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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 30, 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 Southern New Hampshire Services, Inc., Manchester, NH (vendor code 177198) not to exceed \$306,531.67 effective July 1, 2014 or upon Governor and Council approval whichever is later through June 30, 2015 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 Adult Basic Education and English as a Second Language. **40% Federal Funds, 60% General Funds.**

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

		<u>FY2015</u>
06-56-56-5666010-70040000-072-500575	Grants-Federal	\$54,599.99
06-56-56-5666010-70040000-601-500931	State Fund Match	\$81,899.97
06-56-56-5666010-70040000-072-500575	Grants-Federal	\$64,096.38
06-56-56-5666010-70040000-601-500931	State Fund Match	\$96,144.55
06-56-56-5666010-70040000-072-500575	Grants-Federal	\$ 3,916.32
06-56-56-5666010-70040000-601-500931	State Fund Match	\$ 5,874.46

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.

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council
Page two
May 30, 2014

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 Education/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).

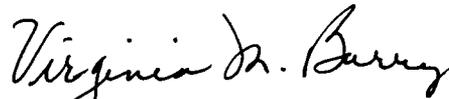
Funding for these grants comes from the Adult Education and Family Literacy Act and state funding for adult basic education. All grants are approved by the staff of the Bureau of Adult Education, NH Department of Education after a competitive application process open to all interested agencies. Agencies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

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

Respectfully submitted,



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: 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

SAU/RA: 733

Proposed Project Title: English for New Americans

Project Period: July 1, 2014 to: June 30, 2015

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 Director
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:

- 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.

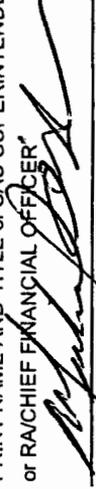
FISCAL AGENT - MAKE CHECKS PAYABLE TO:

APPROVED INDIRECT COST RATE: 9.1 %

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

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

4/24/14
DATE

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

OBM FORM 1
9/2005

PROJECT #
CHANGE #
PAGE 1 of 2

Federal/State Program Title: 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

SAU/RA: 733

Proposed Project Title: RCA-Portsmouth Adult Basic Education Program

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

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: kconrad@reaction.org

TITLE: Director

TELEPHONE: 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.

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FISCAL AGENT - MAKE CHECKS PAYABLE TO:

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

APPROVED INDIRECT COST RATIO: 9.1 %

Michael O'Shea, Deputy Director/Fiscal Officer

PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS
or SAU CHIEF FINANCIAL OFFICER

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or SAU CHIEF FINANCIAL OFFICER

DATE

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #
CHANGE #
PAGE 1 of 2

Federal/State Program Adult Basic Education

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

SAURA: 733

Proposed Project Title: RCA - Adult Education/Postsecondary Transitions

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

The following information is required for all projects

PROJECT MANAGER: NAME: Kristie Conrad

ADDRESS: 100 Campus Drive Suite 22, Portsmouth NH 03801

TITLE: Director
PHONE: 603-422-8233

E-MAIL ADDRESS: kconrad@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

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FISCAL AGENT - MAKE CHECKS PAYABLE TO:

APPROVED INDIRECT COST RAT 9.1 %

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

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

4-24-14
DATE

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.

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 fifteen years of operating this program, over 796 students have accessed adult basic education classes, (ABE, ESL and high school equivalency 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 high school equivalency 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 2014

Public Sector	Private Sector	Low-Income Sector	HS Policy Council
<u>Representing Manchester</u> Lou D'Allesandro Peter Ramsey	<u>Representing Manchester</u> German J. Ortiz Term: 9/12-9/15 Sarah Jacobs Term: 9/11-9/14	<u>Representing Manchester</u> James Brown Term: 9/12-9/15 Vacant	Esther Brailsford Term: 3/13-12/13
<u>Representing Nashua</u> Constance J. Erickson, Treasurer Timothy Lavoie	<u>Representing Nashua</u> Dolores Bellavance, Vice-Chairman Term: 9/12-9/15 Wayne R. Johnson Term: 9/12-9/15	<u>Representing Nashua</u> Janet Allard Term: 9/11-9/14 Shirley Pelletier Term: 6/12-9/14	
<u>Representing Towns</u> Thomas Mullins Linda T. Foster	<u>Representing Towns</u> Richard Delay, Sr., Chairman Term: 9/12-9/15 Mary M. Moriarty Term: 9/12-9/15	<u>Representing Towns</u> Martha Verville Term: 9/13-9/16 Deidre O'Malley Term: 9/13-9/16	
<u>Representing Rockingham County</u> Donna Schlachman Jill McLaughlin, Secretary	<u>Representing Rockingham County</u> Thomas Meissner Term: 9/11-9/14 Dan McKenna Term: 12/11-9/14	<u>Representing Rockingham County</u> Patti Ott Term: 9/13-9/16 Alicia Salisbury Term: 12/13-9/16	

Directors serve without compensation.

