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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

August 18, 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 Fuller Public Library, Hillsboro, NH (vendor code 177407) to provide training for volunteers to work one-on-one with undereducated adults in Hillsborough County for the period effective July 1, 2015 through June 30, 2016 in an amount not to exceed \$64,972.16. **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	\$22,740.26
06-56-56-566010-70040000-601-500931	State Fund Match	\$42,231.90

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 Adult Learner Services Program provides training for volunteers to work one-on-one with undereducated adults. The coordinator of this program is responsible for recruiting students and tutors, training tutors, providing materials and maintaining ongoing instructional guidance.

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

The Fuller Public Library has been an administering agency for adult literacy programs in each of the past seventeen years. Students receiving services under this program will be drawn from the Town of Hillsboro and ten surrounding communities. Approximately sixty adults will be served by the program.

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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 Innovative 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. Fuller Public Library is an eligible organization that meets the funding criteria.

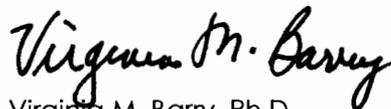
Funding for this grant comes from the Adult Education and Family Literacy Act and state funding for adult basic education and adult learner services programs. All grants are approved by the staff of the Bureau of Adult Education, NH Department of Education after a competitive application process open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

The actual amount of the grant may reflect changes incorporated into the project after the OBM Form 1-Project Application was 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 Centralized Federal Funding System will be utilized to grant funds to the Fuller Public Library.

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/Fuller Public Library 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**

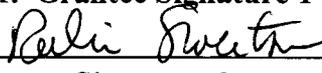
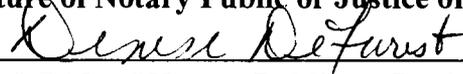
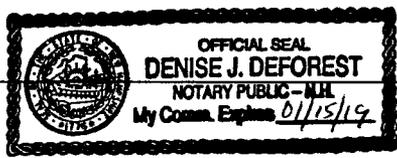
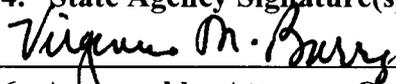
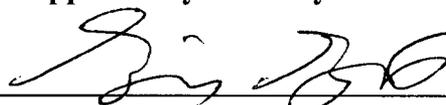
Dover School District  
Exeter Region Cooperative School District  
Fuller Public Library/Hillsboro  
Governor Wentworth Regional School District  
Keene School District  
Laconia School District  
Lebanon School District  
Littleton School District  
Nashua Adult Learning Center  
North Country Education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

<b>1.1. State Agency Name</b> Department of Education		<b>1.2. State Agency Address</b> 21 So. Fruit St., Suite #20, Concord, NH 03301	
<b>1.3. Grantee Name</b> Fuller Public Library Town/City of (VC#)		<b>1.4. Grantee Address</b> PO Box 43, Hillsboro, NH 03244	
<b>1.5. Effective Date</b> G&C Approval	<b>1.6. Completion Date</b> June 30, 2016	<b>1.7. Audit Date</b> N/A	<b>1.8. Grant Limitation</b> \$64,972.16
<b>1.9. Grant Officer for State Agency</b> Art Ellison		<b>1.10. State Agency Telephone Number</b> 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."			
<b>1.11. Grantee Signature 1</b> 		<b>1.12. Name &amp; Title of Grantee Signor 1</b> Robin Sweetser, Library Director	
<b>Grantee Signature 2</b>		<b>Name &amp; Title of Grantee Signor 2</b>	
<b>Grantee Signature 3</b>		<b>Name &amp; Title of Grantee Signor 3</b>	
<b>1.13. Acknowledgment:</b> State of New Hampshire, County of <i>Hillsborough</i> , on <i>July 7/9/15</i> , 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.			
<b>1.13.1. Signature of Notary Public or Justice of the Peace</b> (Seal) 			
<b>1.13.2. Name &amp; Title of Notary Public or Justice of the Peace</b> <i>Denise DeForest</i>			
<b>1.14. State Agency Signature(s)</b> 		<b>1.15. Name &amp; Title of State Agency Signor(s)</b> Virginia M. Barry, Ph.D., Commissioner of Education	
<b>1.16. Approval by Attorney General (Form, Substance and Execution)</b>			
By: 		Assistant Attorney General, On: <i>8/27/15</i>	
<b>1.17. Approval by Governor and Council</b>			
By:		On: <i>1/1</i>	

