

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



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

SEP 1 2015
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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

August 14, 2015

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

Retroactive

REQUESTED ACTION

Authorize the Department of Education, Division of Career Technology and Adult Learning to **retroactively** grant funds to the International Institute of Boston, Inc., Manchester, NH (vendor code 177551) to provide English as a Second Language and English Language/Civics Education at the International Institute of Boston, Inc., 315 Pine Street, Manchester, NH for the period effective July 1, 2015 through June 30, 2016 in an amount not to exceed \$92,115.67. **35% Federal Funds, 65% General Funds.**

Funds to support this request are anticipated to be available in the following accounts in FY 2016 upon the availability and continued appropriation of funds in the future operating budget, Adult Education:

06-56-56-566010-70040000-072-500575	Grants-Federal	\$32,240.49
06-56-56-566010-70040000-601-500931	State Fund Match	\$59,875.18

EXPLANATION

This request is **retroactive** due to additional documentation being included in the contract packet as instructed by the Attorney General's Office. In addition to the customary practice of using the Department's Project and Budget Application Form, a new Grant Agreement form is now being used by the Department which required additional documents to be signed by the contractor.

The requested funds will be used to provide English as a Second Language and English Language/Civics Education classes at the International Institute of Boston, Inc., Manchester, NH. The classes will consist of four multi-level ESOL (English for Speakers of Other Languages) and three ESOL classes in the evening for adult refugees. Also, the Institute will provide a naturalization application and interview preparation class. The class is seven weeks and meets for two hours per week and will be offered seven times per year. Approximately one hundred fifteen adults will be served by the program.

All federal and state adult education grants were originally 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 Innovation and Opportunity Act of 2014). (See Attachment A). Under the Workforce Innovation and Opportunity Act of 2014, a request for applications was released to eligible applicants (school districts, private not-for-profits and state agencies) on April 1, 2015. (See Attachment B). Grants were awarded to school districts, state agencies and private-not-for profit organizations based on applications received from eligible organizations that met the criteria for funding. International Institute of Boston, Inc., is an eligible organization that meets the funding criteria.

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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 eight thousand adults each year. The New Hampshire Department of Education's Centralized Federal Funding System will be utilized to grant funds to the International Institute of Boston-NH.

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

S:/dcta/bvr/vrco/common/G&C/International Institute of NH GC 2015-2016

Attachment A

A request for applications was released to eligible applicants (school districts, private not for profits and state agencies) on April 1, 2015.

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 grant/contract.

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, or services provided during their program year.

Criteria for Awarding Grants/Contracts to Local Agencies

(Adult Education and Family Literacy Act-Title II-Workforce Innovation & Opportunity Act of 2014)

In awarding grants or contracts under this section, the eligible agency shall consider –

- (1) the degree to which the eligible provider would be responsive to –
 - (A) regional needs as identified in the local plan under section 108; and
 - (B) serving individuals in the community who were identified in such plan as most in need of adult education and literacy activities, including individuals –
 - (i) who have low levels of literacy skills; or
 - (ii) who are English language learners;
- (2) the ability of the eligible provider to serve eligible individuals with disabilities, including eligible individuals with learning disabilities;
- (3) past effectiveness of the eligible provider in improving the literacy of eligible individuals, to meet State-adjusted levels of performance for the primary indicators of performance described in section 116, especially with respect to eligible individuals who have low levels of literacy;
- (4) the extent to which the eligible provider demonstrates alignment between proposed activities and services and the strategy and goals of the local plan under section 108, as well as the activities and services of the one-stop partners;
- (5) whether the eligible provider's program –
 - (A) is of sufficient intensity and quality, and based on the most rigorous research available so that participants achieve substantial learning gains; and
 - (B) uses instructional practices that include the essential components of reading instruction;
- (6) whether the eligible provider's activities, including whether reading, writing, speaking, mathematics, and English language acquisition instruction delivered by the eligible provider, are based on the best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice;
- (7) whether the eligible provider's activities effectively use technology, services, and delivery systems, including distance education in a manner sufficient to increase the amount and quality of learning and how such technology, services, and systems lead to improved performance;
- (8) whether the eligible provider's activities provide learning in context, including through integrated education and training, so that an individual acquires the skills needed to transition to and complete postsecondary education and training programs, obtain and advance in employment leading to economic self-sufficiency, and to exercise the rights and responsibilities of citizenship;
- (9) whether the eligible provider's activities are delivered by well-trained instructors, counselors, and administrators who meet any minimum qualifications established by the State, where applicable, and who have access to high quality professional development, including through electronic means;

- (10) whether the eligible provider's activities coordinate with other available education, training, and social service resources in the community, such as by establishing strong links with elementary schools and secondary schools, postsecondary educational institutions, institutions of higher education, local workforce investment boards, one-stop centers, job training programs, and social service agencies, business industry, labor organizations, community-based organizations, nonprofit organizations, and intermediaries, for the development of career pathways;
- (11) whether the eligible provider's activities offer flexible schedules and coordination with Federal, State, and local support services, (such as child care, transportation, mental health services, and career planning) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs;
- (12) whether the eligible provider maintains a high-quality information management system that has the capacity to report measurable participant outcomes (consistent with section 116) and to monitor program performance; and
- (13) whether the local areas in which the eligible provider is located have a demonstrated need for additional English language acquisition programs and civics education programs.

Attachment B

All proposals that were approved in the past fiscal year 2014-2015 under Workforce Opportunity Act – Title II are extended through the next fiscal year 2015-2016 under the Workforce Innovation and Opportunity Act.

This process is approved under the NH State Plan for Adult Education Extension – FY16 approved by the U.S. Department of Education, Office of Career Technical and Adult Education.

ADULT BASIC EDUCATION PROGRAMS – SCHOOL YEAR 2015-2016

Ascentria Community Services formerly Lutheran Community Services
Claremont School District
Derry School District
Dover School District
Exeter Region Cooperative School District
Franklin School District
Hillsboro Department of Corrections
International Institute of NH
Laconia School District
Manchester School District
Nashua Adult Learning Center
NH Coalition for Occupational Safety and Health
NH Department of Corrections
Plymouth School District
Salem School District
Second Start
Second Start – Staff Development
Southern NH Services/Manchester/Portsmouth

ADULT EDUCATION/POSTSECONDARY TRANSITIONS PROGRAMS – SCHOOL YEAR 2015-2016

Conway School District
Dover School District
Exeter Region Cooperative School District
Fuller Public Library/Hillsboro
Governor Wentworth Regional School District
Kearsarge Regional School District
Keene School District
Manchester School District
Nashua Adult Learning Center
Nashua School District
North Country Education Services
Pinkerton Academy
Southern NH Services/Portsmouth
Winnacunnet School District