SCHOOL YEAR 2014-2015

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 12 classes at \$500 each

Total \$ 10,500.00

Teachers Sue Corby - Judith Elliott - Claire Bergstrom -
Marjorie B. Burdette - Jane E.M. Cooke - Kathy Higgins-Consoli
74.75 hrs/wk of regular ESOL classes/planning @ \$26.94/hr for 34 wks = \$68,468.01
18 hrs/wk of regular ESOL classes/planning @ \$26.94/hr for 6 wks = \$2,909.52
6 hrs/wk of Citizenship classes/planning @ \$20.24/hr for 20 wks = \$2,428.80
Tika R. Subedi - Constance Van Houten - Ann C. Winans

Total \$73,806.33

Teacher Aides

1 Aide @ 12 hrs/wk each @ \$14.36/ hr for 34 wks = \$5,858.88
1 Aide @ 10 hrs/wk each @ \$14.77/ hr for 34 wks = \$5,021.80
1 Aide @ 10 hrs/wk each @ \$13.96/ hr for 6 wks = \$837.60

Total \$11,718.28

Guidance and Counseling

Total \$0

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

Total \$0

Total for All Personnel Services \$96,024.61

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
Program Coordinator: manage student enrollment and records, hire and manage teachers, develop and oversee curriculum and materials, maintain relationships with related agencies
Teacher: teach English classes to English Language Learners, especially beginning level classes for refugee and immigrant newcomers
Outreach Coordinator: liaison work with programs and agencies that ENA students interface with; design and coordinate community education speaker series on topics relevant to ENA students
- 9/05 – 6/06 – member of Diversity Committee of District in Need of Improvement effort, Manchester Public Schools, Manchester, NH
- 9/85 – 6/06 – active school volunteer (library assistant, tutor, enrichment coordinator, event planner) while children in local schools – Manchester, NH
- 9/85 – 9/93 – Souhegan Valley Counseling Services – Amherst, NH
Psychotherapist: short and long term therapy for individuals, couples, 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 – University of Wisconsin – Milwaukee School of Education
Reading Specialist – Clinic Coordinator: supervised classroom teachers getting certified as reading teachers; tutored remedial readers
- 6/74 – 6/78 – Independent Learning Center – Milwaukee, WI
Teacher: Social Studies and Reading – developed reading program for disabled readers – alternative school, extensive family and community involvement
Teacher: Adult Basic Education (literacy) to adults in night program
- 7/72 – 6/74 – Teacher Corps – University of Wisconsin – Milwaukee, WI
Intern: worked with a team to develop alternative high school with emphasis on basic skills for Hispanic youth disengaged from public school; worked in other community-based programs with high risk youth and their families

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

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

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

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

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

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

Clamshell Alliance
Bookkeeper Portsmouth, NH
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

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

Marjorie B. Burdette

WORK HISTORY

1997-2011: ESOL teacher, middle school, Manchester, NH
1994-1996: middle school ESOL tutor, Manchester, NH
1991-1993: teacher of Spanish and French, Trinity High School, Manchester, NH
1966-1974: teacher of Spanish and French, Michigan and New Jersey

TEACHING EXPERIENCE

Middle school teacher of English for Speakers of Other Languages, sheltered English
Beginner and Intermediate Science, Beginner Reading, Intermediate Writing
Member PLC aligning state GLE's to WIDA standards, 2010 and 2010-2011
Cooperating teacher through UNH Manchester, 2000-2001, fall 2002, spring 2004
High school teacher of Spanish and French
Conference presenter: TESOL in Baltimore, NNETESOL in Portland and Manchester

ADMINISTRATIVE AND COMMUNITY ACTIVITIES

Developed history, science, and language arts curricula for ESOL
Former Elder and Clerk of Session for Windham Presbyterian Church, Chair of CE
Former chair of the Christian Education Committee at WPC

EDUCATION

Nine credits from UNH since my Master's Degree
M. Ed. In ESL with Honors from Notre Dame College, Manchester, NH, 1998
Six credits from Rivier College
Summer courses at Michigan State University, 1968-1972
B.A., Gettysburg College, Magna Cum Laude
Junior Year Abroad in Madrid, Spain, with the New York University program

TRAVEL

Ecuador, Costa Rica, Peru, Mexico, Puerto Rico, Germany, Japan, Spain

REFERENCES

Brendan McCafferty, Principal, Hillside Middle School, 624-6352
Michael McMurray, Assistant Principal, Hillside Middle School, 624-6352
Carey Hodges, ELL teacher Manchester, 624-6352
Amy Allen, Assistant Principal, Hillside Middle School, 624-6352 *at ext*

Fluent Spanish Speaker
New Hampshire Certified in ESOL
HQ, Language Arts and Science

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-Kio, Jaffrey, NH**
Tutored 8-11 year olds in ESOL, Spanish, and Math to increase their proficiencies toward a private school entrance exam.
- Employment*
- 1999-2002 **Family Home Childcare**
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.