**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").

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**

Fuller Public Library, Hillsboro will provide the following services:

Project No. 1

The Adult Learner Services Program provides training for volunteers to work one-on-one with undereducated adults. The coordinator of this program is responsible for recruiting students and tutors, training tutors, providing materials and maintaining ongoing instructional guidance.

Project No. 2

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

The Fuller Public Library has been the administering agency for adult literacy programs in each of the past seventeen years. Students receiving services under this program will be drawn from the town of Hillsboro and ten surrounding communities. Approximately sixty adults will be served by the program.

Grantee Initials RM S  
Date 7/9/15

**EXHIBIT B**

**Estimated Budget: Limitation on Price: Payment**

**Estimated Budget: Project No. 1**

	<b>FY 2016</b>
Salaries	\$44,814.81
Benefits	10,808.22
Other Expenses	5,670.06
<b>TOTAL</b>	<b>\$61,293.09</b>

**Estimated Budget: Project No. 2**

	<b>FY 2016</b>
Salaries	\$3,045.00
Benefits	277.07
Travel	132.00
Voice Comm.	225.00
<b>TOTAL</b>	<b>\$3,679.07</b>

**Limitation of Price:**

This agreement will not exceed \$64,972.16

**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 RLS  
Date 7/9/15

**EXHIBIT C**

**Special Provisions**

None

Grantee Initials Rms  
Date 7/9/15

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # \_\_\_\_\_  
CHANGE # \_\_\_\_\_  
PAGE 1 of 2

Federal/State Program Title: Fuller Public Library-Project LIFT Adult Education-ALS

FROM: Project LIFT - Fuller Public Library  
PO Box 43  
Hillsboro, NH 03244  
TO: Art Ellison, Bureau of Adult Education  
NH Department of Education  
Bureau of Adult Education  
21 South Fruit Street, Suite #20  
Concord, New Hampshire 03301

SAURA: \_\_\_\_\_

Proposed Project Title: College Transition Services

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

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

PROJECT MANAGER: NAME: Judith Fournier  
ADDRESS: PO Box 43, Hillsboro, NH 03244  
E-MAIL ADDRESS: hillsboroadulted@hotmail.com

TITLE: Admin/Coordinator  
TELEPHONE: (603) 464-5285  
FAX: (603) 464-4740

FINANCIAL CONTACT: NAME: Robin Sweetser  
E-MAIL ADDRESS: director@fullerlibrary.info

TELEPHONE: (603) 464-3595  
FAX: (603) 464-4572

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: \_\_\_\_\_ %

Project Lift -- Fuller Public Library  
PO Box 43  
Hillsboro, NH 03244

Robin Sweetser, Library Director  
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS

*Robin Sweetser*  
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS  
7/9/15  
DATE  
or SAU CHIEF FINANCIAL OFFICER

TYPE OF CHANGE	
BUDGET	
FUND AUTH	
FISCAL AGENT	
OTHER	



PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/PROJECT MANAGER

PROJECT # \_\_\_\_\_  
CHANGE # \_\_\_\_\_  
PAGE 1 of 2

Federal/State Program Title: Fuller Public Library-Project LIFT ALS

FROM: Project LIFT Adult Learner Services  
Fuller Public Library  
PO Box 43, Hillsboro, NH 03244  
TO: Art Ellison  
NH Department of Education  
Bureau of Adult Education  
21 South Fruit Street, Suite #20  
Concord, New Hampshire 03301

