

TV 77



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Commissioner of Education
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Paul Leather
Deputy Commissioner of Education
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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 12, 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 Southern New Hampshire Services, Inc., Manchester, NH (vendor code 177198) to provide English as a Second Language classes at the Latin American Center, 521 Maple Street, Manchester, NH, English for New Americans at the First Congregational Church, 508 Union Street, Manchester, NH, and to provide Adult Basic Education and English as a Second Language classes in the Seacoast area for the period effective July 1, 2015 through June 30, 2016 in an amount not to exceed \$308,329.75. **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	\$107,915.42
06-56-56-566010-70040000-601-500931	State Fund Match	\$200,414.33

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 classes at the Latin American Center, 521 Maple Street, Manchester, NH and English for New Americans at the First Congregational Church, 508 Union Street, Manchester, NH. Approximately one hundred forty five adults will be served by this program.

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

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August 12, 2015
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The Adult Education/Postsecondary Transitions Program will provide counseling services for ABE students, advanced ESOL students, and high school equivalency graduates transitioning to community colleges, four-year colleges, and universities.

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. Southern New Hampshire Services, Inc. is an eligible organization that meets the funding criteria.

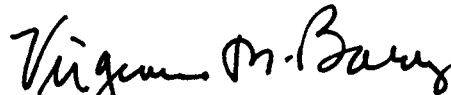
Funding for these grants comes from the Adult Education and Family Literacy Act and state funding for adult basic education. All grants are approved by the staff of the Bureau of Adult Education, NH Department of Education after a competitive application process open to all interested agencies.

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 Centralized Federal Funding System will be utilized to grant funds to Southern New Hampshire Services, Inc.

Should Federal Funds become no longer available, additional General Funds will not be requested to support this program.

Respectfully submitted,



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

S:/dcta/bvr/vrco/common/g&c/SNHS 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 Southern NH Services, Inc. Town/City of (VC#)		1.4. Grantee Address PO Box 5040, Manchester, NH 03108	
1.5. Effective Date G&C Approval	1.6. Completion Date June 30, 2016	1.7. Audit Date N/A	1.8. Grant Limitation \$308,329.75
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 		1.12. Name & Title of Grantee Signor 1 Michael O'Shea, Fiscal Officer	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of <i>Hillsborough</i> , on <i>7/8/15</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.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal) <i>Debra D. Stohrer</i>			
1.13.2. Name & Title of Notary Public or Justice of the Peace <i>Debra D. Stohrer</i>		DEBRA D. STOHRER, Notary Public My Commission Expires December 8, 2015	
1.14. State Agency Signature(s) <i>Virginia M. Barry</i>		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: <i>Eric Milbrink</i>		On: <i>9/2/15</i>	
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").

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,
- 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. 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. 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. 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.
 - 12.2. 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

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- 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 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:
 - 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
 - 17.1.2 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

Southern New Hampshire Services, Inc. in Manchester will provide the following services:

Project No. 1

English as a Second Language classes will be held at the Latin American Center, 521 Maple Street, Manchester, NH and English for New Americans will be held at the First Congregational Church, 508 Union Street, Manchester, NH. Approximately one hundred forty five adults will be served by this program.

Project No. 2

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

Project No. 3

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

Grantee Initials


Date 7-8-15

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

Estimated Budget: Project No. 1

Estimated Budget: Project No. 2

	FY 2016			FY 2016
Salaries	\$ 85,834.95		Salaries	\$ 98,855.20
Benefits	10,428.94		Benefits	28,069.07
Rent/Utilities	4,750.00		Rental Space	11,000.00
Instructional Materials	8,000.00		Instructional Materials	4,800.00
Telephone/Internet	1,248.00		Contracted Childcare	7,650.00
Office Supplies	3,500.00		Publicity	1,000.00
Indirect Cost	11,376.19		Travel	500.00
			Supplies, Comm., Printing	4,600.00
			Indirect Cost	13,840.66
TOTAL	\$125,138.08		TOTAL	\$170,314.93

Estimated Budget: Project No. 3

	FY 2016
Salaries	\$ 5,832.00
Benefits	2,699.10
Rental Space	500.00
Travel	1,100.00
Instructional Materials	1,200.00
Supplies/Communication	450.00
Indirect Cost	1,095.64
TOTAL	\$12,876.74

Limitation of Price:

This agreement will not exceed \$308,329.75

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
Date 7-8-15

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 \$2,000,000.

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 coverage to \$6,000,000.

Grantee Initials
Date 7-8-15

7-29-15

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: Southern New Hampshire Services, Inc.
PO Box 5040
Manchester, NH 03108
TO: Bureau of Adult Education
NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

SAURA: 733

Proposed Project Title: English for New Americans

Project Period: Sept. 1, 2015 to: June 30, 2016

The following information is required for all projects

PROJECT MANAGER: NAME: Greg Schneider
ADDRESS: PO Box 5040, Manchester, NH 03108-5040
E-MAIL ADDRESS: gschneider@snhs.org

TITLE: Planning and Grants Mgmt. Director
TELEPHONE: (603) 668-8010 x6007
FAX: (603) 645-6734

FINANCIAL CONTACT: NAME: Greg Schneider
E-MAIL ADDRESS: gschneider@snhs.org

TELEPHONE: (603) 668-8010 x6007
FAX: (603) 645-6734

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

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:


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

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

APPROVED INDIRECT COST RATE: _____ 10 %

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

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


SIGNATURE of SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

DATE 2-28-15

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

Federal/State Program ABE

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

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

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

SAUIRA: 733

Proposed Project Title: Portsmouth Adult Education Program

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

The following information is required for all projects

PROJECT MANAGER: NAME: Kristie Conrad
ADDRESS: 100 Campus Drive Suite 22, Portsmouth NH 03801
E-MAIL ADDRESS: kconrad@reaction.org

