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

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

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

May 16, 2013

*60% General Fund
40% Federal Funds*

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

REQUESTED ACTION

Authorize the Department of Education to grant funds to the International Institute of Boston-NH, Manchester, NH (vendor code 177551) not to exceed the amount \$91,247.00 upon Governor and Council approval for the period effective from September 1, 2013 through June 30, 2014 and authorize unencumbered payment of said grant with internal accounting control within the Department of Education. The funds granted by this action will be used to provide English as a Second Language and English Language/Civics Education classes at the International Institute of Boston-NH, 315 Pine Street, Manchester, NH. Pending legislative approval of the next biennium budget funding for this request is available as follows:

	<u>Amount</u>	Federal Funds (40%) Account No. <u>06-56-56-7004-072-0575</u>	General Funds (60%) Account No. <u>06-56-56-7004-601-0931</u>
<u>International Institute of Boston-NH</u>			
English as a Second Language	\$82,724.00	\$33,089.60	\$49,634.40
English Language/Civics Education	<u>\$ 8,523.00</u>	<u>\$ 3,409.20</u>	<u>\$ 5,113.80</u>
Total	\$91,247.00	\$36,498.80	\$54,748.20

EXPLANATION

The funds granted by this action will be used to provide English as a Second Language and English Language/Civics Education classes at the International Institute of Boston-NH, 315 Pine Street, Manchester, NH. Approximately one hundred fifteen adults will be served by the program.

All federal and state adult education grants are awarded through a competitive application process that is open to school districts, private not for profit and governmental agencies. The criteria for evaluating the applications are contained in the Adult Education and Family Literacy Act (Workforce Investment Act-Title II).

Funding for this grant comes from the Adult Education and Family Literacy Act. All grants are approved by the staff of the Bureau of Adult Education, NH Department of Education after a

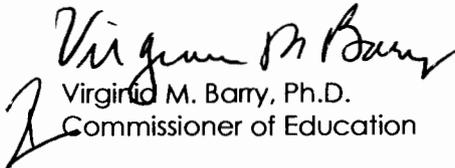
Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council
Page two
May 16, 2013

competitive application process open to all interested agencies. Agencies eligible for grants from the Bureau of Adult Education include school districts and private not for profit organizations. Applications are evaluated and funds granted based upon criteria ranging from per pupil cost to the quality of instruction provided.

The actual amount of the grants may reflect changes incorporated into the projects after the OBM Form 1-Project Applications were filed with the Bureau of Adult Education.

The Bureau of Adult Education provides educational services to approximately 8,000 adults each year. The New Hampshire Department of Education Centralized Federal Funding System will be utilized to grant funds to the International Institute of New Hampshire.

Respectfully submitted,


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

S:/dcta/bvr/vrco/common/g&c/International Institute of NH 2013- 2014

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: ADULT BASIC EDUCATION/ESOL

FROM: International Institute of New Hampshire
315 Pine Street
Manchester, NH 03103
TO: NH Department of Education
Bureau of Adult Education
21 South Fruit Street, Suite # 20
Concord, New Hampshire 03301

SAURA: 987

Proposed Project Title: ESOL Program

Project Period: 9/1/2013 to: 6/30/2014

The following information is required for all projects

PROJECT MANAGER: NAME: Nasir Arush

ADDRESS: 315 Pine Street, Manchester, NH 03103

E-MAIL ADDRESS: narush@iinh.org

TITLE: Site Director

TELEPHONE: 603-647-1500

FAX: 603-669-5830

FINANCIAL CONTACT: NAME: Rita McDonough

E-MAIL ADDRESS: rmcdonough@iine.us

TELEPHONE: 617-695-9990

FAX: 617-695-1655

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:

International Institute of NH
315 Pine Street
Manchester, NH 03103

APPROVED INDIRECT COST RATE: 24.2 %

Carolyn Benedict-Drew, President & CEO International Institute
PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS

RAUCHIEF FINANCIAL OFFICER

Caroline Benedict-Drew
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS

of RAUCHIEF FINANCIAL OFFICER President & CEO

4/24/13
DATE

FROM: International Institute of New Hampshire
315 Pine Street
Manchester, NH 03103

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

SAU/RA: 987

Proposed Project Title: Civics Education

Project Period: 9/1/2013 to: 6/30/2014

The following information is required for all projects

PROJECT MANAGER: NAME: Nasir Arush
ADDRESS: 315 Pine Street, Manchester, NH 03103
E-MAIL ADDRESS: narush@iinh.org

FINANCIAL CONTACT: NAME: Rita McDonough
E-MAIL ADDRESS: rmcdonough@iine.us

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

TELEPHONE: 617-695-9990
FAX: 617-695-1655

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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2. Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education Federal Funds Financial Management Manual.
3. Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
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5. 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:

International Institute of NH
315 Pine Street
Manchester, NH 03103

APPROVED INDIRECT COST RATE: 24.2 %

Carolyn Benedict-Drew, President & CEO International Institute
PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS
~~or CHIEF FINANCIAL OFFICER~~

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
~~or CHIEF FINANCIAL OFFICER~~ President & CEO
DATE: 4/24/13