ADULT HIGH SCHOOL PROGRAMS – SCHOOL YEAR 2015-2016

Bedford School District
Claremont School District
Concord School District
Contoocook Valley Regional School District
Conway school District
Dover School District
Exeter Region Cooperative School District
Franklin School District
Goffstown School District
Governor Wentworth Regional School District
Hudson School District
Jaffrey-Rindge Cooperative School District
Kearsarge Regional School District
Keene School District
Laconia School District
Lisbon Regional School District
Londonderry School District
Manchester School District
Monadnock Regional School District
Nashua School District
Northumberland School District
Pembroke School District
Pinkerton Academy
Rochester School District
Salem School District
Winnacunnet School District

ENGLISH LANGUAGE/CIVICS EDUCATION PROGRAMS – SCHOOL YEAR 2015-2016

Dover School District	International Institute of NH
Keene School District	Nashua Adult Learning Center
Manchester School District	NH Coalition for Occupational Safety and Health

ADULT LEARNER SERVICES PROGRAMS – SCHOOL YEAR 2015-2016

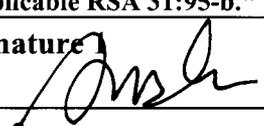
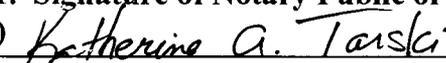
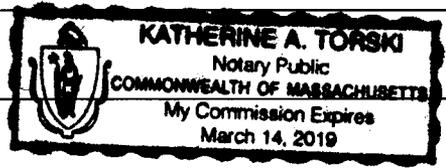
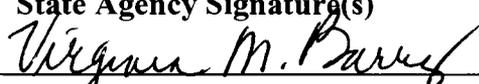
Dover School District
Exeter Region Cooperative School District
Fuller Public Library/Hillsboro
Governor Wentworth Regional School District
Keene School District
Laconia School District
Lebanon School District
Littleton School District
Nashua Adult Learning Center
North Country Education Services
Second Start/Concord

GRANT AGREEMENT

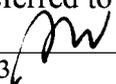
The State of New Hampshire and the Grantee hereby
Mutually agree as follows:

GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name Department of Education		1.2. State Agency Address 21 So. Fruit St., Suite #20, Concord, NH 03301	
1.3. Grantee Name International Institute of Town/City of (VC#) Boston, Inc.		1.4. Grantee Address 1850 Elm Street, Manchester, NH 03104	
1.5. Effective Date G&C Approval	1.6. Completion Date June 30, 2016	1.7. Audit Date N/A	1.8. Grant Limitation \$92,115.67
1.9. Grant Officer for State Agency Art Ellison		1.10. State Agency Telephone Number 271-6698	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 		1.12. Name & Title of Grantee Signor 1 Alexandra Weber, Chief Program Officer	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13. Acknowledgment: State of Massachusetts, County of Suffolk, on July 23, 2015, before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal) 			
1.13.2. Name & Title of Notary Public or Justice of the Peace Katherine A. Torski, Notary Public			
1.14. State Agency Signature(s) 		1.15. Name & Title of State Agency Signor(s) Virginia M. Barry, Ph.D., Commissioner of Education	
1.16. Approval by Attorney General (Form, Substance and Execution)			
By: 		On: 9/21/15	
1.17. Approval by Governor and Council			
By:		On: / /	

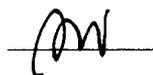
2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:36, the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

Grantee Initials 

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Date 7/23/15

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later (hereinafter referred to as "the effective date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
- 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date three (3) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.
8. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
 - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
 - 11.1.2 Failure to submit any report required hereunder; or
 - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
 - 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
 - 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
 - 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
 - 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
 - 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or



- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.
16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. INSURANCE AND BOND.
- 17.1.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.2 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$2,000,000 for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.
21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intend of the parties hereto.
22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

EXHIBIT A
The Services

International Institute of Boston-NH in Manchester, NH will provide the following services:

Project No. 1. English as a Second Language classes

The International Institute of Boston-NH in Manchester, NH will offer four multi-level ESOL (English for Speakers of Other Languages) classes during the day and three ESOL classes in the evening for adult refugees.

Project No. 2. English Language/Civics Education classes

The International Institute of Boston-NH offers six levels of ESOL (English for Speakers of Other Languages) classes designed to meet student needs at a range of levels, with the greatest demand for the lowest levels. Also, the Institute will provide a naturalization application and interview preparation class. The class is seven weeks and meets for two hours per week and will be offered seven times per year.

All classes will be held at the International Institute of Boston-NH, 1850 Elm Street, Manchester, NH. Approximately one hundred-fifteen adults will be served by the program.

Grantee Initials DW
Date 7/23/15

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

Estimated Budget: Project No. 1

	FY 2016
Salaries	\$54,875.00
Benefits	9,057.00
Instructional Materials	3,000.00
Travel	600.00
Rent/Utilities	6,215.00
Printing	711.00
Office Supplies	700.00
Indirect Cost	7,516.00
TOTAL	\$82,674.00

Estimated Budget: Project No. 2

	FY 2016
Salaries	\$5,493.00
Benefits	573.39
Instructional Materials	500.00
Rent/Utilities	1,500.00
Printing	300.00
Office Supplies	217.00
Indirect Cost	858.28
TOTAL	\$9,441.67

Limitation of Price:

This agreement will not exceed \$92,115.67

Method of Payment:

Monthly payment may be made for each month of the agreement year. Each payment request will be submitted through the Department of Education's Grants Management System.

Grantee Initials MW
Date 7/23/15

EXHIBIT C

Special Provisions

17.1.2. Statutory worker's compensation and employees liability insurance for all employees engaged in the performance of the Project, and comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 each occurrence and general aggregate \$3,000,000.

These insurance limits exceed the State's requirements according to section 14.1.1 of the revised P-37 (version 5/8/15).

The Umbrella Liability Insurance is \$5,000,000 bringing the total Liability Insurance to \$6,000,000.

