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

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

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

December 14, 2015

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

REQUESTED ACTION

Authorize the Department of Education, Division of Career Technology and Adult Learning to **retroactively** grant funds to the Hillsborough County Department of Corrections, Manchester, NH (vendor code 177406) in an amount not to exceed \$31,466.07 to provide instruction in the areas of upper level adult basic education and high school equivalency test preparation at the Hillsborough County Department of Corrections for the period effective July 1, 2015 through June 30, 2016. 35% Federal Funds, 65% General Funds.

Funding is available in the account titled Adult Education in FY 2016 as follows:

06-56-56-566010-70040000-072-500575	Grants - Federal	\$11,013.13
06-56-56-566010-70040000-601-500931	State Fund Match	\$20,452.94

EXPLANATION

This request is **retroactive** due to additional documentation required 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 of Education which required additional, new documents to be signed by the contractor.

Services provided by this grant will include direct instruction to inmates at the Hillsborough County House of Correction in the areas of upper level adult basic education and high school equivalency test preparation. The services will be provided by a part-time teacher added to the existing educational program staff. Approximately forty inmates will be served by the program.

All federal and state adult education grants were originally awarded through a competitive application process that is open to school districts, private-not-for-profit, and governmental agencies. The criteria for evaluating the applications are contained in the Adult Education and Family Literacy Act (Workforce Innovation and Opportunity Act of 2014). (See Attachment A). Under the Workforce

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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 meet the criteria for funding. The Hillsborough County Department of Corrections is an eligible organization that meets the funding criteria.

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

The Bureau of Adult Education provides educational services to approximately eight thousand adults each year. The New Hampshire Department of Education Centralized Federal Funding System will be utilized to grant funds to the Hillsborough County Department of Corrections.

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

Respectfully submitted,


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

Attachment A

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

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- (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.

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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

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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

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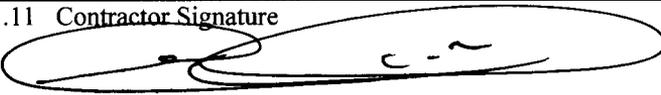
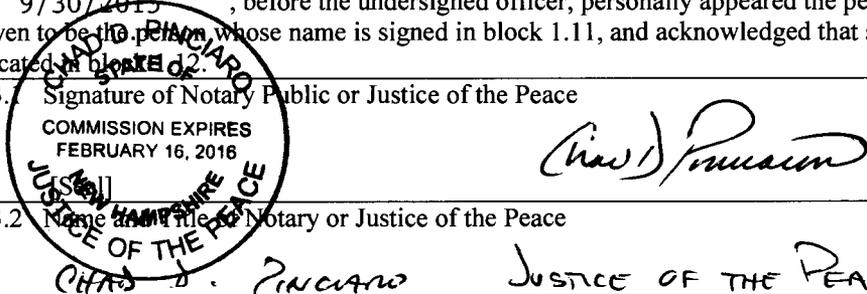
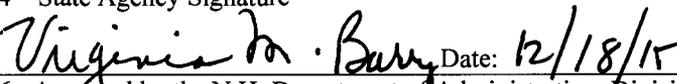
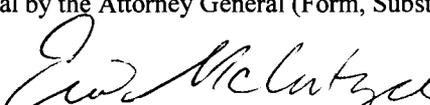
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Education		1.2 State Agency Address 21 South Fruit Street, Suite #20, Concord, NH 03301	
1.3 Contractor Name Hillsborough County Department of Corrections		1.4 Contractor Address 445 Willow Street, Manchester, NH 03103	
1.5 Contractor Phone Number 603-627-5620	1.6 Account Number 06-056-70040000-072-500575 06-056-70040000-601-500931	1.7 Completion Date June 30, 2016	1.8 Price Limitation \$31,466.07
1.9 Contracting Officer for State Agency Art Ellison		1.10 State Agency Telephone Number 603-271-6698	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Gifford Hiscoe, Chief of Security	
1.13 Acknowledgement: State of New Hampshire, County of Hillsborough On 9/30/2015, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.2.			
1.13.1 Signature of Notary Public or Justice of the Peace 			
1.13.2 Name and Title of Notary or Justice of the Peace CHAD J. PINCIARO JUSTICE OF THE PEACE			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Commissioner of Education	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: 12/23/15			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