TYPE OF CHANGE	
BUDGET	
FUND AUTH	
FISCAL AGENT	
OTHER	

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

APPLICATION FOR ENGLISH LANGUAGE/CIVICS EDUCATION NEW HAMPSHIRE BUREAU OF ADULT EDUCATION 2013-2014

1. NEEDS ASSESSMENT

Manchester, New Hampshire is home to a diverse and growing foreign-born population, creating the need for English language and civics education services to be offered within the community. The city sits in the State's most populous county, Hillsborough County, which is home to approximately 400,000 residents.¹ According to 2011 Census Bureau statistics, Hillsborough's foreign-born population consists of 35,517 individuals, or 8.8% of the total population.² Furthermore, 51% of the county's foreign-born population has U.S. citizenship status, and 61% of the foreign-born population arrived in the country in 2000 or earlier.³

In FY 2011, 1,607 individuals obtained citizenship in New Hampshire.⁴ Approximately 25% of these individuals were Asian-born, with Indonesia, the Philippines, and China among the most highly represented.⁵ The Manchester area (including Nashua), specifically, had 853 immigrants obtain citizenship in FY 2011.⁶ The birth origin of these individuals largely mirrors the state's aggregate distributions, with Asian-born individuals representing the predominate share (24%) of naturalized citizens.⁷ In FY 2012, the average naturalized citizen spent seven years in legal permanent resident (LPR) status before becoming a citizen.⁸

Pursuant to internally tracked data, from the period 2008 to 2010, the International Institute of New Hampshire (IINH) has resettled 722 Bhutanese, 187 Iraqis, and 43 Congolese (from the Democratic Republic of the Congo) refugees. Individuals resettled in 2008 will be eligible to apply for citizenship this year; the refugees resettled in 2009 and 2010 also may enroll in IINH's Civics Program, as the class is open to those currently eligible for citizenship and is recommended for individuals who will become eligible within at least one year. Based alone on the number of refugees resettled by IINH from 2008 to 2010, the potential pool of program enrollees is large.

With this expected growth in demand for civics education, the Institute also expects an increased need to accommodate individuals with low or no literacy skills. IINH resettles many

¹ U.S. Census Bureau, *State & County QuickFacts: Hillsborough, New Hampshire*, <http://quickfacts.census.gov/qfd/states/33/33011.html> (last accessed April 25, 2013).

² U.S. Census Bureau, *2011 American Community Survey*, http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_11_1YR_DP02&prodType=table (last accessed April 25, 2013).

³ *Id.*

⁴ U.S. Department of Homeland Security, *Profiles on Naturalized Citizens: Persons Naturalized During Fiscal Year 2011: New Hampshire*, <http://www.dhs.gov/profiles-naturalized-citizens-2011-1> (last accessed April 25, 2013).

⁵ *Id.*

⁶ U.S. Department of Homeland Security, *Profiles on Naturalized Citizens: Persons Naturalized During Fiscal Year 2011: Core Based Statistical Area of Manchester-Nashua, New Hampshire*, <http://www.dhs.gov/profiles-naturalized-citizens-2011-0> (last accessed April 25, 2013).

⁷ *Id.*

⁸ U.S. Department of Homeland Security, *Annual Flow Report: U.S. Naturalizations: 2012*, 4 (March 2013) (available at http://www.dhs.gov/sites/default/files/publications/ois_natz_fr_2012.pdf).

individuals from Bhutan and the Democratic Republic of the Congo, two countries with high illiteracy rates: of those aged 15 and older, 53% of the Bhutanese population and 33% of the Congolese population are illiterate in their native language.⁹ This suggests that a high percentage of the refugees who have arrived in Manchester from these countries, as well as those from elsewhere, face the pronounced challenge of learning a new language without being literate in their maternal language. As representative of those resettled during the time between 2008 and 2010, nearly 40% of the clients served in IINH's ESOL Program from FY 2012 to date had an assessed student proficiency level (SPL) of 0, 1, or 2. Individuals at these levels will especially need assistance with preparing for the English component of the naturalization test.

Furthermore, since refugees can lose their SSI benefits if they have not naturalized within seven years, the Institute's Civics Program will especially need to target refugees aged 65 or older. More specifically, the elder Bhutanese who began arriving five years ago in New Hampshire would be among those considered in this group, as well as any other ethnic groups with older persons whose benefits might be in jeopardy. Additionally, IINH's program will target non-refugee immigrants within the Manchester community who are seeking naturalization preparation.

Pursuant to the number of refugees that IINH resettled between 2008 and 2010, including elder refugees, and other non-citizen immigrant community members, all of whom are eligible to apply for citizenship this year as well as in the upcoming year, the Institute can expect high enrollment rates into the Civics Program, as many, if not all, of these individuals will be looking to the Institute for support during their quest to become naturalized U.S. citizens. Thus, IINH is requesting continued funding from the New Hampshire Department of Education to support its civics education services.

2. PROGRAM NARRATIVE

A. Measurable Objectives

The goal of the Institute's Civics Program is to prepare foreign-born individuals for successful completion of the naturalization process, especially passing the naturalization examination. The program's measurable objectives are to enroll as many eligible individuals into the program as possible and to provide the necessary classes and supports to prepare students for success on the civics and English components of the naturalization test. In the coming year, the Institute expects to recruit and enroll approximately 60 individuals into the program. Of those enrolled, the Institute can project that at least 55 students will complete the course. Success of the program also will be determined by the number of participants that pass the naturalization test. Of those that completed the course and sit for the exam, the Institute projects that at least 90% will pass.