Grantee Initials

OW

Date

7/23/15

OW
7/30/15

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

Federal/State Program Title: Adult Basic Education / ESOL

PROJECT #
CHANGE #
PAGE 1 of 2

FROM: International Institute of Boston-NH
1850 Elm Street
Manchester, NH 03104

TO: NH Department of Education
Bureau of Adult Education
21 South Fruit Street, Suite #20
Concord, New Hampshire 03301

SAURA: 987

Proposed Project Title: ESOL Program

Project Period: 7/1/2015 to: 6/30/2016

The following information is required for all projects

PROJECT MANAGER:

NAME: Amadou Hamady
ADDRESS: 1850 Elm Street, Manchester, NH 03104
E-MAIL ADDRESS: ahamady@iinh.org

TITLE: Site Director
TELEPHONE: 603-647-1500
FAX: 603-669-5830

FINANCIAL CONTACT:

NAME: Rita McDonough
E-MAIL ADDRESS: rmcdonough@iirne.us

TELEPHONE: 617-695-9990
FAX: 617-695-9191

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 AGENY 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: 10 %

International Institute of Boston-NH
1850 Elm Street
Manchester, NH 03104

Alexandra Weber

PRINT NAME AND TITLE of SAU-SUPERINTENDENT-OF-SCHOOLS
or RA-CHIEF PROGRAM OFFICER

SIGNATURE SAU-SUPERINTENDENT-OF-SCHOOLS

7/23/2015
DATE

or RA-CHIEF PROGRAM OFFICER

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Projects in English Language / Civics Education

FROM: International Institute of Boston-NH
1850 Elm Street
Manchester, NH 03104

TO: NH Department of Education
Bureau of Adult Education
21 South Fruit Street, Suite #20
Concord, New Hampshire 03301

SAURA: 987
Proposed Project Title: ESOL Program
Project Period: 7/1/2015 to: 6/30/2016

TYPE OF CHANGE	
BUDGET	
FUND AUTH	
FISCAL AGENT	
OTHER	

PROJECT MANAGER: NAME: Amadou Hamady TITLE: Site Director
ADDRESS: 1850 Elm Street Manchester NH 03104 TEL PHONE: 603-647-1500
E-MAIL ADDRESS: ahamady@iinh.org FAX: 603-669-8530

FINANCIAL CONTACT: NAME: Rita McDonough TELEPHONE: 617-695-9990
E-MAIL ADDRESS: rmcdonough@iine.us FAX: 617-695-9191

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:

International Institute of Boston-NH
1850 Elm Street
Manchester, NH 03104

APPROVED INDIRECT COST RATE: 10 %

Alexandra Weber
 PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
 or CHIEF PROGRAM OFFICER

 SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
 or CHIEF PROGRAM OFFICER

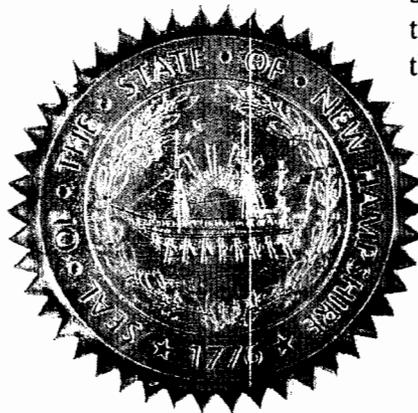
7/23/2015
DATE

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 INTERNATIONAL INSTITUTE OF BOSTON, INC. a(n) Massachusetts corporation, is authorized to transact business in New Hampshire and qualified on July 25, 1994. I further certify that all fees and annual reports required by the Secretary of State's office have been received.

In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 26th day of May, A.D. 2015



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

William M. Gardner
Secretary of State

Certificate of Authority

I, Tea Psorn, Clerk/Secretary of International Institute of Boston, Inc. d/b/a International Institute of New Hampshire do hereby certify that:

- (1) I maintain and have custody of and am familiar with the seal and minute books of the corporation;
- (2) I am authorized to issue certificates with respect to the contents of such books and to affix such seal to such certificate;
- (3) The following are true and complete copies of the resolutions adopted by the board of directors of the corporation at a meeting of that board on May 11, 2015 which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation:

That: International Institute of Boston, Inc. d/b/a International Institute of New Hampshire will enter into a contract with the NH Department of Education to provide employment and training services to out of school youth. This resolution shall remain in effect until specifically revoked.

That: International Institute of Boston, Inc. d/b/a International Institute of New Hampshire Board of Directors has named Alexandra Weber as having authority to sign the contract with the New Hampshire Department of Education.

- (4) The following is a true and complete copy of a by-law adopted at a board meeting on May 11, 2015.
- (5) The foregoing resolution(s) and by-law are in full force and effect, unamended, as of the date hereof; and
- (6) The following person(s) lawfully occupy the office(s) indicated below:

Jeffrey Thielman, President & CEO

Alexandra Weber, Chief Program Officer

Douglas Bailey, Secretary

Rita McDonough, Treasurer

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation this 23rd day of July, 2015.

(Corporate Seal if any)



Clerk/Secretary

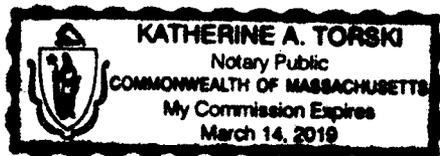
(If the corporation has no seal, the Clerk/Secretary shall acknowledge the certificate before an authorized officer below)

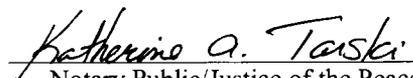
STATE OF Massachusetts

COUNTY OF Suffolk

On July 23, 2015 before the undersigned officer personally appeared the person identified in the foregoing certificate, know to me (or satisfactorily proven) to be the Clerk/Secretary of the corporation identified in the foregoing certificate, and acknowledge that she executed the foregoing certificate.

In witness whereof I hereunto set my hand and official seal.





Notary Public/Justice of the Peace

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 HUB International New England 600 Longwater Drive Norwell, MA 02061 781 792-3200	CONTACT NAME: PHONE (A/C, No, Ext): 978 657-5100	FAX (A/C, No): 978-988-0038
	E-MAIL ADDRESS:	
INSURED International Institute Of Boston, Inc. One Milk Street Boston, MA 02109	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Travelers Property Casualty Co	NAIC # 25674
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	

COVERAGES **CERTIFICATE NUMBER:** **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
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A		10/01/2014	10/01/2015	WC STATU-TORY LIMITS <input checked="" type="checkbox"/> OTH-ER <input type="checkbox"/> 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)

State of New Hampshire

CERTIFICATE HOLDER NH Department of Education State Bureau of Adult Education 21 South Fruit Street, Suite #20 Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>John Zavelinski</i>
---	--