SAURA: \_\_\_\_\_

Proposed Project Title: Fuller Public Library-Project LIFT ALS

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

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

PROJECT MANAGER: NAME: Judith Fournier  
ADDRESS: PO Box 43, Hillsboro, NH 03244  
E-MAIL ADDRESS: hillsboroadulted@hotmail.com

TITLE: Admin/Coordinator  
TELEPHONE: (603) 464-5285  
FAX: (603) 464-4740

FINANCIAL CONTACT: NAME: Robin Sweetser  
E-MAIL ADDRESS: director@fullerlibrary.info

TELEPHONE: (603) 464-3595  
FAX: (603) 464-4572

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: \_\_\_\_\_ %

Project Lift - Fuller Public Library  
PO Box 43  
Hillsboro, NH 03244

Robin Sweetser, Library Director

PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS

or RA/CHIEF FINANCIAL OFFICER



SIGNATURE SAU SUPERINTENDENT OF SCHOOLS

or RA/CHIEF FINANCIAL OFFICER

7/9/15  
DATE

TYPE OF CHANGE	
BUDGET	
FUND AUTH	
FISCAL AGENT	
OTHER	





Upton  
& Hatfield<sup>LLP</sup>  
ATTORNEYS AT LAW

**Concord Office**

10 Centre Street  
PO Box 1090  
Concord, NH  
03302-1090  
603-224-7791  
1-800-640-7790  
Fax 603-224-0320

Please respond to the Hillsborough office

**Attorneys At Law**

James F. Raymond  
Barton L. Mayer  
Charles W. Grau  
Heather M. Burns  
Lauren Simon Irwin  
Matthew R. Serge  
Michael S. McGrath\*  
Marilyn Billings McNamara  
Jeanne S. Saffan\*  
Lisa M. Hall  
Kimberly A.W. Peaslee\*\*\*  
Sandra H. Kenney\*\*  
Michael P. Courtney\*

August 17, 2015

To Whom It May Concern

Re: Project Lift

Project LIFT is an entity operating under the auspices of the Town of Hillsborough and the Fuller Public Library. Its purpose is to provide free literacy services to the most undereducated and underserved people in the greater Hillsborough area and surrounding towns. The Town of Hillsborough is the financial agent for Project LIFT; therefore it is not a registered non-profit corporation with the NH Secretary of State.

*Of Counsel*

Robert Upton, II  
Gary B. Richardson  
John F. Teague  
Bridget C. Ferns

Respectfully,

Steven J. Venezia  
svenezia@uptonhatfield.com

**Hillsborough Office**

8 School Street  
PO Box 13  
Hillsborough, NH  
03244-0013  
603-464-5578  
1-800-672-1326  
Fax 603-464-3269

SJV/dew

**Attorneys At Law**

Steven J. Venezia\*

*Of Counsel*

Douglas S. Hatfield

**Portsmouth Office**

159 Middle Street  
Portsmouth, NH 03801  
603-436-7046  
1-877-436-6206  
Fax 603-369-4645

**Attorneys At Law**

Russell F. Hilliard  
Justin C. Richardson

www.uptonhatfield.com  
law@uptonhatfield.com

\*Also admitted in MA  
\*\*Also admitted in MA & NY  
\*\*\*Admitted only in DC, ME  
MA, US Patent/Trademark

**Certificate of Authority**

1) I, Philip Daley, Chairperson of the Fuller Public Library Board of Trustees maintain that I have custody of and have examined and approved the documents in accordance to the grant agreement between Fuller Library Project LIFT Literacy Program and NH Department of Education, Bureau of Adult Education. All operations are examined by the Library Board of Trustees, including all financial statements. Trustee and signature of Robin Sweetser, Library Director, accompany any legal and/or financial documents in regard to the operations of Project LIFT. Chairperson of the Board of Trustees and Library Director have the authority to execute and sign any and all agreements between Project LIFT and NH Bureau of Adult Education.