Program Plan

The Institute will offer the proposed services at its downtown Manchester office, where the Civics Program will teach to the civics and English components of the naturalization exam.

⁹ U.S. Central Intelligence Agency, *The World FactBook: Literacy*, <https://www.cia.gov/library/publications/the-world-factbook/fields/2103.html> (last accessed April 29, 2013).

The program will provide one to two multilevel classes, pursuant to demand, per class cycle. Four class cycles will be offered throughout the year, each cycle lasting seven weeks. Classes will be offered once a week in the evenings and will contain at least 10 students each.

The course's curriculum and supporting learning aids will be drawn from the U.S. Citizenship and Immigration Services' (USCIS) Citizenship Resource Center. USCIS supporting resources include flash cards for reading, writing, and civics, audio questions and answers, practice tests, and vocabulary listings. The class also will utilize the *Citizenship: Passing the Test* textbook by Lynne Weintraub. Further information on rights and responsibilities of citizens, U.S. history and government, naturalization procedures, and any other important topics will be disseminated through classroom instruction complemented by the abovementioned educational tools as well as through hands-on student participation. Projects, simulations, and other classroom activities will enable students to learn by doing. Authentic cultural materials, commonly experienced situations, and shared cultural histories also will enhance this immersive learning environment.

To promote civic participation, the instructor will devote class time to informing clients of their civic duties and providing them with additional information on how and where they can participate locally. Furthermore, naturalization procedures will also be a major curriculum topic. Discussions and supporting informational hand-outs regarding these procedures will be complemented by a guest speaker lecture from one of the Institute's contacts at USCIS, who will further review and answer students' questions regarding the naturalization test.

The Civics Program fits nicely within the Institute's continuum of services, all of which help clients develop the skills and knowledge needed to be successful community members, parents, and workers. For example, IINH's ESOL classes have community and cultural orientation components, contextualizing clients' English language education. Classes discuss community resources available to clients, cultural norms, especially those related to the American workplace, and civics information, like who are clients' Congressional representatives, the structure of the American and state governments, and more.

Additionally, the Institute's case management services connect clients to these community resources, including other Institute programs and outside service providers, and help them navigate American systems, like school enrollment and applying for Social Security and/or food stamps. Case management also is another means for clients to receive specific information regarding their legal and civic rights and responsibilities. Lastly, IINH's employment services equip clients with the information and skills needed to successfully obtain employment and become valuable workers once employed.



INTERNATIONAL INSTITUTE
OF NEW ENGLAND

BOSTON MASS NEW HAMPSHIRE

BOSTON

One Milk Street
Boston, MA 02109
Tel: 617.624.1100

LOWELL

124 Franklin Street
Lowell, MA 01852
Tel: 978.452.8000

NEW HAMPSHIRE

200 North Main Street
Manchester, NH 03103
Tel: 603.861.1100

BOARD OF DIRECTORS

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Board Secretary

President & Founder
Douglas Bailey Media Strategies
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Director

Partner
WilmerHale
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Boston, MA 02109

Carolyn Benedict-Drew

Director

President & CEO
International Institute of New England
1 Milk Street
Boston, MA 02109

Taeiss Haghigat

Director

Professional
Triton Systems
3 Calista Terrace
Westford, MA 01886

Cornel Catuna

Director

Executive Vice President
BJ's Wholesale Club, Inc.
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Boston, MA 02111

Zoltan A. Csimma

Director

Business Affiliation: N/A

David Sullivan

Director

Partner
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William Gillett

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

Jeroen van Paassen

Director

Partner
Pricewaterhouse Coopers LLP
125 High Street
Boston, MA 02110

Directors serve without compensation.



SCHOOL YEAR 2013-2014
INTERNATIONAL INSTITUTE OF NEW HAMPSHIRE

Concord
 Itemization of Anticipated Expenditures for Adult Basic Education

PERSONNEL SERVICES

Administrative	Classes	Base	Total	
Education Coordinator - Ellen Bishop	7	\$4,500	\$	8,000
Total			\$	8,000
	Hours/Week	Weeks	\$/hr	Total
Teachers				
ESOL Teacher - Ellen Bishop	19.5	39	\$20.78	\$ 15,803
P-T Daytime ESOL Teacher - Noella Olson	10.5	36	\$21.00	\$ 7,938
P-T Daytime Literacy Teacher- Nathalie Gignac	10.5	36	\$21.00	\$ 7,938
P-T Evening Literacy Instructor- Nathalie Gignac	6.86	36	\$21.00	\$ 5,186
P-T Evening ESOL Teacher-Paula Gogan-Porter	6.86	36	\$21.00	\$ 5,186
P-T Evening ESOL Teacher-Samantha Monohon	6.86	36	\$21.00	\$ 5,186
Total				\$ 47,238
Teacher Aides				
Total			\$	-
Guidance and Counseling				
Total			\$	-
Other Personnel (please specify) i.e., Reading Consultant, Secretary, etc.				
Total			\$	-
Total for All Personnel Services				\$ 55,238

