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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 29, 2014

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 Second Start, Concord, NH (vendor code 177224) in an amount not to exceed \$668,071.00 effective July 1, 2014 or upon Governor and Council approval whichever is later through June 30, 2015 and authorize unencumbered payment of said grants with internal accounting control within the Department of Education. The funds granted by this action will provide basic adult education/English as a Second Language (ESL) and high school equivalency test preparation services at multiple locations throughout Merrimack County. **40% Federal Funds, 60% General Funds.**

Funding is available in the account entitled Adult Education for FY 14/15 as follows:

	<u>Second Start (Concord)</u>	<u>FY2015</u>
06-56-56-5666010-70040000-072-500575	Adult Basic Education/ESL	\$117,406.40
06-56-56-5666010-70040000-601-500931	Adult Basic Education/ESL	\$176,109.60
06-56-56-5666010-70040000-072-500575	Staff Development	\$114,328.40
06-56-56-5666010-70040000-601-500931	Staff Development	\$171,492.60
06-56-56-5666010-70040000-072-500575	Adult Learner Services	\$ 43,493.60
06-56-56-5666010-70040000-601-500931	Adult Learner Services	\$ 65,240.40

EXPLANATION

The Adult Basic Education/ESL Program is a classroom based instructional program for adults with reading and math levels between the 1st and 8th grades. Upon completion of this program students go into review courses for the high school equivalency test. Two hundred sixty-five adults will be served by the program.

The Staff Development Project is responsible for providing staff training for 250 staff employed in adult basic education, adult high school, outreach and adult learner services programs throughout the state.

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council
Page two
May 29, 2014

The Adult Learner Services Program will provide training for volunteers to work one-on-one with 90 undereducated adults. Coordinators of these programs are responsible for recruiting students and tutors, training tutors and providing instructional guidance.

Services at Second Start will be provided from their building at 17 Knight Street in Concord, but will also be available at the Merrimack County House of Corrections and in students' homes. Students receiving services will be from the city of Concord and twenty-eight surrounding communities.

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).

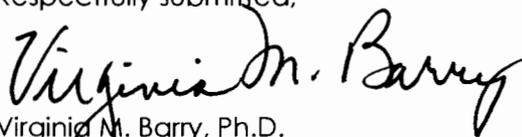
Funding for these grants comes from the Adult Education and Family Literacy Act and state funding for adult basic education and adult learner services programs. All grants are approved by the staff of the Bureau of Adult Education, NH Department of Education after a competitive application process open to all interested agencies.

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 Second Start.

Should federal funds become no longer available, additional general funds will not be requested to support this program.

Respectfully submitted,

A handwritten signature in black ink that reads "Virginia M. Barry". The signature is written in a cursive style with a large, prominent "V" at the beginning.

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

Attachment A

A request for applications was released to eligible applicants (school districts, private not for profits and state agencies) on April 11, 2014.

All grants awarded by the Bureau of Adult Education to school districts, state agencies and private not-for profit organizations are based on applications received from eligible organizations that meet the criteria for funding below. Each response to the request for applications addressed the services to be provided and met the criteria required for awarding a contract.

The applications were reviewed by the Department of Education, Bureau of Adult Education's Administrator and Education Consultant. Both have experience in evaluation of application submissions utilizing the criteria below.

Applications for adult education services at the local level are required annually. The grants based upon those applications are for services provided from July 1-June 30 of the applicable fiscal year.

Criteria for Awarding Grants/Contracts to Local Agencies

(Adult Education and Family Literacy Act-Title II-Workforce Investment Act of 1998)

1. the degree to which the eligible provider will establish measurable goals for participant outcomes;
2. the past effectiveness of an eligible provider in improving the literacy skills of adults and families, and, after the 1-year period beginning with the adoption of an eligible agency's performance measures under section 212, the success of an eligible provider receiving funding under this subtitle in meeting or exceeding such performance measures, especially with respect to those adults with the lowest levels of literacy;
3. the commitment of the eligible provider to serve individuals in the community who are most in need of literacy services, including individuals who are low-income or have minimal literacy skills;
4. whether or not the program-
 - a. is of sufficient intensity and duration for participants to achieve substantial learning gains; and
 - b. uses instructional practices, such as phonemic awareness, systematic phonics, fluency, and reading comprehension that research has proven to be effective in teaching individuals to read;
5. whether the activities are built on a strong foundation of research and effective educational practice;
6. whether the activities effectively employ advances in technology, as appropriate, including the use of computers;
7. whether the activities provide learning in real life contexts to ensure that an individual has the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship;
8. whether the activities are staffed by well-trained instructors, counselors, and administrators;
9. whether the activities coordinate with other available resources in the community, such as by establishing strong links with elementary schools and secondary schools, post-secondary educational institutions, one-stop centers, job training programs, and social service agencies;
10. whether the activities offer flexible schedules and support services (such as child care and transportation) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs;
11. whether the activities maintain a high-quality information management system that has the capacity to report participant outcomes and to monitor program performance against the eligible agency performance measures; and
12. whether the local communities have a demonstrated need for additional English literacy programs.