TITLE: Director
PHONE: 603-422-8233
FAX: 603-422-8234

FINANCIAL CONTACT: NAME: Michael O'Shea
E-MAIL ADDRESS: mike@snhs.org

TELEPHONE: 603-668-8010
FAX: 603-645-6734

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

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FISCAL AGENT - MAKE CHECKS PAYABLE TO:

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

APPROVED INDIRECT COST RAT 9.3 %

Michael O'Shea Deputy Director/Fiscal Officer

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


SIGNATURE SAU SUPERINTENDENT OF SCHOOLS

7-8-15
DATE

of RA/CHIEF FINANCIAL OFFICER

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 1

Federal/State Program Title: Adult Basic Education/Postsecondary Transitions

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

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

SAU/RA: 733

Proposed Project Title: Portsmouth Adult Education Program

Project Period: _____

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

The following information is required for all projects

PROJECT MANAGER:

NAME: Kristie Conrad
ADDRESS: 100 Campus Drive, Suite 22, Portsmouth, NH 03801
E-MAIL ADDRESS: kconrad@rcaction.org

TITLE: _____
TELEPHONE: _____
FAX: _____

Director
603-422-8233
603-422-8234

FINANCIAL CONTACT:

NAME: Michael O'Shea
E-MAIL ADDRESS: mike@snhs.org

TELEPHONE: _____
FAX: _____

603-668-8010
603-645-6734

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

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FISCAL AGENT - MAKE CHECKS PAYABLE TO:

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

APPROVED INDIRECT COST RATE: _____ 9.3 _____ %

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



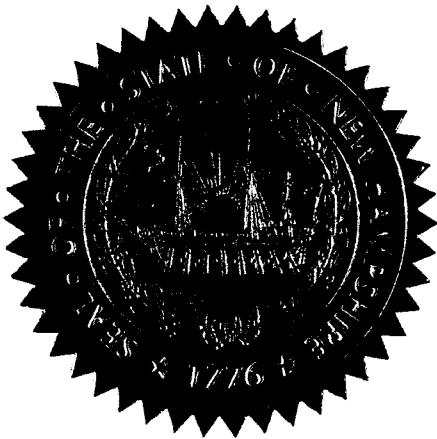
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

7-8-15
DATE

State of New Hampshire
Department of State

CERTIFICATE

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



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 3rd day of April, A.D. 2015

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

CERTIFICATE OF VOTES

(Corporate Authority)

I, Jill Jamro, Clerk/Secretary of Southern New Hampshire Services, Inc.
(name) (Corporation name)

(hereinafter the "Corporation"), a New Hampshire corporation, hereby certify that: (1) I am the duly
(state)
elected and acting Clerk/Secretary of the Corporation; (2) I maintain and have custody and am familiar with the
minute books of the Corporation; (3) I am duly authorized to issue certificates with respect to the contents of such
books; (4) that the Board of Directors of the Corporation have authorized, on September 22, 2014, such authority
(date)
to be in force and effect until June 30, 2016.
(contract termination date)

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

Gale F. Hennessy
(name)

Executive Director
(position)


Michael O'Shea
(name)

Fiscal Officer
(position)

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

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

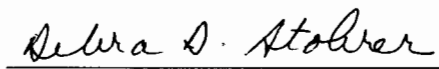
IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the corporation this
8th day of July, 2015.


Clerk/Secretary

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH

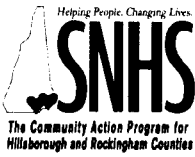
On this 8th day of July, 2015, before me, Debra D. Stohrer the
undersigned Officer, personally appeared Jill Jamro who acknowledged her/himself to be
the Secretary of Southern New Hampshire Services, Inc., a corporation and that
she/he as such Secretary being authorized to do so, executed the foregoing instrument for the
purposes therein contained.

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


Notary Public

Commission Expiration Date:

DEBRA D. STOHRER, Notary Public
My Commission Expires December 8, 2015



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

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

RESOLUTIONS
(Approved by Board of Directors 9/22/14)

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

The State of New Hampshire including the Department of Health and Human Services: Division of Family Assistance for TANF, NHEP, Workplace Success, CSBG, and Homeless Services; Division of Public Health Services for WIC/CSFP; Division for Children, Youth & Families for Child Care Resource and Referral Services; Office of Human Services/Bureau of Homeless and Housing Services for Homeless Programs; Office of Minority Health & Refugee Affairs for Refugee Social Services. The New Hampshire Office of Energy and Planning for the Weatherization Assistance Program, Heating, Repair and Replacement Program, Senior Energy Assistance Services, and the Fuel Assistance Program; the New Hampshire Department of Education for the Child & Adult Care Food Program, Summer Food Service Program, English as a Second Language, Portsmouth Adult Basic Education Program, and Adult Education/College Transitions at Portsmouth; the New Hampshire Department of Resources and Economic Development for the WIA Adult & Dislocated Worker Programs, and OJT National Emergency Grants; the New Hampshire Department of Safety for Interpretation Services for Non-English Speakers and the Deaf and Hard of Hearing at Specified Meetings.