SCHOOL YEAR 2013-2014
INTERNATIONAL INSTITUTE OF NEW HAMPSHIRE

Concord
Itemization of Anticipated Expenditures for Adult Basic Education / CIVICS

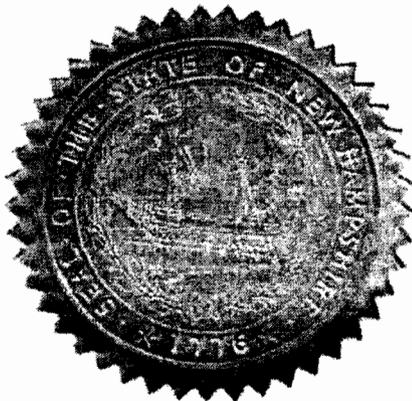
PERSONNEL SERVICES

Administrative	Hours/Week	Weeks	\$/hr	Total
Education Coordinator - Ellen Bishop	1.5	36	\$20.78	\$ 1,122
Site Director - Nasir Arush	1	36	\$31.25	\$ 1,125
Total				\$ 2,159
Teachers				
Civics Teacher - Anne Marie Chignon-Migalli (Contractor)	4	36	\$18.75	\$ 2,700
Total				\$ 2,700
Teacher Aides				
Total				\$ -
Guidance and Counseling				
Total				\$ -
Other Personnel (please specify) i.e., Reading Consultant, Secretary, etc.				
Total				\$ -
 Total for All Personnel Services				 \$ 4,859

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that International Institute of New Hampshire is a New Hampshire trade name registered on August 3, 2006 and that INTERNATIONAL INSTITUTE OF BOSTON, INC. presently own(s) this trade name. I further certify that it is in good standing as far as this office is concerned, having 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 13th day of May, A.D. 2013

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

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY
(For Corporations Only)

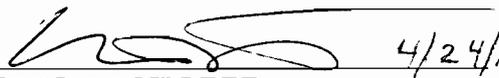
4/24/13
(Date)

At a meeting duly called and held in accordance with the by-laws of the INTERNATIONAL INSTITUTE OF BOSTON, INC on the 18th day of April, 2013 , at which it was VOTED, that CAROLYN BENEDICT-DREW, the PRESIDENT AND CEO of this corporation, is hereby authorized and empowered to make, enter into, sign, seal and deliver in behalf of this corporation a contract with the NEW HAMPSHIRE DEPARTMENT OF EDUCATION.

I do hereby certify that the above is a true and correct copy of the record, that said vote has not been amended or repealed and is in full force and effect as of this date, and that CAROLYN BENEDICT-DREW is the duly elected PRESIDENT AND CEO of this corporation.

Attest:

(Affix Corporate Seal Here)


WILLIAM GILLETT 4/24/13
Chairperson of the Board of Directors



CERTIFICATE OF LIABILITY INSURANCE

INTEINS-01 **DONSA**

DATE (MM/DD/YYYY)

5/15/2013

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).

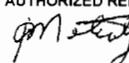
PRODUCER Willis of Massachusetts, Inc. c/o 26 Century Blvd. P.O. Box 305191 Nashville, TN 37230-5191		CONTACT NAME: PHONE (A/C, No, Ext): (877) 945-7378 E-MAIL ADDRESS: FAX (A/C, No): (888) 467-2378	
INSURED International Institute of Boston, Inc. 1 Milk Street Boston, MA 02109		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Company INSURER B: Tokio Marine Specialty Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 18058 23850

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		PHPK1018027	5/5/2013	5/5/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPOP AGG \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/>					
B	X UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB420255	5/5/2013	5/5/2014	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N/A If yes, describe under DESCRIPTION OF OPERATIONS below					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER State of New Hampshire Department of Education Bureau of Adult Education 21 South Street, Ste. 20 Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Ellen Bishop

PROFILE

I have worked for 25 years in the field of ESOL as both a teacher and director. Living abroad and dealing with the challenges of learning a new culture and language have increased my sensitivity and awareness for those who are learning English. I am a strong advocate for persons who are in need of services that will help them to become self-sufficient and independent. I enjoy both working directly with students of all ages and backgrounds and the challenges of managing programs.

EDUCATION

MEd School and Community Health	University of Missouri, Columbia
BS in Education	University of Missouri, Columbia
Other post-graduate coursework:	
TESOL Certification Classes	Plymouth State University
(Language and Linguistics)	Sept. – Dec. 2002
(Language Teaching Methods)	July, 2005
Fundamentals of Grantsmanship	May, 2005 UNH CE

PROFESSIONAL ESOL EXPERIENCE

THE INTERNATIONAL INSTITUTE OF NEW HAMPSHIRE

November 1999 – Present

Manchester, NH

- **ESOL Program Director: Oversee ESOL program within full service refugee resettlement agency.**
 - *Manage ESOL staff*
 - *Write quarterly and annual reports for grant funders.*
 - *Assist in grant writing for agency as it relates to ESL program*
 - *Develop curriculum that met survival needs of refugees*
 - *Conduct intakes and placement of new students*
 - *Compile statistical data related to department.*
 - *Liaised with other department heads within the agency on matters of case management, policy, etc.*
 - *Collaborate with other ESL programs, employers, community organizations and social service agencies to provide quality ESL programs to our refugees and to the LEP community in Manchester*
 - *Updated weekly class lists and maintained attendance records.*
 - *Teach 20 hours per week.*

NASHUA ADULT LEARNING CENTER

September 2002 – Dec. 2005

Nashua, NH

* ESOL Teacher two evenings per week

- *Teach level 4 ESL class*
- *Do pre and post testing as needed*

GLOBAL VILLAGE TORONTO/THE LANGUAGE WORKSHOP

June 1990 – June 1999

Toronto, Ontario

- Assistant Director of Studies **September 1995 – June 1999**

Oversaw all school functions related to teachers and classes in large private ESL school in Toronto.