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #
CHANGE #
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: Second Start
17 Knight St
Concord NH 03301
TO: Bureau of Adult Ed
NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

SAURA: 519

Proposed Project Title: ABE Program at Second Start

Project Period: 7/1/2014 to: 6/30/2015

The following information is required for all projects

PROJECT MANAGER:

NAME: James B Snodgrass
ADDRESS: 17 Knight St Concord NH 03301
E-MAIL ADDRESS: jsnodgrass@second-start.org

TITLE: Executive Director
TELEPHONE: 603-228-1341 Ext 4216
FAX: 603-228-3852

FINANCIAL CONTACT:

NAME: Dot Fournier
E-MAIL ADDRESS: dfournier@second-start.org

TELEPHONE: 603-228-1341 Ext 4214
FAX: 603-228-3852

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:

- This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:
 - 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.
 - Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
- Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
- Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
- 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.
- 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:

SECOND START
17 KNIGHT ST
CONCORD NH

APPROVED INDIRECT COST RATE: 10 %

JAMES B Snodgrass Executive Director

PRINT NAME AND TITLE OF SAU-SUPERINTENDENT-OF-SCHOOLS
OF RAICHIEF FINANCIAL OFFICER

James B Snodgrass

SIGNATURE SAU-SUPERINTENDENT-OF-SCHOOLS

OF RAICHIEF FINANCIAL OFFICER Executive Director

5/20/14
DATE

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #
CHANGE #
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: Second Start
17 Knight St
Concord NH 03301

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

SAU/RA: 519

Proposed Project Title: Statewide Staff Development

Project Period: 7/1/2014 to: 6/30/2015

The following information is required for all projects

PROJECT MANAGER: NAME: James B Snodgrass
ADDRESS: 17 Knight St Concord NH 03301
E-MAIL ADDRESS: jsnodgrass@second-start.org

TITLE: Executive Director
TELEPHONE: 603-228-1341 Ext 4216
FAX: 603-228-3852

FINANCIAL CONTACT: NAME: Dot Fournier
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FISCAL AGENT - MAKE CHECKS PAYABLE TO:

APPROVED INDIRECT COST RATE: 10 %

SECOND START
17 KNIGHT ST
CONCORD NH

James B. Snodgrass Executive Director

of CHIEF FINANCIAL OFFICER OF SCHOOLS

Signature of Chief Financial Officer

5/20/14 DATE

of CHIEF FINANCIAL OFFICER Executive Director

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #
CHANGE #
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: Second Start
17 Knight St
Concord NH 03301
TO: Bureau of Adult Ed
NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

SAU/RA: 519

Proposed Project Title: Adult Learner Services at Second Start

Project Period: 7/1/2014 to: 6/30/2015

The following information is required for all projects

PROJECT MANAGER: NAME: James B Snodgrass
ADDRESS: 17 Knight St Concord NH 03301
E-MAIL ADDRESS: jsnodgrass@second-start.org

TITLE: Executive Director
TELEPHONE: 603-228-1341 Ext 4216
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FISCAL AGENT - MAKE CHECKS PAYABLE TO:

SECOND START
17 KNIGHT ST
CONCORD NH

APPROVED INDIRECT COST RATE: 10 %

JAMES B. SNODGRASS Executive Director

PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS

or CHIEF FINANCIAL OFFICER

JAMES B. SNODGRASS

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS

or CHIEF FINANCIAL OFFICER Executive Director

5/20/14
DATE

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	60,424.00			COST BELOW	60,424.00
200	16,109.00			CANNOT	16,109.00
300	559.00			INCLUDE AUDIT	559.00
400	6,939.00			FEES WHEN A	6,939.00
500	4,587.00			PROJECT LINE	4,587.00
600	5,400.00			ITEM INCLUDES	5,400.00
700	4,831.00			AUDIT FEES	4,831.00
800	-				-
900				9,885.00	9,885.00
TOTALS	98,849.00	-	-	9,885.00	108,734.00