International Institute

	April 30, 2015 Balance
ASSETS	
Current Assets	
Cash & Cash Equivalents	
Petty Cash - New Hampshire	1,115
Petty Cash - Boston	1,625
EBSB UnrestrictedCashReserve	76,931
EastBostonSvg-IDA2013	4,424
EBSB MicroEnterpriseLoan	24,585
EastBosSvgs-Operating	123,612
EBSB 2010IDA	-
EaBosSvg-IIBEscrowAgtSirSpeedy	6,667
EBSB IIB EscrowUFE	14,992
EBSB-One Milk Street	65,442
Petty Cash-R+P	11,026
Citizens Bank - Operating Acct	44,459
Citizens Bnk - NH	7,202
Citizens Bank IIL	7,924
NH Farmers EBT	-
Shirley Brulotte NH	13,907
Lowell Five IDA	10
CLC-Bank Rhode Island	31,707
Other	40
Total Cash & Cash Equivalents	435,669
Grants & Contracts Receivables	
Contract Receivables	511,240
SecurityDepositReceivable	1,158
Total Grants & Contracts Receivables	512,398
Rent Receivables	18,553
Event & Other Receivables	
Other Receivable	
CLC Loans Receivable	5,280
Misc Receivable	
Pledges Receivable	
Petty Cash Advance	906
CashAdvance	
Total Event & Other Receivables	24,738
Prepaid Expenses	
Prepaid Expenses	18,443
Prepaid Rent	6,000
Prepaid Insurance	11,158
Prepaid Deposits	3,450
Total Prepaid Expenses	39,052

International Institute

Total Current Assets	1,011,857
Other Assets	
Deferred Rent	
Deferred Rent	38,881
Total Deferred Rent	38,881
Total Other Assets	38,881
Fixed Assets	
Building net of Accu Dep	
Building	3,847,785
Accum Dep - Building	(1,674,539)
Total Building net of Accu Dep	2,173,246
Building Improvements net of Accu Dep	
Tenant Improvement Expense	68,951
Building Improvements	2,257,716
Accum Dep - Bldg Improvements	(1,153,433)
Total Building Improvements net of Accu Dep	1,173,234
Land	2,551,000
Fur & Equip Net of Depreciation	
Furniture & Equipment	311,980
Vehicles	35,064
Software	79,820
Accum Dep - F & E	(311,980)
Accum Deprec - Software	(48,036)
Accum Dep - Vehicles	(21,357)
Total Fur & Equip Net of Depreciation	45,491
Total Fixed Assets	5,942,971
Other Amrtz Assets	
Debt Issuance Cost	203,589
Accumulated Amrtz	
Accumulated Amortization Bonds Issuance	(12,231)
Other	(6,431)
Total Accumulated Amrtz	(18,662)
Total Other Amrtz Assets	184,927
Total ASSETS	7,178,635
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	105,034
Other	43,412
Total Accounts Payable	148,446

International Institute

Accrued Expenses	
Accrued Expenses	43,417
AccruedExpense-BosR&P	3,965
Accr_RP_Lowell	32,060
Accrue NH program exp	1,827
Accrued NH-Client	7,066
Accrued Salaries	196,990
Total Accrued Expenses	285,324
Deferred Revenue	
Deferred Revenue-MG	23,566
Deferred Revenue-R&P	119,789
Total Deferred Revenue	143,354
Payroll Withholdings	(942)
Other Current Liabilities	
Due to Farmers-NH	
EBSB-SirSpeedySecurityDep	6,667
Security Deposit UFE	21,594
Total Other Current Liabilities	28,261
Total Current Liabilities	604,444
Long Term Liabilities	
CIBC Promissory Note	
ESBS Commercial Mortgage	4,298,555
EBSB Bond Payable	2,159,174
Total CIBC Promissory Note	6,457,729
Total Long Term Liabilities	6,457,729
Total Liabilities	7,062,173
Fund Balance	
Total Fund Balance	46,166
Temp. Restricted	
Total Temp. Restricted	178,249
Net Income	(107,953)
Total Liabilites & Net Assets	7,178,635



BOARD OF DIRECTORS

Douglas Bailey

Board Secretary

President & Founder
Douglas Bailey Media Strategies
275 Grove St. Suite 2-400
Newtown, MA 02466

Cornel Catuna

Board Vice-Chair

Executive Vice President
BJ's Wholesale Club, Inc.
25 Research Drive
Westborough, MA 01581

Brendan Coughlin

Director

Vice President
Devonshire Investors
82 Devonshire Street, R7B
Boston, MA 02110

Zoltan Csimma

Director

Business Affiliation: N/A

Georges Gemayel

Director

Business Affiliation: N/A

William Gillett

Board Chairperson

Dean of Business School
Southern New Hampshire University
2500 North River Road
Manchester, NH 03106

Monica Grewal

Director

Partner
WilmerHale
60 State Street
Boston, MA 02109

Taeiss Haghight

Director

Executive Director IP
Triton Systems
3 Calista Terrace
Westford, MA 01866

Karen Hammond

Director

Business Affiliation: N/A

Rushna Tejani Heneghan

Director

Deputy General Counsel
Charles River Laboratories, Inc.
251 Ballardvale Street
Wilmington, MA 01887

Rita McDonough

Treasurer

Chief Financial Officer
International Institute of New England
1 Milk Street
Boston, MA 02109

Paul Mollica

Director

Regional President for Boston
Webster Bank
100 Franklin Street
Boston, MA 02110

Beth Murphy

Director

Founder
Principal Pictures, Inc.
535 Albany St, 02118
Boston, MA 02118

David Sullivan

Director

Partner
Murtha Cullina LLP
99 High Street
Boston, MA 02110-2320

Jeroen Van Paassen

Director

Partner
Pricewaterhouse Coopers, LLC
125 High Street
Boston, MA 02110

Directors serve without compensation.

SCHOOL YEAR 2015-2016
INTERNATIONAL INSTITUTE OF NEW HAMPSHIRE

Concord
 Itemization of Anticipated Expenditures for Adult Basic Education

PERSONNEL SERVICES

Administrative	Hours/Week	Weeks	\$/hr	Total
Administration-Vanessa Rashid	9	39	\$22.00	\$ 7,722
Total	9			\$ 7,722
Teachers				
Vanessa Rashid	10	36	\$22.00	\$ 7,920
Nathalie Gignac	16	36	\$21.00	\$ 12,096
Jennifer Zoller	16	36	\$21.00	\$ 12,096
Heidi Haufe	5.75	36	\$21.00	\$ 4,347
Irna Lopukhina Von Decker	5.75	36	\$21.00	\$ 4,347
3rd Evening ESOL teacher TBD	5.75	36	\$21.00	\$ 4,347
Total	59.25			\$ 45,153
Teacher Aides				
Total				\$ -
Guidance and Counseling				
Total				\$ -
Other Personnel (please specify) i.e., Reading Consultant				
Interpreter, Outreach (No fringe)				\$ 2,000
Total				\$ 2,000
Total for All Personnel Services				\$ 54,875

SCHOOL YEAR 2015-2016
INTERNATIONAL INSTITUTE OF NEW HAMPSHIRE

Concord
 Itemization of Anticipated Expenditures for Adult Basic Education / CIVICS

PERSONNEL SERVICES

Administrative		Hours/Week	Weeks	\$/hr	Total
	Education Coordinator - Vanessa Rashid	1.5	36	\$22.00	\$ 1,188
	Site Director - Amadou Hamady	1	36	\$36.25	\$ 1,305
	Total				\$ 2,493
Teachers					
	Civics Teacher - Anne Marie Chignon-Migalli	4	36	\$20.00	\$ 3,000
	Total				\$ 3,000
Teacher Aides					
	Total				\$ -
Guidance and Counseling					
	Total				\$ -
Other Personnel (please specify - i.e., Reading Consultant, Secretary, etc.)					
	Total				\$ -
	Total for All Personnel Services				\$ 5,493

Vanessa Rashid

Summary

Accomplished ESL teacher with extensive experience in developing curriculum for English language and cultural classes. Exceptional background in designing meaningful and effective coursework that engages students and expedites learning specifically in the areas of reading and writing.