2) As Trustee Chairperson, I testify that Fuller Library adheres to all assurances rules and regulations required by the State of New Hampshire, Bureau of Adult Education, 21 S. Fruit Street, Concord, NH 03301.

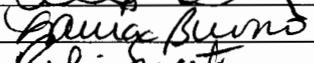
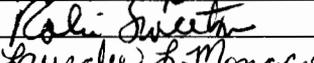
3) All documents regarding the Department of Education grant to the Fuller Library were examined and approved by the Library Trustees at a meeting on June 1, 2015. It is the Board of Trustees understanding that:

Fuller Library Project LIFT Adult Learner Services will enter into an agreement with the NH Department of Education to provide training to volunteer tutors in order to meet one-on-one for instruction with undereducated adults.

Fuller Library Project LIFT Adult Learner Services will also provide transition services for Adult Basic Education students, ESOL students and high school equivalency graduates with goals of attending community and 4- year colleges and universities.

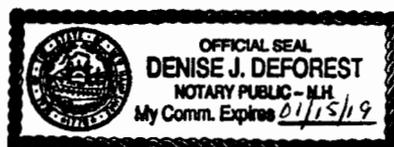
4) The Town of Hillsborough, NH serves as fiscal agent for Fuller Public Library and Project LIFT Adult Learner Services. All financial records are audited each fiscal year.

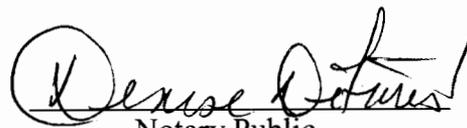
5) The following persons attest this information is complete and true:

	Philip Daley, Trustee Chair
	Laura G. Buono, Town Administrator
	Robin Sweetser, Library Director
	Lauralee LoMonoco, Financial Admin.

On July 9, 2015, before the undersigned officer, appeared to have the authority to execute and authorize this certificate.

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



  
Notary Public

## CERTIFICATE OF COVERAGE

This certificate evidences the limits of liability in effect at the inception of the Coverage Agreement(s) (also known as the Member Agreement(s)) described below. This certificate is issued as a matter of information only and confers no rights on the certificate holder and does not amend, extend, or alter the coverage afforded by the Member Agreement(s) except to the extent provided in the Additional Covered Party box or Loss Payee box below, if checked.

THIS IS TO CERTIFY THAT THE ENTITY NAMED BELOW HAS BEEN ISSUED THE MEMBER AGREEMENT(S) FOR THE AGREEMENT TERM(S) 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 COVERAGE AFFORDED BY THE MEMBER AGREEMENT(S) IS SUBJECT TO ALL THE EXCLUSIONS, EXTENSIONS, TERMS, AND CONDITIONS OF SUCH MEMBER AGREEMENT(S). AGGREGATE LIMITS MAY HAVE BEEN REDUCED BY PAID CLAIMS.

<b>Member:</b> Town of Hillsborough <b>Member Number:</b> 254-040197 - 16		<b>Company Affording Coverage (the "Company"):</b>  Property-Liability Trust, Inc. PO Box 2008, Concord, NH 03302-2008					
<b>Coverage (Occurrence basis only):</b>	<b>Effective Date (mm/dd/yy)</b>	<b>Expiration Date (mm/dd/yy)</b>	<b>Limits (subject to applicable NH statutory limits)</b>				
<input checked="" type="checkbox"/> <b>General Liability</b> (Member Agreement Section III.A)	7/1/2015	6/30/2016	Each Occurrence	\$ 5,000,000			
			General Aggregate	\$			
			Personal & Adv Injury	\$			
			Med Exp (any one person)	\$			
			Products -Comp/Op Agg	\$			
			Fire Damage (each fire)	\$			
<input checked="" type="checkbox"/> <b>Automobile Liability</b> (Member Agreement Section III.A) <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 <input type="checkbox"/> Other _____	7/1/2015	6/30/2016	Each Occurrence	\$ 5,000,000			
			Bodily Injury (per person)	\$			
			Bodily Injury (per accident)	\$			
			Property Damage (per accident)	\$			
						Each Occurrence	\$ N/A
<input type="checkbox"/> <b>Excess Liability</b>			Aggregate	\$ N/A			
<input checked="" type="checkbox"/> <b>Property (All Risk including Theft)</b> (Member Agreement Section I) Deductible: \$1,000	7/1/2015	6/30/2016					
<input checked="" type="checkbox"/> <b>Workers' Compensation (Coverage A)</b> Employers' Liability (Coverage B)	7/1/2015	6/30/2016	Coverage A:	Statutory			
			Cov. B: Each Accident	\$ 2,000,000			
			Disease - Each Employee	\$ 2,000,000			
			Disease - Policy Limit	\$ 2,000,000			
<b>Description:</b> Proof of Coverage							