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2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated 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 Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision 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 Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

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Contractor Initials

Date 9/30/15

Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

- 8.2.1 give the Contractor 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 Contractor notice of termination;
- 8.2.2 give the Contractor 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 contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 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.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

13. INDEMNIFICATION. The Contractor 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 or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. 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 in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate ; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

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Contractor Initials

Date 9/30/15

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. 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 of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default 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 Event of Default on the part of the Contractor.

17. 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 given in blocks 1.2 and 1.4, herein.

18. 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 Executive Council of the State of New Hampshire unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. 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.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. 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.

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Contractor Initials

Date 9/30/15

EXHIBIT A

The Services

Hillsborough County, Department of Corrections will provide the following:

Services provided by this grant will include direct instruction to inmates at the Hillsborough County House of Correction in the areas of upper level adult basic education and high school equivalency test preparation. The services will be provided by a part-time teacher added to the existing educational program staff. Approximately forty inmates will be served by the program.

Grantee Initials 
Date 9/30/15

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EXHIBIT B
Estimated Budget: Limitation on Price: Payment

Estimated Budget:

	FY 2016
Teacher Salary	\$29,229.97
FICA	2,236.10
TOTAL	\$31,466.07

Limitation of Price:

This agreement will not exceed \$31,466.07

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 9/30/15

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EXHIBIT C

Special Provisions

None

Grantee Initials 

Date 9/30/15

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PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: Hillsborough County Department of Education
445 Willow Street
Manchester, New Hampshire 03103

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

SAURA: 546

Proposed Project Title: Adult Basic Education Program

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

The following information is required for all projects

PROJECT MANAGER:

NAME: Captain Willie Scurry
ADDRESS: 445 Willow Street Manchester, New Hampshire 03103
E-MAIL ADDRESS: wscurry@hcnh.org

TITLE: Chief of Programs
TELEPHONE: (603) 627-5620 ext. 6628
FAX: (603) 627-5618

FINANCIAL CONTACT:

NAME: Marlene Montminy
E-MAIL ADDRESS: mmontminy@hillsboroughcountynh.org

TELEPHONE: (603) 627-5620 ext. 6633
FAX: (603) 627-5619

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:

Hillsborough County Department of Corrections

APPROVED INDIRECT COST RATE: _____ %

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Mr. Gifford Hiscoe, Chief of Security

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

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or SAU/CHIEF FINANCIAL OFFICER

9/30/15
DATE

TYPE OF CHANGE	
BUDGET	
FUND AUTH	
FISCAL AGENT	
OTHER	

Certificate of Authority

I, **Toni Pappas**, Clerk of **Hillsborough County Commissioners** do hereby certify that:

- (1) I maintain and have custody of and am familiar with the seal and minute books of the corporation;
- (2) I am authorized to issue certificates with respect to the contents of such books and to affix such seal to such certificate;
- (3) The following (is a) (are) true and complete cop(y)(ies) of the resolution(s) adopted by the board of directors of the corporation at a meeting of that board on 9/30, 2015, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation:

That: The Hillsborough County Department of Corrections will enter into a contract with the NH Department of Education to provide employment and training services to out of school youth. This resolution shall remain in effect until specifically revoked.

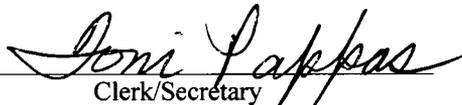
That: The Hillsborough County Board of Directors has named Gifford Hiscoe as having authority to sign the contract with the New Hampshire Department of Education.

