Community/Multicultural Svcs Directo
TELEPHONE: (603) 668-8010 x6007
FAX: (603) 645-6734

FINANCIAL CONTACT:
NAME: Greg Schneider
E-MAIL ADDRESS: gschneider@snhs.org
TELEPHONE: (603) 668-8010 x6007
FAX: (603) 645-6734

The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ensuring that only authorized items required to implement the project are charged to the project, and for initiating request to amend the approved project. No services or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

1. **This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:**
   a. **Education Department General Administrative Regulations (EDGAR) in Title 34 Code of Federal Regulations (CFR), Parts 74, 75, 76, 77, 79, 80, 82, 85, 86; Civil Rights Regulations in 34 CFR, Parts 100 through 106, and specific program laws and regulations.**
   b. **Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.**
2. **Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".**
3. **Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.**
4. **Audits will be in compliance with the Single Audit Act Amendments of 1996 (P.L. 104-156) and U.S. Office of Management and Budget (OMB) Circulars.**
5. **Project approval, if given, will be on the condition that full funding of the Approved Budget and payment by the grantor are contingent upon the availability of a Federal Grant and Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Neither the State nor the Department of Education shall be liable for payments under this grant except from such funds.**

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

Southern New Hampshire Services, Inc.
PO Box 5040
Manchester, NH 03108

APPROVED INDIRECT COST RATE: 9.3 %

Michael O'Shea Fiscal Officer
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

4-29-13
DATE

OBM FORM 1

9/2005

BUDGET SUMMARY BY OBJECT AND FUNCTION CODES

(See NH Financial Accounting Handbook 1999 Edition pages A-38 through A-75)

OBJECT CODE	1000 INSTRUCTION	2000 SUPPORT	2____ ADMIN			5000 INDIRECT	TOTAL
100	81,487.48		11,000.00			COST BELOW	92,487.48
200	9,900.73		1,336.50			CANNOT	11,237.23
300						INCLUDE AUDIT	-
400	4,250.00					FEES WHEN A	4,250.00
500			1,140.00			PROJECT LINE	1,140.00
600	8,000.00		1,500.00			ITEM INCLUDES	9,500.00
700						AUDIT FEES	-
800							-
900						11,031.17	11,031.17
TOTALS	103,638.21	-	14,976.50	-	-	11,031.17	129,645.88

DETAIL OF PROPOSED BUDGET

FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION	FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION
1000	100	81,487.48	Instruct. Salaries				
	200	9,900.73	Instruct. Benefits				
	400	4,250.00	Rent/Utilities				
	600	8,000.00	Instruct. Materials				
2000	100	11,000.00	Admin Salary				
	200	1,336.50	Admin Benefits				
	500	1,140.00	Phone/Internet				
		1,500.00	Office Supplies				
5000	900	11,031.17					
SUB TOTAL/TOTAL		129,645.88	//////////////	SUB TOTAL/TOTAL		-	//////////////

OBM FORM 1
9/2005

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #
CHANGE #
PAGE 1 of 2

Federal/State Program Titl Adult Basic Education

FROM: Southern NH Services
40 Pine Street
Manchester, NH 03108

TO: Bureau of Adult Education
NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

TYPE OF CHANGE	
	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

SAU/RA: 733

Proposed Project Title: RCA-Portmouth Adult Basic Education Program

Project Period: 7/1/2013 to: 6/30/2014

*****The following information is required for all projects*****

PROJECT MANAGER:
NAME: Kristie Conrad
TITLE: Director
ADDRESS: 100 Campus Drive, Suite 22, Portsmouth, NH 03801
TELEPHONE: 603-422-8233
E-MAIL ADDRESS: adulteducation@rcaction.org
FAX: 603-422-8234

FINANCIAL CONTACT:
NAME: Michael O'Shea
TELEPHONE: 603-668-8010
E-MAIL ADDRESS: mike@snhs.org
FAX: 603-645-6734

The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ensuring that only authorized items required to implement the project are charged to the project, and for initiating request to amend the approved project. No services or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

1. **This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:**
   a. **Education Department General Administrative Regulations (EDGAR) in Title 34 Code of Federal Regulations (CFR), Parts 74, 75, 76, 77, 79, 80, 82, 85, 86; Civil Rights Regulations in 34 CFR, Parts 100 through 106, and specific program laws and regulations.**
   b. **Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.**
2. **Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".**
3. **Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.**
4. **Audits will be in compliance with the Single Audit Act Amendments of 1996 (P.L. 104-156) and U.S. Office of Management and Budget (OMB) Circulars.**
5. **Project approval, if given, will be on the condition that full funding of the Approved Budget and payment by the grantor are contingent upon the availability of a Federal Grant and Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Neither the State nor the Department of Education shall be liable for payments under this grant except from such funds.**

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

Southern New Hampshire Services, Inc.
PO Box 5040
Manchester, NH 03108

APPROVED INDIRECT COST RATI 9.3 %

Michael O'Shea, Deputy Director/Fiscal Officer
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

4-29-13
DATE

OBM FORM 1

9/2005

BUDGET SUMMARY BY OBJECT AND FUNCTION CODES

(See NH Financial Accounting Handbook 1999 Edition pages A-38 through A-75)

OBJECT CODE	1000 INSTRUCTION	2000 SUPPORT	2400 ADMIN			5000 INDIRECT	TOTAL
100	51,591.50	30,812.40	$8,500.00			COST BELOW	90,903.90
200	6,268.38	14,600.95	4,604.35			CANNOT	25,473.68
300		8,250.00				INCLUDE AUDIT	8,250.00
400	10,000.00					FEES WHEN A	10,000.00
500			500.00			PROJECT LINE	500.00
600	4,200.00		4,550.00			ITEM INCLUDES	8,750.00
700						AUDIT FEES	-
800							-
900						13,380.61	13,380.61
TOTALS	72,059.88	53,663.35	18,154.35	-	-	13,380.61	157,258.19

DETAIL OF PROPOSED BUDGET

FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION	FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION
1000	120	$51,591.50	Teacher Salaries				
	200	6,268.38	Payroll Related				
	400	10,000.00	Rental Space				
	600	4,200.00	Instructional Material				
2000	110	30,812.40	Counselor Salary				
	200	14,600.95	Payroll Rel/Benefits				
	300	4,250.00	Contracted Childcare				
	300	4,000.00	Contracted IT Consultant				
2400	110	8,500.00	Administrative Salary				
	200	4,604.35	Payroll Rel/Benefits				
	500	500.00	Travel				
	600	4,550.00	Supplies, Communication				
5000	900	13,380.61	Indirect 9.3%				
	SUB TOTAL/TOTAL	157,258.19	//////////////		SUB TOTAL/TOTAL	-	//////////////

OBM FORM 1
9/2005

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #
CHANGE #
PAGE 1 of 2

Federal/State Program ABE

FROM: Southern NH Services
4 Cutts Street
Portsmouth, NH 03801

TO: Bureau of Adult Education
NH Department of Education
Bureau of Adult Education
101 Pleasant Street
Concord, New Hampshire 03301

TYPE OF CHANGE	
	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

SAU/RA: 733

Proposed Project Title: Portsmouth ABE Transitions Program

Project Period: 7/1/2013 to: 6/30/2014

*****The following information is required for all projects*****

PROJECT MANAGER: NAME: Kristie Conrad
ADDRESS: 100 Campus Drive Suite 22, Portsmouth NH 03801
E-MAIL ADDRESS: adulteducation@rcaction.org
TITLE: Director
PHONE: : 603-422-8233
FAX: 603-422-8234

FINANCIAL CONTACT NAME: Michael O'Shea
E-MAIL ADDRESS: mike@snhs.org
TELEPHONE: 603-668-8010
FAX: 603-645-6734

The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ensuring that only authorized items required to implement the project are charged to the project, and for initiating request to amend the approved project. No services or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

1. **This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:**
   a. **Education Department General Administrative Regulations (EDGAR) in Title 34 Code of Federal Regulations (CFR), Parts 74, 75, 76, 77, 79, 80, 82, 85, 86; Civil Rights Regulations in 34 CFR, Parts 100 through 106, and specific program laws and regulations.**
   b. **Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.**
2. **Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".**
3. **Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.**
4. **Audits will be in compliance with the Single Audit Act Amendments of 1996 (P.L. 104-156) and U.S. Office of Management and Budget (OMB) Circulars.**
5. **Project approval, if given, will be on the condition that full funding of the Approved Budget and payment by the grantor are contingent upon the availability of a Federal Grant and Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Neither the State nor the Department of Education shall be liable for payments under this grant except from such funds.**

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

Southern New Hampshire Services, Inc.
PO Box 5040
Manchester, NH 03108

APPROVED INDIRECT COST RAT 9.3 %

Michael O'Shea Deputy Director/Fiscal Officer
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

4-29-13
DATE

OBM FORM 1

9/2005

BUDGET SUMMARY BY OBJECT AND FUNCTION CODES

(See NH Financial Accounting Handbook 1999 Edition pages A-38 through A-75)

OBJECT CODE	1000 INSTRUCTION	2000 SUPPORT	2400 ADMIN			5000 INDIRECT	TOTAL
100		$2,610.00	$1,250.00			COST BELOW	3,860.00
200		578.12	276.88			CANNOT	855.00
300						INCLUDE AUDIT	-
400	500.00					FEES WHEN A	500.00
500	$300.00	200.00				PROJECT LINE	500.00
600	$1,100.00		450.00			ITEM INCLUDES	1,550.00
700						AUDIT FEES	-
800							-
900						675.65	675.65
TOTALS	1,900.00	3,388.12	1,976.88	-	-	675.65	7,940.65

DETAIL OF PROPOSED BUDGET

FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION	FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION
1000	400	$500.00	Rental Space				
	500	300.00	Student Travel				
	600	1,100.00	Instructional Materials				
2000	110	2,610.00	Counselor Salary				
	200	578.12	Employee Benefits				
	580	200.00	Travel				
2400	110	1,250.00	Admin. Salary				
	200	276.88	Employee Benefits				
	600	450.00	Supplies/Communication				
5000	900	675.65	Indirect @ 9.3%				
SUB TOTAL/TOTAL		7,940.65	//////////////		SUB TOTAL/TOTAL	-	//////////////

SOUTHERN NEW HAMPSHIRE SERVICES, INC.

NEEDS ASSESSMENT

The need for English classes for adult speakers of other languages in Manchester and the surrounding area is well known. For many years Southern New Hampshire Services (SNHS) has endeavored to meet this need through ESOL classes held at the Latin American Center. Students in these classes over the years have been almost exclusively Spanish speaking. Immigration and refugee arrival patterns have changed over the last 10-15 years and the number of non-English speaking individuals from a variety of countries in Manchester has increased dramatically.