TIKA R. SUBEDI

Date: 08/07/2013

Education:

Trained Interpreter

SNHAHEC, 2010.

M.A., Sociology

2002-2004.

Tribhuvan University (Katmandu, Nepal.)

Bachelor Degree in Humanities

1999-2001.

Majors: English, Economics, and Political Science

West Bengal, India

Services and Employment History:

ESL Teacher

Sept, 2010 - present

English for New Americans (ENA)

Southern New Hampshire Services

508 Union St. Manchester, NH

Duties include:

- **teach ESL to adult students**
- **Conduct CASAS test**
- **Attend seminars, trainings, workshops on Adult Education**

Bilingual Parent Liaison

Jan, 2011- present

International Institute, Manchester, NH

Duties include:

- **interpret Parent/Teacher meetings (Sp. Ed meetings, IEP meetings, regular meetings)**
- **liaise between Manchester School District and parents**
- **Counsel students**
- **Conduct meetings**
- **Conduct parents' orientation (on Manchester schools)**
- **Assist schools during students' field trip, summer programs and outings**

Education Coordinator

Bhutanese Community Of NH

Dec. 2012 – present

Duties include:

- **lead the BCNH education team**
- **manage teaching resources**
- **plan and prepare ESL lessons for adult learners**
- **conduct quarterly exams**
- **keep and update students' records**

Volunteer

International Institute, Manchester, NH

June, 2010-Sept.2010

Vice-Principal (The Blue Moon School)

2001-2004

ECA In-charge/Counselor (Universal Higher Secondary School) 2005-2008

Duties included: implementing the school curriculum, conducting parents-teachers interactions and meetings, preparation of daily schedule of the entire staff, prepare and conduct examinations, implement school's rules, regulations and discipline, conduct all extracurricular and co-curricular activities, counseling students.

In-School Resource Teacher/Contact Person/Facilitator (UNHCR)

1998-2000

Green Vale Academy (Refugee Camp School)

Damak, Nepal

Duties included: making weekly/daily schedule, implement the school curriculum, liaise between the school and sub-office and school and parents, facilitate workshops/seminars for teachers and students and design curriculum.

Volunteer teacher and educator

1993-2001

Refugee Camp, Nepal

Duties included: civic awareness, Adult Literacy Classes, Health Education and teaching.

Constance Van Houten

Instructor of English as a Second Language to Adult Learners

Skills Highlights as an Instructor of English as a Second Language to Adult Learners:

Served as a lead teacher
Taught literacy, intermediate, and advanced level classes
Team-taught across instructional levels and co-taught with the state mentor for ESL
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, writing, and writing/citizenship
Utilized speakers, field trips, Connections program, and other community support
Conducted student registration
Administered the (CASAS) testing program for classes and for registration
Participated in interviewing and hiring of 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 extensive professional development and in CASAS certification training
Crafted the program mission statement for the Manchester Adult Learning Center with two colleagues
Served on state Community Liaisons and Advocacy committees and coordinated school efforts

Career Highlights:

Teacher of adult students of English as a second language for more than six years
Adjunct professor of writing, speech, and reading at several colleges for more than nine years
Teacher of English at Manchester Memorial High School for thirty-six years (retired)
Teacher of secondary students in remedial to honors levels and in special education programs
Graduate of a certificate program in education of the gifted and talented at the advanced graduate level
Volunteer for the Salvation Army and the Manchester Historic Association

Employment Highlights:

English for New Americans, Manchester, NH <i>teacher of English as a second language to adult learners</i>	2012 – present
Manchester Community College, Manchester, NH <i>adjunct professor of English</i>	2007 - present
Manchester Adult Learning Center at MST, ESL Program, Manchester, NH <i>teacher of English as a second language to adult learners</i>	2007 - 2012
Manchester School District, Memorial High School, Manchester, NH <i>English teacher, department coordinator, Honors Program Coordinator, special education team teacher</i>	1971 - 2007

Education Highlights:

Notre Dame College, Manchester, NH MEd., Language/Learning Disabilities	1986
University of New Hampshire, Durham, NH B. A., English/Education	1971

Ann C. Winans

Objective

Create a meaningful and encouraging learning environment that equips individuals to become efficient and effective English speakers as well as productive members in one's community.

Experience

ELL Teacher (2000- 2003; 2008 – present)

Currently teach middle school level ELL students for the Nashua School District.

Adjunct Faculty TESOL Department (2005-2007)

Instructed two courses in TESOL certification program: Cross-cultural Aspects in TESOL and Methods & Materials in TESOL at Lincoln Christian University (Lincoln, IL)

ESL Consultant (2007)

Worked with Rochester School District (Rochester, IL) by providing support to mainstream teachers who had two ELL students from Russia.