Highlights

- NH Certified ESL Instructor
- Creative learning strategies
- Program developer
- Knowledge of refugee and immigrant experience
- Certified examiner for IELTS
- English language proficiency test
- Proficient speaker of Italian

Accomplishments

- Collaborated with department and faculty members to design a year-round standard-based curriculum.
- Implemented a creative art/literacy writing curriculum to reach across all language levels for student success.
- Coordinated with school leadership team to develop and implement school-wide goals for improvement.

Experience

International Institute of NH – ESL Coordinator, Manchester, NH

12/2013-Present

- Assessed and enrolled newly arrived refugees and immigrants for adult ESL day and evening program. Coordinated and advertised for enrollment in citizenship program. Supervised staff of four highly qualified ESL educators. Expanded ESL curriculum to include English language, workplace and computer literacy. Provided outreach to community members to engage partnerships with our program. Advised and exposed students to community resources and employment programs.

ESL-Plymouth State University – IELTS Examiner, Plymouth, NH

11/2011-11/2013

- Performed and rated speaking portion of international English language tests for language learners. Rated written portion of language tests. Maintained professional approach while creating comfortable environment for testing.

Manchester School District – ESL Educator, Manchester, NH
08/1999-06/2013

- Employed kinesthetic, visual, and auditory approaches to make lessons interesting and interactive. Taught English language skills to students from kindergarten age through adulthood. Organized supplementary materials in English for all students. Integrated technology as an instructional tool, including the Smartboard. Attended professional development workshops focused on learning goals and classroom management. Conducted small group and individual classroom activities based on differentiated learning needs.

Manchester Community College – ESL Adjunct Instructor, Manchester, NH
09/2000-12/2003

- Taught lessons encompassing a range of skill-building activities for speaking, reading, writing, and listening. Created daily lesson plans for multi-level adult ESL classes.

International Institute of NH – Refugee Resettlement Coordinator, Manchester, NH
01/1997-08/1999

- Performed essential services for newly arriving refugees including: housing, community orientations, medical appointments, school enrollments, clothing and food needs, as well as adult language class enrollment and employment services. Supervised multilingual and multi-cultural staff.

Education

- 1997 Notre Dame College – Manchester, NH
 Master of Education: TESOL
 Coursework in English grammar, linguistics, and language development
 NH State ELL instructor
- 1991 University of NH – Durham, NH
 Bachelor of Arts: Art History, Minor in Italian language
 Graduated Magna Cum Laude
 Completed a year of intensive art and language study in Italy

Nathalie Gignac's Resume

Education

Masters in TESOL

One more course to be completed in fall 2013

- 4.0 GPA

Graduation February 2014
Southern New Hampshire University

ESOL Certification K-12

Certification conferred February 2012
Southern New Hampshire University

Master of Education

Elementary Education- Certification K-8

- HQT Middle School Math
- 3.92 GPA

Certified May 2010
Southern New Hampshire University

Bachelor of Business Administration

Concentration in Finance

May 1994
Université du Québec à Montréal

Work Experience

ESL Teacher

Manchester Community College

- Teaching academic writing to adult ESL
- Increasing academic vocabulary of students
- Developing essay and paragraph writing skills

November 2013 to present
Manchester, New Hampshire

ESL Teacher

International Institute

- Teaching early literacy and conversational English
- Fostering writing, reading, listening, speaking and life skills development
- Developing necessary materials: websites list, financial and workplace literacy curriculum

August 2012 to present
Manchester, New Hampshire

Title I Certified Instructor

Manchester School District (Beech Street Elementary)

- Teaching English to English Language Learner students, while fostering the four language domains: speaking, listening, writing and reading
- Instructing students using different writing genres
- Fostering the students' math sense

October 2011 to 2012
Manchester, New Hampshire

Title I Instructor

Manchester School District (Beech Street Elementary)

- Teaching reading skills and strategies
- Instructing groups using the Leveled Literacy Intervention (LLI)
- Helping students construct different texts such as: persuasive essay, book report, autobiography and reflective writing

November 2010 to June 2011
Manchester, New Hampshire

Title I Instructor Long-Term Substitute

Manchester School District (Bakersville Elementary)

- Fostering specific math skills
- Implementing guided reading

September 2010 to October 2010
Manchester, New Hampshire

Relevant Experience

ESL tutor

Tutor a new student from Haiti (one-month contract)

November 2013
Derry Middle School

**ELL magnet classroom
Student-Teaching internship in 4th grade**

October 2011
Beech Street Elementary School

**ELL Summer program
Student-Teaching internship in middle school**

July 2011
Hillside Middle School

Student-Teaching

- Planning five units
- Collaborating with many experienced teachers

January 2010 to May 2010
Bakersville Elementary School

Field Hours (Observation)

- 170 hours completed in various school districts throughout Southern New Hampshire
- Observed and facilitated teachers in a wide range of subjects and grades K-12

September 2008 to December 2010

Volunteer

Classroom Volunteer
Riddle Brook School

- Instructed monthly art class through Great Artist Series program
- Graded weekly math assignment through the Math Super Star program
- Provided support to the homeroom teacher

September 2003 to June 2009
Bedford, New Hampshire

Languages

French (Native Speaker)
English (Advanced Proficiency)
Spanish (High Beginner Proficiency)

Professional Affiliation

Teaching English to Speakers of Other Languages (TESOL)

JENNIFER ZOLLER

EDUCATION AND CREDENTIALS

NH K-12 State Certification in ESOL (Jan 2012)

M.S. in Teaching English as a Foreign Language—Southern New Hampshire University (Dec 2011)—GPA: 3.94

B.S. English—Maranatha Baptist Bible College (Watertown, WI May 2006)—GPA: 3.79

EXPERIENCE

ESL Teacher

International Institute of New Hampshire, Manchester, NH (Jan 2014-present)