The Latin American Center has been expanded into a multi-cultural center, housing a Somali self-help program as well as an agricultural program for African refugees, along with the services still being offered to Latino families. This has led to a dramatic increase in attendance at ESOL classes at the site by individuals from a variety of countries. Many of these students are involved in the New Hampshire Employment Program, for which participation in ESOL is a requirement.

SNHS saw an opportunity to have a larger impact on assistance to this growing population by expanding our ESOL program to include classes addressing this larger population. The English for New Americans program (ENA) was lacking funding to continue, so SNHS stepped in and administered the program, providing one-time discretionary funding to sustain it through the summer of 2009 and this past school year. With no prospects for continued funding through any other sources operating as a separate entity, we have made the classes part of SNHS' ESOL program, along with the classes held at the multi-cultural center. It is now one program with 2 separate sites to accommodate the number of students involved, and is a much stronger program overall.

This dovetails perfectly in with the direction SNHS' program needs to take in light of the self-evaluation program. One of the most important improvements noted on the teacher's self evaluation forms was the need for classes of different levels. The single classroom, multi-level approach used at the Latin American Center in the past is not adequate to meet the needs of the students currently making use of the multi-cultural center classes. Dividing students into classes by ability level will enhance the learning process, reduce teacher and student frustration, and will also match the process already being used in the ENA classes. With the influx of students at the multi-cultural center, and the need to adequately address the different levels of English proficiency in classes, classes at the multi-cultural center as well as the First Congregational Church site will be structured based on ability level. This will enable us, with the 2 sites, to serve more students in a particular level because multiple classes can be held at the same time.

This approach also addresses the need for significant hours of instruction allowing students to make significant learning gains, an issue raised in the self-evaluation. The total class time in one week of classes at the multi-cultural center was 21 or 23 hours, which included all levels in the same classes. This new format and program expansion allows us to provide 17 hours of beginning literacy classes alone each week. Beginning literacy level students have historically made up the largest percentage of ESOL students. With classes focused on specific ability levels, teachers are not dividing time between addressing the learning needs of students with varying English proficiency, or

struggling to balance the different needs by "teaching to the middle" and frustrating more or less advanced students.

Another change based on the self-evaluation is use of technology. At ENA there are 8 computers in one of the classrooms. Students from SNHU and Saint Anselm College provide individualized instruction in using them, about 1 hour a week for 5 weeks. We would like to develop our use of computers for more general ESOL instruction but use of space is an issue we need to address to make that more of a reality.

Southern New Hampshire's ESOL program (the combined Latin American Center ESOL and English for New Americans ESOL at First Congregational Church) proposes to offer 8 daytime and 7 evening classes for the school year 2010-2011. The daytime classes will meet from 9:00-12:00 noon, two days a week, for a total of 6 hours/week. The 8th daytime class, a continuation of Beginning Literacy for newly arrived Bhutanese refugees, will meet from 12:30-2:30PM, 3 days a week, for a total of 6 hours. The evening classes will meet from 6:00-8:30PM, two days a week, for a total of 5 hours/week. Students in the morning and evening classes will have the option of attending Conversation Cafés led by Teachers' Aids and volunteers one day a week. The 12:30-2:30 class will continue with monthly Conversation Teas organized by volunteers from First Congregational Church.

Portsmouth Adult Basic Education Program

PROGRAM NARRATIVE/PROGRAM DESIGN

The RCA-Portsmouth Adult Basic Education Program, as administered by Rockingham Community Action, was established in 1996 to meet the educational needs of the least educated, the non-English speaking, and the economically disadvantaged older adolescents and adults in Portsmouth and the greater Seacoast community. In the fourteen years of operating this program, over 796 students have accessed adult basic education classes, (ABE, ESL and GED preparation) through the services provided by the RCA-Portsmouth Adult Basic Education Program.

Each year, the scope of adult basic education services has reflected the unique composition of the student population. Consistent dedication and commitment of the staff and administration combine to produce quality programming which is flexible and focused on providing a comprehensive, learner-based approach.

The Adult Education/College Transitions Program will provide counseling services for ABE students, advanced ESOL students, and GED graduates transitioning to community colleges and 4-year colleges and universities.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.

PO Box 5040, Manchester, NH 03108 - (603)668-8010

The Community Action Agency for Hillsborough and Rockingham Counties

BOARD OF DIRECTORS ~ MARCH 2013

Public Sector	Private Sector	Low-Income Sector	HS Policy Council
Representing Manchester **Lou D'Allesandro** **Peter Ramsey**	**Representing Manchester** **German J. Ortiz** *Term: 9/12-9/15* **Sarah Jacobs** *Term: 9/11-9/14*	**Representing Manchester** **James Brown** *Term: 9/12-9/15* **Nancy Guthrie, *Secretary*** *Term: 9/12-9/15*	**Esther Brailsford** *Term: 3/13-12/13*
Representing Nashua **Constance J. Erickson, *Treasurer*** **Arthur T. Craffey, Jr.**	**Representing Nashua** **Dolores Bellavance, *Vice-Chairman*** *Term: 9/12-9/15* **Wayne R. Johnson** *Term: 9/12-9/15*	**Representing Nashua** **Janet Allard** *Term: 9/11-9/14* **Shirley Pelletier** *Term: 6/12-9/14*	
Representing Towns **Thomas Mullins** **Linda T. Foster**	**Representing Towns** **Richard Delay, Sr., *Chairman*** *Term: 9/12-9/15* **Mary M. Moriarty** *Term: 9/12-9/15*	**Representing Towns** **Martha Verville** *Term: 9/10-9/13* **Leo G. Sauve, Sr.** *Term: 9/10-9/13*	
Representing Rockingham County **Donna Schlachman** **Jill McLaughlin**	**Representing Rockingham County** **Thomas Meissner** *Term: 9/11-9/14* **Dan McKenna** *Term: 12/11-9/14*	**Representing Rockingham County** **Jennifer O'Neil** *Term: 9/11-9/13* *** *Vacant Position***	

Directors serve without compensation.

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that SOUTHERN NEW HAMPSHIRE SERVICES INC. is a New Hampshire nonprofit corporation formed May 28, 1965. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.

In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 1st day of April A.D. 2013

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE
(Corporate Authority)

I Nancy Guthrie, Secretary of Southern New Hampshire Services, Inc.
(name) (corporation name)

(hereinafter the "Corporation"), a New Hampshire corporation, hereby certify that: (1) I
(state of incorporation)

am the duly elected and acting Secretary of the Corporation; (2) I maintain and have custody and am familiar with the minute books of the Corporation; (3) I am duly authorized to issue certificates with respect to the contents of such books; (4) that the Board of Directors of the Corporation have authorized, on 9/27/12, such authority to be in force and effect until 6/30/14.
Contract Termination Date

The person(s) holding the below listed position(s) to execute and deliver on behalf of the Corporation any contract or other instrument for the sale of products and services:

Gale F. Hennessy	Executive Director
Michael O'Shea	Fiscal Officer
Denise Vallancourt	Accounting Manager

(5) the meeting of the Board of Directors was held in accordance with New Hampshire
(state of incorporation)

law and the by-laws of the Corporation; and (6) said authorization has not been modified, amended or rescinded and continues in full force and effect as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the Corporation this 29th day of April, 2013

Nancy Guthrie
Nancy Guthrie, Secretary

STATE OF New Hampshire
COUNTY OF Hillsborough

On this the 29th day of April, 2013, before me, Diane P. Erikson the undersigned officer, personally appeared, Nancy Guthrie who acknowledged herself to be the Secretary of Southern New Hampshire Services, Inc., a corporation, and that she as such Secretary being authorized to do so, executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Diane P. Erikson
Notary Public

SEAL

My Commission expires:

DIANE P. ERIKSON
COMMISSION EXPIRES
NOTARY
PUBLIC
JUN 03, 2014
NEW HAMPSHIRE

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
The Community Action Agency for Hillsborough and Rockingham Counties

Mailing Address: P.O. Box 5040, Manchester, NH 03108
40 Pine Street, Manchester, NH 03103
(603) 668-8010 Fax: (603) 645-6734

RESOLUTIONS

(Approved by Board of Directors 9/22/11)

Resolved: The Board of Directors of Southern New Hampshire Services, Inc. authorizes Gale F. Hennessy, Executive Director/Chief Executive Officer, Michael O'Shea, Fiscal Officer/Chief Financial Officer, Deborah Gosselin, Program Operations Director/Chief Operating Officer or, in their absence, Denise Vallancourt, Accounting Manager to sign contracts, checks and other documents on behalf of the Agency with the following:

The State of New Hampshire including the Department of Health and Human Services: Division of Family Assistance for TANF, NHEP, Work Skills and Work Experience, CSBG, and Homeless Services; Division of Public Health Services for WIC/CSFP, and Substance Abuse Treatment Services; Division for Children, Youth & Families for Child Care Resource and Referral Services; Division of Community Based Care Services for RSVP, and Homeless Programs. The New Hampshire Office of Energy and Planning for Weatherization, Heating, Repair and Replacement Program (HRRP), Senior Energy Assistance Services (SEAS), Fuel Assistance, English for New Americans, and Head Start; the New Hampshire Department of Education for the Child & Adult Care Food Program, Summer Food Service Program, English as a Second Language, Portsmouth Adult Basic Education Program, and Adult Education/College Transitions at Portsmouth; the New Hampshire Department of Resources and Economic Development for the WIA Dislocated Worker, and WIA Adult & Disadvantaged Programs; the New Hampshire Department of Safety for Interpretation Services for Non-English Speakers and the Deaf and Hard of Hearing at Specified Meetings.

The U.S. Department of Health and Human Services, Administration for Children and Families for Head Start; Office of Community Services sponsored programs; the Corporation for National and Community Services for RSVP; United States Department of Housing and Urban Development for Housing and Homeless Program.