- (4) The following is a true and complete copy of a by-law adopted at a (shareholder)(organizational) meeting on September 30, 20 15.
- (5) The foregoing resolution(s) and by-law are in full force and effect, unamended, as of the date hereof; and
- (6) The following person(s) lawfully occupy the office(s) indicated below:

Sandra Ziehm Chairman
Carol H. Holden Vice Chairman
Toni Pappas Clerk

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the County this 30th day of September, 20 15.

(Corporate Seal if any)


 Clerk/Secretary

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

STATE OF NEW HAMPSHIRE

COUNTY OF Hillsborough

On Sept 30, 20 15, before the undersigned officer personally appeared the person identified in the foregoing certificate, know to me (or satisfactorily proven) to be the Clerk/Secretary of the corporation identified in the foregoing certificate, and acknowledge that she executed the foregoing certificate.

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

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 Notary Public/Justice of the Peace
 my commission expires 9/3/19



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<i>Participating Member:</i>	<i>Member Number:</i>	<i>Company Affording Coverage:</i>
Hillsborough County 329 Mast Road - Suite 114 Goffstown, NH 03045	608	NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624

Type of Coverage		Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
<input checked="" type="checkbox"/>	General Liability (Occurrence Form)	7/1/2015	7/1/2016	Each Occurrence	\$ 5,000,000
	Professional Liability (describe)			General Aggregate	\$ 5,000,000
<input type="checkbox"/>	Claims Made			Fire Damage (Any one fire)	
<input type="checkbox"/>	Occurrence			Med Exp (Any one person)	
<input checked="" type="checkbox"/>	Automobile Liability	7/1/2015	7/1/2016	Combined Single Limit (Each Accident)	\$5,000,000
	Deductible Comp and Coll: \$1,000			Aggregate	\$5,000,000
	<input type="checkbox"/> Any auto				
<input checked="" type="checkbox"/>	Workers' Compensation & Employers' Liability	1/1/2015	1/1/2016	<input checked="" type="checkbox"/> Statutory	
		1/1/2016	1/1/2017	Each Accident	\$2,000,000
				Disease – Each Employee	\$2,000,000
				Disease – Policy Limit	
<input checked="" type="checkbox"/>	Property (Special Risk includes Fire and Theft)	7/1/2015	7/1/2016	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange
			By: <i>Tammy Denver</i>
			Date: 12/30/2015 tdenver@nhprimex.org
NH Department of Education Bureau of Adult Education 21 South Fruit Street Concord, NH 03301			Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

EXHIBIT A
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Statement of Net Position
June 30, 2014

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
ASSETS			
Current Assets:			
Cash and cash equivalents	\$ 15,080,525	\$ 123,316	\$ 15,203,841
Investments	15,128,646		15,128,646
Accounts receivable, net	203,544	2,338,741	2,542,285
Due from other governments	526,185	928,825	1,455,010
Internal balance	(19,935,395)	19,935,395	-
Prepaid expenses	138		138
Inventory		54,174	54,174
Total Current Assets	<u>11,003,643</u>	<u>23,380,451</u>	<u>34,384,094</u>
Noncurrent Assets:			
Non-depreciable capital assets		24,475	24,475
Depreciable capital assets, net	<u>5,957,649</u>	<u>2,448,197</u>	<u>8,405,846</u>
Total Noncurrent Assets	<u>5,957,649</u>	<u>2,472,672</u>	<u>8,430,321</u>
Total Assets	<u>16,961,292</u>	<u>25,853,123</u>	<u>42,814,415</u>
DEFERRED OUTFLOWS OF RESOURCES			
Total Deferred Outflows of Resources	<u>-</u>	<u>-</u>	<u>-</u>
LIABILITIES			
Current Liabilities:			
Accounts payable	232,082	130,124	362,206
Accrued expenses	668,107	627,151	1,295,258
Due to other governments	2,673,822	584,416	3,258,238
Unearned contributions	-	27,100	27,100
Total Current Liabilities	<u>3,574,011</u>	<u>1,368,791</u>	<u>4,942,802</u>
Noncurrent Liabilities:			
Compensated absences payable	53,495	135,276	188,771
Other post-employment benefits payable	<u>1,078,096</u>	<u>500,356</u>	<u>1,578,452</u>
Total Noncurrent Liabilities	<u>1,131,591</u>	<u>635,632</u>	<u>1,767,223</u>
Total Liabilities	<u>4,705,602</u>	<u>2,004,423</u>	<u>6,710,025</u>
DEFERRED INFLOWS OF RESOURCES			
Total Deferred Inflows of Resources	<u>-</u>	<u>-</u>	<u>-</u>
NET POSITION			
Net investment in capital assets	5,957,649	2,472,672	8,430,321
Restricted	50,264		50,264
Unrestricted	<u>6,247,777</u>	<u>21,376,028</u>	<u>27,623,805</u>
Total Net Position	<u>\$ 12,255,690</u>	<u>\$ 23,848,700</u>	<u>\$ 36,104,390</u>

