

693

177



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 9, 2013

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

*60% General Fund
40% Federal Fund*

REQUESTED ACTION

Authorize the Department of Education to grant funds to Second Start, Concord, NH (vendor code 177224) not to exceed the amount of \$676,590.00 upon Governor and Council approval for the period effective from July 1, 2013 through June 30, 2014 and authorize unencumbered payment of said grants with internal accounting control within the Department of Education. The funds granted by this action will provide basic adult education/ESL and high school equivalency test preparation services at multiple locations throughout Merrimack County. Also provide counseling services for ABE students, advanced ESOL students, and high school equivalency graduates transitioning to community colleges, 4-year colleges and universities. Pending legislative approval of the next biennium budget funding for this request is available as follows:

	Amount	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>Second Start (Concord)</u>			
Adult Basic Education/ESL	\$287,608.00	\$115,043.20	\$172,564.80
Staff Development	284,567.00	113,826.80	170,740.20
Adult Learner Services	<u>104,415.00</u>	<u>41,766.00</u>	<u>62,649.00</u>
	\$676,590.00	\$270,636.00	\$405,954.00

EXPLANATION

The Adult Basic Education/ESL Program is a classroom based instructional program for adults with reading and math levels between the 1st and 8th grades. Upon completion of this program students go into review courses for the high school equivalency test. Two hundred sixty-five adults will be served by the program.

The Staff Development Project is responsible for providing staff training for 250 staff employed in adult basic education, adult high school, outreach and adult learner services programs throughout the state.

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council
Page two
May 9, 2013

The Adult Learner Services Program will provide training for volunteers to work one-on-one with 90 undereducated adults. Coordinators of these programs are responsible for recruiting students and tutors, training tutors and providing instructional guidance.

Services at Second Start will be provided from their building at 17 Knight Street in Concord, but will also be available at the Merrimack County House of Corrections and in students' homes. Students receiving services will be from the city of Concord and twenty-eight surrounding communities.

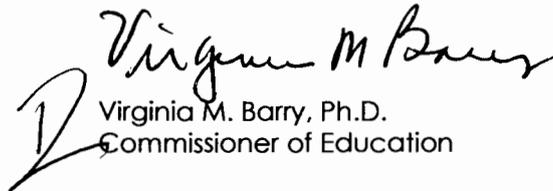
All federal and state adult education grants are awarded through a competitive application process that is open to school districts, private not for profit and governmental agencies. The criteria for evaluating the applications are contained in the Adult Education and Family Literacy Act (Workforce Investment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

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

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

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

Respectfully submitted,



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

S:/dcta/bvr/vrco/common/g&c/SECOND START 2013-2014

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

OBM FORM 1
9/2005

PROJECT # _____
CHANGE # _____
PAGE 1 of _____

Federal/State Program Title: Adult Basic Education

FROM: Second Start
17 Knight St
Concord NH 03301

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

SAU/RA: 519

Proposed Project Title: ABE Program at Second Start Project Period: 7/1/2013 to: 6/30/2014

The following information is required for all projects

PROJECT MANAGER: NAME: Jamess B Snodgrass TITLE: Executive Director
ADDRESS: 17 Knight St Concord NH 03301 TELEPHONE: 603-228-1341 Ext 4216
E-MAIL ADDRESS: jsnodgrass@second-start.org FAX: 603-228-3852

FINANCIAL CONTACT: NAME: Dot Fournier TELEPHONE: 603-228-1341 Ext 4214
E-MAIL ADDRESS: dfournier@second-start.org FAX: 603-228-3852

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:

SECOND START
17 KNIGHT ST
CONCORD NH

APPROVED INDIRECT COST RATE: _____ 10 %

JAMES B. SNODGRASS EXECUTIVE DIRECTOR
PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS
of RA CHIEF FINANCIAL OFFICER
JAMES B. SNODGRASS
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
of RA CHIEF FINANCIAL OFFICER Executive Director
4/29/13 DATE

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #
CHANGE #
PAGE 1 of

Federal/State Program Title: Adult Basic Education

FROM: Second Start
17 Knight St
Concord NH 03301

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

SAU/RA: 519

Proposed Project Title: Statewide Staff Development

Project Period:

7/1/2013 to: 6/30/2014

The following information is required for all projects

PROJECT MANAGER:

NAME: James B Snodgrass
ADDRESS: 17 Knight St Concord NH 03301
E-MAIL ADDRESS: jsnodgrass@second-start.org