The United Way of Greater Nashua; Heritage United Way; Monadnock United Way; United Way of the Greater Seacoast; Community Action Program Belknap/Merrimack Counties, Inc. for the Emergency Food Assistance Program, (TEFAP), the HOME Investment Partnership Program, and the Senior Community Service Employment Program; New Hampshire utility companies for Neighbor Helping Neighbor, Electric Assistance Program (EAP), and NHSaves Home Energy Solution and Home Energy Assistance Programs; National Grid for the KeySpan Energy Delivery Program; City of Manchester; City of Nashua; New Hampshire Housing Finance Authority; Manchester Housing and Redevelopment Authority; Nashua Housing Authority for housing and community development programs; New Hampshire Community Action Association; and any and all other Federal, State, Local, Public and Private Agencies seeking to provide services through contractual relationships with Southern New Hampshire Services, Inc.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/7/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
FIAI/Cross Ins-Manchester
1100 Elm Street
Manchester NH 03101

CONTACT NAME: Karen Shaughnessy
PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331
E-MAIL ADDRESS: kshaughnessy@crossagency.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Ins Co	
INSURER B: MEMIC Indemnity Company	11030
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Southern NH Services
P.O. Box 5040
Manchester NH 03108

COVERAGES CERTIFICATE NUMBER: 12-13 All lines REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Employee Benefits X Professional Liab GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC			PHPK959421	12/31/2012	12/31/2013	EACH OCCURRENCE	$	1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$	100,000
							MED EXP (Any one person)	$	10,000
							PERSONAL & ADV INJURY	$	1,000,000
							GENERAL AGGREGATE	$	2,000,000
							PRODUCTS - COMP/OP AGG	$	2,000,000
								$	
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS			PHPK959421	12/31/2012	12/31/2013	COMBINED SINGLE LIMIT (Ea accident)	$	1,000,000
							BODILY INJURY (Per person)	$	
							BODILY INJURY (Per accident)	$	
							PROPERTY DAMAGE (Per accident)	$	
							Underinsured motorist	$	1,000,000
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			PHUB406269	12/31/2012	12/31/2013	EACH OCCURRENCE	$	5,000,000
							AGGREGATE	$	
								$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		3102801290 (3a.) ME & NH All officers included	12/31/2012	12/31/2013	X WC STATU-TORY LIMITS OTH-ER		
							E.L. EACH ACCIDENT	$	500,000
							E.L. DISEASE - EA EMPLOYEE	$	500,000
							E.L. DISEASE - POLICY LIMIT	$	500,000
A	Crime			PHPK959421	12/31/2012	12/31/2013	Fidelity		$250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Refer to policy for exclusionary endorsements and special provisions.

CERTIFICATE HOLDER

NH Department of Education
Bureau of Adult Education
21 South Fruit Street
Suite 20
Concord, NH 03301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Laura Perrin/JSC Laura Perrin

© 1988-2010 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

SCHOOL YEAR 2013-2014

Concord

Itemization of Anticipated Expenditures for Adult Basic Education

PERSONNEL SERVICES

NOTE: For each type of paid employee provide information shown in the following example:

2 at 4 hrs./wk. at $5.00 per hr. for 25 wks. = $1,000.00

Administrative Gregory Schneider

1 @ $4,500 plus 13 classes at $500 each

Total $ 11,000.00

Teachers Sue Corby - Judith Elliott - Jane E.M. Cooke - Kathy Higgins-Consoli - Claire Bergstrom - Constance Van Houten

Total of 64 hrs/wk of regular ESOL classes @ $26.94/hr for 34 wks =
(13 ESOL classes; 6@6 hrs/wk; 7@4 hrs/wk = 64 hrs/wk X 34 wks)

Total $58,621.44

Teacher Aides

2 Aides @ 10 hrs/wk each @ $14.36/ hr for 34 wks =

Total $9,764.80

Guidance and Counseling

Total $ 0

Other Personnel (please specify) i.e., Reading Consultant, Secretary, etc.

Computer Services Coordinator: 8 hrs/wk @ $20.24/hr for 30 wks = $4,857.60
9 hrs planning time/wk for ESOL classes @26.94/hour for 34 weeks = $8,243.64

Total $13,101.24

Total for All Personnel Services $92,487.48

Gregory Schneider

Experienced administrator, educator and business owner. Comfortable in both non-profit and for-profit sectors with a solid track record of managing complex projects through all phases from planning to implementation. Successful fundraiser, grant writer and coalition builder. Skilled manager with the capacity to engage diverse populations in community building, conflict resolution and strategic planning.

Experience

2002 – Present Southern New Hampshire Services, Inc.

Community and Multi-Cultural Services Director, EEO Officer

- Contact person for the Agency with state CSBG office
- Development and management of programs serving low-income populations, especially linguistic and cultural minorities
- Provide administrative oversight including staff, budgets and operations of community programs, including Homeless Outreach, B.R.I.N.G.I.T.!!!, English for New Americans, Eileen Phinney Multi-Cultural Center, Ethnic Self-Help Program, Cultivating Community Agricultural Program, and North Peterborough Family Program,
- Grant development and reporting, program development and monitoring, and staff supervision
- Represent the Agency on the NHCAA Technology Committee

1996 – 2006 Sound Body Connection, LLC, Manchester, NH

Owner

Co-owned a business focused on providing services for healing and allowing people a forum to discover and express their spirituality through musical performance. Built and maintained a massage therapy practice providing services in an office setting as well as seated massage in the workplace. Directly responsible for all of the public relations, financial and managerial components associated with the performances and on-going activities of the musical groups which were part of the business.

1990 – 1996 New Horizons for New Hampshire, Inc., Manchester, NH

Executive Director

- Responsible for overall day-to-day operation of non-profit organization with annual budget of $350,000 and 5 programs to aid those in need.
- Managed staff of 15 employees and made personnel decisions relative to hiring and dismissal of employees.
- Developed annual budget and managed public relations/solicitation process including acting as spokesperson for the organization and implementing fundraising activities.
- Represented New Horizons in coordinating programs and services with other private and public entities.
- Responsible for developing and overseeing programs to further the mission of the organization and better serve the target population.

1986 – 1990 Amoskeag Bank Shares, Inc., Manchester, NH

Senior Product Manager

- Oversaw product development, implementation and tracking for retail lending products in a holding company environment with 4 member banks.
- Coordinated on-going activities for lending products among operations, sales and marketing divisions.
- Participated in developing collateral materials for product advertising and marketing.

1984–1986 New Hampshire Catholic Charities, Inc., Manchester, NH

Administrator

- Developed state-wide program of surplus food solicitation, retrieval and distribution.
- Managed daily operations of warehousing and distribution program.
- Recruited, trained and supervised volunteers responsible for evaluation and handling of donated food
- Coordinated activities of national, regional and local programs involved in food distribution throughout the state

1981 – 1984 Diocese of Manchester, Manchester, NH

Community Liaison Staff

- Developed and implemented educational programs on Catholic Church's social mission for churches and groups throughout the state
- Researched issues, prepared and delivered testimony regarding Church's position on important social issues to state legislative leaders on behalf of the Bishop of Manchester.
- Conducted seminars on Church teaching and social issues to church and religious groups.

1980 – 1981 New Horizons for New Hampshire, Inc. Manchester, NH

Soup Kitchen Coordinator

Responsible for daily operation of state's first soup kitchen program, including recruiting and training volunteers, soliciting food and cash donations, and managing daily meal operation.. Function required interaction with homeless and low-income individuals, as well as volunteers, donors, members of the business community and city department personnel and elected officials.

Education

1979 M.A. Theology Christ the King Graduate School of Theology Buffalo, NY

1976 B.A. Philosophy St. John's Seminary College Boston, MA
Graduated Magna Cum Laude

Certifications

Certified Community Action Professional

Community Involvement

New Horizons for New Hampshire
Kiwanis International

SUE CORBY

EDUCATION

M.S., Educational Psychology/Counseling – 8/76 – University of Wisconsin-Milwaukee
B.A., Sociology – 6/66 – Syracuse University; Syracuse, NY

TEACHING CERTIFICATIONS

Social Studies, State of Wisconsin, 1974 (expired)
Reading Specialist, State of Wisconsin, 1974 (expired)

EXPERIENCE

1/04 – present: English for New Americans; Manchester, NH
Teacher: teach English to adult English Language Learners; special interest in beginning level, newly arrived refugees and immigrants, students without literacy in their native languages
Outreach Coordinator: liaison to community programs and agencies; design and coordinate community education speaker series and cultural adjustment activities
Program Coordinator: manage students, teachers, volunteers, curriculum, daily operations, etc.

9/05 – 6/06: Diversity Committee of District in Need of Improvement, Manchester School District
Member: worked with committee to make suggestions for improving culture and climate of schools, particularly for people from diverse backgrounds, in effort to meet standards of No Child Left Behind

9/85 – 6/06: Manchester School District
Volunteer: library assistant, tutor, enrichment coordinator, event planner, fundraiser while children were in local schools

9/85 – 9/93: Souhegan Valley Counseling Services – Amherst, NH
Psychotherapist: short and long term therapy for individuals, couples, families (specialty in work with adolescents and their families)

10/80 – 4/84: Milwaukee, WI
Clinical counselor: two full-time and three part-time positions in a variety of settings (hospital clinics, outpatient clinics, schools, community centers) with emphasis on families, adolescents, drug and alcohol rehabilitation

9/79 – 6/80: Brookfield High School – Brookfield, WI
Reading Specialist: worked with remedial and developmental readers in suburban high school

6/78 – 8/79: School of Education, University of Wisconsin – Milwaukee, WI
Reading Specialist – Clinic Coordinator: supervised classroom teachers becoming reading teachers

6/74 – 6/78: Independent Learning Center – Milwaukee, WI
Teacher: Social Studies and Reading in alternative high school with extensive family and community involvement; developed reading program for disabled readers
Teacher: Adult Basic Education (literacy) to adults in night program

7/72 – 6/74: Teacher Corps; University of Wisconsin – Milwaukee, WI
Intern: worked with team to develop alternative high school with emphasis on basic skills for disengaged Hispanic youth; worked with high risk youth/families in community-based programs

Judith Elliott

Education:

School for International Training — Brattleboro, VT
TESOL Certificate — 2010

Northeastern University — Boston, MA
MA in Economics - Focus on workforce issues — 1993

Kalamazoo College — Kalamazoo, MI
BA in Business and Economics — 1975

Experience:

English for New Americans/Southern NH Services — Manchester, NH
ESOL Teacher — **August 2009 - Present**
Teach ESOL (English for Speakers of Other Languages) to adult immigrant and refugee students. Develop supplementary teaching materials and supervise volunteer teachers' aides.

NH Coalition for Occupational Safety and Health — Hooksett, NH
Immigrant-Refugee Trainer — **August 2009 - Present**
Teach worker safety and worker rights to immigrants and refugees in ESOL classes throughout New Hampshire. Develop curriculum, graphic materials, and worksheets.

International Institute of New Hampshire — Manchester, NH
Trainer for Refugee Farmers (Consultant) — **2009 - Present**
Teach farm-related English to refugees in agricultural program. Plan lessons, create graphic materials, and design reading materials.

NH Coalition for Occupational Safety and Health — Concord, NH
Director — **June 1999 - August 2009**
Designed and led training program for immigrant and low-income workers. Carried out administrative, training, and fundraising responsibilities. Co-founded and coordinated NH Immigrant Rights Task Force.