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EXHIBIT B
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Statement of Activities
for the Year Ended June 30, 2014

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		Total
		Charges for Services	Operating Grants and Contributions	Primary Government	Governmental Activities	Business-Type Activities	
Governmental Activities:							
General government	\$ 8,197,738	\$ 3,256,447		\$ (4,941,291)			\$ (4,941,291)
Public safety	20,910,836	3,465,289	\$ 130,807	(17,314,740)			(17,314,740)
Health and welfare	31,310,057		347,232	(30,962,825)			(30,962,825)
Total governmental activities	<u>60,418,631</u>	<u>6,721,736</u>	<u>478,039</u>	<u>(53,218,856)</u>	\$ -		<u>(53,218,856)</u>
Business-type activities:							
Nursing Home	<u>26,326,213</u>	<u>21,785,111</u>			(4,541,102)		<u>(4,541,102)</u>
Total business-type activities	<u>26,326,213</u>	<u>21,785,111</u>			<u>(4,541,102)</u>		<u>(4,541,102)</u>
Total primary government	<u>\$ 86,744,844</u>	<u>\$ 28,506,847</u>	<u>\$ 478,039</u>	<u>(53,218,856)</u>	<u>(4,541,102)</u>		<u>(57,759,958)</u>
General revenues:							
Property taxes				46,213,110			46,213,110
Grants and contributions not restricted to specific programs					7,396,062		7,396,062
Interest and investment earnings				44,585			44,585
Miscellaneous				894,980	778,865		1,673,845
Transfers				<u>1,345,176</u>	<u>(1,345,176)</u>		-
Total general revenues and transfers				<u>48,497,851</u>	<u>6,829,751</u>		<u>55,327,602</u>
Change in net position				(4,721,005)	2,288,649		(2,432,356)
Net position - beginning				<u>16,976,695</u>	<u>21,560,051</u>		<u>38,536,746</u>
Net position - ending				<u>\$ 12,255,690</u>	<u>\$ 23,848,700</u>		<u>\$ 36,104,390</u>

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EXHIBIT C
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Balance Sheet
Governmental Funds
June 30, 2014

	General Fund	Nonmajor Governmental Fund	Total Governmental Funds
ASSETS			
Cash and cash equivalents	\$ 15,080,525		\$ 15,080,525
Investments	15,128,646		15,128,646
Accounts receivable	203,544		203,544
Due from other governments	526,185		526,185
Due from other funds		\$ 108,093	108,093
Prepaid expenses	138		138
Total Assets	<u>30,939,038</u>	<u>108,093</u>	<u>31,047,131</u>
DEFERRED OUTFLOWS OF RESOURCES			
Total Deferred Outflows of Resources	-	-	-
Total Assets and Deferred Outflows of Resources	<u>\$ 30,939,038</u>	<u>\$ 108,093</u>	<u>\$ 31,047,131</u>
LIABILITIES			
Accounts payable	\$ 227,082		\$ 227,082
Accrued expenses	668,107		668,107
Due to other governments	2,673,822		2,673,822
Due to other funds	20,048,488		20,048,488
Total Liabilities	<u>23,617,499</u>	<u>\$ -</u>	<u>23,617,499</u>
DEFERRED INFLOWS OF RESOURCES			
Total Deferred Inflows of Resources	-	-	-
FUND BALANCES			
Nonspendable	138		138
Restricted	50,264		50,264
Assigned	1,486,457	108,093	1,594,550
Unassigned	5,784,680		5,784,680
Total Fund Balances	<u>7,321,539</u>	<u>108,093</u>	<u>7,429,632</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 30,939,038</u>	<u>\$ 108,093</u>	