Coach (2000-2003)

Assistant Gymnastics Coach for Nashua North

Education

Lincoln Christian University, Lincoln, IL

1994-1998

Graduated with BA in Bivocational Missions with TESOL certification.

Graduated Gamma Alpha Chai

Student Representative and Teaching Assistant

Internship, Louisville, KY – taught English to adult refugees as well as taught English at an intake center that prepared school aged students (refugees) for the public schools; traveled to various countries to observe and teach English (Ukraine, Vietnam, South Korea, Poland, Philippines)

Received State of New Hampshire Teacher 's License in 2000

Received MA Ed in Curriculum and Instruction from New England College in 2011

Other Pertinent Experience

Poland – Was granted a year's leave of absence from Nashua School District to teach English in Poland at a private school. Helped develop curriculum, lessons, testing assessments and teacher training for ProEm, the organization my family and I worked with while living in Poland.

Afghanistan- Conducted teacher training to Afghan teachers for Sozo International in 2010

SCHOOL YEAR 2014-2015

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

9 classes @ \$500/class = \$4,500.00

Total \$ 9,000.00

Teachers Maureen Genakos - Susan B. Slabon - Kenneth L. West -

1 Day ABE @ \$23/hr. x 9 hrs./wk. x 34 wks. = \$7,038.00

1 Eve ABE @ \$23/hr. x 5 hrs./wk. x 34 wks. = \$3,910.00

1 ABE/ESOL Reading Instructor @ \$29/hr. x 9 hrs./wk. x 34 wks. = \$8,874.00

1 ABE Guided Instruction @ \$29/hr. x 3 hrs./wk. x 34 wks. = \$2,958.00

1 Day Level 1 ESOL @ \$23/hr. x 6 hrs./wk. x 34 wks. = \$4,692.00

1 Day Level 2 ESOL @ \$23/hr. x 6 hrs./wk. x 34 wks. = \$4,692.00

1 Eve Level 1 ESOL @ \$23/hr. x 5 hrs./wk. x 34 wks. = \$3,910.00

1 Eve Level 2 ESOL @ \$23/hr. x 5 hrs./wk. x 34 wks. = \$3,910.00

1 Computer Skills Lab @ \$17/hr x 7 hrs./wk. x 32 wks. = \$3,808.00

Total \$ 43,792.00

Elaine K. Pridham - Megan Donnelly - Eleanor Tetrad

Teacher Aides

1 Day ABE/ESOL @ \$17/hr. x 9 hrs./wk. x 34 wks. = \$5,202.00

Total \$ 5,202.00

Guidance and Counseling Rachel Owens

1 Counselor @ \$27/hr. x 33 hrs./wk. x 36 wks. = \$32,076.00

Total \$ 32,076.00

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

Staff Development 1 staff @ \$29/hr. x 12 hrs. = \$ 348.00

4 staff @ \$23/hr. x 12 hrs. = \$1,104.00

1 staff @ \$17/hr. x 12 hrs. = \$ 204.00

Prep Time (1 staff) \$29/hr. x 58 hrs = \$1,682.00

(1856hrs.+7= 265hrs.) (4 staff) \$23/hr. x 175 hrs. = \$4,025.00

(1 staff) \$17/hr. x 32 hrs. = \$ 544.00

Total \$ 7,907.00

Total for All Personnel Services \$ 97,977.00

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
adulthoodeducation@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 *Fundamental*; 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

Rachel Owens

EDUCATION

1989 - Salem State College, Salem, Massachusetts

Master of Education - School and Community Counseling - 3.77 GPA

1983 - Plymouth State University, Plymouth, New Hampshire

BS in Ed - Physical Education, Minor - Special Education

Kappa Delta Pi - Honor Society in Education

CERTIFICATIONS

Massachusetts DOE – Educator’s License – valid through 2017

Teaching Strategies, Creative Curriculum, Touchpoints, PITC Institute

CPR and First Aid

EXPERIENCE

2013 – Present

**Southern New Hampshire Services – Portsmouth Adult Basic Education
Program Counselor**

2010 – 2013

**Community Action Incorporated, Head Start; Haverhill, Massachusetts
Parent Child Advocate/Case Manager**

Provide counseling, advocacy, educational services, referrals, and support to families

Recruitment, enrollment, and retention of families for participation

Strategize with enrolled families to identify goals and the means to achieve those goals

Administer and interpret surveys, screenings, and assessments

Develop case plans; counsel, advise, review, and evaluate plans periodically

Support and empower families to meet educational, employment, and healthcare goals

Obtain input and feedback to monitor and document progress, performance, and success

Crisis response, intervention and management

Provide transportation as needed

Schedule, plan, implement, and document all weekly visits and quarterly conferences

Maintain accurate records including confidential files, records, databases, and reports

Perform clerical duties including data entry, copying, filing, email, and phone calls