TITLE: Executive Director
TELEPHONE: 603-228-1341 Ext 4216
FAX: 603-228-3852

FINANCIAL CONTACT:

NAME: Dot Fournier
E-MAIL ADDRESS: dfournier@second-start.org

TELEPHONE: 603-228-1341 Ext 4214
FAX: 603-228-3852

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FISCAL AGENT - MAKE CHECKS PAYABLE TO:

SECOND START
17 KNIGHT ST
CONCORD NH

APPROVED INDIRECT COST RATE: 10 %

JAMES B. SNODGRASS EXECUTIVE DIRECTOR
PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS
OF RAGSHEEF FINANCIAL OFFICER
Signature: James B. Snodgrass
EXECUTIVE DIRECTOR OF SCHOOLS
DATE: 4/29/13

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of _____

Federal/State Program Title: Adult Basic Education

FROM: Second Start
17 Knight St
Concord NH 03301

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

SAU/RA: 519

Proposed Project Title: Adult Learner Services at Second Start

Project Period: 7/1/2013 to: 6/30/2014

The following information is required for all projects

PROJECT MANAGER: NAME: Jamess B Snodgrass
ADDRESS: 17 Knight St Concord NH 03301
E-MAIL ADDRESS: jsnodgrass@second-start.org

TITLE: Executive Director
TELEPHONE: 603-228-1341 Ext 4216
FAX: 603-228-3852

FINANCIAL CONTACT: NAME: Dot Fournier
E-MAIL ADDRESS: dfournier@second-start.org

TELEPHONE: 603-228-1341 Ext 4214
FAX: 603-228-3852

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FISCAL AGENT - MAKE CHECKS PAYABLE TO:

SECOND START
17 KNIGHT ST
CONCORD NH

APPROVED INDIRECT COST RATE: 10 %

JAMES B. SNOODGRASS EXECUTIVE DIRECTOR
PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS

MANNY B. Fournier
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS

4/29/13
DATE

OF RANCHIER FINANCIAL OFFICER Executive Director

BUDGET SUMMARY BY OBJECT AND FUNCTION CODES (See NH Financial Accounting Handbook 1999 Edition pages A-38 through A-75)

OBJECT CODE	1000 INSTRUCTION	2000 SUPPORT	2 ADMIN	5000 INDIRECT	TOTAL
100	58,552.00			COST BELOW	58,552.00
200	14,794.00			CANNOT	14,794.00
300	419.00			INCLUDE AUDIT	419.00
400	6,652.00			FEEES WHEN A	6,652.00
500	3,761.00			PROJECT LINE	3,761.00
600	5,400.00			ITEM INCLUDES	5,400.00
700	5,345.00			AUDIT FEES	5,345.00
800	-				-
900				9,492.00	9,492.00
TOTALS	94,923.00	-	-	9,492.00	104,415.00

DETAIL OF PROPOSED BUDGET

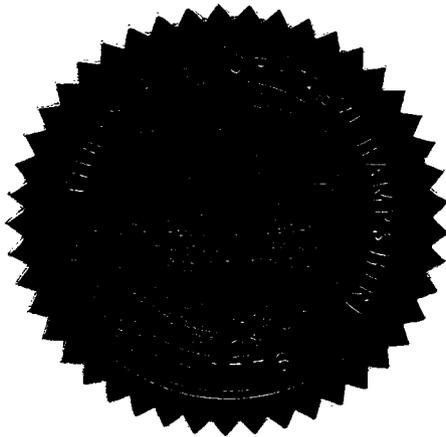
FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION	FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION
	100	58,552.00	Salaries				
	211	8,839.00	Health Insurance				
	220	4,479.00	Social Security				
	250	448.00	Unemployment				
	260	1,028.00	Workers Comp				
	300	419.00	Prof Services				
	400	6,052.00	Building				
	430	600.00	Repair & Main				
	520	1,355.00	Liability insurance				
	531	450.00	Telephone				
	534	540.00	Postage				
	540	716.00	advertising				
	550	100.00	Printing				
	580	600.00	travel				
	610	2,400.00	supplies				
	640	3,000.00	Instructional mat				
	740	5,345.00	Depreciation				
	900	9,492.00	indirect				
	SUB TOTAL/TOTAL	104,415.00	////////////////////		SUB TOTAL/TOTAL	-	////////////////////

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 SECOND START is a New Hampshire nonprofit corporation formed September 3, 1971. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.