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds 5,957,649

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds. Long-term liabilities at year end consist of:

Compensated absences payable (53,495)

Other post-employment benefits payable (1,078,096)

Net position of governmental activities \$ 12,255,690

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See accompanying notes to the basic financial statements

EXHIBIT D
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2014

	General Fund	Nonmajor Governmental Fund	Total Governmental Funds
Revenues:			
Taxes	\$ 46,213,110		\$ 46,213,110
Intergovernmental	478,039		478,039
Charges for services	6,612,015	\$ 109,721	6,721,736
Interest and investment income	44,585		44,585
Miscellaneous	894,980		894,980
Total Revenues	<u>54,242,729</u>	<u>109,721</u>	<u>54,352,450</u>
Expenditures:			
Current operations:			
General government	7,768,363	238,500	8,006,863
Public safety	19,833,783		19,833,783
Health and welfare	31,308,325		31,308,325
Total Expenditures	<u>58,910,471</u>	<u>238,500</u>	<u>59,148,971</u>
Excess revenues (under) expenditures	<u>(4,667,742)</u>	<u>(128,779)</u>	<u>(4,796,521)</u>
Other financing sources (uses):			
Transfers in	1,345,176	103,500	1,448,676
Transfers out	<u>(103,500)</u>		<u>(103,500)</u>
Total Other Financing Sources (Uses)	<u>1,241,676</u>	<u>103,500</u>	<u>1,345,176</u>
Net change in fund balances	<u>(3,426,066)</u>	<u>(25,279)</u>	<u>(3,451,345)</u>
Fund balances at beginning of year	<u>10,747,605</u>	<u>133,372</u>	<u>10,880,977</u>
Fund balances at end of year	<u>\$ 7,321,539</u>	<u>\$ 108,093</u>	<u>\$ 7,429,632</u>

COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balances of Governmental Funds
to the Statement of Activities
For the Year Ended June 30, 2014

Net Change in Fund Balances-- Total Governmental Funds	\$ (3,451,345)
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation expense exceeded capital outlays in the current period.	(709,014)
Some expense reported in the statement of activities, such as compensated absences and other post-employment benefits, do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	<u>(560,646)</u>

Change in Net Position of Governmental Activities \$ (4,721,005)

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See accompanying notes to the basic financial statements

EXHIBIT E
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Statement of Net Position
Proprietary Funds
June 30, 2014

	Nursing Home Fund
ASSETS	
Current Assets:	
Cash and cash equivalents	\$ 123,316
Accounts receivable, net	2,338,741
Due from other governments	928,825
Due from other funds	19,935,395
Inventory	<u>54,174</u>
Total Current Assets	<u>23,380,451</u>
Noncurrent Assets:	
Capital assets:	
Non-depreciable capital assets	24,475
Depreciable capital assets, net	<u>2,448,197</u>
Total Noncurrent Assets	<u>2,472,672</u>
Total Assets	<u>25,853,123</u>
DEFERRED OUTFLOWS OF RESOURCES	
Total Deferred Outflows of Resources	<u>-</u>
LIABILITIES	
Current Liabilities:	
Accounts payable	130,124
Accrued expenses	627,151
Due to other governments	584,416
Unearned contributions	<u>27,100</u>
Total Current Liabilities	<u>1,368,791</u>
Noncurrent Liabilities:	
Compensated absences payable	135,276
Other post-employment benefits payable	<u>500,356</u>
Total Noncurrent Liabilities	<u>635,632</u>
Total Liabilities	<u>2,004,423</u>
DEFERRED INFLOWS OF RESOURCES	
Total Deferred Inflows of Resources	<u>-</u>
NET POSITION	
Net investment in capital assets	2,472,672
Unrestricted	<u>21,376,028</u>
Total Net Position	<u>\$ 23,848,700</u>