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

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/7/2015

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

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

PRODUCER FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101	CONTACT NAME: Karen Shaughnessy PHONE (A/C No. Ext): (603) 669-3218 FAX (A/C No): (603) 645-4331 E-MAIL ADDRESS: kshaughnessy@crossagency.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Philadelphia Ins Co</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td>MEMIC Indemnity Company</td> <td>11030</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Philadelphia Ins Co		INSURER B:	MEMIC Indemnity Company	11030	INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					
INSURED Southern NH Services P.O. Box 5040 Manchester NH 03108																					

COVERAGES **CERTIFICATE NUMBER** [REDACTED] **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			[REDACTED]	12/31/2014	12/31/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> Employee Benefits						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> Professional Liab						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COM/OP AGG \$ 2,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						\$	
A	AUTOMOBILE LIABILITY			[REDACTED]	12/31/2014	12/31/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							Underinsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		[REDACTED]	12/31/2014	12/31/2015	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED	RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			[REDACTED] (3a.) ME & NH All officers included	12/31/2014	12/31/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Crime			[REDACTED]	12/31/2014	12/31/2015	Fidelity: \$250,000

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

CERTIFICATE HOLDER

CANCELLATION

NH Department of Education Bureau of Adult Education 21 So. Fruit Street, Ste #20 Concord, NH 03301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Laura Ferrin/KS5 <i>Laura Ferrin</i>

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
COMBINED STATEMENTS OF FINANCIAL POSITION

JULY 31, 2014 AND 2013

<i>ASSETS</i>		
	<i>2014</i>	<i>2013</i>
CURRENT ASSETS		
Cash	\$ 6,846,352	\$ 5,903,425
Investments	5,840,831	5,132,222
Contracts receivable	4,116,247	3,267,955
Accounts receivable	205,118	171,722
Prepaid expenses	212,989	156,403
Under applied overhead	179,371	-
Total current assets	17,400,908	14,631,727
FIXED ASSETS		
Land	6,689,735	6,174,907
Buildings and improvements	75,198,005	74,682,375
Vehicles and equipment	2,279,784	2,266,784
Total fixed assets	84,167,524	83,124,066
Less - accumulated depreciation	(22,775,015)	(20,615,347)
Net fixed assets	61,392,509	62,508,719
OTHER ASSETS		
Restricted cash	3,993,067	3,949,332
Miscellaneous other assets	418,455	428,401
Total other assets	4,411,522	4,377,733
TOTAL ASSETS	\$ 83,204,939	\$ 81,518,179
<i>LIABILITIES AND NET ASSETS</i>		
CURRENT LIABILITIES		
Accounts payable	\$ 453,138	\$ 357,265
Accrued payroll and payroll taxes	966,976	725,726
Accrued compensated absences	622,124	623,845
Accrued other liabilities	1,056,004	588,848
Refundable advances	2,005,560	2,036,804
Over applied overhead	-	115,916
Tenant security deposits	294,450	283,074
Current portion of long-term debt	174,392	288,892
Total current liabilities	5,572,644	5,020,370
LONG-TERM LIABILITIES		
Long-term debt, less current portion	5,479,703	5,522,103
Capital advances	66,333,341	66,264,647
Total long-term liabilities	71,813,044	71,786,750
TOTAL LIABILITIES	77,385,688	76,807,120
NET ASSETS		
Unrestricted	5,819,251	4,711,059
TOTAL LIABILITIES AND NET ASSETS	\$ 83,204,939	\$ 81,518,179

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.

COMBINED STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JULY 31, 2014 AND 2013

	<u>2014</u>	<u>2013</u>
REVENUES, GAINS AND OTHER SUPPORT		
Grant and contract revenue	\$ 35,622,242	\$ 35,821,702
Program service fees	883,208	658,277
Local funding	341,237	380,790
Rental income	7,472,423	6,979,990
Gifts and contributions	361,142	387,790
Interest and dividend income	177,318	65,515
Unrealized gain on investments	532,490	506,268
Miscellaneous	936,178	2,142,561
TOTAL REVENUES, GAINS AND OTHER SUPPORT	<u>46,326,238</u>	<u>46,942,893</u>
EXPENSES AND LOSSES		
Program services:		
Child Development	6,554,799	6,673,078
Community Services	1,157,420	1,244,487
Economic and Workforce Development	10,023,206	7,883,459
Energy	11,525,400	13,577,165
Hispanic-Latino Community Services	441,488	657,522
Housing and Homeless	232,904	234,137
Nutrition and Health	2,328,252	2,245,555
Special Projects	1,908,834	1,745,817
Volunteer Services	144,840	142,073
SNHS Management Corporation	1,794,558	2,181,224
Housing Corporations	7,576,354	7,424,231
Total program services	<u>43,688,055</u>	<u>44,008,748</u>
Support services:		
Management and general	1,529,991	1,550,463
TOTAL EXPENSES AND LOSSES	<u>45,218,046</u>	<u>45,559,211</u>
CHANGE IN NET ASSETS	1,108,192	1,383,682
NET ASSETS - BEGINNING OF YEAR	<u>4,711,059</u>	<u>3,327,377</u>
NET ASSETS - END OF YEAR	<u>\$ 5,819,251</u>	<u>\$ 4,711,059</u>

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC.