In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of April A.D. 2013



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

William M. Gardner
Secretary of State

CERTIFICATE

(Corporation with Seal)

I, Linda Vincent certify that: (1) I am the duly elected and acting Secretary of Second Start, a New Hampshire corporation; (2) I maintain and have custody of and am familiar with the seal and minute books of the Corporation; (3) I am duly authorized to issue certificates with respect to the contents of such books and to affix such seal to such certificates; (4) the following are true, accurate and complete copies of the resolutions voted on by the Executive Committee of the Board of Directors on April 29, 2013 acting in accordance with the Bylaws of the Corporation and with New Hampshire law:

RESOLVED: That this corporation enters into a contract with the State of New Hampshire, acting through its Bureau of Adult Education and that the President, Vice President, Treasurer, and the Executive Director, or any of them acting singly, be and hereby are authorized and directed for and on behalf of this Corporation to enter into the said contract with the State and to take any and all such actions and to execute, seal, acknowledge and deliver for and on behalf of this Corporation any and all documents, agreements and other instruments (and any amendments, revisions or modifications thereto) as any of them may deem necessary, desirable or appropriate to accomplish same;

RESOLVED: That the signature of any officer of this Corporation affixed to any instrument or document described in or contemplated by these resolutions shall be conclusive evidence of the authority of said officer to bind this Corporation thereby;|

The foregoing resolutions have not been revoked, annulled or amended in any manner whatsoever, and remain in full force and effect as of the date hereof; and the following persons

have been duly elected and now occupy the offices indicated below.

<u>Frank Lemay</u>	President
<u>Deb Shea</u>	Vice President
<u>Linda Vincent</u>	Secretary
<u>Matt Nadeau</u>	Treasurer
<u>James Snodgrass</u>	Executive Director

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the Corporation and have affixed its corporate seal this 29th day of April, 2013.


Secretary

(Seal)

Second Start Board of Directors

Updated January 2013

Frank Lemay	President Milestone Engineering & Construction, Inc. 1 Horseshoe Pond Lane PO Box 2279 Concord, NH 03302-2279 226-3877 Fax: 226-3361 frank@milestoneengcon.com	President Member since 2005
Deb Shea	Business Owner/Management Training Educator by Profession The Barley House Restaurant & Tavern 132 North Main Street Concord, NH 03301 228-6363 solysol_2000@yahoo.com	Vice President Member since 2009
Linda Vincent	School Counselor Bow Memorial School 20 Bow Center Road Bow, NH 03304 225-3212 ext. 405 Fax: 228-2228 ronlinv@comcast.net	Secretary Member since 2007
Matt Nadeau	Associate Accountant Nathan Wechsler & Company 70 Commercial Street, Suite 401 Concord, NH 03301-5031 224-5357 Ext. 327 Fax: 224-3792 mnadeau@nathanwechsler.com	Treasurer Member since 2012
Philip B. Emma	Executive Vice President, COO and CFO Merrimack County Savings Bank 89 North Main Street PO Box 2826 Concord, NH 03302-2826 223-2690 Fax: 226-2533 pemma@mcsbnh.com	Member since 2008
John Malmberg	Attorney Orr & Reno, PA PO Box 3550 Concord, NH 03302-3550 223-9125 Fax: 223-9025 jam@orr-reno.com	Member since 2002

Directors serve without compensation.

Tom Bazos	Vice Rector for Students St. Paul's School 325 Pleasant Street Concord, NH 03301 229-4807 Fax: 229-4767 tbazos@sps.edu	Member since 2003
Helmut Koch	President Exacom, Inc. 99 Airport Road Concord, NH 03301 228-0706 ext. 535 Fax: 228-0254 helmut.koch@exacom.com	Member since 2008
Will Brunkhorst	Software Consultant 542 Putney Hill Road Hopkinton, NH 03229 746-5175 wbrunk@comcast.net	Member since 2008
Timothy Pinard	Infrastructure Systems Architect/IT Lincoln Financial Group One Granite Place Concord, NH 03301 226-5293 timothy.pinard@lfg.com	Member since 2009
Tom Painchaud	Senior VP of Distribution Services New Hampshire Distributors 65 Regional Drive PO Box 267 Concord, NH 03302-0267 410-1823 Fax: tpainchaud@nhdist.com	Member since 2012
George Pangakis	Director of Safety and Security St. Paul's School 325 Pleasant Street Concord, NH 03301 229-4639 Fax:229-4655 gpangakis@sps.edu	Member since 2012
Maria del Mar Acebron	Senior Teller Merrimack County Savings Bank Business Center 190 North Main Street Concord, NH 03301 545-6030 Fax: 2230641 macebron@mcsbnh.com	Member since 2012