- *Managed 35 teachers in a large ESL school including hiring, scheduling, and performance*
- *Coordinated placement of students including testing, organization of classes and final placement of students on a 4-week sessional basis.*
- *Counseled students on placement and TLW methodology*
- *Local Secretary, Oral Examiner, and Oral Examiner Trainer for UCLES CAE and FCE exams. (1993-1999)*
- *Conducted orientations for new students and Fam Tours for agents.*

- Teacher Coordinator **May 1991 – September 1996**

This program involved working with teenagers who are visa students involved in ESL, activities and home stay.

- *This program involved hiring, training, and supervising teachers, and evaluation of overall program.*
- *Curriculum development and evaluation*

- Workplace Teacher **1991-1992**

- *Taught literacy and writing to employees at Merrill-Dow Pharmaceutical Company*

- ESL Teacher and Contact teacher **1990-1991**

- *Taught ESL to Spanish teenagers in summer program geared to Visa students. This was part of a program that included home stay and activities.*

CAMBRIDGE INSTITUTE

1987 - 1989

Copenhagen, Denmark

ESL instructor in Adult Education Evening School 10–15 hours per week

- *Taught all levels of ESL to groups of from 12-20 students.*
- *At higher levels, I prepared students for Cambridge First Certificate Exams*

PROFESSIONAL ORGANIZATIONS AND HONORS

- **TESOL**
- **NNETESOL**
- *Member of New Hampshire Best Schools Leadership Initiative team to enhance ESOL Services in Manchester, NH*
- *2003 – Recipient of Lane Sherwood Award for Service to Immigrants and Refugees throughout New England from the International Institute of Boston.*
- *Have conducted several workshops for new ESL teachers at Department of Education conferences.*

Noella Olson

Graduate Program: **Master of Science in Teaching English as a Foreign Language**
Southern New Hampshire University, Manchester, NH
Enrolled: Spring Semester, 2010

Graduate Courses: **Plymouth State College, Plymouth, NH**
Drama and Education in the Elementary & Secondary School
Spring Semester, 2000
Directing Language in Action
Fall Semester, 1997
Notre Dame College, Manchester, NH
Multicultural Education
Spring Semester, 1996
Methods of Teaching a Second/Foreign Language
Fall Semester, 1995

Education: **Notre Dame College, Manchester, NH**
Bachelor of Arts Elementary Education
Minor: Dance and Theatre, May 1994

Certification: **State of New Hampshire 1994- 2003, Elementary Education**

Employment: **New Hampshire Migrant Education Program (NH MEP)**
ESL Tutor
July 7, 2010 to present
Franco-American Centre, Manchester, NH
Contracted French Teacher for Parkside Montessori School, Hopkinton, NH
Spring, 1997
Concord Christian High School, Concord, NH
French Teacher Grades 9-12, 1994-1997
Dramatic Director for High School and Middle School, 1994-1998

Current Activities: **Azusa Farm, Hopkinton, NH 2002-2010**
Horse and Barn Management, Beekeeping

Teen Challenge, Manchester, NH 2007-2009
Event Planning Board, fund raising

ESL Instructor, New Beginnings Assembly of God, Manchester, NH
Instructing Bhutan refugees, Fall 2009

References: **Furnished upon request**

Nathalie Gignac

Education

ESOL Certification K-12
Cum. GPA 3.95

Certification conferred February 2012
Southern New Hampshire University

Master of Education
Elementary Education- Certification K-8

- **HQT Middle School Math**
- **3.92 GPA**

Certified May 2010
Southern New Hampshire University

Bachelor of Business Administration
Concentration in Finance

May 1994
Université du Québec à Montréal

Work Experience

Title I Certified Instructor
Manchester School District (Beech Street Elementary)

October 2011 to present time
Manchester, New Hampshire

- Teach English to English Language Learner students, while fostering the four language domains: speaking, listening, writing and reading
- Teach reading skills and strategies
- Build students' vocabulary foundation
- Foster phonological and literacy awareness to ELL

Title I Instructor
Manchester School District (Beech Street Elementary)

Nov. 2010 to June 2011
Manchester, New Hampshire

- Teach reading skills and strategies
- Instruct groups using the Leveled Literacy Intervention (LLI)
- Foster phonological awareness using Foundations®

Title I Instructor Long-Term Substitute
Manchester School District (Bakersville Elementary)