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

The Community Action Agency for Hillsborough and Rockingham Counties

BOARD OF DIRECTORS ~ MARCH 2015

Public Sector	Private Sector	Low-Income Sector	HS Policy Council
<u>Representing Manchester</u> Lou D'Allesandro Joseph Lachance	<u>Representing Manchester</u> German J. Ortiz Term: 9/12-9/15 Sarah Jacobs Term: 9/14-9/17	<u>Representing Manchester</u> James Brown Term: 9/12-9/15 Vacant	Tori Olszewski Term: 12/14-12/16
<u>Representing Nashua</u> Constance J. Erickson, Treasurer Timothy Lavoie	<u>Representing Nashua</u> Dolores Bellavance, Vice-Chairman Term: 9/12-9/15 Wayne R. Johnson Term: 9/12-9/15	<u>Representing Nashua</u> Bonnie Henault Term: 9/14-9/17 Shirley Pelletier Term: 9/14-9/17	
<u>Representing Towns</u> Thomas Mullins Linda T. Foster	<u>Representing Towns</u> Richard Delay, Sr., Chairman Term: 9/12-9/15 Mary M. Moriarty Term: 9/12-9/15	<u>Representing Towns</u> Martha Verville Term: 9/13-9/16 Deidre O'Malley Term: 9/13-9/16	
<u>Representing Rockingham County</u> Jill Jamro, Secretary Vacant	<u>Representing Rockingham County</u> Dan McKenna Term: 9/14-9/17 Carrie Marshall Gross Term: 12/14-9/17	<u>Representing Rockingham County</u> Patti Ott Term: 9/13-9/16 Alicia Salisbury Term: 12/13-9/16	

Directors serve without compensation.

SCHOOL YEAR 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 Gregory Schneider

1 @ \$4,500 plus 10 classes at \$500 each

Total \$9,500.00

Teachers Sue Corby - Claire Bergstrom - Vasiliki M. Canotas - Judith Elliott -
Kathy Higgins-Consoli - Tika R. Subedi - Ann C. Winans

63.75 hrs/wk of regular ESOL classes/planning @ \$26.94/hr for 34 wks = \$58,392.45

5 hrs/wk of Citizenship classes/planning @ \$26.94/hr for 20 wks = \$2,694.00

2.5 hrs/wk of computer skills classes/planning @ \$26.94/hr for 20 wks = \$1,347.00

2.5 hrs/wk of conversation classes/planning @ \$26.94/hr for 20 wks = \$1,347.00

Total \$63,780.45

Teacher Aides

1 Aide @ 10 hrs/wk each @ \$14.77/ hr for 34 wks = \$5,021.80

1 Aide @ 10 hrs/wk each @ \$14.77/ hr for 34 wks = \$5,021.80

1 Aide @ 5 hrs/wk each @ \$14.77/ hr for 34 wks = \$2,510.90

Total \$12,554.50

Guidance and Counseling

Total \$0

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

Total \$0

Total for All Personnel Services \$85,834.95

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 Kristie A. Conrad

Base Pay = \$4,500.00

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

Total \$ 9,000.00

Teachers Maureen Genakos - Maureen Megan Donnelly - Jessica Schoppe Moisan -

1 Day ABE @ \$23.35/hr. x 9 hrs./wk. x 34 wks. = \$7,145.10

1 Eve ABE @ \$23.35/hr. x 5 hrs./wk. x 34 wks. = \$3,969.50

1 ABE/ESOL Reading Instructor @ \$23.35/hr. x 9 hrs./wk. x 34 wks. = \$7,145.10

1 Guided Instruction @ \$23.35/hr. x 4 hrs./wk. x 32 wks. = \$2,988.80

1 Day Level 1 ESOL @ \$23.35/hr. x 6 hrs./wk. x 34 wks. = \$4,763.40

1 Day Level 2 ESOL @ \$23.35/hr. x 6 hrs./wk. x 34 wks. = \$4,763.40

1 Eve Level 1 ESOL @ \$23.35/hr. x 5 hrs./wk. x 34 wks. = \$3,969.50

1 Eve Level 2 ESOL @ \$23.35/hr. x 5 hrs./wk. x 34 wks. = \$3,969.50

1 Computer Skills Lab @ \$17.55/hr x 5 hrs./wk. x 32 wks. = \$2808.00

Elaine Pridham -

Total \$ 41,522.30

Teacher Aides

1 Day ABE/ESOL @ \$17.55/hr. x 9 hrs./wk. x 34 wks. = \$5,370.30

Total \$ 5,370.30

Guidance and Counseling Rachel K. Owens

1 Counselor @ \$28/hr. x 35 hrs./wk. x 36 wks. = \$35,280.00

Total \$ 35,280.00

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

Staff Development 5 staff @ \$23.35/hr. x 12 hrs. = \$1,401.00

1 staff @ \$17.55/hr. x 12 hrs. = \$210.60

Prep Time 1818hrs. ÷ 7 = 260hrs x \$23.35/hr = \$6,071.00

Total \$ 7,682.60

Total for All Personnel Services \$ 98,855.20

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 Kristie A. Conrad

\$25/hour x 72 hours = \$1,800.00

Total \$ 1,800.00

Teachers

Total \$ _____

Teacher Aides

Total \$ _____

Guidance and Counseling Rachel K. Owens

\$28/hour x 4 hrs./wk. x 36 wks. = \$4,032.00

Total \$ 4,032.00

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

Total \$ _____

Total for All Personnel Services \$ 5,832.00

Gregory Schneider

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

Experience

2002 – Present Southern New Hampshire Services, Inc.