Budget Narrative FY 2014
Adult Basic Education
July 1, 2013 to June 30, 2014

A. Personnel Services

Administrative

✓ J Snodgrass	Executive Director	/hr	x	10 hrs/wk	x	48 weeks	\$	23,352
✓ J DeDeo	Coordinator	/hr	x	28 hrs/wk	x	48 weeks	\$	36,288
ABE Days								
✓ S Turner	Teacher	/hr	x	10 hrs/wk	x	40 weeks	\$	11,800
	Prep time						\$	1,686
✓ Lisa Geer	Teacher independent study	/hr	X	10 hrs/wk	x	31 weeks	\$	7,440
	Prep time						\$	1,063
✓ V Dunn	Counselor	/hr	x	16 hrs/wk	x	31 weeks	\$	13,516
✓ E Karmen	program support specialist	/hr	x	17 hrs/wk	x	31 weeks	\$	9,750
✓ E Terry	GED days	/hr	x	18 hrs/wk	x	31 weeks	\$	15,206
							\$	2,172
✓ Littlefield	Teacher	/hr	x	5 hrs/wk	x	31 weeks	\$	3,720
✓ J Harstedt	Teacher	/hr	x	5 hrs/wk	x	31 weeks	\$	3,759
✓ C Shepard	Counselor	/hr	x	7 hrs/wk	x	31 weeks	\$	5,100
✓ E Karmen	Teacher	/hr	x	18 hrs/wk	x	31 weeks	\$	13,392
	Prep time						\$	1,913
✓ M Curtis	Teacher	/hr	x	18 hrs/wk	x	31 weeks	\$	13,950
	Prep time						\$	1,993
Desrosiers	Teacher	/hr	x	6.0 hrs/wk	x	31 weeks	\$	4,464
	Prep time						\$	638
✓ Garvanovic	Teacher (college bridge)	/hr	x	6 hrs/wk	x	15 weeks	\$	2,700
✓ V Dunn	Tester	/hr	x	30 hrs/wk			\$	600
✓ E Karmen	Teacher (college bridge)	/hr	x	14 hrs/wk	x	12 weeks	\$	4,032
Registrar		/hr	x	18.0 hrs/wk	x	1 weeks	\$	432
	Salary Total						\$	169,499
	Prep time total						\$	10,533
	Total for all Personnel Services							\$180,032

Resumes of Principal Staff Attached.

JAMES B. SNODGRASS

EMPLOYMENT

05/75 to Present Executive Director
Second Start, Concord, NH

09/74 to 05/75 Resident Counselor
Franklin Pierce College,
Rindge, NH

01/72 to 06/73 Teacher
Services for Education and
Rehabilitation in Addiction
1065 University Avenue
Bronx, NY

EDUCATION

1973 to 1974 Antioch Graduate School, 1 Elm Street, Keene,
NH, M. Ed. Administration

 Assistant to Director of Admissions and Work
Study Coordinator

1967 to 1971 Miami University, Oxford, Ohio
B.S. in Education, Major in Political Science

CERTIFICATION

Social Studies Teacher, Grades 7-12, State of New Hampshire

Administration and Supervision, State of New Hampshire

REFERENCES

Available on Request

JOANNE S. DEL DEO

PROFESSIONAL EXPERIENCE

1999 - present Second Start Concord, NH

Program Director

- Provide leadership and management for the Adult Basic Education Program, including all components of staffing, program planning, grant proposals, inter-agency communication and collaboration.

Student Advisor, 1992 - 1999

- Provided career and academic support for 50 students per year. Revised counselor position to focus on employability and set up a career development information center.
- Coordinated a distance learning endeavor with a college in southern NH and a local network service provider. Proficient with computer applications and experienced with videoconferencing.

Adult Basic Education Teacher, 1991-1993

- Taught basic reading, writing and mathematics to adults in a multi-level class. Supervised an assistant and several student interns.