NH AFL-CIO — Pembroke, NH
School-to-Work Outreach Coordinator — **August 1997 - June 1999**
Coordinated participation in New Hampshire School-to-Work Program. Wrote curriculum, organized teachers' conference, and conducted public outreach.

Elliott Economic Research — Canterbury, NH
Independent Researcher — **1995-1998**
Conducted research, writing, and public education on employment

issues affecting low and moderate-income workers.

Manchester Listening Project on Jobs — Manchester, NH
Project Coordinator — **May 1996 - May 1997**
Coordinated community-based research project exploring employment issues through worker interviews.

NH Citizen Action — Concord, NH
Campaign Finance Reform Organizer — **July 1995 - February 1996**
Carried out public education to advocate campaign finance reform.

New England College — Henniker, NH
Adjunct Instructor of Economics — **Sept 1990 - June 1994**
Specialized in globalization of economy and issues confronted by US workers and families.

Community Services Council of Merrimack County — Concord, NH
Finance Director — **August 1984 - March 1990**
Directed accounting systems for human services agency.

NH Energy Management — Newmarket, NH
Energy Auditor — **1982 – 1983**
Performed energy efficiency audits of residential and commercial buildings.

NH Public Utilities Commission — Concord, NH
Energy Analyst — **1980-1981**
Developed policy recommendations to improve energy efficiency of public utilities.

Clamshell Alliance — Portsmouth, NH
Bookkeeper — **1978 -1979**
Maintained financial records for grassroots anti-nuclear organization.

Volunteer: **ESOL Teacher**, New American Africans, Concord, NH – 2010 to present.

Master Gardener, UNH Cooperative Extension Education Center, Manchester – 2009 to present.

Languages: Proficient in conversational Spanish.

Awards: **NH Martin Luther King Award, 2006** - For work on behalf of immigrant rights

JANE E. M. COOKE

EMPLOYMENT

2009 – Present	English Instructor for adult speakers of other languages at "English for New Americans", Manchester, NH.
1990 – 2007	Professor of English and Academic Advisor for students needing academic assistance at New Hampshire Technical Institute, Concord, NH.
1987 – 1990	Professor of English and Academic Support Co-coordinator at Hesser College, Manchester, NH.
1981 – 1984	Employment while obtaining Master's degree:
	1981-1984: Sessional Lecturer in English Department at McGill University, Montreal, Quebec.
	1982: Reading specialist at Vanier College, St. Laurent, Quebec.
1978 – 1979	English Department Chairman/Teacher, 9th - 12th grades, Sea Pines Abroad (an American college preparatory school), Faistenau bei Salzburg 13, Austria.
1975 – 1978	High School English Teacher, 9th – 12th grades, Brockton High School, Brockton, MA.

EDUCATION

1984	Master's in Education, Reading; McGill University, Montreal, Quebec
1980	Certificate in Reading Instruction, McGill University

Kathy Higgins-Consoli

Teaching Experience 2005 to present	**Highland Goffes-Falls School, Manchester, NH** Paraprofessional. Individualized and differentiated instruction to SPED and high risk students in a group and one-to-one setting. Summer PALS program instructor.
2004-2005	ELL Tutor. Created and taught curriculum using grade level guidelines to 64 students whose home language was not English utilizing foreign language/culture skills. Administered state placement and assessment tests.
2002-2004	Substitute Teacher. Taught K-5 as both a per diem and long-term substitute teacher
Volunteer Work *2001-2003*	**Highland Goffes-Falls School, Manchester, NH** Performed various classroom duties under teacher supervision including reading/writing instruction and tutoring according to individual student needs, including SPED students.
	St. Francis of Assisi Parish, Litchfield, NH Lead Teacher in the 2nd grade CCD program, prepared students for key Sacrament year. Developed instructional material and lesson plans according to school curriculum.
	Taught Vacation Bible School. Integrated arts into weekly curriculum.
1981 -1983	**Concord High School/Project Second Start, Concord, NH** Taught ESOL and tutored high school students in Spanish. Substitute teacher.
	Old Saybrook High School, Old Saybrook, CT Long-term Spanish substitute, grades 9-12, 4 classes daily plus a private tutoring session.
	Camp Wa-Klo, Jaffrey, NH Tutored 8-11 year olds in ESOL, Spanish, and Math to increase their proficiencies toward a private school entrance exam.
Employment	**Family Home Childcare**
1999-2002	Provider Provided daily care and nurturing with an appropriate developmental approach according to child's age and abilities.
Concurrent 2000	Medical Consultant (Catholic Medical Center) Responsible for procedural and diagnostic coding for family practice office as well as all aspects of A/R. Converted office to Y2K readiness.

Office of Mark L. Timmerman, M.D., Merrimack, NH

1995-1999

Account Manager
Reconciled accounts using procedural and diagnostic coding for family practice medicine. Responsible for all aspects of A/R, including third party insurances. Compiled month-end reports and posted all payments. Performed clinical procedures using OSHA guidelines. Directed $15K computer system upgrade.

Office of Marc S. Rubenson, M.D., Manchester, NH

1990-1995

Office Manager
In charge of all facets of surgical practice. Cut A/R turnaround time in half ; initiated electronic billing operation; knowledgeable of commercial insurances as well as Medicare, Medicaid, and HMOs. Skilled in ICD9-CM as well as CPT coding; familiar with OSHA/CLIA.

ProfitKey International, Salem, NH

1988-1990

Administrative Consultant
Successful initial contract position in Marketing Department led to further responsibilities in Accounting, Customer Service, Research and Development, and Field Service Departments.

Greater Lawrence Family Health Center, Lawrence, MA

1983-1988

Director of Patient Services
Managed bilingual staff of 12, including 2 supervisors. Prepared budget. Administered 1st summer youth employment program. Taught inservice programs. Conducted bi-annual state and federal audits. Directed start-up of satellite clinic.

Supervisor of Reception and Medical Records
Supervised, hired, trained and disciplined personnel. Managed inventories; purchased and maintained equipment.

Receptionist
Directed bilingual communications; scheduled appointments; translated documents; billed insurance claims.

Education

American Board for Certification of Teacher Excellence, Washington, D.C. Certificate to teach and *Highly Qualified* status for Elementary Education for the state of New Hampshire

St. Michael's College, Winooski, VT
Bachelor of Arts Degree, Spanish – summa cum laude
Valedictorian.

CLAIRE BERGSTROM

EDUCATION

Master of Education, Teaching English as a Second Language
Notre Dame College, Manchester, NH
Bachelor of Science, Business Administration/Minor, Spanish
College of St. Elizabeth, Convent Station, NJ

TEACHING EXPERIENCE

Private ESL Tutor.
Provided intensive instruction for Romanian business executive during his stay in U.S (2010)

ESL Tutor, Hillside Middle School, Manchester, NH. (Volunteer)
Assisted veteran teachers with students in ESL language arts, reading and math classes. Worked with individuals and small groups on activities which supported language acquisition and content assimilation. (12/08 – 6/2009)

ESL teacher, Adult Learning Center. Nashua, NH
Taught two separate classes of beginning level, adult, ESL students with diverse language backgrounds, varied educational levels and abilities. Learned how to manage large multi-level groups and design or adapt activities to meet a broad range of needs. Initial emphasis was on communication and survival skills. School years culminated in self-published books and presentations of student writings about their lives, cultures and experiences. (9/97-5/99)

ESL teacher, Nashua School District. Title 1 Program
Taught adult second language learners who had children in the Title 1 Nursery program. Worked with parents to determine specific language goals and topics of interest. Designed lessons that targeted syntax, and developed listening, reading, writing and speaking skills within the context of practical themes, including parent teacher- communication, stress management and job search skills. (3/99 – 5/99)

Student teacher, Milford School District. Milford, NH
Worked with a variety of ESL students (preliterate first graders, special needs, middle school students and academically gifted high school students) in mostly one-on-one settings. Also worked within a self-contained, special education classroom with a non-English speaking

special needs student. Learned to assess individual needs of students and design lessons appropriate for different kinds of learners in different settings. (9/96-12/96)

Mentor, Central High School. Manchester, NH
Mentored teams of ESL/native English speakers in a federally funded writing project. Coached students through all phases of project using writing process and peer review; assessed and graded completed assignments. Upon completion of project, provided students with feedback concerning participation and writing development. (3/95-5/95)

BUSINESS EXPERIENCE

Program Administrator, Sanders Associates. Nashua, NH
Responsible for monitoring, analyzing, and reporting schedule and financial performance of $13 million dollar government program. (1988-1989)

International Account Coordinator, Gencorp Polymer Prod. Hackensack, NJ
Supervised day-to-day operations and sales service of fast paced, high volume export division. Worked directly with accounts from England, Germany, Israel, Saudi Arabia, Bahrain, Mexico, Japan, and Australia (1987-1988)

Import Traffic Manager, Maypro Industries, Inc. NY, NY
Managed a variety of trading activities for a busy, Japanese owned importer of pharmaceuticals. Worked intensively with manufacturers in the Far East and domestic accounts. (1983-1987)

VOLUNTEER EXPERIENCE

Grant Writer/Coordinator Artist in Residence Program, Brookline Elementary School
Researched, designed and wrote a grant proposal that was successful in earning 100% of requested funding. Oversaw all aspects of program to completion. (1998-1999)

Teacher, Saint Patrick Church
Taught and mentored high school students in two year confirmation program. (2003-2008)

Volunteer, Brookline School District,
Participated in numerous school events and classroom activities, including artist in residence programs, drama productions, afterschool programs and special classroom projects and parties. (2000-present)

References available upon request

Constance Van Houten

Teacher of ESOL/ESL

Objective: position as teacher of English as a second language to adult learners

Qualification Highlights:

Teacher of adult students of English as a second language for five years
Certified administrator for CASAS testing
Instructor of writing and reading at the college level
Teacher of English at Manchester Memorial High School for thirty-six years (retired)
Certified in English, general special education, and learning disabilities
Served as head of Memorial High School's English department
Experience with secondary students in remedial to honors levels and in special education programs
Developed and coordinated a high school honors program
Completed a graduate certificate program in education of the gifted and talented
Volunteer tutor in reading for an adult second language learner and volunteer for the Salvation Army

Employment Highlights:

Manchester Adult Learning Center, ESL Program, Manchester, NH — 2007 – present
teacher of English as a second language to adult learners