Teach beginning, intermediate, and advanced ESL students; equip clients with literacy, computer, workforce skills, acclimate students to American language, life, and culture

ESL Teacher

Institute for Language Education, Southern New Hampshire University (Jan 2012-present)

Teach academic writing, grammar, speaking skills, learning techniques, American culture to intermediate and advanced international students; cover research and documentation and emphasize organization and structure in writing and speaking

ESL Teacher

Ledge St. Elementary School, Nashua NH (Apr-Dec 2012)

Planned and taught reading, writing, vocabulary to 2nd-5th grade ELLs at a variety of nationalities (mostly Latino) and English proficiencies in a pull-out classroom, occasional push-in; collaborated with teams; interacted with students' families

Student Teacher

Manchester West High School (Nov-Dec 2011) and Beech St. Elementary School (Sep-Oct 2011)

Planned lessons and taught ELLs of a variety of grade levels, nationalities (Nepali, African, Latino), and English proficiencies under the guidance of mentor teachers; interacted with students' families; collaborated with other teachers and after-school program leaders

Graduate Assistant / International Student Writing Tutor

Southern New Hampshire University (Mar 2011-Dec 2012)

Assisted international students one-on-one in writing research papers, essays, and other writing assignments; helped students with organization, structure, self-editing, grammar, etc.

English Teacher

Yunnan Normal University Business School, Kunming, China (Summer 2010 and 2012)

Taught speaking, listening, vocabulary, and American culture to university students and elementary students; taught teaching techniques to Chinese middle school English teachers as part of a Chinese-American summer camp

LANGUAGE SKILLS

Conversational Spanish

Heidi Haufe



Education

Certificate of Advanced Study in Literacy Education (Concentration: ESL) 05/2014-05/2015
University of Southern Maine – Portland, ME

Master of Arts in Applied Linguistics and Discourse Studies 09/2011-02/2013
Carleton University – Ottawa, ON

- GPA: 3.86/4.0
- Thesis: *Shadowing as a Means of Helping EAP Students to Improve their Pronunciation in Preparation for Oral Presentations*

Honours Bachelor of Arts with Specialization in Teaching English as a Second Language 09/2006-08/2010
University of Ottawa – Ottawa, ON

Research Interests

- English for Academic Purposes (EAP)
- ESL Speaking Skills and Pedagogy
 - Pronunciation
 - Shadowing
 - Oral Presentations
 - Second language speaker anxiety
- Curriculum Development

Professional Affiliations/Certifications

TESL Ontario 2010-present

Professional Development

Seminar in University Teaching 2011

- Designed course outline and submitted accompanying explanatory essay
- Taught three-hour lecture
- Prepared and delivered poster presentation, entitled, "Pronunciation in EAP"

Academic Employment

St. Clair College @ ACE Acumen Academy (“sister” school of Hanson)

(Interim) Academic Director

01/2014-02/2014

- Assist with set-up of new college, implement policies, and ensure that teachers follow course outlines/curriculum
- Schedule courses for three academic programs: Business, Computer Networking, and ESL
- Order textbooks and set up online resources for teachers
- Meet with teachers, regarding curriculum, classroom observation and student feedback; plan Professional Development seminar

Cambrian College @ Hanson International Academy

ESL Program Coordinator and Teacher

02/2013-12/2013

- Developed curriculum for ESL, EAP, IELTS and Canadian culture courses
- Scheduled classes and taught 10 -15 hours per week
- Designed, marked and administered English Placement Test
- Interviewed ESL teachers and assisted with hiring decisions; held regular meetings with ESL program teachers
- Prepared certificates and transcripts for students
- Set up online Accuplacer ESL testing system, provided proctor training for Hanson employees, and conducted informal study, comparing Accuplacer and IELTS scores

Carleton University - Ottawa, ON

Teaching Assistant – *Introduction to Linguistics I*

09/2012-12/2012

- Marked weekly assignments, mid-term test and final exam
- Recorded grades in “Grade Book” on WebCT
- Held office hours and attended lectures on a weekly basis

Teaching Assistant – *English as a Second Language for Academic Purposes (ESLA)* **05/2012 –08/2012**

- Developed and presented academic workshops
- Held individual consultations with ESLA students
- Created handouts on topics related to sentence building (i.e. parts of speech, sentence structure, avoiding fragments and run-ons, punctuation and articles) to be kept as resources for EAP students and future teaching assistants

Teaching Assistant – *Teaching English as a Second Language: Methodology*

09/2010 – 04/2011

- Assisted the professor with marking exams, presentations and assignments; provided students with feedback on assessments
- Held office hours and attended lectures on a weekly basis

University of Ottawa – Ottawa, ON

Program Coordinator – Zhejiang University Exchange Program 06/2012 – 08/2012

- Perform administrative duties, such as making arrangements for student registration and diagnostic testing, preparing opening and closing ceremony, picking up/dropping off students at airport, and preparing final marks and graduation letters
- Meet with teachers and teaching assistant from the University of Ottawa, as well as visiting professor and teaching assistant from Zhejiang University; address and resolve problems/concerns

Afternoon Teacher/Teaching Assistant – English Intensive Program 05/2008 – 03/2011

- Collaborated with two team teachers; planned and taught lessons for three afternoon classes per week
- Developed and administered test/quizzes; submitted mid-term and final marks to team teachers
- Taught academic workshops
- Led Orientation to Ottawa and Campus Tour during first week of each session; arranged outings to educational sites around Ottawa, such as the Nature Museum and Parliament

ESL Instructor – Integrated Skills Workshop 11/2010 – 12/2010

- Developed curriculum for and taught three-week integrated skills workshop about Canada for ESL 100-300

Afternoon Teacher/Teaching Assistant – Zhejiang University Exchange Program 07/2010 – 08/2010

- Collaborated with two team teachers; planned and taught Oral Skills and Newspaper/Magazine Reading classes three afternoon per week
- Developed and administered test/quizzes; submitted marks to team teachers
- Assisted with administrative duties, such as airport pick-up, registration, campus tour, opening and closing ceremony

Conversation Group Facilitator

University of Ottawa – Ottawa, ON

09/2007 – 12/2007

- Planned and led speaking activities with fellow facilitators for university level ESL program; created relaxed and authentic speaking environment for students

Additional ESL Teaching

ESL Instructor - GEOS Language Academy

Ottawa, ON

06/2008 – 02/2013

- Currently teaching IELTS for advanced students in level 5 and 6
 - Previously taught Integrated Skills, Active Listening and Canadian Culture
- Plan engaging lessons based on provided curriculum for high school and adult learners

- Create, administer, and mark tests and homework; complete Student Progress Reports and discuss them with students

Private English as a Second Language Tutor

Ottawa, ON

11/2008 – 08/2012

- Help students to learn and practice English grammar in preparation for placement tests, such as TOEFL, CANTest, CAEL and IELTS
- Develop interesting conversation lessons, focusing on vocabulary, verb tenses, question formation, formal and informal speech, idioms, etc.
- Plan activities that target problematic areas of pronunciation, such as specific consonant and vowel contrasts

ESL (Small Group) Teacher – Broadwater Program

G.A. Wheable Centre – London, ON

06/2006 – 08/2006

- Taught integrated skills classes to high school exchange students from Spain
- Coordinated sight-seeing and recreational activities
- Chaperoned trips to Toronto, Niagara Falls, Canada’s Wonderland, etc.