Community and Multi-Cultural Services Director, EEO Officer

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

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

Owner

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

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

Executive Director

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

1986 – 1990 Amoskeag Bank Shares, Inc., Manchester, NH
Senior Product Manager

SUE CORBY

EDUCATION

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

TEACHING CERTIFICATIONS

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

EXPERIENCE

- 1/04 – present – English for New Americans – Manchester, NH
Program Coordinator: manage student enrollment and records, hire and manage teachers, develop and oversee curriculum and materials, maintain relationships with related agencies
Teacher: teach English classes to English Language Learners, especially beginning level classes for refugee and immigrant newcomers
Outreach Coordinator: liaison work with programs and agencies that ENA students interface with; design and coordinate community education speaker series on topics relevant to ENA students
- 9/05 – 6/06 – member of Diversity Committee of District in Need of Improvement effort, Manchester Public Schools, Manchester, NH
- 9/85 – 6/06 – active school volunteer (library assistant, tutor, enrichment coordinator, event planner) while children in local schools – Manchester, NH
- 9/85 – 9/93 – Souhegan Valley Counseling Services – Amherst, NH
Psychotherapist: short and long term therapy for individuals, couples, families
- 10/80 – 4/84 – Milwaukee, WI
Clinical counselor: two full-time and three part-time positions in a variety of settings (hospital clinics, outpatient clinics, schools, community centers) with emphasis on families, adolescents, drug and alcohol rehabilitation
- 9/79 – 6/80 – Brookfield High School – Brookfield, WI
Reading Specialist: worked with remedial and developmental readers in suburban high school
- 6/78 – 8/79 – University of Wisconsin – Milwaukee School of Education
Reading Specialist – Clinic Coordinator: supervised classroom teachers getting certified as reading teachers; tutored remedial readers
- 6/74 – 6/78 – Independent Learning Center – Milwaukee, WI
Teacher: Social Studies and Reading – developed reading program for disabled readers – alternative school, extensive family and community involvement
Teacher: Adult Basic Education (literacy) to adults in night program
- 7/72 – 6/74 – Teacher Corps – University of Wisconsin – Milwaukee, WI
Intern: worked with a team to develop alternative high school with emphasis on basic skills for Hispanic youth disengaged from public school; worked in other community-based programs with high risk youth and their families

CLAIRE BERGSTROM

EDUCATION

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

TEACHING EXPERIENCE

Private ESL Tutor.

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

ESL Tutor, Hillside Middle School, Manchester, NH. (Volunteer)

Assisted veteran teachers with students in ESL language arts, reading and math classes.

Worked with individuals and small groups on activities which supported language acquisition and content assimilation. (12/08 – 6/2009)

ESL teacher, Adult Learning Center. Nashua, NH

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

ESL teacher, Nashua School District. Title 1 Program

Taught adult second language learners who had children in the Title 1 Nursery program.

Worked with parents to determine specific language goals and topics of interest. Designed lessons that targeted syntax, and developed listening, reading, writing and speaking skills within the context of practical themes, including parent teacher- communication, stress management and job search skills. (3/99 – 5/99)

Student teacher, Milford School District. Milford, NH

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

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

Mentor, Central High School. Manchester, NH

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

BUSINESS EXPERIENCE

Program Administrator, Sanders Associates. Nashua, NH

Responsible for monitoring, analyzing, and reporting schedule and financial performance of \$13 million dollar government program. (1988-1989)

International Account Coordinator, Gencorp Polymer Prod. Hackensack, NJ

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

Import Traffic Manager, Maypro Industries, Inc. NY, NY

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

VOLUNTEER EXPERIENCE

Grant Writer/Coordinator Artist in Residence Program, Brookline Elementary School

Researched, designed and wrote a grant proposal that was successful in earning 100% of requested funding. Oversaw all aspects of program to completion. (1998-1999)

Teacher, Saint Patrick Church

Taught and mentored high school students in two year confirmation program. (2003-2008)

Volunteer, Brookline School District,

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

References available upon request

Vasiliki M. Canotas

Profile

Unique combination of legal experience, teaching experience, marketing and communications training. Strong research, organizational, written, verbal, and interpersonal skills with ability to plan and execute multiple complex tasks. Extensive experience in private sector managing commercial transactions for clients in banking, health care, technology, communications, and manufacturing industries. Proven ability to define, communicate, organize, and fulfill project goals. Successful record of building stakeholder relationships in competitive marketplace.

Skills

- ◆ Project Management
- ◆ Building Relationships
- ◆ Collaboration
- ◆ Professional Presentations
- ◆ Strategic Planning
- ◆ Initiative
- ◆ Counseling and guidance
- ◆ Successful Negotiations
- ◆ Computer Proficiency
- ◆ Written/Oral Communications
- ◆ Teaching Adolescents
- ◆ Complex Problem Solving

Professional Experience

ALFANO & BAROFF, PA - Bedford, NH

Attorney/ Of Counsel, 2006 - 2009

Advised clients and prepared documentation in areas of commercial financing and real estate transactions. Drafted and negotiated commercial loan documents, leases, and miscellaneous contracts.

HENRY WILSON ELEMENTARY SCHOOL - Manchester, NH

Title 1 Instructor, 2004

Responsible for teaching reading and math to elementary school students. Developed individual and team teaching strategies.

MANCHESTER CENTRAL HIGH SCHOOL - Manchester, NH

Teacher, 2002

Responsible for teaching five social studies classes to high school students in three subject areas: Social Issues and the Law (L3/4), Sociology (L2/3) and Civics (L2).

COOK, LITTLE, ROSENBLATT & MANSON, PLLC - Manchester, NH

Attorney/ Of Counsel, 1996-2001

Responsible for commercial financing and real estate transactions. Advised clients and prepared documentation in areas of intellectual property law and general corporate law. Drafted and negotiated commercial loan documents, asset acquisition agreements, real estate leases and purchase and sale agreements, and miscellaneous contracts.

Vasiliki M. Canotas

Resume, Page 2

Professional Experience, continued

SHEEHAN, PHINNEY, BASS + GREEN, P.A. - Manchester, NH

Attorney/ Shareholder, 1987-1995

Performed work and advised clients in general corporate and health care law. Conducted commercial financing and real estate transactions. Performed additional research and work in the miscellaneous areas including construction and zoning law and tax exempt organizations.