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See accompanying notes to the basic financial statements

EXHIBIT F
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds
For the Year Ended June 30, 2014

	Nursing Home <u>Fund</u>
Operating revenues:	
Intergovernmental revenue	\$ 7,396,062
Charges for services	21,785,111
Miscellaneous	<u>778,865</u>
Total operating revenues	<u>29,960,038</u>
Operating expenses:	
Administrative	3,160,607
Maintenance and operations	1,011,892
Physical therapy	1,787,664
Dietary	2,145,921
Nursing	14,724,217
Laundry	403,698
Housekeeping	753,751
Physician/pharmacy	604,449
Restorative services	816,133
Social services	365,309
Barber/beauty	49,257
Depreciation	<u>503,315</u>
Total operating expenses	<u>26,326,213</u>
Operating income	3,633,825
Transfers out	<u>(1,345,176)</u>
Change in net position	2,288,649
Total net position at beginning of year	<u>21,560,051</u>
Total net position at end of year	<u>\$ 23,848,700</u>

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See accompanying notes to the basic financial statements

EXHIBIT G
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Statement of Cash Flows
Proprietary Funds
For the Year Ended June 30, 2014

	Nursing Home Fund
Cash flows from operating activities:	
Cash received from patient care/services	\$ 22,381,094
Cash received from Medicaid pool funds	7,363,936
Cash paid to suppliers	(10,863,514)
Cash paid to employees	<u>(14,649,518)</u>
Net cash provided by operating activities	<u>4,231,998</u>
Cash flows from noncapital financing activities:	
Transfers to other funds	<u>(1,345,176)</u>
Net cash (used) for noncapital financing activities	<u>(1,345,176)</u>
Cash flows from capital and related financing activities:	
Purchases of capital assets	<u>(209,692)</u>
Net cash (used) for capital and related financing activities	<u>(209,692)</u>
Net increase in cash and cash equivalents	2,677,130
Cash and cash equivalents at beginning of year	<u>17,381,581</u>
Cash and cash equivalents at end of year	<u>\$ 20,058,711</u>
Reconciliation of operating income to net cash provided by operating activities:	
Operating income	\$ 3,633,825
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation expense	503,315
Provision for bad debts	25,000
Changes in assets, deferred outflows of resources, liabilities and deferred inflows of resources:	
Accounts receivable	(207,882)
Due from other governments	(32,126)
Inventory	15,773
Accounts payable	(16,414)
Accrued expenses	47,732
Due to other governments	21,618
Unearned revenue	756
Compensated absences	(227)
Other post-employment benefits payable	<u>240,628</u>
Net cash provided by operating activities	<u>\$ 4,231,998</u>

See accompanying notes to the basic financial statements

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EXHIBIT H
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Statement of Fiduciary Net Position
Fiduciary Funds
 June 30, 2014

	<u>Agency Funds</u>
ASSETS	
Cash and cash equivalents	\$ 343,505
Accounts receivable	<u>5,000</u>
Total Assets	<u>\$ 348,505</u>
LIABILITIES	
Due to specific individuals	<u>\$ 348,505</u>
Total Liabilities	<u>\$ 348,505</u>

See accompanying notes to the basic financial statements

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HILLSBOROUGH COUNTY DEPARTMENT OF CORRECTIONS

445 Willow Street
Manchester, New Hampshire 03103-6216
Telephone (603) 627-5620 Facsimile (603) 627-5618
www.hillsboroughcountydoc.org

David M. Dionne, CLS
Superintendent

Captain Gifford F.J. Hiscoe, CJM
Security

Captain Marc L. Cusson
Operations

Captain Willie Scurry
Programs

HILLSBOROUGH COUNTY BOARD OF COMMISSIONERS

Toni Pappas, Chair
District #1

Sandra Ziehm, Clerk
District #2

Carol H. Holden, Vice Chair
District #3

Directors/Commissioners serve without compensation.