**CANCELLATION:** If any of the above coverages under the Member Agreement are cancelled before the expiration date, the Company will endeavor to mail 30 days written notice to the Certificate Holder named below, but failure to mail such notice shall impose no obligation or liability of any kind upon the Company.

<input type="checkbox"/> <b>Additional Covered Party</b>	<input type="checkbox"/> <b>Loss Payee, as his, her or its interests appear</b>
<p><i>Coverage for the Additional Covered Party is limited to "bodily injury" or "property damage" caused by, and only to the extent of, the sole negligence of the Member, and no protection is available for the negligence of others, including the Additional Covered Party and its directors, officers, employees, or agents. Available limits of coverage are shared between the Member and the Additional Covered Party.*</i></p>	
<p><i>*Terms in quotes are defined in the Member Agreement.</i></p>	

<b>Certificate Holder:</b>  State of New Hampshire Department of Education Adult Education 21 South Fruit Street, Suite 20 Concord NH 03301	<b>Company</b>  By: <u>Wendy W. Parker</u> Authorized Representative  Date Issued: <u>5/22/2015</u>	Please direct inquiries to:  Debra A. Lewis 603.230.3332
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# **INDEPENDENT AUDITOR'S REPORT**

To the Members of the Board of Selectmen, Town of Hillsborough, New Hampshire

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Hillsborough, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

## **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

## **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## Summary of Opinions

<u>Opinion Unit</u>	<u>Type of Opinion</u>
Governmental Activities	Adverse
General Fund	Unmodified
Sewer Department Fund	Unmodified
Aggregate Remaining Fund Information	Unmodified

## **Basis for Adverse Opinion on Governmental Activities**

As discussed in Note I.B.3 to the financial statements, management has not recorded the capital assets in the governmental activities and, accordingly, has not recorded depreciation expense on those assets. Accounting principles generally accepted in the United States of America require that those assets be capitalized and depreciated, which would increase the assets, net position, and expenses of the governmental activities. The amount by which this departure would affect the assets, net position, and expenses of the governmental activities has not been determined.

As discussed in Note I.B.3 to the financial statements, management has not recorded its liability or annual cost for postemployment benefits other than pensions (OPEB) in governmental activities. Accounting principles generally accepted in the United States of America require that management recognize OPEB expense for the required contributions and a liability for unpaid required contributions, which would increase the liabilities, decrease net position, and increase expenses of the governmental activities. The amount by which this departure would affect the liabilities, net position, and expenses of the governmental activities has not been determined.

## **Adverse Opinion**

In our opinion, because of the significance of the matters discussed in the “Basis for Adverse Opinion on Governmental Activities” paragraphs, the financial statements referred to above do not present fairly the financial position of the governmental activities of the Town of Hillsborough, as of December 31, 2013, or the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Unmodified Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund, and the aggregate remaining fund information of the Town of Hillsborough, as of December 31, 2013, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages 27 and 28 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational or economic context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