AMOSKEAG BANK SHARES, INC. - Manchester, NH

Marketing Assistant, 1984

Responsible for writing and editing weekly newsletter, personnel and corporate press releases. Assisted in writing and designing brochures, advertisements and annual and quarterly reports. Researched and developed new commercial and consumer products.

Education

NORTHEASTERN UNIVERSITY SCHOOL OF LAW - Boston, MA

J.D. 1987

BOSTON UNIVERSITY SCHOOL OF PUBLIC COMMUNICATION - Boston, MA

M.S., Mass Communications 1984

BROWN UNIVERSITY - Providence, RI

A.B., Political Science 1981

Professional and Community Affiliations

- Trustee, YMCA of Greater Manchester (2008-present) (Development Committee 2010-2012; Strategic Planning Committee 2012-present)
- Co-Chair, YMCA of Greater Manchester *Reach Out For Youth* Dinner (2009; 2010; 2011)
- Trustee, Greater Manchester Hellenic Scholarship Fund (2007-present)
- Member, American and New Hampshire Bar Associations (1987-present)
- Allocations Committee Member, Team Leader, United Way of Greater Manchester (1988-1994)
- Director, Palace Theatre, Manchester, New Hampshire (1988-1992)

References furnished upon request.

Judith Elliott

- Education:** School for International Training Brattleboro, VT
TESOL Certificate 2010
- Northeastern University Boston, MA
MA in Economics - Focus on workforce issues 1993
- Kalamazoo College Kalamazoo, MI
BA in Business and Economics 1975
- Experience:** English for New Americans/Southern NH Services Manchester, NH
ESOL Teacher August 2009 - Present
Teach ESOL (English for Speakers of Other Languages) to adult immigrant and refugee students. Develop supplementary teaching materials and supervise volunteer teachers' aides.
- NH Coalition for Occupational Safety and Health Hooksett, NH
Immigrant-Refugee Trainer August 2009 - Present
Teach worker safety and worker rights to immigrants and refugees in ESOL classes throughout New Hampshire. Develop curriculum, graphic materials, and worksheets.
- International Institute of New Hampshire Manchester, NH
Trainer for Refugee Farmers (Consultant) 2009 - Present
Teach farm-related English to refugees in agricultural program. Plan lessons, create graphic materials, and design reading materials.
- NH Coalition for Occupational Safety and Health Concord, NH
Director June 1999 - August 2009
Designed and led training program for immigrant and low-income workers. Carried out administrative, training, and fundraising responsibilities. Co-founded and coordinated NH Immigrant Rights Task Force.
- NH AFL-CIO Pembroke, NH
School-to-Work Outreach Coordinator August 1997 - June 1999
Coordinated participation in New Hampshire School-to-Work Program. Wrote curriculum, organized teachers' conference, and conducted public outreach.
- Elliott Economic Research Canterbury, NH
Independent Researcher 1995-1998
Conducted research, writing, and public education on employment issues affecting low and moderate-income workers.

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

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

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

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

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

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

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

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

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

Languages: Proficient in conversational Spanish.

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

Kathy Higgins-Consoli

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

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

1995-1999

Account Manager

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

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

1990-1995

Office Manager

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

ProfitKey International, Salem, NH

1988-1990

Administrative Consultant

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

Greater Lawrence Family Health Center, Lawrence, MA

1983-1988

Director of Patient Services

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

Supervisor of Reception and Medical Records

Supervised, hired, trained and disciplined personnel. Managed inventories; purchased and maintained equipment.

Receptionist

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

Education

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

St. Michael's College, Winooski, VT

Bachelor of Arts Degree, Spanish – summa cum laude
Valedictorian.

TIKA R. SUBEDI

Date: 08/07/2013

Education:

Trained Interpreter

SNHAHEC, 2010.

M.A., Sociology

2002-2004.

Tribhuvan University (Katmandu, Nepal.)

Bachelor Degree in Humanities

1999-2001.

Majors: English, Economics, and Political Science

West Bengal, India

Services and Employment History:

ESL Teacher

Sept, 2010 - present

English for New Americans (ENA)

Southern New Hampshire Services

508 Union St. Manchester, NH

Duties include:

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

Bilingual Parent Liaison

Jan, 2011- present

International Institute, Manchester, NH

Duties include:

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

Education Coordinator

Bhutanese Community Of NH

Dec. 2012 – present

Duties include:

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

Volunteer

International Institute, Manchester, NH

June, 2010-Sept.2010

Vice-Principal (The Blue Moon School)

2001-2004

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

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

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

1998-2000

Green Vale Academy (Refugee Camp School)

Damak, Nepal

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

Volunteer teacher and educator

1993-2001

Refugee Camp, Nepal

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

Ann C. Winans

Objective

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

Experience

ELL Teacher (2000- 2003; 2008 – present)

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

Adjunct Faculty TESOL Department (2005-2007)

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

ESL Consultant (2007)

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

Coach (2000-2003)

Assistant Gymnastics Coach for Nashua North

Education

Lincoln Christian University, Lincoln, IL

1994-1998

Graduated with BA in Bivocational Missions with TESOL certification.

Graduated Gamma Alpha Chi

Student Representative and Teaching Assistant

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

Received State of New Hampshire Teacher 's License in 2000

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

Other Pertinent Experience

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

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

Kristie A. Conrad

Professional Experience:

Southern NH Services, Inc. (June 2011 – Present)

Program Director

July 1996 to present

Portsmouth Adult Education Program

100 Campus Drive, Suite 22, Portsmouth, NH 03801
603.422.8233

Responsible for comprehensive oversight of an adult education program serving learners 18 years and older in need of academic skills instruction, high school equivalency preparation and English language instruction for speakers of other languages in the greater Portsmouth, NH area. Work began in 1996 under Rockingham Community Action, which merged with Southern NH Services in 2011 – the non-profit, anti-poverty agency serving Rockingham and Hillsboro counties in New Hampshire.