Curriculum Development

Integrated Skills Workshop: Canadian Culture

Official Languages and Bilingualism Institute – Ottawa, ON

11/2010-01/2011

- Designed curriculum for an ESL level 100 – 300 integrated skills workshop about Canada
 - Topics included:
 - Overview of Canada
 - In-depth look at each Canadian province and territory
 - Canadian landscape, weather, culture, history, etc.
 - Famous Canadian people

Canadian Universities

Official Languages and Bilingualism Institute – Ottawa, ON

01/2011-04/2011

- Created curriculum for University of Ottawa recruitment in China
 - Topics included:
 - Introduction to Canadian culture
 - Overview of Canadian universities
 - Admissions, courses, student services, campus resources and extra-curricular activities offered at the University of Ottawa and other Canadian universities
 - Academic skills
 - Each topic accompanied by content-based language activities

Relevant Administrative Employment

Clerk - Official Languages and Bilingualism Institute
University of Ottawa – Ottawa, ON

06/ 2010 – 11/2010

- Answered potential student inquiries by email and phone; assisted with online applications
- Processed student applications; prepared and sent letters of acceptance; registered new students
- Assisted program director and teachers with administrative duties, such as diagnostic testing, preparation of opening and closing ceremony, and organization of reprography documents

Awards

Departmental Graduate Scholarship (x2) – Carleton University

2011 – 2013

Canada Millennium Scholarship Foundation Bursary – University of Ottawa

2008 – 2010

Skills

Educational Technology and Computer Skills

- MS Office, PowerPoint and (basic) Excel
- WebCT, Blackboard, Moodle, Wikispaces, Blogs
- (basic) ANOVA and SPSS; (basic) PRATT

Irina Lopukhina von Becker

Summary of Qualifications

- ◆ Decisive, energetic, multi-tasking counselor/teacher with expertise in developing and implementing programs, curriculum, lessons, and achieving desired results
- ◆ 6 years of successful case management of approximately 110 clients with a consistent record of meeting the NHEP (New Hampshire Employment Program) 50% participation rate requirement and exceeding into the mid. 60%
- ◆ 17 years of professional experience in teaching, interpreting, tutoring and career/job counseling with diverse students and clients (10-65 years old)
- ◆ Excellent research and analytical skills using program data and supported by knowledge of computer applications; promoted problem solving within the teams using available resources
- ◆ Solid understanding of TANF and WIA regulations and policy (federal and state), and knowledge of local CAP programs
- ◆ Knowledgeable in age and behavioral psychology, familiarity with CLAS standards
- ◆ Awareness of and compassion for diverse body of clients, promotes a culture of proactive improvement, innovation, creativity and learning
- ◆ Articulate presenter with strong written, verbal and interpersonal skills
- ◆ Multilingual (English, Russian, Ukrainian, German)

Professional Experience

Employment Counseling

2008 – 2014 **State of NH DHHS NHEP /Southern NH Services, Manchester, NH**
Employment Counselor Specialist

2007 – 2008 **Workforce Investment Act/ Southern NH Services, Manchester, NH**
Employment Counselor

- Conducted intakes, orientations, applications, interviews, eligibility determination and ongoing case management services for diverse population of Refugees, TANF, Dislocated and Food stamp customers
- Assessed and evaluated individuals' skills, aptitudes, work experience, education, personality traits, cultural factors, language barriers, and degree of physical, social and emotional limitations
- Collected, analyzed and reported data on the performance of clients assigned to different program activities; created reports as required
- Evaluated, integrated and applied changing policies and procedures of NHEP and WIA to maximize services to participants; monitored programs and policies to meet the healthcare and human service needs of disadvantaged and refugee population
- Administered, interpreted and scored standardized tests of NHEP and WIA participants to determine their abilities and skills
- Developed and maintained relationships with employers, training vendors, local resettlement agencies, service providers, educational institutions and community organizations, officials to coordinate services to customers. Advocated for the development of services to address the needs of disadvantaged clients
- Entered and maintained accurate and up-to-date data on all participants and program services using New Heights, Bridges, Eteams (the computerized data management system), tracking individual progress and compliance with the state and federal regulations and requirements

Amadou Hamady

Education:

Master of Social Work (MSW)

University of New Hampshire, Durham

Bachelor Degree (BS) in Business Administration

Faculty of Science and Economic, Nouakchott- Mauritania

Summary of qualifications:

Staff and Organizational Management

- Manage and oversee all resettlement services.
- Ensure that all clients receive high quality services in compliance with all contracts.
- Supervise staff members and interns and conduct annual performance evaluations.
- Lead weekly staff and disposition meetings.
- Provide appropriate training, coaching, professional development, and supervision for all staff and interns.
- Review work flow of staff and makes organizational changes as appropriate to maintain quality services to new refugees.

Program Management

- Ensure case files and time sheets are maintained and adhere to all contract requirements in a timely fashion.
- Conduct regular case file reviews.
- Submit quarterly, semi-annual, and annual reports for grants.
- Ensure accountability at all levels of the program.

Financial Management

- Oversee the implementation, management and tracking for all refugee expenditures.
- With refugee team, track monthly R&P and Matching Grant direct assistance. Track and ensure sufficient cash and in-kind match donations.
- Conduct monthly financial reconciliation.

- Day to day social service operations, encompassing skills and responsibilities for supporting a broad scope of cultural and educational programs, including information to health care providers, schools, after school programs, colleges/universities as it relates to serving refugee/immigrant students and their families in Manchester, NH.