Transition Coordinator, Adolescent Program, 1991

- Developed new liaison position. Facilitated communication among teachers, support staff, community agencies and students dually enrolled in alternative and public high schools.

Program Coordinator/Trainer, 1989-1991

- Recruited, assessed and provided academic and pre-employment skills training to more than 40 out-of-school youths; most reached their GED goals. Established local networks for public relations and referral. This was the only one out of six statewide pilot programs awarded funding for another year.

EDUCATION

1997 College for Lifelong Learning Manchester, NH
Career Development Facilitator Certificate

1988 Plymouth State College Plymouth, NH
Bachelor of Science, Public Management, magna cum laude

AWARDS AND HONORS

Outstanding Public Management Senior

Pi Gamma Mu, International Honor Society

Phi Kappi Phi, National Honor Society

Stephen Turner

Professional Experience:

- 2001- present Second Start, Concord, NH
Adult Education Teacher at Merrimack County House of Corrections
- 1997- 1998 The Research Foundation, State University of New York, Albany, NY
Research Associate and Development Officer
- 1994- 1997 Harbor Counseling
Educational/Psychological Consultant
- 1989-1994 First New Hampshire Bank, Manchester, NH
Vice President of Business Development and Trust Officer
- 1986-1989 New England Mutual Life, Bedford, NH
Regional Marketing Manager and Investment Specialist

Education:

University of Wisconsin
Madison, WI
Master of Science (1975), Behavioral Disabilities

Columbia University
New York, NY
Master of Arts (1978), Educational Psychology

Harvard University
Cambridge, MA
Certificate of Advanced Studies (1983), Planning and Social Policy

LISA GEER, MBA

SUMMARY OF QUALIFICATIONS

I am a seasoned professional with a background in business and recent experience teaching adults basic literacy skills, GED preparation and job-search skills. My recent employment in the field of adult education was with a prominent non-profit organization in Ohio and provided me with a variety of experience. I have instructed students in both a one-on-one and a classroom setting, and my students have included ex-offenders, individuals with MRDD issues, low income housing residents and average individuals simply wishing to complete a high school education or get a job.

ADULT EDUCATION EXPERIENCE

Second Start , Concord, New Hampshire <u>Adult Education Instructor</u> <u>Independent Study Coordinator</u>	September 2007- current
Project Learn of Summit County Akron, Ohio <u>Adult Literacy Instructor</u>	November 2005- April 2007
Greater Cincinnati Literacy Network Cincinnati, Ohio <u>Volunteer Literacy Tutor</u>	September 2002- April 2003
Dallas City Schools Dallas, Texas <u>Volunteer Tutor</u>	September 2000- April 2001

BUSINESS EXPERIENCE

Fifth Third Bank Cincinnati, Ohio <u>Corporate Audit Senior</u>	2003-2005
Texas Instruments, Inc Dallas, Texas <u>Corporate Audit Supervisor</u>	1996-2002
Defense Contract Audit Agency Vermont, Massachusetts, California <u>Senior Auditor</u>	1987-1994

EDUCATION AND TRAINING

M.B.A. , Business Administration, Southern Methodist University, Dallas, Texas	1996
B.S. , Accounting, St. Michael's College, Burlington, Vermont	1987
Ohio Department of Education Courses: Instructional Strategies for ABLE Instructors, ABLE Resource Center Network	2006
Overview of Learning Difficulties and Disabilities for ABLE Administrators, ABLE Resource Network	2007

EMILY KARMEN

Professional Experience:

- 2006- present Second Start
Concord, NH
English as a Second Language Instructor
- 2004- 2006 London School of English, Computing and Business Management
London, United Kingdom
Teacher of English
- 2000- 2003 Public School 50, Vito Marcantonio School
New York, NY
Elementary Classroom Teacher

Education:

Institute of London, University of London
London, United Kingdom
MA Education (2004) School Effectiveness and School Improvement

Trinity College, Windor Institute
Barcelona, Spain
Certificate in TESOL (2004)

Columbia University, Center for Environmental Research and Conservation
New York, NY
Certificate in Conservation Biology (2004)

Barnard College, Columbia University
New York, NY
Bachelor of Arts (2000), Art History

Edwin Terry

Professional Experience:

2004- current	Second Start, Concord, NH Adult Education Instructor
1989-2004	James H. Eldredge School, East Greenwich, RI Classroom Teacher- Grade 6 Math/Science
1988-1999	Bristol Community College, Fall River, MA Adult Basic Education Instructor
1983-1989	East Greenwich High School, East Greenwich, RI Reading Specialist/ Instructor
1979-1983	Pembroke Academy, Pembroke, NH (Grades 9-12) Teacher of Modified Classes; Resource Room Program Coordinator & Teacher; Case Manager

Education:

Providence College
Providence, RI
Graduate Coursework (School Administration)

Rhode Island College
M .Ed.- Reading
Additional Coursework (School Administration)

Roger Williams College
Bristol, RI
BA- History/English

Vigdis Dunn

Professional Experience:

- | | |
|---------------|---|
| 2001- present | Second Start
Concord, NH
Adult Education Student Advisor |
| 1999- 2001 | Bancroft Employment Services
Concord, NH
Staffing Coordinator, Out of Site Training
Coordinator, Projects with Industry Program
Coordinator/Instructor, Project Entry Program |
| 1997-1998 | New Hampshire Job Training Council, Jobs for NH Graduates Program
Laconia, NH
Youth Specialist |
| 1997 | Seminole Point Hospital
Sunapee, NH
Case Manager |
| 1996-1997 | Seaborne Hospital
Dover, NH
Primary Therapist
Counselor 1 |

Education:

- Northeastern University
Boston, MA
Bachelor of Science (1992), Psychology
- Quinnipiac College
Hamden, CT
Bachelor of Arts, Psychology (3 years completed)

Ann Littlefield

Professional Experience:

- | | |
|---------------|--|
| 2010- present | Second Start, Concord, NH
Adult Education Instructor |
| 2008- present | Sant Bani School, Sanbornton, NH
Director of Special Services |
| 1994- present | Sant Bani School, Sanbornton, NH
Fifth Grade Teacher |

Education:

- | | |
|------|--|
| 1979 | University of Wisconsin
Eau Claire, WI
Bachelor of Science- Special Education/Elementary Education |
| 1976 | Moorehead State University
Moorehead, MN
Special Education |

Jeffrey Harstedt

Professional Experience:

2012- present	Second Start, Concord, NH High School Tutor
1999- 2012	Longview School, Deerfield, NH Teacher
1996- 1999	Summit School, Amherst, NH Teacher
1988- 1996	Second Start Alternative High School, Concord, NH Teacher

Education:

1991	University of New Hampshire Durham, NH M.Ed. Secondary Education/English
1979	University of Missouri Kansas City B.A. English
1975- 1977	Bemidji State University Bemidji, MN
1972- 1974	Northwestern University/ Medill School of Journalism Evanston, IL

Certifications

NH Certifications in English and General Special Education

Christina Shepard

Professional Experience:

2011- present	Second Start Concord, NH Student Advisor
2009-2011	Denali Family Services Foster Care Licensing Specialist
2007-2009	Acadia Hospital Access Center Associate Clinical Associate Psychiatric Associate
2006-2007	Fed Ex Ground Office Assistant
2005-2006	Penobscot Job Corps Residential Advisor
2004-2005	Shaw House- Mason Place Residential Counselor

Education:

2007	University of Maine Bachelors of Social Work Child and Family Development Minor
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Margarita Curtis

Professional Experience:

2005- present Second Start
Concord, NH
English as a Second Language Instructor

1994- 2005 Novorossiysk State Maritime Academy
Russia
English Language Teacher

Education:

Pyatigorsk State Pedagogical Institute of Foreign Languages
Moscow, Russia
Diploma of an English Language Teacher of a Secondary School

Credentials:

State of New Hampshire Board of Education
Experienced Educator Certificate
Endorsements: Russian, English as Second Language, English Language Arts

Denise Desrosiers

OBJECTIVE

To obtain a position that will allow me to use my strong academic background, variety of educational experiences, and effective teaching skills to help ESL students to achieve their language and academic goals.

EXPERIENCE

English Teacher, ACI Institute; Alhambra/Temple City, CA – 06/2009-01/2010

Taught supplementary language skills to non-native and first generation English speakers. Classes ranged from elementary to high school levels and covered vocabulary, grammar, reading, and writing.

ESL Student Teacher, California State University; Los Angeles, CA – 10/2009-12/2009

Worked with a mentor teacher in the university English Language Program for international students in an advanced-level reading/writing class. Assisted with instruction on a daily basis, developed my teaching skills, and taught five lessons independently to the class.