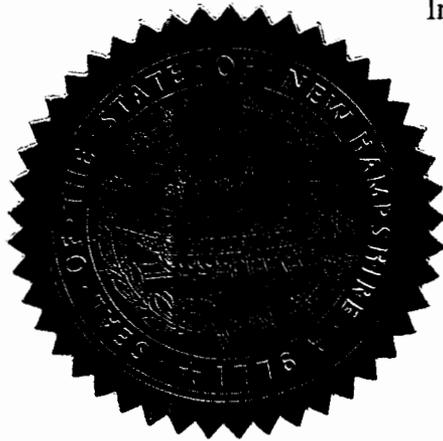
DETAIL OF PROPOSED BUDGET

FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION	FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION
	100	60,424.00	Salaries				
	211	10,093.00	Health Insurance				
	220	4,622.00	Social Security				
	250	538.00	Unemployment				
	260	856.00	Workers Comp				
	300	559.00	Prof Services				
	400	6,139.00	Building				
	430	800.00	Repair & Main				
	520	1,416.00	Liability insurance				
	531	396.00	Telephone				
	534	825.00	Postage				
	540	1,350.00	advertising				
	550		Printing				
	580	600.00	travel				
	610	2,400.00	supplies				
	640	3,000.00	Instructional mat				
	740	4,831.00	Depreciation				
	900	9,885.00	indirect				
	SUB TOTAL/TOTAL	108,734.00	////////////////////		SUB TOTAL/TOTAL	-	////////////////////

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 SECOND START is a New Hampshire nonprofit corporation formed September 3, 1971. 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 13th day of May A.D. 2014

A handwritten signature in cursive script, appearing to read "Wm Gardner".

William M. Gardner
Secretary of State

Second Start Board of Directors

Frank Lemay
Milestone Engineering & Construction

President

Deb Shea
The Barley House Restaurant

Vice President

Linda Vincent
Bow Memorial School

Secretary

Matt Nadeau
Nathan Wechsler & Co.

Treasurer

John Malmberg
Orr & Reno, PA

Tom Bazos
Retired Educator

Hal Koch
Exacom, Inc.

Will Brunkhorst
Software Consultant

Tom Painchaud
New Hampshire Distributors

George Pangakis
St. Paul's School

Maria del Mar Acebron
Merrimack County Savings Bank

Dodd Griffith
Gallagher, Callahan & Gartrell

Directors serve without compensation.

JAMES B. SNODGRASS

EMPLOYMENT

- 05/75 to Present Executive Director
Second Start, Concord, NH
- 09/74 to 05/75 Resident Counselor
Franklin Pierce College,
Rindge, NH
- 01/72 to 06/73 Teacher
Services for Education and
Rehabilitation in Addiction
1065 University Avenue
Bronx, NY

EDUCATION

- 1973 to 1974 Antioch Graduate School, 1 Elm Street, Keene,
NH, M. Ed. Administration
- Assistant to Director of Admissions and Work
Study Coordinator
- 1967 to 1971 Miami University, Oxford, Ohio
B.S. in Education, Major in Political Science

CERTIFICATION

- Social Studies Teacher, Grades 7-12, State of New Hampshire
- Administration and Supervision, State of New Hampshire

REFERENCES

Available on Request

JOANNE S. DEL DEO

PROFESSIONAL EXPERIENCE

1999 - present Second Start Concord, NH

Program Director

- Provide leadership and management for the Adult Basic Education Program, including all components of staffing, program planning, grant proposals, inter-agency communication and collaboration.

Student Advisor, 1992 - 1999

- Provided career and academic support for 50 students per year. Revised counselor position to focus on employability and set up a career development information center.
- Coordinated a distance learning endeavor with a college in southern NH and a local network service provider. Proficient with computer applications and experienced with videoconferencing.

Adult Basic Education Teacher, 1991-1993

- Taught basic reading, writing and mathematics to adults in a multi-level class. Supervised an assistant and several student interns.