Create, publish, and distribute calendars, brochures and flyers

Collaborate with advocates and area agencies to identify available services and resources

Plan, facilitate, and participate in meetings, workshops, activities, fairs, and events

Initiate and maintain communication with all appropriate agency personnel

Comply with all federal, state, local and agency standards and protocol

Travel to off-site meetings and professional development opportunities

Maintain necessary certifications
Contribute to the development of the Early Head Start Program

1995 – Present

Triton Regional School District, Byfield, Massachusetts

District Home Tutor – Part time

Initiate and maintain tutor/student/home to school communications
Schedule and implement all daily, weekly, and monthly appointments
Document all meetings, communications, and appointments
Organize daily and weekly lesson plans and instructional materials
Administer individualized one-on-one and small group instruction
Administer and evaluate screenings, tests, progress and performance
Advise, counsel, educate, and support students and families
Perform all clerical duties as required; copy, file, email, mail, phone
Maintain all required records, files, and documentation
Attend all conferences, meetings, workshops, and trainings as required
Comply with all state, local, and school policy and protocol
Participate in professional development courses, trainings and conferences
Maintain necessary certifications

2010 – 2012

ClubZ Tutoring; Haverhill, MA

Home Tutor

Same as above

1990 – 2000

Nashua School District, Nashua, New Hampshire

Exeter Area School District, Exeter, NH

District Home Tutor

1986 – 1990

Brookside Psychiatric Hospital, Nashua, NH

Adolescent Educator – Classroom Teacher

VOLUNTEER EXPERIENCE

I have extensive volunteer experience in the local schools, community, and church. I have acted in the capacity of Committee or Board President, Vice-President, Chairperson, Co-Chairperson, Secretary, Public Relations and Volunteer. I have planned, scheduled, implemented, and facilitated meetings, workshops, seminars and events in the public schools. I have organized and implemented fundraisers, community and charity events, dances and proms, breakfasts, dinners, banquets and awards ceremonies for up to 500 guests. I chaperoned numerous student activities both on and off site. I have participated on several planning and steering committees, budget committee, and the Principal Search Committee. I developed and instituted a comprehensive after-school elementary Enrichment Program, including several course curriculums to be used in the program. I taught CCD classes for five years and volunteered in the Religious Education office for seven years.

Maureen Genakos

Objective

Adult Basic Education Instructor

Experience

- 9/2013 – present SNHS Portsmouth Adult Basic Education Program ABE
- 9/2011 – 3/2012 IT Aide, Substitute Teacher, Milton School District, Milton, NH
- 5/2009 – 11/2010 Bookkeeper, LTG Counseling Associates
- 10/2008 – 6/2009 Tutor, freelance (ages 14 – adult)
- 9/1987 – 6/2008 Mathematics Teacher, Dover High School, Dover, NH
- 10/1986 – 6/1987 Vocational Support Tutor/ In-School Suspension Teacher, Dover High School, Dover, NH
- 1984 – 1986 Mathematics Teacher, Methuen High School, Methuen, MA
- 1981 – 1984 Tutor, freelance (ages 12 – adult)
- Spring, 1983 Mathematics Teacher, Talent Search Program, Research Foundation,
University of Lowell, Lowell, MA
- 1978 – 1980 Mathematics Teacher, Methuen High School, Methuen, MA
- 1976 – 1977 Middle School Teacher, Methuen Middle School, Methuen, MA

Other Experiences In Education

Math Team Coach

Class Advisor

Educator in The Workplace, summer program sponsored by UNH

Education

- 1971 – 1976 University of Lowell, Lowell, MA
Bachelor of Science, Mathematics, Secondary Education
- 1982 -1985 9 credits post-graduate work: mathematics and computer science

Professional Development

As a Secondary Mathematics Teacher, I attended numerous professional workshops over my 26+ years in education. Workshop Topics included methods, learning styles, classroom management, human development, mathematical concepts, school law, computer software programs and technology integration for the classroom to name a few.

SUSAN B. SLABON

EDUCATION:

Master of Education - Antioch University
Bachelor of Science, General Special Education - University of Southern Connecticut
Specialty Training, Wilson Language Program, Level I Trained
NH Certified Teacher – currently recertifying

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

RCA-Portsmouth Adult Basic Education Program - ABE Classroom Teacher

Southern NH Services, Inc., 100 Campus Drive, Portsmouth, NH 03801 September 2009 - Current

I am an ABE classroom team teacher and one-to-one reading instructor of adult learners. My students are both native English speakers and advanced ESOL. Responsibilities include individual testing and evaluation (pre and post), as well as planning and implementing instruction. This position requires coordinating individual instruction, as well as coordinating with the classroom teaching team. Provide teacher training workshops as needed.