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Serving The Communities Of: Amherst, Antrim Bedford, Bennington, Brookline, Deering, Frankestown, Goffstown, Greenfield, Greenville, Hancock, Hillsborough, Hollis, Hudson, Litchfield, Lyndeborough, Manchester, Mason, Merrimack, Milford, Mont Vernon, Nashua, New Boston, New Ipswich, Pelham, Peterborough, Sharon, Temple, Weare, Wilton, Windsor.

HILLSBOROUGH COUNTY DOC
445 WILLOW STREET
MANCHESTER NH 03103

ABE/ESL TEACHER

SALARY

LYNN HAYDEN

\$29,229.97

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English as a Second Language Educator

PROFILE

Dedicated and creative educator with extensive experience developing and delivering curriculum, lesson plans, and learning materials for ESOL and Adult Basic Education students. Experienced assisting elementary school students building reading, language, and math skills. Developed team building skills for at-risk middle school students in an alternative educational program. Strong and consistent communication, interpersonal, and organization skills.

Master of Education (2013)
K-12 ESOL Teacher
Certification
Southern New Hampshire
University
Manchester, NH

AREAS OF KNOWLEDGE

Microsoft Works / Photostory / Webquest / Prezi
Internet Navigation / Family Mediation / WIDA
National Geographic REACH Curriculum Series for ELLs
'At risk' youth / SIOP / Common Core

Bachelor of Arts (1981)
Major: Psychology
Tufts University
Medford, MA

TEACHING EXPERIENCE

LITCHFIELD SCHOOL DISTRICT – Litchfield, NH

ESOL Long Term Substitute Teacher 10/13 - 12/13
• Planned, organized, and provided instruction in English in the Core Curriculum and NH ELPS
• Developed and delivered lesson plans using a broad range of differentiated techniques
• Allowed English learners to meaningfully access the district's instructional program
• Administered academic and language assessments for the purpose of evaluating student progress

HILLSBOROUGH COUNTY DEPARTMENT OF CORRECTIONS - Manchester, NH
ESOL/ABE Teacher 2008 - 2013

• Developed and presented curriculum material for 3 two-hour classes daily to both English language learners and Adult Basic Education students
• Concentrated on academic and communicative competence, reading comprehension, basic writing, and grammar
• Effectively adapted lessons to accommodate lower reading and language levels
• Assessed student progress and generated reports for NH Department of Education
• Collaborated with school departments to service educational needs of incarcerated students

WEBSTER ELEMENTARY SCHOOL - Manchester, NH

Paraprofessional 2004 - 2008
• Played key role in growth and development of an Emotionally Handicapped classroom program at 500-student elementary school
• Motivated students to take charge of own learning and set individual goals
• Created daily lesson plans, incorporating hands-on curriculum to address different learning styles
• Maintained effective behavioral management within classroom incorporating motivational activities and positive reinforcement strategies

YMCA / S.T.A.Y. PROGRAM - Manchester, NH

Trip Leader 2000 - 2004
• Led adventure trips and outings for 'at-risk' public middle school students in Support, Tutor, Adventure, Youth program
• Integrated team building activities to strengthen self-esteem and confidence
• Facilitated personal and educational goal setting

VOLUNTEER EXPERIENCE

YMCA - Kid Zone Childcare Assistant
Currier Museum of Art - Zimmerman House (Frank Lloyd Wright) Docent
Webster Elementary School - 5th Grade Great Books Program Teacher
Annual Field Day Organizer
Cooperative Playground Games Facilitator
New Hampshire Mediation - Family Mediator
Wilderness Volunteers - Hell's Canyon, Idaho

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FEB 19 2014

**HILLSBOROUGH COUNTY
HUMAN RESOURCES**

"Lynn's commitment to being systematic and consistent in her lessons goes beyond that of many seasoned teachers that I have observed."