Sept. 2010 to October 2010
Manchester, New Hampshire

- Foster specific math skills
- Implement guided reading

Relevant Experience

ELL magnet classroom
Student-Teaching in 4th grade

Completed October 2011
Beech Street Elementary School

ELL Summer program
Student-Teaching in middle school

Completed July 2011
Hillside Middle School

Student-Teaching

- Plan five units
- Collaborate with many colleagues

Jan. 2010 to May 2010
Bakersville Elementary

Field Hours (Observation)

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

Sept. 2008 to Dec. 2010

Volunteer

Classroom Volunteer

Sept. 2003 to June 2009

Riddle Brook School

Bedford, NH

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

Languages

French (Native Speaker)
English (Advance Proficiency)
Spanish (Low Intermediate)

Professional Affiliation

Teaching English to Speakers of Other Languages (TESOL)

Phone References

Sandra MacDougall (Intervention Supervisor Beech Street)

(603) 624-6314

Valerie Simpson (ESOL Mentor teacher)

(603) 624-6314

Michele Smith (Title I Supervisor Beech Street)

(603) 628-6079

Paula Gogan-Porter

SUMMARY

PROFESSIONAL PROFILE

ESL and media professional with +20 years experience in training all levels of English language proficiency.

PROFESSIONAL EXPERIENCE

English as A Second Language Instructor

- 10+ yrs Instructor and Advocacy
- Developed teaching materials
- Tested student proficiency to State Standards.
- Used CALL software and online apps
- Multiple level from Literacy-Advanced
- Life and Job Skills training

Publishing and Media

- 10 yrs Graphics and Project Leader
- QA/QC InDesign/InCopy/K4/DCTM/PDF
- Digital Content Mgmt. workflow and implementation within tight schedules
- Expertise in Quark, FrameMaker, PageMaker, Illustrator, Photoshop and other software
- Documentation Preparation
- Staff training and mentoring

Technical Graphics and CAD

- 20+ years of Tech Illustration/graphics
- Expertise in preparing site plans, cross-sections, details, presentations, legal exhibits.
- Managed all CAD and media workflow

PROFESSIONAL EXPERIENCE

LEARNING AND INSTRUCTION

1981 - 2011

ESL Instructor, Southern NH University, Manchester, NH

6/11-8/11

-Academic English instructor for Listening, Speaking, and American Culture to International undergraduate and graduate students during an 8 wk summer session.

ESL and Literacy Instructor/Tutor, (Freelance)

Present

-Online tutoring-college level paper development and revisions with student(s) overseas.
-One-on-One In-home tutoring-reading development with individual and groups -Korean, African, Nepali.
-One-on-One tutoring-verbal fluency practice with nursing professional, prep for college.

Literacy Instructor, Second Start/Lutheran Social Services-8wks

2005

-Instructed Adult ESL/Literacy students who are recently arrived refugees;
-Provided initial exposure to the community through field trips and basic literacy;
-Trained in daily activities related to everyday math, money, life, and social skills.
-Created teaching materials specific to student's literacy level.

ESL Instructor, *Second Start School, Concord, NH* 1993 To 2005

- Instructed Adult ESL students from Beginner to Advanced Levels;
- Lesson Plan preparation: multiple levels;
- Tested, and trained students in basic computer use and interface with online activities.

Outreach and Advocacy, *Bancroft Staffing-Concord, NH. (contracted)* 2004 To 2005

- Acted as advocate for refugee and immigrant populations. Accompanied refugees to doctor and legal appointments, help with job placements, job applications, insurance problems, employee/employer issues, mentor individuals through legal problems and court proceedings, gather clothing and food staples; and distribute goods to newly arrived refugee families.

ESOL/Reading Tutor *Concord, NH SAU-Broken Ground Elem. Sch.* 2003 To 2004

- Provided ESOL (English as a Second Language) tutoring assistance to elementary students in the 3rd to 5th Grades; assisted in State Assessment testing, and other required classroom activities.
- Provided **Reading:** Use of the reading program titled "*Soar to Success*" by Houghton-Mifflin. Reading strategies reinforced through Reciprocal Teaching process. I supported children in writing, math, and spelling.

ESL Instructor, *Carroll Cable Company, Manchester, NH (8 wk session)* 1995

- On-site ESL instruction to foreign employees. Curriculum: manufacturing-based.

ESL Instructor, *Alpha Alliance Manchester, NH* 1994 To 1996

- Instructed Adult ESL students from Intermediate to Advanced Levels-multiple level classes;
- Lesson Plan preparation, use of Call software in class;
- Testing, and Training students in computer use.

ESL AND Job Skills Instructor, *Central Vocational School Wichita,KS* 1980 To 1981

- Taught Intermediate ESL to approximately 400 Asian and Hispanic refugee students in a yearly- funded government program. The program focused upon teaching English related to the workplace; Tested verbal competency, develop class materials;
- Trained students in the job application process, interviewing, and workplace expectations/behavior; and lastly student exposure to various industries (manufacturing/service/technical), and vocational training programs in the local area.

PUBLISHING AND MEDIA

1994 - 2011

Contracted Comp Tech/DTP, *Nsight, Inc., Burlington, MA* Contracted 8/10 - 3/11

Desktop publishing services provided in-house and/or contracted to client's facility.