Exeter Adult Education - NHEP TANF Classroom Teacher

Exeter Adult Education Program, SAU 16, Linden Street, Exeter, NH 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 - Special Education Teacher

Newfields Elementary School, 9 Piscassic Road, Newfields, NH 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 - Teaching Aide

East Kingston Elementary School, 5 Andrews Lane, East Kingston, NH September 1993 – June 1996

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

Exeter Schools - Substitute Teacher

Exeter School District, SAU 16, Exeter, NH 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.

Kenneth L. West Sr.

Objective: To obtain the position of Tutor for New England Tutors

Highlights

- Fifteen years of experience as a Special Education Teacher.
- Maine Special Education Teacher (282)
- Massachusetts Teacher of Moderate Disabilities 5-12 Temporary Certification
- Have applied for New Hampshire Certification.
- Teach adults/children in various learning environments.
- Patient and caring; medical crisis management skills.
- Good problem solving skills; collaborative team member
- CPI certified

Education

Masters of Science in Special Education

University of Southern Maine, Portland, Maine-May 2001

Bachelor of Science in Applied Technology in Education

University of Southern Maine, Portland, Maine-December 1998

Associate of Science in Fisheries and Marine Technology

University of Rhode Island,

Teaching Experience

Adult Basic Education Teacher, Southern New Hampshire Services, **2013-present**
Portsmouth, NH. Teaching basic skills (reading, writing, math) and high school equivalency preparation material to adult learners.

Special Education Teacher, Pathways Academy, McLean Hospital, **2011-present**
Belmont, MA. Teaching math and science to high school students, who fall within the Autism spectrum.

Special Education Teacher, Wells Junior High School, Wells, ME **2003-2011**
I taught individualized math, language arts, and supporting regular education classes, as well as being the special education instructional team leader for grades five through eight.

Special Education Teacher, Lake Region High School, MSAD #61 **1999-2003**
I taught high school students with behavioral challenges in an alternative education program.

Special Education Teacher, PEAK Program, 7-12, MSAD #61 **1998-1999**
I taught students in grades 7-12 with behavioral challenges in an alternative education program.

Educational Technician III, PEAK Program, 7-12, MSAD #61 **1997-1998**

Educational Technician II, Sebago Elementary School, K-8, MSAD #61 **1995-1997**

Other Employment Experience

Ski Patrol Member, Gunstock Mountain Resort, Gilford, NH **2013-present**
Driver Education Instructor, A-Plus Driving School, Biddeford, ME **1999-2006**
Co-owner, Great Blue Guiding Service, Arundel, ME **1990-2003**
Ski Patrol Member, Shawnee Peak, Bridgton, ME **1988-2012**
Assistant Superintendent, Wrenn Associates, Naples, ME **1997, 98, 2000**
Keyholder/Night Manager, Boater's World, So. Portland, ME **1996-1998**
Carpenter, West Enterprises, Kittery, ME **1980's**
Commercial Fisherman, Owner operator, 48ft. Trawler, F/V Sea Rose **1975-1995**

Other School Activities

Organize Intramural Activities, Flag Football, Floor Hockey, and Snowshoeing
Chaperone for School Dance
Chaperone for 8th Grade trip to New York City
Committee member to select computer based IEP program
Committee with State of Maine Department of Education for Praxis-II development and reliability study
Past Instructional Team Leader for Special Education Department at WJHS
Organized district computer based IEP training
Assistant Track and Field Coach

Community Involvement

Registered Maine Guide **1990-2003**
Emergency Medical Technician **1988-2002**
National Ski Patrol **1988-2011**

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: curriculum development and delivery, organizational and employee development, change management and employee communications.

Professional Experience:

04/2012 – Current: Rockingham Community Action- Adult Basic Education Program, Portsmouth, NH

Teacher Aide; Teacher Basic Computer Skills

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:

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

MEGAN DONNELLY

Work Experience

February, 2012-- present

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 and Evening Level 1 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--2013

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*

Eleanor Tetreau



Work 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 Level 2 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 Győr, 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

SCHOOL YEAR 2014-2015

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 72 hours = \$1,800.00

Total \$ 1,800.00

Teachers

Total \$ _____

Teacher Aides

Total \$ _____

Guidance and Counseling Rachel Owens

\$27/hour x 108 hours = \$2,916.00

Total \$ 2,916.00

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

Total \$ _____

Total for All Personnel Services \$ 4,716.00

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 Fundamental*; 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

Rachel Owens

EDUCATION

1989 - Salem State College, Salem, Massachusetts

Master of Education - School and Community Counseling - 3.77 GPA

1983 - Plymouth State University, Plymouth, New Hampshire

BS in Ed - Physical Education, Minor - Special Education

Kappa Delta Pi - Honor Society in Education

CERTIFICATIONS

Massachusetts DOE – Educator’s License – valid through 2017

Teaching Strategies, Creative Curriculum, Touchpoints, PITC Institute

CPR and First Aid

EXPERIENCE

2013 – Present

**Southern New Hampshire Services – Portsmouth Adult Basic Education
*Program Counselor***

2010 – 2013

**Community Action Incorporated, Head Start; Haverhill, Massachusetts
*Parent Child Advocate/Case Manager***

Provide counseling, advocacy, educational services, referrals, and support to families