- Served as a lead teacher
- Taught literacy, intermediate, and advanced level classes
- Team-taught a class at the intermediate level of instruction
- Co-taught an advanced level class with the program supervisor/state ESOL mentor
- Substitute taught in all levels of instruction and, for one summer, at Temporary Assistance for Needy Families (TANF), a multilevel program
- Designed and taught multilevel classes in conversation and writing
- Utilized speakers, field trips, Connections program, and other community support
- Ran student registration
- Administered the (CASAS) testing program for all classes and for registration
- Participated in interviews of prospective teachers and provided support for new teachers
- Supervised a student teacher and worked with and oversaw classroom aides and volunteers
- Assisted with preparation of classrooms, coordination of volunteers, and text recommendations
- Participated in professional development and worked with and under the state ESOL mentor
- Teamed with two colleagues to craft the program's mission statement
- Served on state Community Liaisons and Advocacy committees and coordinated school efforts

Manchester Community College, Manchester, NH — 2007 - present
adjunct professor of English

Manchester School District, Memorial High School, Manchester, NH — 1971 - 2007
teacher of English

Education Highlights:

Notre Dame College, Manchester, NH — 1986
MEd., Learning and Language Disabilities

University of New Hampshire, Durham, NH — 1971
B. A., English/Education

SCHOOL YEAR 2013-2014

Concord

Itemization of Anticipated Expenditures for Adult Basic Education

PERSONNEL SERVICES

NOTE: For each type of paid employee provide information shown in the following example:

2 at 4 hrs./wk. at $5.00 per hr. for 25 wks. = $1,000.00

Administrative Kristie A. Conrad

Base Pay = $4,500.00

8 classes @ $500/class = $4,000.00

Total $ 8,500.00

Teachers Anne M. Darragh - Geoffrey Crompton - Elaine K. Pridham -

1 Day ABE @ $22/hr. x 9 hrs./wk. x 34 wks. = $6,732.00
1 Eve ABE @ $23/hr. x 5 hrs./wk. x 34 wks. = $3,910.00
1 ABE/ESOL Reading Instructor @ $27/hr. x 10 hrs./wk. x 34 wks. = $9,180.00
1 ABE Guided Instruction @ $27/hr. x 3 hrs./wk. x 34 wks. = $2,754.00
1 Day Level 1 ESOL @ $22/hr. x 6 hrs./wk./ x 34 wks. = $4,488.00
1 Day Level 2 ESOL @ $22/hr. x 6 hrs./wk. x 34 wks. = $$4,488.00
1 Eve Level 1 ESOL @ $22/hr. x 5 hrs./wk. x 34 wks. = $3,740.00
1 Eve Level 2 ESOL @ $21/hr. x 5 hrs./wk. x 34 wks. = $3, 740.00

Megan Donnelly - Susan B. Slabon - Eleanor Tetreault

Total $ 39,032.00

Teacher Aides

1 Day ABE/ESOL @ $16.50/hr. x 9 hrs./wk. x 34 wks. = $5,049.00

Total $ 5,049.00

Guidance and Counseling Kimberly J. Cartier

1 Counselor @ $28.53/hr. x 30 hrs./wk. x 36 wks. = $30,812.40

Total $ 30,812.40

Other Personnel (please specify) i.e., Reading Consultant, Secretary, etc.

Staff Development	1 staff @ $27.00/hr. x 12 hrs. = $ 324.00
	5 staff @ $22.50/hr. x 12 hrs. = $1,350.00
	1 staff @ $16.50/hr. x 12 hrs. = $ 198.00
Prep Time	(1 staff) $27/hr. x 63 hrs = $1701.00
(1666hrs.÷7= 238hrs.)	(5 staff) $22.50/hr. x 175 hrs. = $3,937.50

Total $ 7,510.50

Total for All Personnel Services $ 92,903.90

Kristie A.Conrad

Objective:

To work in a cooperative, collaborative, creative and challenging environment with a focus on economic and social justice and advocacy issues in the general areas of education, human services, health care and related fields.

Professional Experience:

Southern NH Services, Inc. (June 2011 – Present)
Program Director (July 1996 to present)
RCA-Portsmouth Adult Basic Education Program
100 Campus Drive, Suite 22, Portsmouth, NH 03801
603.422.8233
adulteducation@rcaction.org

Responsible for comprehensive oversight of an adult basic education program serving learners 16 years and older in the greater Portsmouth, NH area. Specific work responsibilities have included such areas as:

- program design and scheduling;
- recruitment, registration, referrals and retention of adult learners;
- community outreach, advocacy and collaborations; public relations;
- fundraising and grant writing; contact with local, state and federal offices and officials;
- recordkeeping, fiscal accountability and report preparation;
- hiring, training, ongoing development and evaluation of staff and volunteers;
- development and oversight of Post-Secondary Transitions grant;
- over-all program evaluation, among other activities.

Southern NH Services, Inc. (June 2011 – present)
Literacy Services Coordinator (November 1991 to Present)
Rockingham Community Action Literacy Services
4 Cutts Street, Portsmouth, NH 03801
603.772.4770
literacyservices@rcaction.org

Responsible for all aspects of oversight, operation, implementation, evaluation and expansion of multiple literacy services focusing on children and families, adolescents and adults in poverty. Specific work responsibilities have included such areas as:

- operating and expanding current programs; new program development; fundraising; grant writing;
- recruiting, hiring, training and evaluating staff and volunteers;
- adult learner recruitment; direct services registration & counseling support; referrals;
- materials development; recordkeeping; report preparation; program evaluation;
- public relations; public advocacy; varied community collaborations;
- interaction with local, state and federal offices and officials;
- general office management, among other activities.

Program involvement has included: The Gift of Reading; The Gift of Reading Storytime; The Family Literacy Project; AmeriCorps*VISTA; AmeriCorps; NH Reads; Tales to Go traveling literacy van projects; Reading is *Fun*damental; and, the RCA-Portsmouth Adult Basic Education Program.

Rockingham Community Action, Inc. (November 1991 - Present)
Program Coordinator (September 2007 to September 2010)
RCA-COMPASS Youth Program
100 Campus Drive, Suite 22
Portsmouth, NH 03801

Responsible for oversight of at-risk youth (ages 16-25) support program, supervising COMPASS Youth Advisor, grant writing, recruitment, case consultation, advocacy, community collaboration and outreach, recordkeeping and reporting to funding sources. Program funding ended 9/2010.

Education:

B.A., Sociology, cum laude, University of New Hampshire

Memberships/Affiliations:

Granite State Council of the International Reading Association, 1991 - 2011
International Reading Association, 1998 - 2011
Seabrook Even Start Advisory Board member, 2003 - 2011
Department of Education, NH State Literacy Plan contributor, 2006 & 2011

Computer Experience:

MSWord, MSPublisher; MSExcel; MSAccess; MSOffice; WWWeb

Anne M. Darragh

Professional Experience

2011-present

ABE/GED Instructor

Southern NH Services/ Rockingham Community Action, Portsmouth, NH

- Plan and implement curriculum to meet individual student goals
- Teach students essay writing skills for the GED test
- Work with ESOL students to become more proficient in written and spoken English
- Assist ESOL students with the conventions of written English

2008-2010

Adult ESOL Instructor

Rockingham Community Action, Portsmouth, NH

- Planned, organized and implemented curriculum for adult ESOL students
- Taught "survival English" to beginning students
- Worked with ESOL students to become more proficient in written and spoken English

2001-2005

7th and 8th Grade English Instructor

Ellis School, Fremont, NH

- Created and taught literature-based English curriculum
- Developed a media unit for 8th grade students which included comparing news stories, identifying violence in cartoons and a history of media from Guttenberg to the Internet
- Developed a poetry unit for 7th grade students which concluded with students creating their own poetry anthologies
- Established a weekly Sustained Silent Reading day for all classes
- Created a drama unit which included classroom performances of *The Miracle Worker, Our Town, Romeo and Juliet, Nothing But the Truth, The Adventures of Tom Sawyer* and *Hamlet*
- Introduced students to a variety of reading materials such as newspapers, novels, internet sites, book reviews, movie reviews, magazine articles, song lyrics and poetry
- Created and maintained a classroom library of new Young Adult literature
- Taught a unit on oral interpretations and speeches which culminated in students presenting their own speeches
- Used the following novels: The *Outsiders, Rumblefish, The Hobbit, Cut, To Kill a Mockingbird, The Watsons Go to Birmingham-1963* and *Love That Dog*
- Conducted Writer's and Reader's Workshops based on the work of Nancy Atwell and Linda Reif

2001

6th Grade English Instructor, Long-Term Substitute

Cooperative Middle School, Stratham, NH

- Assumed full-time teaching responsibilities
- Organized and utilized literature circles with a variety of literature sources
- Introduced students to oral interpretation and story telling
- Taught a unit on persuasive essays

Professional Experience, continued

2000

6th Grade Reading Instructor, Long-Term Substitute

Cooperative Middle School, Stratham, NH

- Assumed full-time teaching responsibilities
- Co-designed and taught research paper unit which included: library skills and an introduction to the CMS library, note taking and documenting sources on index cards, writing paragraphs with topic sentences and supporting sentences, peer editing and bibliography format
- Created a map of the CMS library for a library skills unit
- Introduced students to test-taking strategies

Education

2001-Present

University of New Hampshire, Durham, NH

Summer Literacy Institutes

- Courses included: *Teaching the Writing Process, Thinking It Through* and *Extending the Literacy Spectrum*

1995-1999

Lesley University

Bachelor of Arts

- Major in American Studies, Minor in Education

Accreditations

NH Certification: Experienced Educator Certificate 70177

GEOFFREY CROMPTON

QUALIFICATIONS

- Twenty years courtroom experience as an attorney in New Hampshire.
- Ten years of classroom experience teaching English. Reading and writing skills and the ability to share them are of the highest quality. Communication abilities are highly skilled. Strong problem-solving and analytic skills. Experienced in the use of computers.

EMPLOYMENT

- ***2010-2013 Scorer, Measured Progress, Dover, New Hampshire:*** Evaluating and grading written exams by public school students.

- ***2009-Present Adult Basic Literacy/GED Preparation Teacher, Southern NH Services, Inc. – RCA-Portsmouth Adult Basic Education Program, Portsmouth, New Hampshire:*** Teach writing, math, other literacy skills and preparation for the Graduate Equivalency Degree to adult students. Participated in professional development and continuing education activities. Created a learning atmosphere appropriate to a diverse student body with multiple levels of ability.

- ***2007-2008 English Teacher, Business, Management and Finance High School, Lawrence, Massachusetts School District:*** Taught a full schedule of English courses, including remedial classes. The Lawrence High Schools are urban schools within a city with one of the highest poverty levels in the country. Students were of varied academic, economic, and cultural backgrounds. Participated in the development of writing and literature curriculum, professional development and graduate level continuing education activities. Created a supportive learning atmosphere that featured individualized instruction, teamwork, cooperative learning and activities geared to diverse learning styles and abilities, including a high level of success with students with learning disabilities. During my tenure, students passing the MCAS language arts test on their first attempt increased from sixty-five to eighty-two percent.