## ***PROJECT LIFT ACTUAL EXPENSES/REVENUE 2014***

### **PROJECT LIFT AND REVENUE**

Bank of NH	\$200.00
Contoocook Valley Reg. HS	\$2,891.00
Hillsboro-Deering School Dis.	\$13,312.00
Ladies Benevolent Society	\$40.00
Monadnock Paper Mill	\$575.00
Public Service Co. of NH	\$500.00
State of NH-Dept. of Education	\$48,614.41
Town of Antrim	\$1,000.00
Town of Bennington	\$400.00
Town of Deering	\$400.00
Town of Frankestown	\$200.00
Town of Henniker	\$350.00
Town of Hillsborough	\$13,500.00
Town of Washington	<u>\$500.00</u>
<b>TOTAL</b>	<b>\$82,482.41</b>

### **PROJECT LIFT EXPENSES**

Dental	\$495.36
Director Salary	\$35,796.24
FICA	\$518.92
Health	\$7,761.00
Materials	\$555.54
Medicare	\$2,219.39
Office Supplies	\$807.24
Postage	\$49.00
Retirement	\$1,764.79
Student Support	\$3,212.60
Teaching Staff	\$14,273.68
Telecom/TDS	<u>\$1,374.44</u>
<b>TOTAL</b>	<b>\$68,828.20</b>



**FULLER PUBLIC LIBRARY**  
**PROJECT LIFT ADULT EDUCATION PROGRAM REPORT**  
*63 West Main Street, Hillsborough, NH 03244*  
*(603) 464-5285*

**BOARD OF DIRECTORS:**

- **Philip Daley: Chairperson'**
- **Robert Woolner, Recording Secretary**
- **Attorney Melinda Gehris**
- **Patricia Matheson, Treasurer**
- **Benjamin Ainslie, At Large**

Directors Serve Without Compensation.

## SCHOOL YEAR 2015-2016

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 ALS Coordinator - Judith E. Fournier

Administrator/Coordinator: Base salary Town of Hillsboro for position includes .02% COIA

Total \$ 36,152.31

Teachers Patricia Welch Bush

1) @ 19.25 x 15 hrs./wk x 30 wks. =

Total \$ 8,662.50

Teacher Aides

Total \$ 0

Guidance and Counseling

Total \$ 0

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

Bookkeeper fee (Town of Hillsboro)

Total \$ 0

Total for All Personnel Services \$ 44,814.81

## SCHOOL YEAR 2015-2016

### 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 Judith E. Fournier

1 at 3 hrs./wk. @ 21.00/hr. x 30 wks.

Total \$ 1,890.00

Teachers Patricia Welch Bush

1 at 2 hr/wk. @ 19.25/hr. x 30 wks.

Total \$ 1,155.00

Teacher Aides

\_\_\_\_\_

\_\_\_\_\_

Total \$ \_\_\_\_\_

Guidance and Counseling

\_\_\_\_\_

\_\_\_\_\_

Total \$ \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Total \$ \_\_\_\_\_

Total for All Personnel Services \$ 3,045.00

Patricia Welch Bush

## PROFESSIONAL EXPERIENCE

### \* Adult Education Tutor, Project LIFT, Hillsboro, NH (2007 –Present) \*

- Create lesson plans and provide group and one-to-one instruction in mathematics and general studies to students working to attain their General Education Diploma.
- Provide career counseling and college transition planning.

### \* Family Literacy Educator, Hillsboro-Deering Even Start, Hillsboro, NH (2004 –2008) \*

- Worked with a diverse group of families to create and obtain goals oriented family literacy plans.
- Instructed groups and individuals in math, English, English as a Second Language and computer skills
- Provided career counseling and job shadowing
- Maintained records and reporting in accordance with federal grant requirements.

### \*Volunteer, Hillsboro Township, NH (1996 – 2004) \*

### \*Office Manager, Welch's Auto Service, Milford, NH (1995 -1996)

- Performed book keeping, payroll, accounts payable, accounts receivable and inventory control.

### \*Business Manager, Visual Images Graphic Designs, Mont Vernon, NH (1994 – 1995)

- Responsible for all aspects of managing a small business.