- Experience with coordinating language interpretation services, in addition to making referrals and appointment related to accessing schools and other social services programs
- Provide support and information on college/university admissions and referral services to prospective minority student applicants to colleges
- Organize and coordinate field trips for newcomer students to local college fairs and conventions
- Collaborating with ELL teachers, guidance counselors, nurses, school psychologists and other school administrators on social, emotional and academic well-being of minority students

Employment History:

International Institute of New England: Manchester, NH 2010 – Present

Director August 2013 – Present

Refugee School Impact Program Coordinator October 2010 – August 2013

- Provide social, emotional, psychological, adjustment, cultural and academic services to more than 300 refugee/immigrant students (K1-12) and their families
- Run an after school program that provides services such as homework help, literacy skills, college access workshops, Art, parent empowerment, and leadership skills to refugee/immigrant students (k1-12) and their families
- Serve as parent liaison between schools, community agency providers and refugee/immigrant families

Saint Anselm College: Manchester, NH 2010 – May 2013

Part-time Program Coordinator for the Humanities after -School Program

- Coordinate the Humanities After School Program where St. Anselm college students work with Manchester School District's high school students on portraits of human greatness from countries that send refugees/immigrants in the U.S
- Recruit yearly 40 high school students from Manchester's Public High Schools to participate in the Humanities program at St. Anselm college

Webster Elementary School: Manchester, NH School District September – March 2010

Paraprofessional

- Implement Individual Education Plan
- Supported teachers and special needs students, trained new staff
- Determined and managed classroom coverage of Special Education staff

MSW Internships:

Beech St. Elementary School (Title I program)
Hillside Middle School: Manchester, NH

2009-2010

- Provided case management to students and families through school interactions and home visits
- Facilitated support groups of Immigrant and Refugee kids of grade 1 to from grade 3
- Provided counseling to immigrant and refugee school kids Africa and Central Asia.
- Participated in the volunteering training program to enhance parental participation in the on-going school volunteer program
- Coordinated services between students/families and other health care providers.
- Worked as a Student Assistance program (SAP) counselor and worked with 6th, 7th, and 8th grade children of diverse socio-economic, cultural and ethnic background.
- Facilitated two support groups of refugee and immigrant kids on issues such as, Self-esteem, Social Skills, Cultural transition, Grief/loss, Substance Abuse Education/Prevention, Communication, Family issues, Immigration related stresses.
- Provided information, referrals and support to promote healthy coping alternatives

Frannie Peabody Center: Portland, ME

2008-2009

- Performed comprehensive diagnosis for clients, including intakes, bio-psychosocial assessment, and annual client assessments
- Provided case management services to a caseload of 10 clients, including referrals, transportation, housing, coordination of care, advocacy, and helped clients meet their medical, psychological, legal, and physical needs.
- Worked with the support services and outreach teams to help clients combat the isolation and stigma of HIV/AIDS, help increase awareness, prevention of HIV/AIDS among African immigrants living in Portland
- Worked with therapists, physicians, and other health care providers on clients' diagnosis, evaluation, treatment, and continuity of care.
- Provided adherence and counseling to HIV/AIDS clients

Lutheran Social Services of Northern New England: Concord, NH

2006- 2007

- Provided services to newly immigrant and refugee families on legal services, transportation, housing, medical appointments, and follow-ups services.
- Assisted refugee families in their transition to their new lives in America, job trainings, referrals to English Language Learning Centers
- Provided interpreters, and life skill trainings.
- Made home visits to newly settled refugees

Research Experience/Professional Development:

University of New Hampshire: Durham, NH

- Exploring Gender and race difference in quality of life of forty HIV positive clients at Frannie Peabody Center, using the Medical Outcomes HIV (MOS-HIV) instrument of measure.
- Worked as a graduate assistant with Professor's Susan Lord and Patrick Shannon in the Department Social Work at the University of New Hampshire, respectively on Non-responsiveness of mailed surveys among professional social workers, and Child Welfare and Developmental disabilities.

Carsey Institute, University of New Hampshire

May – June 2010

- Successfully completed a training in Micro-finance, Sustainable Micro-enterprise and Development Programs

Related Experiences:

Strafford County Jail: Dover, NH and Concord State prison: Concord, NH

- Volunteer at the Strafford County Correctional Jail in Dover and at Concord State prison, working with minority inmates in many areas, including counseling, visiting inmates in Community Hospitals, Mental Health Units, Behavioral Adjustment Units, and other restricted units.

Awards:

- **Saint Anselm College Pioneer in Service Award, 2011**
In recognition of outstanding efforts made to link refugee youth to Humanities and community
- **Campus Compact University President's Community Partner Award, 2013**
From the University of NH and the NH Southern University
- **USCRI Certified MG and R&P, 2014**
- **Member of Leadership New Hampshire Class, 2014**

Additional Skills:

- Effective organizational, interpersonal and communication skills, strong leadership abilities and motivational management skills, successful project coordinator; collaborative project management; familiarity with Windows 95/98/XP/Vista, MS-Word, Excel, PowerPoint, outlook and Data Entry.

Languages: Fluent in French, Arabic, Fulani and Wolof

Anne-Marie Chagnon-Migalli



Qualified by:

Over thirty-five years of teaching and training in varied settings, with excellent skills in:

- Effective communication.
- Teaching and training of immigrants and refugees.
- Teaching E.S.L., French and English.
- Training and evaluation of teachers.
- Designing and managing courses, programs, workshops and conventions.
- Motivating staff and learners.
- Community volunteer work.

Education:

- Master's Degree in the Art of Teaching, Assumption College, Worcester, MA. (1971).
- BA in Education (Minor in Teaching French), Rivier College, Nashua, NH (1969).
- Courses at the University of Paris and La Sorbonne, Paris, France (1970).
- Spanish courses, University of New Hampshire, Durham, NH (1973-1974).

Teaching Positions:

Citizenship and E.S.L:

- Citizenship Preparatory Course: Instructor, International Center and the International Institute of New Hampshire, Manchester, NH (1985- present).
- English as a Second Language teacher, Adult Education Program, Manchester, NH (1980-1985).

English and French:

- Merrimack High School, Merrimack, NH (1976-1981).
- Memorial High School, Manchester, NH (1970-1972).

Other Teaching Experiences:

- Teacher Training, Town of Merrimack, NH (1982)
- Training teachers of foreign languages, City of Manchester, NH (Summers of 1980-1985).
- Spanish Heritage Association, Manchester, NH (1973-1974).
- Private Tutoring (1973-present).

Training:

- Teaching E.S.L. (Four workshops) sponsored by NH Department of Education (1982),¹
- Ongoing training and workshops (1972-present)

Other Experiences:

- Business Manager: Jean R. Chagnon, DDS, Bedford, NH (1975-present).
- Partner: Nabil Migalli and Associates, LLC, Manchester, NH (2001-present).
- Secretary: Steering Committee, People Fest, Manchester, NH (2007-present).
- Organizer, Chair: Ethnic Committee, International Festival, Manchester, NH (1986-1992).
- Secretary of the Board: People Fest (2007-present).
- Tour Escort and Administrator (1973-1976).

Foreign Languages:

Fluent in French with a broad exposure of Spanish and some knowledge of Arabic