- ***2007 Permanent substitute, Math, Science and Technology High School, Lawrence, Massachusetts School District:*** Temporary position while waiting for full-time position to take effect. Substituted for all subjects in an urban school system.

- ***2006-2007 Printed Matter, Newfields, New Hampshire:*** Silk-screen printer in a garment factory. Performed production and printing work.

❖ ***2004-2006 English Teacher, Franklin, New Hampshire High School:*** Taught a full schedule of English courses in all grade levels, including remedial classes, honors classes, advanced placement American studies, communications and technical writing. Students were of varied academic, economic, and cultural backgrounds in one of the poorest school districts in the state. Participated in the development of writing and literature curriculum, professional development and continuing education activities. Chaired a NESAC section committee, conducted all research and was the author of the report. During my tenure, student scores in state language arts tests improved from the lowest in the state to the statistical middle, ahead of many highly-regarded schools.

❖ ***2003-2005 English Teacher, GED, Adult Basic Literacy, Exeter, New Hampshire School District:*** Taught writing, other literacy skills and preparation for the Graduate Equivalency Degree to adult students. Participated in professional development and continuing education activities. Created a learning atmosphere appropriate to a diverse student body.

❖ ***2003-2004 English Teacher, Transition Program, Concord, New Hampshire High School:*** Taught writing, literature and other literacy skills to challenging students at risk of dropping out of school. Established a strong rapport with students and implemented individualized and creative approaches to learning.

❖ ***2002-2003 English Teacher, Exeter, New Hampshire High School:*** Taught a full schedule of English courses. Students were of varied academic, socioeconomic, cultural and age levels, requiring personalized instruction, appropriate to their skills and background. Participated in professional development and continuing education activities. Created a supportive learning atmosphere that featured teamwork, cooperative learning and activities geared to diverse learning styles and abilities.

❖ ***Full-Time Substitute and Summer School Teacher:*** Taught Summer School and substituted for absent teachers, primarily in the English and Social Studies departments of Exeter High School and various Massachusetts high schools.

❖ ***Deputy Director, Portsmouth Housing Authority:*** Assisted in the administration of all departments and worked extensively with young, low-income residents. Performed legal duties for the organization, assisted in public relations efforts, worked closely with individual tenants and tenant groups and was responsible for all technical writing.

❖ ***Attorney, Portsmouth, New Hampshire and Columbia, South Carolina:*** Developed a successful law practice concentrating in the public interest, criminal defense and small business fields. Early stages of career were spent providing criminal defense services as a public defender. Worked with young clients and served as a member of a death penalty defense team for two years.

EDUCATION

- ***Juris Doctorate, University of South Carolina School of Law:*** Attended on a merit scholarship, graduated with honors.
- ***Bachelor of Arts, University of New Hampshire:*** Majored in English, graduated Magna Cum Laude

ACTIVITIES

- Served as Secretary and Member of the Board of Directors of Rockingham County Community Action
- Past officer of the New Hampshire Association of Housing Authorities
- Organized annual bicycling and hiking fundraisers for public health, non-profit organization
- Forty years experience hiking and mountaineering in the mountains of New Hampshire and Colorado and the deserts and canyons of the Southwest.

Elaine K. Pridham

Executive Summary: Senior level human resource professional with proven leadership abilities and experience in a broad spectrum of generalist functions. Special interest and competence in the areas of labor and employee relations, training and education: curriculum development and delivery, organizational and employee development, change management and employee communications.

PROFESSIONAL EXPERIENCE:

04/2012 – Current: Southern NH Services, Inc.
RCA- Adult Basic Education Program, Portsmouth, NH

Teacher Aide

Assist Teacher with instructional needs of adult learners in an Adult Basic Education classroom, which includes 1:1 and 1:small group instruction in 5 content areas – reading, writing, mathematics, social studies and science. Assist English for Speakers of Other Languages (ESOL) classroom with 4 content areas – speaking, listening, reading and writing. Assist with goal setting, class management and skill development. Includes assisting with computer-based learning, research and skill improvement.

04/2007 – 10/2010: New England Life Care, South Portland, ME

Vice President of HR, Corporate Compliance & Performance Improvement

New England Life Care is a non-profit home infusion company with 175 full and part time employees providing specialty drug and nursing services to patients living throughout northern New England and eastern Massachusetts. As VP of Human Resources, I was responsible for all aspects of the human resources function company-wide. Additionally, held a leadership role in the corporate compliance, quality assurance, safety and performance improvement processes.

08/2005 – 04/2007: Glenwood Consulting and Coaching

Self-employed as independent Human Resource Consultant and Professional Coach

10/1988 – 05/2005: Harvard University, Cambridge, MA

1997 –2005: Office of Human Resources, Labor and Employee Relations, Associate Director

Responsible for providing consultation and subject matter expertise in a broad array of generalist, policy and program development and labor and employee relations- related issues to executives leading the human resource function for University schools and central organizational units representing a diverse range of academic, research and business functions within a world premier institution employing over 16,000 staff and faculty.

1988 - 1997: Harvard Medical School, Office of Human Resources, Assistant Director

Responsible for providing all aspects of human resources within a medical research and teaching organization employing 1,000 non-faculty staff located on a central urban campus and remote facilities.

Other Relevant Professional Experience: Social Services

Somerville - Cambridge Elder Services (SCES), Somerville, MA

SCES is part of a statewide system of private, non-profit human service agencies providing case management and in-home services to eligible elderly; held a variety of positions: direct service; supervisory; program manager.

NH Division of Welfare, Portsmouth District Office, Portsmouth, NH

Child and Family Services: Held positions of increased responsibility from technical to supervisory.

EDUCATION:

- B.A., University of New Hampshire, Durham, N.H., Sociology
- University of Connecticut School of Social Work, West Hartford, CT., Graduate Studies; Concentration: Administration/Policy and Planning

Professional Honors:

- Fellowship: Selected Vogt Leadership Fellow, 2004-2005, Boston Consortium of Higher Education

Certifications/Licenses:

- Society for Human Resource Management (SHRM): certified at senior level (SPHR)
- Certified Compensation Practitioner: American Compensation Association (now: World at Work)
- Certified Mediator
- Labor/Employment Law certification course
- Certified Professional Coach: University of New Hampshire

VOLUNTEER WORK:

- Town of South Berwick, Chair, Library Advisory Board; Library Aide
- CASA NH Program; Court Appointed Special Advocate/Guardian Ad Litem

MEGAN DONNELLY

Work Experience

February, 2012-- Southern New Hampshire Services, Inc.
RCA-Portsmouth Adult Basic Education Program, Portsmouth, NH
Teacher, English for Speakers of Other Languages (ESOL)
Plan and implement curriculum for Day Level 1 and Level 2 Adult ESOL classes. Work with students and program administrators to create a supportive, comfortable learning environment in which adult language learners can improve their English, gain self-confidence, learn more about the Portsmouth community, and reach their professional and personal goals.

December, 2011-- Sanborn Regional School District, Kingston, NH
Substitute Teacher, Grades K-5
Substitute for classroom teachers as needed at the D.J. Bakie Elementary School.

2003-2011 Sanborn Regional School District, Kingston, NH
Certified ESOL Teacher, Grades K-12
Provided one-on-one and small group English language instruction in listening comprehension, speaking, reading, and writing to students in grades K-12. Responsibilities included designing curriculum for individual student needs, working with classroom teachers to assure content was modified to meet language proficiency level of students, and conducting informal and formal assessments (ACCESS for ELLs) to measure student progress.

Education

May, 2003 The University of New Hampshire, Durham, NH
Master's degree, English Language and Linguistics, GPA 4.0

May, 1989 Yale University, New Haven, CT
B.A., Russian and East European Studies, GPA 3.3

Other Skills

Proficient speaker of Russian. Working knowledge of French.

Volunteer Positions

2009-2010 South Central NH ESOL Teachers Network, *Co-Facilitator* at monthly network meetings

2006-2009 Northern New England Teachers of English To Speakers of Other Languages (NNETESOL) Board, *Publishers' Liaison*

SUSAN B. SLABON

EDUCATION:

Master of Education - Antioch University, 1980
Bachelor of Science, General Special Education - University of Southern Connecticut, 1975
Specialty Training, Wilson Language Program, Level I Trained, 2000
NH Certified Teacher through 2013

EXPERIENCE: Over 20 years in Teaching; K-12, adult educator, special needs- all ages

Southern NH Services, Inc. (August 2011 – Present)
RCA-Portsmouth Adult Basic Education Program – Reading/Guided Instructor
Southern NH Services, Inc., 100 Campus Drive, Portsmouth, NH 03801 September 2009 - Present

Small group and one to one reading instructor of adult learners. My students are both native English speakers and ESOL. Responsibilities include individual testing and evaluation (pre and post), as well as planning and implementing instruction. This position requires coordinating individual instruction with classroom teacher instruction. Provide teacher training workshops as needed.

Exeter Adult Education Program - ABE Instructor
Exeter High School, Linden Street, Exeter, NH 03833 September 2002 – June 2009

An instructor in the NHEP TANF program responsible for teaching grammar and essay writing, social studies/economics with the goal of helping students on public assistance attain their GED or adult high school diploma. In addition, taught beginning reading using the Wilson Language Program. The student population consisted of adult English speakers and ESL students. Responsible for training Wilson techniques to Exeter Adult Ed. and NH Adult Ed. teaching staff. Other responsibilities included voter education for Exeter Adult Ed. students as a member of the Voter Education and Registration Action (VERA) Team for the State of New Hampshire. Partnered to write a Mini Grant for transitioning adult graduates into the work place.

Newfields Elementary School, Newfields, NH, Special Education Teacher September 1996 – June 2002

General Special Education Teacher responsible for IEP writing and implementation for students in grades kindergarten through fifth grade. Responsibilities included: parent conferences, Wilson training for struggling readers, Touch Math instruction, behavior planning, support in all subject areas for students and teachers needing plan modification assistance. Created a school-wide vehicle for positive behavioral outcomes titled "The KRAB Club"; the goal of the "Club" was to encourage students to actively lead with kindness and self-confidence.

East Kingston Elementary School, East Kingston, NH, Teaching Aide September 1993 – June 1996

Assisted classroom teachers, usually with special needs students. Planned and taught fifth grade English for one year.

Exeter Schools, Exeter, NH, Substitute Teacher September 1991 – June 1993

As an "on-call" substitute, taught in the elementary and junior high/middle schools for SAU#16. Often called for long-term substituting and for special needs aide work.

Eleanor Tetreau

Experience

Cultural Homestay International 1/2013 - present

- Program coordinator for the Work and Travel Program- New Hampshire
- Place international college students in seasonal jobs while they are on their summer break from university.