### \*\* BAE Systems (formerly Lockheed Sanders), Nashua, NH \*\*

#### \*Quality Assurance Analyst (1991 – 1994)

- Applied training in team leadership, team coaching, consensus building, holding effective meetings, project management, process simplification, and Total Quality Management to lead numerous teams in process improvement initiatives and applying new technology.
- Supported corporate quality review boards by performing data and root cause analysis, creating and executing action plans, and conducting formal management presentations.

#### \*Quality Assurance Specialist (1989 – 1991)

- Established Statistical Process Control (SPC) measures and trained personnel in their concepts and use.
- Automated manual data collection and reporting methods and trained personnel in their use.
- Established, performed and maintained an internal audit system.
- Assumed supervisory responsibilities for a staff of eight for extended periods.

#### \*Administrative Assistant (1988 – 1989)

- Performed cost analysis, budget and time studies and monitored budget performance.
- Developed data bases and reporting tools to identify supplier quality and component performance.
- Planned, justified, and requisitioned hardware and software to support the organization's technology needs.
- Trained staff and assumed supervisory responsibilities when required.

## \*\* EDUCATION & TRAINING \*\*

### \* Global Career Development Facilitator, Career Development Facilitator Institute (2006)

### \* Master Gardener, UNH Co-operative Extension, Concord, NH (1999)

### \* *Bachelor of Science*, Business Management, Daniel Webster College, Nashua, NH (1994)

Over 100 hours of professional development in: Adult Education Instruction, Parenting Education, Early Childhood Literacy, Interactive Literacy Activities, English as a Second or Other Language and College Transition Planning

**Judith E. Fournier M.S., CFLE, CPS**

**RESUME**

**Professional  
Experience:**

Town of Hillsborough, NH. Adult Education Director. Adult Basic Ed., GED & ESOL Program director, Grant administrator, Supervisor, Instructor. Sept. 2000-Present.

Town of Hillsborough, NH. Office of Youth Services. Mental Health Counselor/Substance Abuse Educator. Per diem. August 2006-Present.

Phoenix House - Dublin, NH. Per diem counselor residential drug rehabilitation and treatment facility. May 2013-Present.

Riverbend Community Mental Health Center – Concord, NH  
April 1996 – August 2000. Site Coordinator/Parent Child Center,  
Penacook/Pittsfield, NH.

**Education:**

Southern New Hampshire University, Manchester, NH  
Masters of Science Degree in Community Counseling (2007)

Springfield College, School of Human Services, Manchester, NH  
Bachelor of Science in Human Services (1996)

**Professional  
Associations:**

Former Member Board of Directors: NH Prevention  
Certification. March 2010 - Sept. 2013.

Family Life Educator – National Council on Family  
Relations. Minneapolis, MN . 1999-Present

Certified Prevention Specialist-State of New Hampshire July 2010-  
Present.

State of NH - Bureau of Adult Education. Member NH Adult  
Education Disability Committee. 2013-Present.

J. Fournier-Resume-2.

**Professional  
Trainings**

Completed 130 hours of various professional development in:

- National Reporting System Procedures
- Successful Teaching Strategies
- Mental Health / Drug Use In the Classroom (Facilitator)
- Student Resilience and Attendance Strategies
- TABE & CASAS Assessment
- Motivational Teaching
- Parent Information Center Volunteer Advocate Training (graduate course)
- Adult Basic Education Reading & Writing Strategies
- Adult Secondary Education Strategies
- English As A Second Language Training and Assessment
- Community Resources for Program Referrals Training
- College Transitions/Career Exploration (graduate course)
- Linking Adult & Postsecondary Education
- Financial Aid Counseling
- Common Core Standards on Adult Education

Recipient of John D. Burchard Memorial Award-2007. Program in Community Mental Health. Southern NH University. Dedication to Service in the Field of Mental Health.

(References Supplied Upon Request)

02/2/2015