- Prepared and updated InDesign CS-4 files for K-12 **state standard tests** which included: bubble tests formatted for scoring and scanning machine specifications, answer documents, test administration manuals,
- Scan cleanup of student answers using Illustrator and Photoshop.
- Prepared and troubleshooted final PDFs within printer specifications,
- Prepared art work for text books.

Compositional Tech II, *Pearson, Inc., Boston, MA*

2007 - 2010

-Implemented **K4 and Documentum content management systems** for the first middle grade science textbook project within company under tight schedules and financial parameters. Process was complex and multi-dimensional and would be used for all future projects within company and for vendors.

Compositional Tech/DTP, Nsight, Inc., Burlington, MA at Pearson 2005 - 2007

-Completed several middle grade Science Explorer 2007 through 2009 **textbooks and ancillaries** for an upgrade for National, and State customizations, as well as Conceptual Physics and Forensics textbooks.

Curriculum Developer, Tech Ed Concepts, Inc., Pembroke, NH 2004 (contracted)

-Upgraded a teacher manual and student workbook for a 3D CAD software program (KeyCreator 3.0) utilized in middle through college level courses. The upgrade involved creating new tests, several new 3D CAD projects, and creating detailed teacher instructions to coordinate with National Technological Education standards. The manual and workbook is now in a testing phase with several school systems. Final product in PDF format and CDROM.

-Required learning full 3D CAD software package in order to upgrade materials from an earlier version.

Desktop Publisher or Graphics, Advanced Personnel, Inc., Burlington, MA 1994 - 1996

-Provided DTP or specialized graphics for various technical, financial, and nonprofit firms which included updating **software manuals**, monthly **financial network manuals** (FrameMaker), **Powerpoint presentations** (Word and Lotus Apps), **magazine layouts** (Quark and PageMaker), and **corporate reports** (Quark and PageMaker).

TECHNICAL GRAPHICS AND CAD 1983 - 2003

Draftsman, Sanborn, Head & Associates, Inc., Concord, NH (see below) 1994 - 2003

Draftsman, GZA GeoEnvironmental, Inc., Manchester, NH 1983 - 1994

-Initiated a **CAD** department for startup engineering firms, managed all workflow and other media.

Created, prepared, maintained, and archived all civil and environmental engineering plans, cross-sections, details, **slide presentations**, **legal witness exhibits**, and **selected marketing materials** for a company of >80 staff.

-Trained staff, managed temporary employee work, printing all plans and advertising materials.

SUMMARY OF QUALIFICATIONS

I am very hard working and looking for a job that will be a great experience while also helping me to get ready for a future career in education. I've had many prior jobs that have given me experience working with students from various age groups and backgrounds and have had the opportunity to work closely with many teachers. I am currently a senior at Plymouth State University where I will be graduating with a B.S. in Environmental Biology, a Chemistry minor and a TESOL certificate.

PREVIOUS TESOL EXPERIENCE

- Volunteering at English for New Americans Southern New Hampshire Services, Spring 2012
 - Program coordinator: Sue Corby
 - Teacher: Clair
- Volunteering at International Institute of New Hampshire, Spring 2012
 - Program coordinator: Ellen Bishop
 - Teacher: Kate Genovese
- TESOL certificate (one more course to complete in the Spring 2013 semester)

WORK EXPERIENCE

Summer 2013- Social 24 Restaurant and Sports Lounge

I was a waitress at a newly opened bar in Manchester, NH. I performed general stocking and cleaning duties while also waiting tables and cocktail.

Spring Semester 2012- Phenology Testing

I did phenology testing for a graduate students' research on Mount Tecumseh in Waterville, NH. I hiked the mountain and made observations once a week.

Spring Semester and Summer 2012- Lab Assistant

I was a lab assistant for the Botany professor. I assisted with lab set up and helped with her graduate students' research.

School Year 2011-2012- Plymouth Academic Support Services

I was a tutor for students in General Chemistry, Biological Sciences I and II and a non-major biology course. I was assigned tutees and met with them a couple times each week throughout the semester. I helped with lecture concepts, homework, lab reports and study strategies.

Fall Semester 2011- Teacher's Assistant

I was a TA for Biological Sciences I, the first biology course for bio majors. I helped with set up and clean up for labs and attended each lab period to help the teacher provide more personal attention for students.

School Year 2010-2012- Physical Education Center Employee

I was a general employee at the sports facility at Plymouth State University. Outside of my basketball season I worked at other sports games doing crowd control, set-up/clean-up for events, ticket sales, video taping and score keeping.

Summer 2011- Audobon Naturalist Society Summer Camp

I was an environmental education intern. The interns stayed for the entire summer while teachers changed each week depending on the subject being taught. We were in charge of helping the teachers get accustomed to the camp and help with the lessons and planning.

Summer 2010 & Summer 2013- Nanny

I was a live-in nanny for two kids, ages 7 and 5. I was in charge of their day-to-day activities including bringing them to practices and camps, providing meals and keeping them entertained and safe.

Reference: Sherri Supple, Nanny, (207)310-8130

Summer 2010- Rudy's Diner

I was a waitress and a general employee. I got to experience waiting on customers, cooking, sandwich making, stocking and cashiering. The diner was a breakfast and sub place during the day and then at night turned into a pub so I also served beer and wine.

Reference: Chuck at Rudy's (207)347-7165.