Recruitment, enrollment, and retention of families for participation

Strategize with enrolled families to identify goals and the means to achieve those goals

Administer and interpret surveys, screenings, and assessments

Develop case plans; counsel, advise, review, and evaluate plans periodically

Support and empower families to meet educational, employment, and healthcare goals

Obtain input and feedback to monitor and document progress, performance, and success

Crisis response, intervention and management

Provide transportation as needed

Schedule, plan, implement, and document all weekly visits and quarterly conferences

Maintain accurate records including confidential files, records, databases, and reports

Perform clerical duties including data entry, copying, filing, email, and phone calls

Create, publish, and distribute calendars, brochures and flyers

Collaborate with advocates and area agencies to identify available services and resources

Plan, facilitate, and participate in meetings, workshops, activities, fairs, and events

Initiate and maintain communication with all appropriate agency personnel

Comply with all federal, state, local and agency standards and protocol

Travel to off-site meetings and professional development opportunities

Maintain necessary certifications
Contribute to the development of the Early Head Start Program

1995 – Present

Triton Regional School District, Byfield, Massachusetts

District Home Tutor – Part time

Initiate and maintain tutor/student/home to school communications
Schedule and implement all daily, weekly, and monthly appointments
Document all meetings, communications, and appointments
Organize daily and weekly lesson plans and instructional materials
Administer individualized one-on-one and small group instruction
Administer and evaluate screenings, tests, progress and performance
Advise, counsel, educate, and support students and families
Perform all clerical duties as required; copy, file, email, mail, phone
Maintain all required records, files, and documentation
Attend all conferences, meetings, workshops, and trainings as required
Comply with all state, local, and school policy and protocol
Participate in professional development courses, trainings and conferences
Maintain necessary certifications

2010 – 2012

ClubZ Tutoring; Haverhill, MA

Home Tutor

Same as above

1990 – 2000

Nashua School District, Nashua, New Hampshire

Exeter Area School District, Exeter, NH

District Home Tutor

1986 – 1990

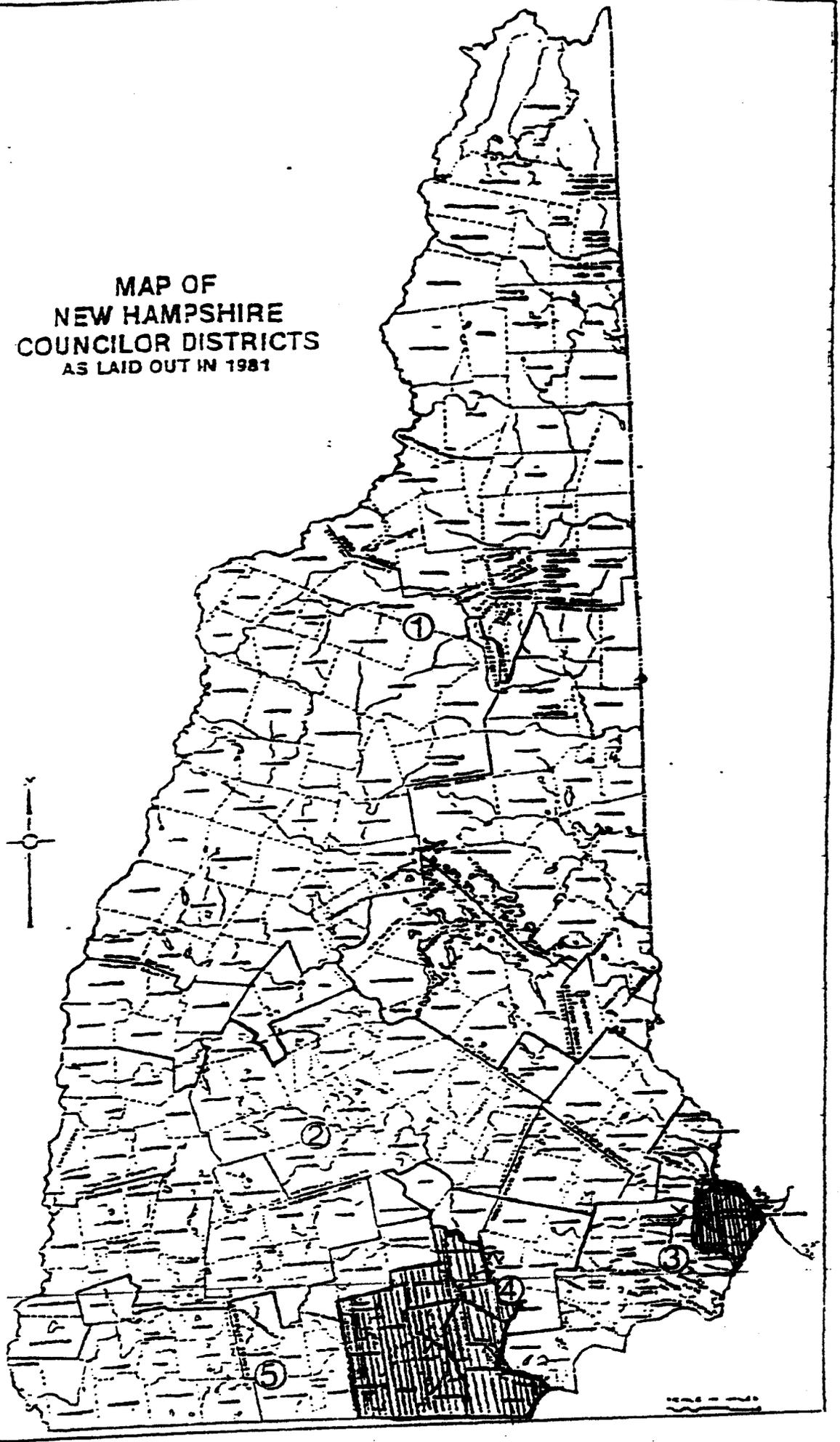
Brookside Psychiatric Hospital, Nashua, NH