SNHS, Inc. - RCA-Portsmouth Adult Basic Education Program 9/2012 - present

- Evening ESOL Instructor
- Real-life, basic skills instruction utilizing current practices in 4 content areas (speaking, listening, reading, writing) in multi-level classroom.

Featherfoot Farm 5/2012 - 8/2012

- Farm Manager
- Planting and harvesting and selling organic produce as well as making gourmet farm products using fresh produce and dairy.
- Managed 7 acres of blueberries, milked cow daily
- Planning garden plots and overseeing general operations of a small family run farm

Darthia Farm 12/2011 - 5/2012

- Apprentice on an organic farm in coastal Maine.
- Duties included logging, using a chainsaw, using draft horses and caring for other livestock, mucking stalls, throwing hay, brushing and harnessing horses, starting seedlings, transplanting seedlings, harvesting and processing of farm produce as well as other general farm maintenance including basic carpentry skills.

Krudy Gyula and Deak Ferenc Secondary Schools 8/2009 - 6/2010

- Taught over 300 high school aged students beginner to advanced level English, five days a week in the city of Gyor, Hungary. Graded tests, coached students for English competitions, monitored and administered exams.
- Prepared and taught private students throughout the school year on top of my existing working week.

Tilbury House Publishers 5/2009 - 8/2009 and 6/2010 - 5/2011

- Started as a summer assistant. Sent packages, filed reviews, rolled phones, maintained databases.
- Returned as a full time publicist. Prepared press releases, sent review copies, tracked and filed reviews and media mentions, rolled phones, planned author events, took event book orders, maintained contact with nearly 100 authors and illustrators.
- Used Microsoft suite of programs including Word, PowerPoint, Excel, File Maker Pro, and Outlook. Maintained social media via Facebook, Twitter and Goodreads.

Education

Emerson College September 2004 - May 2008

BA in Media Arts with a GPA of 3.3 Sophomore year abroad in Spain

Bridge TEFL June 2008 - August 2008

Certified to teach English as a second language

MOFGA (Maine Organic Farmers and Gardeners Alliance) March 2012

Farm Food Safety Certified

Kimberly J. Cartier

Professional Profile:

- Initiated and maintained a successful volunteer support component for students and teachers at RCA-Portsmouth Adult Education.
- Created a "college-going" atmosphere within Portsmouth Adult Education and extended this work regionally and throughout the state.
- Offered such comprehensive and supportive case management services to Portsmouth Adult Education students that word-of-mouth referrals increased dramatically.
- Strengthened collaboration between adult education programs and the community college by facilitating the development of the NH Seacoast Adult College Transition Consortium.
- Taught a wide range of credit-bearing college courses (in humanities and social sciences) to undergraduate students as well as English for Speakers of Other Languages and Adult Basic Education/GED preparation classes.
- Demonstrated exceptional flexibility, deftly shifting among a wide range of activities including individual case management, educational planning, classroom instruction, peer teaching and learning, team projects, individual responsibilities, organizational leadership, and working in settings with varying degrees of structure.

Education and Key Professional Development

C.A.G.S. ~ Educational Change and Leadership; Adult Learning and Development Strand
Plymouth State University, Plymouth, NH (January 2004)

M.A. ~ Women's Studies; Feminist Theological Ethics and **Women's Spiritual Development**
Norwich University, Montpelier, VT (January 1998)

B.S. ~ Human Services
Springfield College, Springfield, MA (August 1993)

A.S. ~ Mental Health Technology Certificate ~ Alcohol and Drug Abuse Counseling
Northern Essex Community College, Haverhill, MA (January 1992)

Learning to Achieve: A Research-Based Training on Serving Adults with Disabilities – *National Institute for Literacy* Intensive "Train the Trainer" weeklong training. (July, 2009)

Wrap-Around Facilitator Training – *Granite State Federation of Families* (August - September 2007)

Right Question Project Training – *NH Bureau of Adult Education* (January, 2006)

Teaching and Educational Counseling

Adult Education Counselor: RCA-Portsmouth Adult Basic Education Program/Southern NH Services. *(October1998 - present).* Responsibilities include participating as a team member in program planning and development, recruiting new students, guiding students through registration, academic and social service needs assessments, development of an individual learning plan, locating and accessing support services, and transitioning to postsecondary education. This position also involves teaching students about U.S. citizenship, civic participation, English writing skills, goal setting and career development through workshops and one-to-one counseling. Also responsible for recruiting, orienting, supervising, and coordinating the services of volunteers and interns.

Adjunct Associate Professor: Great Bay Community College, Portsmouth, NH in Social Sciences and Humanities departments. Have taught Introduction to Psychology, Educational Psychology, Introduction to Sociology, Ethics, Introduction to Philosophy, and World Religions (3-credit courses) in classroom, independent study, and on-line/in-class hybrid formats *(January 2001- present).*

Substitute Adult Basic Education, GED Preparation, and ESOL Instructor: RCA-Portsmouth Adult Basic Education Program *(October 1998 - present).*

COMPASS Youth Advisor: **RCA-Literacy Services.** *(September 2006 – September 2010).* Assist youth (ages16-25) through case-management, interagency collaboration, 1:1 meetings, facilitation of wrap-around process, and advocacy in setting and meeting goals for education, career, and independent living.

Guest Speaker on the relationship of faith to adult psychological development for M.S.H.S. students enrolled in an adult development course at **Springfield College, School of Human Services**, Springfield, MA *(Fall session 1998).*

Sunday School Teacher for upper elementary grades at **Portsmouth Unitarian Universalist Church**, Portsmouth, NH *(9/98 – 1/2010).*

Peer Mentoring, Leadership, and Team Participation

NH Bureau of Adult Education College Transition Mentor *(October 2010 – 2013).* Collaborate with mentor team to plan and deliver professional development opportunities to adult educators throughout the state of New Hampshire. Consult with teachers, counselors, and adult education program directors regarding design and delivery of college transition services.

NH Seacoast/Great Bay Adult Education to College Transition Facilitator *(January 2009 – June 2010).* Facilitated the development of the Seacoast Adult College Transition Consortium. Fostered collaboration between Great Bay Community College and area adult education programs in order to develop an effective system of college advising, academic skills preparation, and educational and career counseling for adults in the Seacoast region of New Hampshire.

Great Bay Community College Center for Academic Planning and Support (CAPS) Advisory Board member. *(June, 2009 – 2013).*

NH Seacoast Youth Visions Team co-chair *(2005 - 2010).* Coordinated and managed the activities of the Seacoast Youth Visions Team, which is an interagency network whose mission involves enhancing the quality and effectiveness of social, educational, and vocational services to young people with multiple needs. The Seacoast Youth Visions Team has developed a tool called Youth Wrap – a Wraparound process to support youth with multiple needs throughout Rockingham County.

NH Bureau of Adult Education Reading Instruction Task Force member *(June 2004 - January 2005)* and **Youth Learner Task Force** member *(Fall 2004 – June 2006).* Worked with team to review relevant research, develop recommendations and materials, and provide professional development opportunities to adult educators throughout the state of New Hampshire.

NHCTC Stratham Safety Committee member *(2005).* Worked with team to develop policy, procedure, and documentation recommendations related to the prevention and management of potentially threatening behavior on campus. Assisted with the development of materials providing guidance in crisis-management for faculty.

Published Work

Adult College Transition Class Materials and Lesson Plans available on **NH Bureau of Adult Education Website**: http://www.nhadulted.org/educators/resources/transitions.html

A Field of One's Own: Adult Women Graduates of a Community College's Human Service Degree Program Redefine Themselves as Helping Professionals and Lifelong Learners. Published in the **New Hampshire Journal of Education** – *Summer, 2003.*

Practicing Self Advocacy: A Handbook for Adults - with a workshop facilitator's guide for lesson planning. Published by the **New Hampshire Bureau of Adult Education** – *Fall, 2003.*

SCHOOL YEAR 2013-2014

Itemization of Anticipated Expenditures for Adult Education/Postsecondary Transition Program Budget

PERSONNEL SERVICES

NOTE: For each type of paid employee provide information shown in the following example:

2 at 4 hrs./wk. at $20.00 per hr. for 25 wks. = $1,000.00

Administrative Kristie A. Conrad

$25/hour x 50 hours = $1,250.00

Total $ 1,250.00

Teachers

Total $ _____

Teacher Aides

Total $ _____

Guidance and Counseling Kimberly J. Cartier

$29/hour x 90 hours = $2,610.00

Total $ 2,610.00

Other Personnel (please specify) i.e., Reading Consultant, Secretary, etc.

Total $ _____

Total for All Personnel Services $ 3,860.00

Kristie A.Conrad

Objective:

To work in a cooperative, collaborative, creative and challenging environment with a focus on economic and social justice and advocacy issues in the general areas of education, human services, health care and related fields.

Professional Experience:

Southern NH Services, Inc. (June 2011 – Present)
Program Director (July 1996 to present)
RCA-Portsmouth Adult Basic Education Program
100 Campus Drive, Suite 22, Portsmouth, NH 03801
603.422.8233
adulteducation@rcaction.org

Responsible for comprehensive oversight of an adult basic education program serving learners 16 years and older in the greater Portsmouth, NH area. Specific work responsibilities have included such areas as:

- program design and scheduling;
- recruitment, registration, referrals and retention of adult learners;
- community outreach, advocacy and collaborations; public relations;
- fundraising and grant writing; contact with local, state and federal offices and officials;
- recordkeeping, fiscal accountability and report preparation;
- hiring, training, ongoing development and evaluation of staff and volunteers;
- development and oversight of Post-Secondary Transitions grant;
- over-all program evaluation, among other activities.

Southern NH Services, Inc. (June 2011 – present)
Literacy Services Coordinator (November 1991 to Present)
Rockingham Community Action Literacy Services
4 Cutts Street, Portsmouth, NH 03801
603.772.4770
literacyservices@rcaction.org

Responsible for all aspects of oversight, operation, implementation, evaluation and expansion of multiple literacy services focusing on children and families, adolescents and adults in poverty. Specific work responsibilities have included such areas as:

- operating and expanding current programs; new program development; fundraising; grant writing;
- recruiting, hiring, training and evaluating staff and volunteers;
- adult learner recruitment; direct services registration & counseling support; referrals;
- materials development; recordkeeping; report preparation; program evaluation;
- public relations; public advocacy; varied community collaborations;
- interaction with local, state and federal offices and officials;
- general office management, among other activities.

Program involvement has included: The Gift of Reading; The Gift of Reading Storytime; The Family Literacy Project; AmeriCorps*VISTA; AmeriCorps; NH Reads; Tales to Go traveling literacy van projects; Reading is *Fun*damental; and, the RCA-Portsmouth Adult Basic Education Program.