May 2007- March 2010 Hannaford Supermarket, Manchester, NH

I was a cashier and a customer service representative at Hannaford Bros Supermarket. I had to deal with customers in both positions. I answered phones, helped with bookkeeping tasks, helped customers with questions and concerns about their products, made change for customers, pushed carts and reconciled my drawer. I also did many odd jobs such as cleaning and blocking shelves.

April 2009- September 2009 - Prosetco, Manchester, NH

I was part of client support services and was exposed to an office setting where I answered phones, scanned/filed, and helped with bookkeeping tasks.

September 2007 - June 2008-Auburn Montessori School, Auburn, NH

I helped at the preschool's after school program. I watched the kids, helped organize activities and cleaned.

EDUCATION/HONORS & AWARDS/VOLUNTEER EXPERIENCE

- Environmental Biology major, Plymouth State University, 2010 – present
- Environmental Biology Geneva Smith Scholarship
- President's List, Fall Semester, Plymouth State University 2010
- Dean's List, Spring & Fall Semester, Plymouth State University 2011
- Honors Program, Plymouth State University
- Habitat for Humanity, Plymouth State University
- SAAC (Student Academic Athletic Conference) representative, Plymouth State University
- Representative for the Athletic Department at the Alumni Board Dinner, Plymouth State University
- Evening of Recognitions Dinner, Fall 2011
- Outdoors Club, Plymouth State University
- Varsity Women's Basketball, Plymouth State University
- President's Council Lunch, Fall 2011
- Training Session on working with students with disabilities
- Lead Study Sessions for Biology courses for underclassmen
- Plymouth State University Legislator's Brunch with the President's Council
- Food Science major, University of Massachusetts Amherst, 2009 – 2010
- Dean's List, Fall and Spring Semester, UMass-Amherst 2009
- H.S. Diploma, Trinity High School, Manchester, NH, 2005 - 2009
- Principal's List & Honor Roll, Trinity High School, 2005-2009
- NHBCO Academic Honor Roll, Trinity High School, 2007-2009
- Army Scholar Athlete Award, Trinity High School, 2009
- Tutoring at Auburn Village Middle School, 2007-2008
- Seniors Count Volunteer, Manchester, NH, 2006
- St. Teresa's Nursing Home Volunteer, Manchester, NH, 2007-2009
- Mentoring for teenage first-time offenders, Freeport, ME
- Skin care courses for Girl Scouts, 2006-2007

Summary of Qualifications:

- Includes a Master's Business Administration coupled to a career background in social services management, refugee resettlement, advocacy and economic development capacities, involving:
- ! Providing liaison services, relationship building and cultural support between city departments, nonprofit organizations and minority communities.
- ! Day-to-day social service operations, encompassing skills and responsibilities for supporting a broad scope of cultural and educational programs, including providing information to service providers as it relates to serving the local African immigrant population.
- ! Experience with designing and implementing programs, in addition to making referrals and appointments related to accessing social service network.
- ! A philosophy of providing quality, conscientious social services aimed at fostering improved social conditions and stable economic development.
- ! As a team player, providing substantial input into problem solving and quality assurance initiatives.
- ! Effective organizational, interpersonal and communications skills; strong leadership abilities and motivational management skills; collaborative project management;

Employment History:

International Institute of New Hampshire Manchester, NH	May 2012 to current Site Director
CITY of Eden Prairie Eden Prairie	October 2011 to May 2012 Community Services Technician III
HIRED Minneapolis, MN	April 2012 to September 2012 Senior Business Development Coordinator
SOMALI DEVELOPMENT CENTER, Inc Manchester, NH	2005 - 2010 Deputy Director
LUTHERAN SOCIAL SERVICES Concord, NH	2003 - 2005 Case Manager
SOUTHERN NH UNIVERSITY - DEPT. OF PUBLIC SAFETY Manchester, NH	2001 - 2003 Resident Assistant / Graduate Assistant

Education:

SOUTHERN NH UNIVERSITY Manchester, NH	Masters of Business Administration August 2005
SOUTHERN NH UNIVERSITY Manchester, NH	Masters of Community Economic Development August 2002
SOUTHERN NEW HAMPSHIRE Area Health Education Center (AHEC) Training	Bridging the Gap, 56 Hrs Medical Interpretation

Awards:

New Hampshire Union Leader's Class of 2007 "40 Under Forty", which notes exceptional accomplishment of people under the age of 40.

Membership:

Member Manchester, NH Police Community Advisors Board (CAB)
Advisory Board Greater Manchester Emergency Preparedness

Anne-Marie Chagnon Migalli

Qualified by:

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

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

Education:

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

Teaching Positions:

Citizenship and E.S.L.:

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

English and French:

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

Other Teaching Experiences:

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

Training:

- Teaching E.S.L. (Four workshops) sponsored by NH Department of Education (1982).
- Ongoing training and workshops (1972-present)
- Road to Citizenship workshop, Manchester, NH (2012).
- Immigrants Integration Conference Saint Anselm College, Goffstown, NH (2012).
- Citizenship Workshop, USCIS, Boston, MA. (2012).

Other Experiences:

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

Foreign Languages:

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

MAP OF
NEW HAMPSHIRE
COUNCILOR DISTRICTS
AS LAID OUT IN 1981