Transition Coordinator, Adolescent Program, 1991

- Developed new liaison position. Facilitated communication among teachers, support staff, community agencies and students dually enrolled in alternative and public high schools.

Program Coordinator/Trainer, 1989-1991

- Recruited, assessed and provided academic and pre-employment skills training to more than 40 out-of-school youths; most reached their GED goals. Established local networks for public relations and referral. This was the only one out of six statewide pilot programs awarded funding for another year.

EDUCATION

1997 College for Lifelong Learning Manchester, NH

Career Development Facilitator Certificate

1988 Plymouth State College Plymouth, NH

Bachelor of Science, Public Management, magna cum laude

AWARDS AND HONORS

Outstanding Public Management Senior

Pi Gamma Mu, International Honor Society

Phi Kappi Phi, National Honor Society

Stephen Turner

Professional Experience:

- 2001- present Second Start, Concord, NH
Adult Education Teacher at Merrimack County House of Corrections
- 1997- 1998 The Research Foundation, State University of New York, Albany, NY
Research Associate and Development Officer
- 1994- 1997 Harbor Counseling
Educational/Psychological Consultant
- 1989-1994 First New Hampshire Bank, Manchester, NH
Vice President of Business Development and Trust Officer
- 1986-1989 New England Mutual Life, Bedford, NH
Regional Marketing Manager and Investment Specialist

Education:

University of Wisconsin
Madison, WI
Master of Science (1975), Behavioral Disabilities

Columbia University
New York, NY
Master of Arts (1978), Educational Psychology

Harvard University
Cambridge, MA
Certificate of Advanced Studies (1983), Planning and Social Policy

LISA GEER, MBA

SUMMARY OF QUALIFICATIONS

I am a seasoned professional with a background in business and recent experience teaching adults basic literacy skills, GED preparation and job-search skills. My recent employment in the field of adult education was with a prominent non-profit organization in Ohio and provided me with a variety of experience. I have instructed students in both a one-on-one and a classroom setting, and my students have included ex-offenders, individuals with MRDD issues, low income housing residents and average individuals simply wishing to complete a high school education or get a job.

ADULT EDUCATION EXPERIENCE

Second Start , Concord, New Hampshire <u>Adult Education Instructor</u> <u>Independent Study Coordinator</u>	September 2007- current
Project Learn of Summit County Akron, Ohio <u>Adult Literacy Instructor</u>	November 2005- April 2007
Greater Cincinnati Literacy Network Cincinnati, Ohio <u>Volunteer Literacy Tutor</u>	September 2002- April 2003
Dallas City Schools Dallas, Texas <u>Volunteer Tutor</u>	September 2000- April 2001

BUSINESS EXPERIENCE

Fifth Third Bank Cincinnati, Ohio <u>Corporate Audit Senior</u>	2003-2005
Texas Instruments, Inc Dallas, Texas <u>Corporate Audit Supervisor</u>	1996-2002
Defense Contract Audit Agency Vermont, Massachusetts, California <u>Senior Auditor</u>	1987-1994

EDUCATION AND TRAINING

M.B.A. , Business Administration, Southern Methodist University, Dallas, Texas	1996
B.S. , Accounting, St. Michael's College, Burlington, Vermont	1987
Ohio Department of Education Courses:	
Instructional Strategies for ABLE Instructors, ABLE Resource Center Network	2006
Overview of Learning Difficulties and Disabilities for ABLE Administrators, ABLE Resource Network	2007

Vigdis Dunn

Professional Experience:

- 2001- present Second Start
Concord, NH
Adult Education Student Advisor
- 1999- 2001 Bancroft Employment Services
Concord, NH
Staffing Coordinator, Out of Site Training
Coordinator, Projects with Industry Program
Coordinator/Instructor, Project Entry Program
- 1997-1998 New Hampshire Job Training Council, Jobs for NH Graduates Program
Laconia, NH
Youth Specialist
- 1997 Seminole Point Hospital
Sunapee, NH
Case Manager
- 1996-1997 Seaborne Hospital
Dover, NH
Primary Therapist
Counselor 1

Education:

- Northeastern University
Boston, MA
Bachelor of Science (1992), Psychology
- Quinnipiac College
Hamden, CT
Bachelor of Arts, Psychology (3 years completed)

EMILY KARMEN

Professional Experience:

- 2006- present Second Start
Concord, NH
English as a Second Language Instructor
- 2004- 2006 London School of English, Computing and Business Management
London, United Kingdom
Teacher of English
- 2000- 2003 Public School 50, Vito Marcantonio School
New York, NY
Elementary Classroom Teacher

Education:

Institute of London, University of London
London, United Kingdom
MA Education (2004) School Effectiveness and School Improvement

Trinity College, Windor Institute
Barcelona, Spain
Certificate in TESOL (2004)

Columbia University, Center for Environmental Research and Conservation
New York, NY
Certificate in Conservation Biology (2004)

Barnard College, Columbia University
New York, NY
Bachelor of Arts (2000), Art History

Edwin Terry

Professional Experience:

- 2004- current Second Start, Concord, NH
Adult Education Instructor
- 1989-2004 James H. Eldredge School, East Greenwich, RI
Classroom Teacher- Grade 6 Math/Science
- 1988-1999 Bristol Community College, Fall River, MA
Adult Basic Education Instructor
- 1983-1989 East Greenwich High School, East Greenwich, RI
Reading Specialist/ Instructor
- 1979-1983 Pembroke Academy, Pembroke, NH (Grades 9-12)
Teacher of Modified Classes; Resource Room Program Coordinator & Teacher;
Case Manager

Education:

Providence College
Providence, RI
Graduate Coursework (School Administration)

Rhode Island College
M .Ed.- Reading
Additional Coursework (School Administration)

Roger Williams College
Bristol, RI
BA- History/English

DOROTHY A. BROUSSEAU

Professional Experience:

2013- present	Second Start Concord, NH Adult Education Teacher
2010- present	Pembroke Academy Pembroke, NH Title I Reading Specialist
2009- 2010	Rochester Middle School Rochester, NH Title I Reading Teacher
2008- 2009	Londonderry Middle School Londonderry, NH Reading Teacher

Education:

2008	Rivier College M. Ed. Reading Specialist
1987	University of Massachusetts B.A. History

Christina Shepard

Professional Experience:

2011- present	Second Start Concord, NH Student Advisor
2009-2011	Denali Family Services Foster Care Licensing Specialist
2007-2009	Acadia Hospital Access Center Associate Clinical Associate Psychiatric Associate
2006-2007	Fed Ex Ground Office Assistant
2005-2006	Penobscot Job Corps Residential Advisor
2004-2005	Shaw House- Mason Place Residential Counselor

Education:

2007	University of Maine Bachelors of Social Work Child and Family Development Minor
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Margarita Curtis

Professional Experience:

2005- present Second Start
Concord, NH
English as a Second Language Instructor

1994- 2005 Novorossiysk State Maritime Academy
Russia
English Language Teacher

Education:

Pyatigorsk State Pedagogical Institute of Foreign Languages
Moscow, Russia
Diploma of an English Language Teacher of a Secondary School

Credentials:

State of New Hampshire Board of Education
Experienced Educator Certificate
Endorsements: Russian, English as Second Language, English Language Arts

Yulia Garvanovic

Professional Experience:

2010- present	Second Start Concord, NH English as a Second Language Instructor
2004- 2008	Private ESL Tutor Russia

Education:

2010- present	Southern New Hampshire University Manchester, NH Masters in TESOL (Teaching English as a Second Language)
2008	N. Novgorod State Linguistic University Russia Bachelors in Linguistics

Maureen Ward

Professional Experience:

2013- present	Second Start, Concord, NH GED/HiSET Examiner
2010- present	SAU 18, Franklin/Hill, NH Superintendent
2006- 2010	SAU 21, Hampton, NH Assistant Superintendent
2005- 2006	Connecticut Department of Education Consultant

Education:

2003	Sarasota University Ed. D in Leadership
1997	San Diego State University M.A in Administration
1971/1993	University of British Columbia Standard Teaching Certificate and B.A.