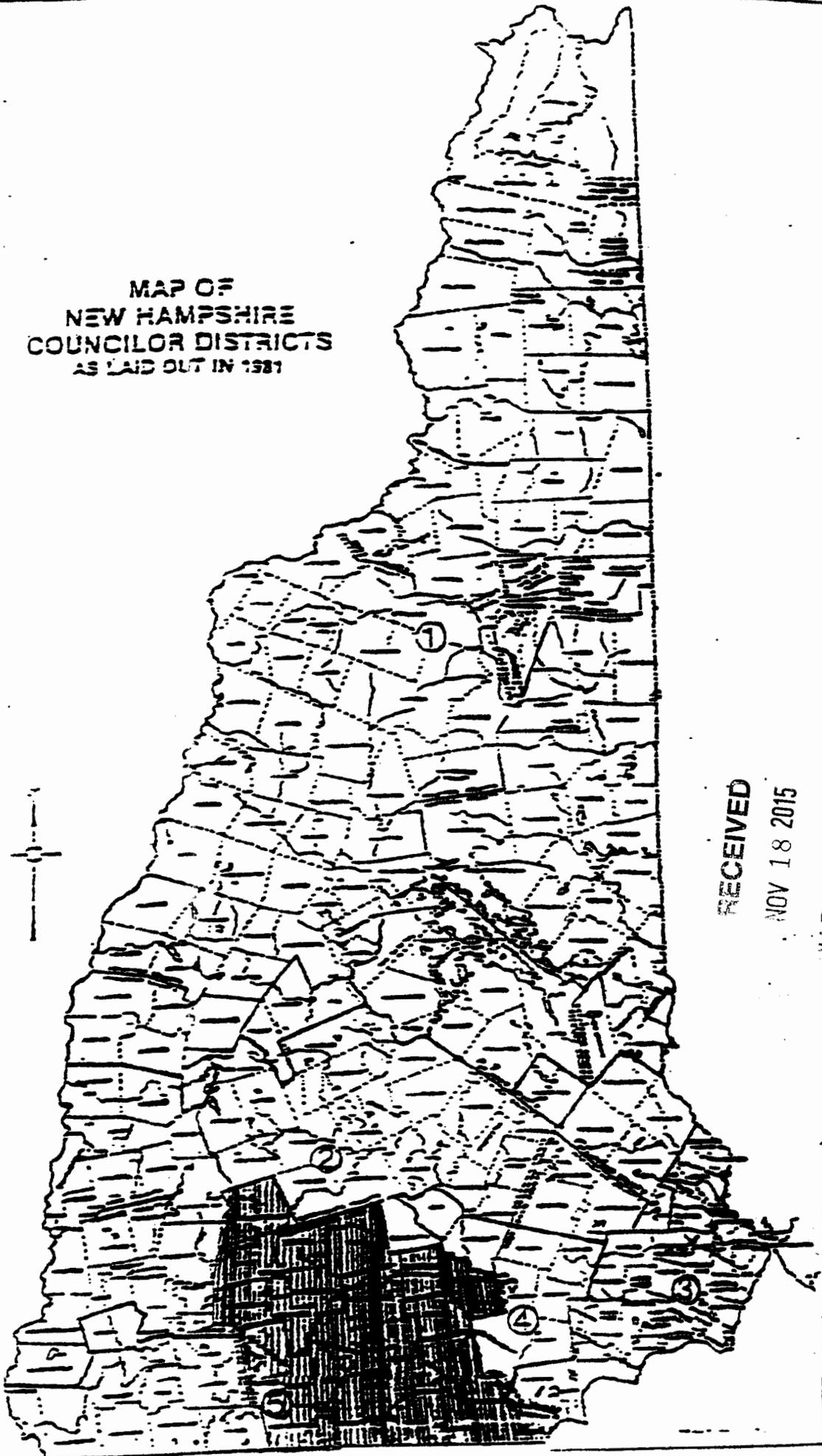
Mary Westwater
Assistant Professor
SNHU

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MAP OF
NEW HAMPSHIRE
COUNCILOR DISTRICTS
AS LAID OUT IN 1981



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