Specific work responsibilities have included such areas as:

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

Southern NH Services, Inc. (June 2011 – present)

Literacy Services Coordinator

November 1991 to present

Rockingham Community Action Literacy Services

4 Cutts Street, Portsmouth, NH 03801
603.431.2911

Responsible for all aspects of oversight, operation, implementation, evaluation and expansion of multiple literacy services focusing on children and families, adolescents and adults in poverty. Work began in 1991 under Rockingham Community Action, which merged with Southern NH Services in 2011 – the non-profit, anti-poverty agency serving Rockingham and Hillsboro counties in New Hampshire.

Specific work responsibilities have included, among other activities, such areas as:

- creating, operating and expanding new and current programs;
- researching, coordination and implementation of all fundraising and grant writing;
- recruiting, hiring, training and evaluating staff and volunteers;
- direct service delivery with program participants - including registration, counseling support and referrals;
- modeling reading and literacy behaviors with participants, staff and volunteers;
- materials development; recordkeeping; report preparation; program evaluation;
- establishing, coordination and implementation of public relations;
- public advocacy of poverty and literacy related issues;
- developing and fostering varied community collaborations;
- interaction with local, state and federal offices and officials;
- participating in professional development related to areas of service delivery and program management;
- general office management and maintenance.

Literacy Services program involvement has included:

The Gift of Reading, The Gift of Reading Storytime at WIC Clinics, The Family Literacy Project, AmeriCorps*VISTA, AmeriCorps - NH Reads, Tales to Go Summer and Child Care Provider traveling literacy van projects, Reading is *Fundamental*, and the Portsmouth Adult Education Program

Rockingham Community Action, Inc. (November 1991 – Present)
Program Coordinator (September 2007 to September 2010)
RCA-COMPASS Youth Program

100 Campus Drive, Suite 22
Portsmouth, NH 03801

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

Education:

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

Computer Skills Experience:

MS Word, MS Publisher; MS Excel; MS Access; MSOffice; World Wide Web

Maureen Genakos

Professional Experience

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

Other Experiences In Education

Math Team Coach

Class Advisor

Educator in The Workplace, summer program sponsored by the University of NH

Education

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

Professional Development

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

I continue to attend professional development opportunities and conferences for adult educators sponsored by the State of NH Bureau of Adult Education.

MAUREEN MEGAN DONNELLY

Professional Experience

February, 2012-present Southern New Hampshire Services, Inc.
Portsmouth Adult Education Program, Portsmouth, NH
Instructor, English for Speakers of Other Languages (ESOL)

Plan and implement curriculum for Level 1 and Level 2 Adult ESOL classes. Work with students and program administrators to create a supportive, comfortable learning environment in which adult language learners can improve their English language skills, gain self-confidence, and reach their professional and personal goals. Collaborate with teaching assistants and classroom volunteers to promote meaningful one-on-one instruction when appropriate. Employ a variety of teaching methods to accommodate different learning styles. Conduct field trips in the community to strengthen real-life language skills and increase student awareness of resources in the Portsmouth community and in neighboring states.

2003-2011 Sanborn Regional School District, Kingston, NH
Certified ESOL Teacher, Grades K-12

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

Education

University of New Hampshire, Durham, NH
Master's Degree, English Language and Linguistics, 2003

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

Language Skills

Proficient speaker of Russian.
Working knowledge of French and Spanish.

Volunteer Experience

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

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

Jessica Schoppe Moisan

Summary of Qualifications

- Excellent Communication Skills both oral and written: experienced with creative, educational and professional editing/writing
- Detail-oriented, creative, flexible, self-motivated, mature
- Familiarity with both the higher education sector and management of Study Abroad & English Language Learning and academic counseling
- Excellent interpersonal and organizational skills: advanced editorial skills, experiencing managing a small staff of two accredited ESL programs, high level administration skills
- SEVIS (Student and Exchange Visitor Information System) trained and experience as secondary DSO (Designated School Official)
- TEFL/TESOL certified: Experienced English Language instructor to various languages of all levels. Have worked with Arabic, Japanese, Chinese, Korean, Spanish, and Haitian/French students.
- Quick to learn company specific computer software programs
- IWB (Interactive White Board) savvy
- Notebook 10 software certification

Education

Bachelor of Arts in English, University of Utah Salt Lake City, UT 2003

Relevant Employment

September 2014 – Present

ESOL Instructor

Southern New Hampshire Services – Portsmouth Adult Education Portsmouth, NH

To teach and create lesson plans for an Evening Level 2 English language class. I strive to maintain student satisfaction and attendance by engaging students with relevant course material to help them in their daily lives.

March 2009 – August 2011

Head of Teaching

Embassy CES Pacific Lutheran University Tacoma, WA

Embassy CES is an international English language school. Along with the Lead Teacher position, my responsibilities were to ensure customer satisfaction in the delivery of two academic programs; to organize and manage the academic timetable; organize and manage testing, placement and student induction; to manage appropriate

use of materials and resources; support and guide teachers through lesson observations, feedback and workshops; maintain staffing levels; teach two core classes; establish a positive working environment, and to support other managers when required; manage SEVIS when the head DSO is absent. Served as interim Academic Director for three months.

June 2009 – March 2009 **Lead Teacher**
Embassy CES Pacific Lutheran University Tacoma, WA

This position was a two part administrative and teaching position. The primary duties were to create lesson plans and teach two core classes; to maintain student attendance percentages and records; council students on various academic issues such as low scores or appropriate level placement; maintain class ratios, record and report numbers; order academic materials, maintain materials budget, and to manage faculty schedules and lesson plans.