Budget Narrative FY 2015
 Statewide Staff Development
 July 1, 2014 to June 30, 2015

A. Personnel Services

S O'Brien	Controllor	/hr	x	6 hrs/wk	x	52 weeks	\$	10,140
S Hunewill	Administrative Support	/hr	x	14 hrs/wk	x	52 weeks	\$	13,104
J Snodgrass	Exec Director	/hr	x	3 hrs/wk	x	52 weeks	\$	7,800
							\$	<u>31,044</u>
							\$	31,044

Salary Total
 Total for all Personnel Services

JAMES B. SNODGRASS

EMPLOYMENT

- 05/75 to Present Executive Director
Second Start, Concord, NH
- 09/74 to 05/75 Resident Counselor
Franklin Pierce College,
Rindge, NH
- 01/72 to 06/73 Teacher
Services for Education and
Rehabilitation in Addiction
1065 University Avenue
Bronx, NY

EDUCATION

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- Assistant to Director of Admissions and Work
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- 1967 to 1971 Miami University, Oxford, Ohio
B.S. in Education, Major in Political Science

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- Social Studies Teacher, Grades 7-12, State of New Hampshire
- Administration and Supervision, State of New Hampshire

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 Adult Learner Services
 July 1, 2014 to June 30, 2015

A.	Personnel Services												
	J DeIDeo	ABE Program Coordinator	\$28.00	/hr	x	8 hrs/wk	x	52 weeks			\$	11,648	
	S Bubb	ALS Coordinator	\$26.80	/hr	x	35 hrs/wk	x	52 weeks			\$	48,776	
									Salary Total		\$	<u>60,424</u>	
									Total for all Personnel Services		\$	60,424	

Susan Bubp

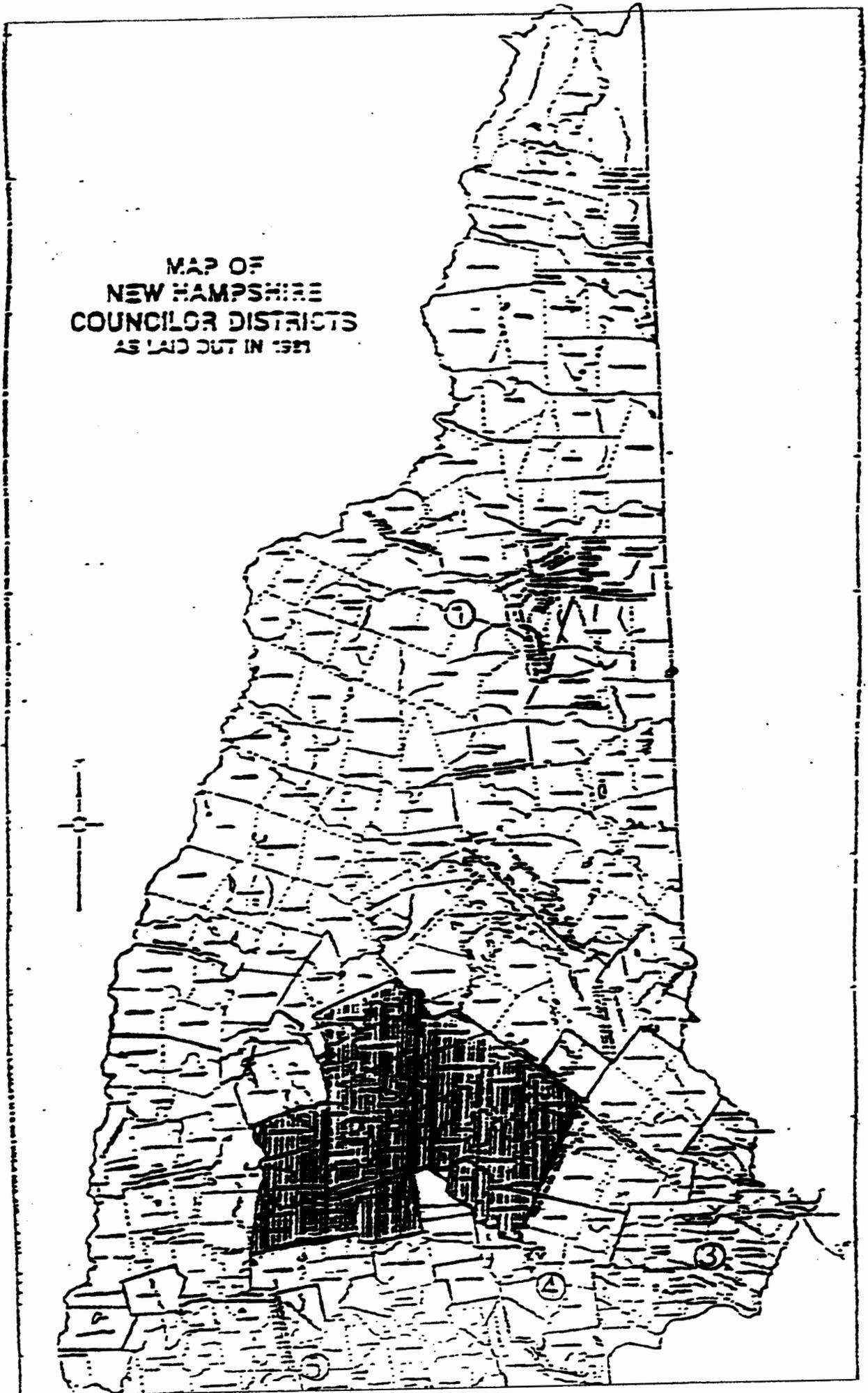
Professional Experience:

- | | |
|---------------|---|
| 1983- present | Second Start
Concord, NH
Adult Learner Services Coordinator
Adult Basic Education Teacher |
| 1999- 2001 | NCSALL/ World Education, Practitioner Dissemination Network
Boston, MA
NH Practitioner Leader |
| 1988-1995 | Concord School District
Concord, NH
ESL tutor |
| 1976-1982 | New Hampshire State Prison
Concord, NH
English Instructor |

Education:

- Pennsylvania State University
Bachelor of Science (1975), Law Enforcement and Corrections
- New Hampshire Teacher's Certification- English

MAP OF
NEW HAMPSHIRE
COUNCILOR DISTRICTS
AS LAID OUT IN 1991



CERTIFICATE

(Corporation with Seal)

I, Linda Vincent certify that: (1) I am the duly elected and acting Secretary of Second Start, a New Hampshire corporation; (2) I maintain and have custody of and am familiar with the seal and minute books of the Corporation; (3) I am duly authorized to issue certificates with respect to the contents of such books and to affix such seal to such certificates; (4) the following are true, accurate and complete copies of the resolutions voted on by the Executive Committee of the Board of Directors on February 24, 2014 acting in accordance with the Bylaws of the Corporation and with New Hampshire law:

RESOLVED: That this corporation enters into a contract with the State of New Hampshire, acting through its Bureau of Adult Education and that the President, Vice President, Treasurer, and the Executive Director, or any of them acting singly, be and hereby are authorized and directed for and on behalf of this Corporation to enter into the said contract with the State and to take any and all such actions and to execute, seal, acknowledge and deliver for and on behalf of this Corporation any and all documents, agreements and other instruments (and any amendments, revisions or modifications thereto) as any of them may deem necessary, desirable or appropriate to accomplish same;

RESOLVED: That the signature of any officer of this Corporation affixed to any instrument or document described in or contemplated by these resolutions shall be conclusive evidence of the authority of said officer to bind this Corporation thereby;

The foregoing resolutions have not been revoked, annulled or amended in any manner whatsoever, and remain in full force and effect as of the date hereof; and the following persons

have been duly elected and now occupy the offices indicated below.

<u>Frank Lemay</u>	President
<u>Deb Shea</u>	Vice President
<u>Linda Vincent</u>	Secretary
<u>Matt Nadeau</u>	Treasurer
<u>James Snodgrass</u>	Executive Director

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the Corporation and have affixed its corporate seal this 20th day of May, 2014.


Secretary

(Seal)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/19/2014

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 E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	CONTACT NAME: Pat Mack	
	PHONE (A/C No. Ext): (603) 293-2791 FAX (A/C No.): (603) 293-7188 E-MAIL ADDRESS: pat@esinsurance.com	
INSURED Second Start 17 Knight Street Concord NH 03301	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Philadelphia Insurance Co	
	INSURER B: NH Employers Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 2013-2014 Cert

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	ADDD SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	PHPK1106125	12/31/2013	12/31/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS		PHPK1106125	12/31/2013	12/31/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motonst combined \$ 1,000,000
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					
A	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB		PHUB442244	12/31/2013	12/31/2014	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	ECC6004000331-2014A	1/1/2014	1/1/2015	WC STATU-TORY LIMITS OTHER E L EACH ACCIDENT \$ 500,000 E L DISEASE - EA EMPLOYEE \$ 500,000 E L DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

NH Dept of Education Bureau of Adult Education 101 Pleasant Street Concord, NH 03301-3860	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 Pat Mack/PAT <i>Pat Mack</i>