Rockingham Community Action, Inc. (November 1991 – Present)
Program Coordinator (September 2007 to September 2010)
RCA-COMPASS Youth Program
100 Campus Drive, Suite 22
Portsmouth, NH 03801

Responsible for oversight of at-risk youth (ages 16-25) support program, supervising COMPASS Youth Advisor, grant writing, recruitment, case consultation, advocacy, community collaboration and outreach, recordkeeping and reporting to funding sources. Program funding ended 9/2010.

Education:

B.A., Sociology, cum laude, University of New Hampshire

Memberships/Affiliations:

Granite State Council of the International Reading Association, 1991 - 2011
International Reading Association, 1998 - 2011
Seabrook Even Start Advisory Board member, 2003 - 2011
Department of Education, NH State Literacy Plan contributor, 2006 & 2011

Computer Experience:

MSWord, MSPublisher; MSExcel; MSAccess; MSOffice; WWWeb

Kimberly J. Cartier

Professional Profile:

- Initiated and maintained a successful volunteer support component for students and teachers at RCA-Portsmouth Adult Education.
- Created a "college-going" atmosphere within Portsmouth Adult Education and extended this work regionally and throughout the state.
- Offered such comprehensive and supportive case management services to Portsmouth Adult Education students that word-of-mouth referrals increased dramatically.
- Strengthened collaboration between adult education programs and the community college by facilitating the development of the NH Seacoast Adult College Transition Consortium.
- Taught a wide range of credit-bearing college courses (in humanities and social sciences) to undergraduate students as well as English for Speakers of Other Languages and Adult Basic Education/GED preparation classes.
- Demonstrated exceptional flexibility, deftly shifting among a wide range of activities including individual case management, educational planning, classroom instruction, peer teaching and learning, team projects, individual responsibilities, organizational leadership, and working in settings with varying degrees of structure.

Education and Key Professional Development

C.A.G.S. - **Educational Change and Leadership; Adult Learning and Development Strand**
Plymouth State University, Plymouth, NH (January 2004)

M.A. - **Women's Studies; Feminist Theological Ethics** and **Women's Spiritual Development**
Norwich University, Montpelier, VT (January 1998)

B.S. - **Human Services**
Springfield College, Springfield, MA (August 1993)

A.S. - **Mental Health Technology** **Certificate - Alcohol and Drug Abuse Counseling**
Northern Essex Community College, Haverhill, MA (January 1992)

Learning to Achieve: A Research-Based Training on Serving Adults with Disabilities – *National Institute for Literacy* Intensive "Train the Trainer" weeklong training. (July, 2009)

Wrap-Around Facilitator Training – *Granite State Federation of Families* (August - September 2007)

Right Question Project Training – *NH Bureau of Adult Education* (January, 2006)

Teaching and Educational Counseling

Adult Education Counselor: RCA-Portsmouth Adult Basic Education Program/Southern NH Services. *(October1998 - present).* Responsibilities include participating as a team member in program planning and development, recruiting new students, guiding students through registration, academic and social service needs assessments, development of an individual learning plan, locating and accessing support services, and transitioning to postsecondary education. This position also involves teaching students about U.S. citizenship, civic participation, English writing skills, goal setting and career development through workshops and one-to-one counseling. Also responsible for recruiting, orienting, supervising, and coordinating the services of volunteers and interns.

Adjunct Associate Professor: Great Bay Community College, Portsmouth, NH in Social Sciences and Humanities departments. Have taught Introduction to Psychology, Educational Psychology, Introduction to Sociology, Ethics, Introduction to Philosophy, and World Religions (3-credit courses) in classroom, independent study, and on-line/in-class hybrid formats *(January 2001- present).*

Substitute Adult Basic Education, GED Preparation, and ESOL Instructor: RCA-Portsmouth Adult Basic Education Program *(October 1998 - present).*

COMPASS Youth Advisor: RCA-Literacy Services. *(September 2006 – September 2010).* Assist youth (ages16-25) through case-management, interagency collaboration, 1:1 meetings, facilitation of wrap-around process, and advocacy in setting and meeting goals for education, career, and independent living.

Guest Speaker on the relationship of faith to adult psychological development for M.S.H.S. students enrolled in an adult development course at **Springfield College, School of Human Services**, Springfield, MA *(Fall session 1998).*

Sunday School Teacher for upper elementary grades at **Portsmouth Unitarian Universalist Church**, Portsmouth, NH *(9/98 – 1/2010).*

Peer Mentoring, Leadership, and Team Participation

NH Bureau of Adult Education College Transition Mentor *(October 2010 – 2013).* Collaborate with mentor team to plan and deliver professional development opportunities to adult educators throughout the state of New Hampshire. Consult with teachers, counselors, and adult education program directors regarding design and delivery of college transition services.

NH Seacoast/Great Bay Adult Education to College Transition Facilitator *(January 2009 – June 2010).* Facilitated the development of the Seacoast Adult College Transition Consortium. Fostered collaboration between Great Bay Community College and area adult education programs in order to develop an effective system of college advising, academic skills preparation, and educational and career counseling for adults in the Seacoast region of New Hampshire.

Great Bay Community College Center for Academic Planning and Support (CAPS) Advisory Board member. *(June, 2009 – 2013).*

NH Seacoast Youth Visions Team co-chair *(2005 - 2010).* Coordinated and managed the activities of the Seacoast Youth Visions Team, which is an interagency network whose mission involves enhancing the quality and effectiveness of social, educational, and vocational services to young people with multiple needs. The Seacoast Youth Visions Team has developed a tool called Youth Wrap – a Wraparound process to support youth with multiple needs throughout Rockingham County.

NH Bureau of Adult Education Reading Instruction Task Force member *(June 2004 - January 2005)* and **Youth Learner Task Force** member *(Fall 2004 – June 2006).* Worked with team to review relevant research, develop recommendations and materials, and provide professional development opportunities to adult educators throughout the state of New Hampshire.

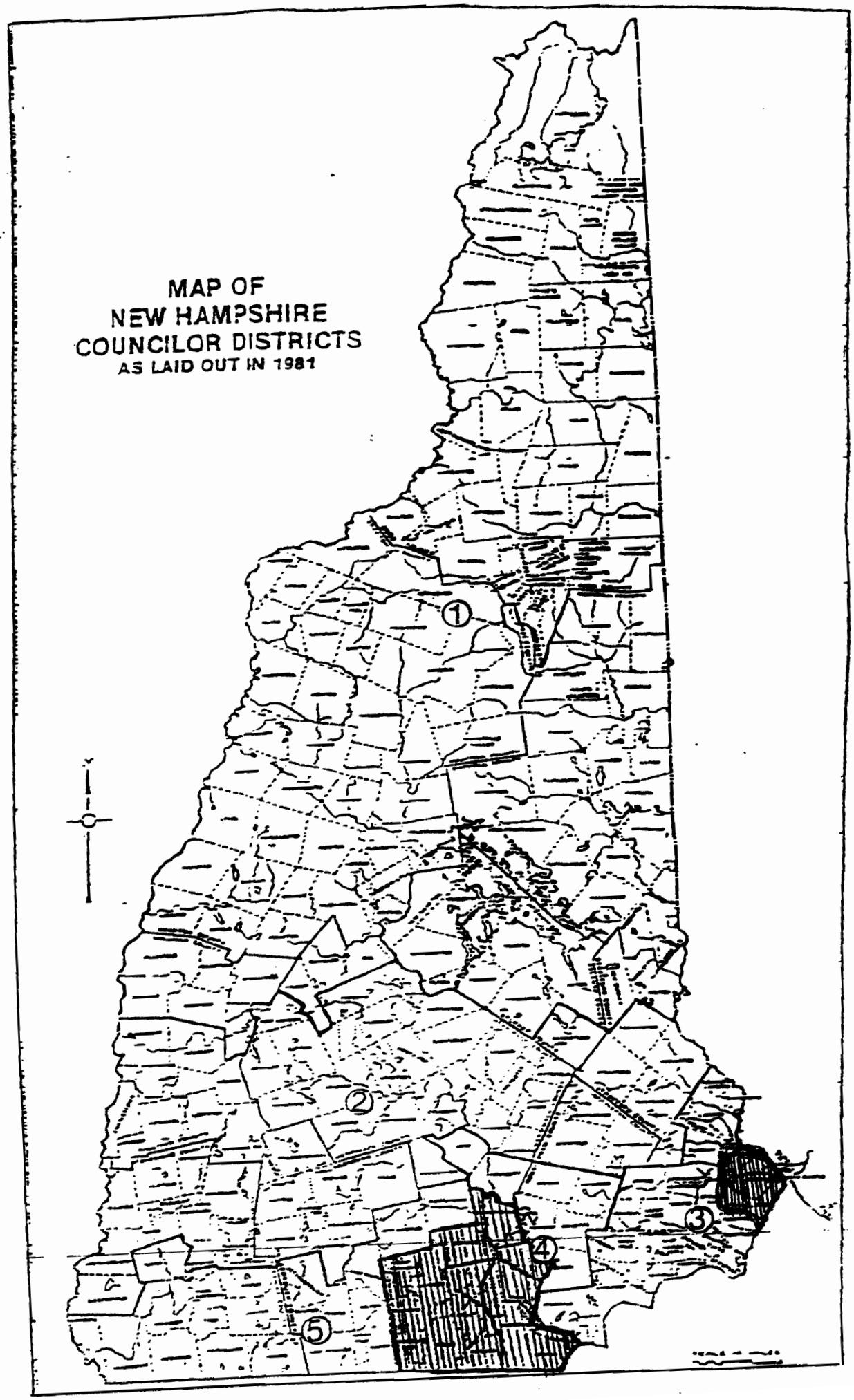
NHCTC Stratham Safety Committee member *(2005).* Worked with team to develop policy, procedure, and documentation recommendations related to the prevention and management of potentially threatening behavior on campus. Assisted with the development of materials providing guidance in crisis-management for faculty.

Published Work

Adult College Transition Class Materials and Lesson Plans available on **NH Bureau of Adult Education Website:** http://www.nhadulted.org/educators/resources/transitions.html

A Field of One's Own: Adult Women Graduates of a Community College's Human Service Degree Program Redefine Themselves as Helping Professionals and Lifelong Learners. Published in the **New Hampshire Journal of Education** – *Summer, 2003.*

Practicing Self Advocacy: A Handbook for Adults - with a workshop facilitator's guide for lesson planning. Published by the **New Hampshire Bureau of Adult Education** – *Fall, 2003.*


MAP OF
NEW HAMPSHIRE
COUNCILOR DISTRICTS
AS LAID OUT IN 1981
1
2
3
4
5