February 2008 – June 2008 **ESL Teacher**
Embassy CES Pacific Lutheran University Tacoma, WA

To teach and create lesson plans for two core classes and two elective class in addition to maintaining student satisfaction and attendance.

2007-2008 **Master Teacher**
Oxford Academy Draper, Utah

I taught phonics (one on one) at a K-12 curriculum in addition to elementary social studies and science, which required a weekly lesson plan.

Volunteer Experience

2008-11	Mentor, Children of Promise (Volunteers of America), Tacoma, WA
2006	Tutor for ESL and refugee students at Mountain View Elementary, UT
2003	Youth Organic Garden Assistant, SLC, UT
2002	English Department Student Advisory Committee, University of Utah
2002	Arts for Youth, Bennion Elementary SLC, UT
2001	Horizonte: Assistant to an adult ESL classroom. SLC, UT

Elaine Pridham

Professional Experience

05/2014 – Current: **Great Northern Builders, South Berwick, ME**
Administrative Assistant

04/2012 – Current: **Rockingham Community Action- Adult Basic Education Program, Portsmouth, NH**
Teacher Aide; Teacher Basic Computer Skills

04/2007 – 10/2010: **New England Life Care, South Portland, ME**
Vice President of HR, Corporate Compliance & Performance Improvement

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

08/2005 – 04/2007: **Glenwood Consulting and Coaching**
Self-employed as independent Human Resource Consultant and Professional Coach

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

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

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

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

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

Other Relevant Professional Experience: Social Services

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

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

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

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

Education

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

Professional Honors:

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

Volunteer:

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

Rachel K. Owens

Professional Experience:

Program Counselor - Portsmouth Adult Education *November 2013 - Present*
Southern New Hampshire Services, 100 Campus Drive, Portsmouth, NH

Family Advocate/Case Manager – Early Head Start *April 2010 – November 2013*
Community Action Inc., Haverhill / Newburyport, MA

- Provide counseling, education, advocacy, referral, and support services to enrolled families
- Outreach, recruitment, enrollment, and retention of families for program participation
- Schedule, plan, conduct, and record all visits and community involvement opportunities
- Administer and interpret surveys, screenings, evaluations, and assessments
- Strategize with enrolled families to identify strengths, needs, barriers, resources, and goals
- Assist in program and curriculum development for Early Head Start program
- Develop case plans - counsel, review, and periodically evaluate plans
- Support and empower families to meet education, employment, and health goals
- Obtain input and feedback to monitor and document performance and progress
- Schedule, plan, implement, and document all client meetings and quarterly conferences
- Collaborate with advocates and agencies to identify area services and resources
- Maintain accurate records including confidential files, databases, and reports
- Conduct and complete all clerical and administrative duties; copy, file, fax, phone, ordering
- Data entry and documentation into Child Plus, Octopia, and TS Gold
- Plan and facilitate meetings, workshops, activities, open houses, and other events
- Initiate and maintain communication with all appropriate agency personnel
- Participate in staff trainings, events, meetings, and professional development opportunities
- Comply with all federal, state, and agency standards, procedure, and protocols

District Tutor *1995 – 2013 (part-time)*
Triton Regional School District, Byfield, MA

- Initiate and maintain tutor/student/school communications and relationships
- Schedule, implement and document all daily and weekly appointments
- Organize daily and weekly lesson plans and instructional materials
- Participate in curriculum development for at-home students
- Administer individualized, one-on-one instruction and assign homework
- Administer quizzes and tests and submit all work as assigned
- Document all appointments, assignments, homework and communications
- Evaluate and report student attendance, participation, progress and performance
- Advise, counsel, educate, and support students and families
- Maintain and submit all required forms, records and documentation
- Attend conferences, meetings, and trainings as required
- Maintain licensure and adhere to all school, state, and federal guidelines

District Tutor *1995 – 2013 (part-time)*
Exeter Area School District, Exeter, NH
Nashua Public Schools, Nashua, NH

Same duties as detailed above

Classroom Teacher *Aug 1986 - Oct 1989*
Nashua Brookside Psychiatric Hospital, Nashua, NH

- Classroom teacher in self-contained classroom
- Develop and implement individualized curriculum
- Develop daily and weekly lesson plans
- Provide individual and small group instruction
- Administer and evaluate quizzes and tests
- Participate in group counseling sessions

Education:

Master of Education / School and Community Counseling
Salem State College, Salem, MA May 1989
Graduated Cum Laude with a 3.77 GPA

Bachelor of Science in Education
Plymouth State University, Plymouth, NH May 1983
Member - Kappa Delta Pi - Honor Society in Education

Volunteer Experience:

Exeter Area School District Exeter, NH Sep 1994 - Jun 2010
Extensive volunteer experience in local schools, community, and church
Chairperson Exeter High School Jr. Prom Committee 2005, 2006, 2009
Committee Member EHS Project Sr. Prom/Graduation 2006, 2007, 2010
Chairperson/Vice Chair/Secretary and Publicity - EHS Football, Boys and Girls Basketball,
Girls Soccer, Girls Ice Hockey, Track and Field, Lacrosse & Tennis
East Kingston Recreation Department Committee Member and Coach
East Kingston Old Home Days Chairperson
Chairperson, Vice Chair, Secretary and Publicity EKES PTO
Chaperone - numerous student activities and events on and off site
Member, Principal Search Committee and Strategic Planning Committee
Teacher, CCD classes - St. Michael's Parish (five years)
Volunteer - SMP Religious Education office (seven years)