Adolescent Educator – Classroom Teacher

VOLUNTEER EXPERIENCE

I have extensive volunteer experience in the local schools, community, and church. I have acted in the capacity of Committee or Board President, Vice-President, Chairperson, Co-Chairperson, Secretary, Public Relations and Volunteer. I have planned, scheduled, implemented, and facilitated meetings, workshops, seminars and events in the public schools. I have organized and implemented fundraisers, community and charity events, dances and proms, breakfasts, dinners, banquets and awards ceremonies for up to 500 guests. I chaperoned numerous student activities both on and off site. I have participated on several planning and steering committees, budget committee, and the Principal Search Committee. I developed and instituted a comprehensive after-school elementary Enrichment Program, including several course curriculums to be used in the program. I taught CCD classes for five years and volunteered in the Religious Education office for seven years.

MAP OF
NEW HAMPSHIRE
COUNCILOR DISTRICTS
AS LAID OUT IN 1981





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/3/2014

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 FIAI/Cross Insurance 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																						
INSURED Southern NH Services P.O. Box 5040 Manchester NH 03108		<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A</td> <td>Philadelphia Ins Co</td> <td></td> </tr> <tr> <td>INSURER B</td> <td>MEMIC Indemnity Company</td> <td>11030</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A	Philadelphia Ins Co		INSURER B	MEMIC Indemnity Company	11030	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER C:																								
INSURER D:																								
INSURER E:																								
INSURER F:																								

COVERAGES CERTIFICATE NUMBER:13-14 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			PHFK959421	12/31/2013	12/31/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> Employee Benefits						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> Professional Liab						GENERAL AGGREGATE \$ 2,000,000
GENL AGGREGATE LIMIT APPLIES PER:							PRODUCTS - COMPIOP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
A	AUTOMOBILE LIABILITY			PHFK959421	12/31/2013	12/31/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							Underinsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			PHUB406269	12/31/2013	12/31/2014	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			3102801290 (3a.) ME & NH All officers included	12/31/2013	12/31/2014	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L DISEASE - EA EMPLOYEE \$ 500,000
							E.L DISEASE - POLICY LIMIT \$ 500,000
A	Crime			PHFK959421	12/31/2013	12/31/2014	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

CANCELLATION

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

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

CERTIFICATE OF VOTE
(Corporate Authority)

I Jill McLaughlin, Secretary of Southern New Hampshire Services, Inc.
(name) (corporation name)

(hereinafter the "Corporation"), a New Hampshire corporation, hereby certify that: (1) I am the duly
(state)
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 September 30, 2013,
(date)
such authority to be in force and effect until June 30, 2015.
(contract termination date)

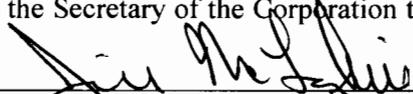
The person(s) holding the below listed position(s) to execute and deliver on behalf of the Corporation any
contract or other instrument for the sale of products and services:

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

(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 24th day of
April, 2014.

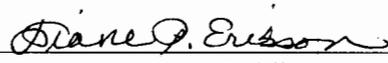


Jill McLaughlin, Secretary

STATE OF New Hampshire
COUNTY OF Hillsborough

On this the 24th day of April, 2014, before me, Diane P. Erikson the
undersigned Officer, personally appeared, Jill McLaughlin 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.



Notary Public



Commission Expiration Date:

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 3rd day of April A.D. 2014

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

William M. Gardner
Secretary of State