Presenter, CATESOL Regional Conference; Los Angeles, CA – 11/2009

Presented a research project with a partner about the cultural challenges of teaching English to students from the Middle East, and discussed strategies for how to deal with these challenges.

ESL Instructional Aide, Pasadena City College; Pasadena, CA – 02/2009-06/2009

Assisted with the instruction for two advanced-level ESL writing classes, and provided academic support outside of the classroom for writing, grammar, vocabulary, and reading skills.

Staffing & Development Team Leader, Target; Eagle Rock, CA – 2006-2008

Interviewed and hired position candidates. Implemented training programs, including orientation and staff development. Supervised a small team of human resources representatives.

Tutor, Tutoring & Instructional Services; Concord, NH – 2004-2005

Tutored high school students one-on-one in a variety of subjects, especially writing and mathematics, and taught a specialized for-credit Algebra I class for a special needs student.

Special Needs Paraprofessional, Pembroke School District; Pembroke, NH – 2003-2005

Provided one-on-one support for special needs students. Coordinated with teachers and case managers to implement individualized education plans for students. Performed some direct instruction and made accommodations to assignments in order to meet students' needs.

EDUCATION

California State University, Los Angeles, CA – M.A. in Teaching English to Speakers of Other Languages, 2009

Mount Holyoke College, South Hadley, MA – B.A. in English & Philosophy, 2003

SKILLS

English Teaching Skills: ESL, academic writing, vocabulary & grammar, reading comprehension, accent reduction, standardized test preparation

Relevant Courses: Pedagogical Grammar, Language Testing, Phonetics, Methods of Teaching ESL, Curriculum Design, English for Academic Purposes, English as an International Language

Foreign Language Skills: Intermediate French, Basic Spanish, Basic Latin, Basic American Sign Language

Computer Skills: Word processor & spreadsheet (Microsoft & Mac), internet research, online blackboard

REFERENCES

Yvette Wu, Director, ACI Institute; Temple City, CA – acitemplecity@aciinstitute.us; 626-286-5903

Lia Kamhi-Stein, Professor, MA in TESOL Program; CSULA – lkamhis@calstatela.edu; 323-343-5506

Undarmaa Maamuujav, Professor, ESL Program; CSULA – umaamuu2@calstatela.edu; 323-459-8159

Yulia Garvanovic

Professional Experience:

- 2010- present Second Start
Concord, NH
English as a Second Language Instructor
- 2004- 2008 Private ESL Tutor
Russia

Education:

- 2010- present Southern New Hampshire University
Manchester, NH
Masters in TESOL (Teaching English as a Second Language)
- 2008 N. Novgorod State Linguistic University
Russia
Bachelors in Linguistics

Budget Narrative FY 2014
 Statewide Staff Development
 July 1, 2013 to June 30, 2014

Personnel Services								
A.	S O'Brien	Controller	\$32.00	/hr	x	5 hrs/wk	x	52 weeks
	S Hunewill	Administrative Support	\$17.60	/hr	x	10 hrs/wk	x	52 weeks
	P Nelson	Coordinator	\$29.50	/hr	x	18 hrs/wk	x	52 weeks
								\$ 8,320
								\$ 9,152
								\$ 27,612
								\$ 45,084
								\$ 45,084

Salary Total
 Total for all Personnel Services

Patricia Nelson

Professional Experience:

- 1973- present Second Start
Concord, NH
Statewide Staff Development Coordinator
Director of Adult Education
GED Chief Examiner
Assessment Coordinator
- 1999- present The Right Question Project
Cambridge, MA
Consultant
- 1966-1973 Mt. St. Mary College
Hooksett, NH
Assistant Professor of French
- 1963-1966 Mt. St. Mary Day School
Manchester, NH
Junior High Teacher

Education:

- Mt. St. Mary College
Hooksett, NH
Bachelor of Arts (1963), French
- Boston College
Boston, MA
Master of Arts (1969), French Literature

Budget Narrative FY 2014
 Adult Learner Services
 July 1, 2013 to June 30, 2014

Personnel Services

✓ J DeiDeo	x	8 hrs/wk	x	52 weeks	\$ 11,232
✓ S Bubp	x	35 hrs/wk	x	52 weeks	\$ 47,320
				Salary Total	\$ <u>58,552</u>
				Total for all Personnel Services	\$ 58,552

JOANNE S. DEL DEO

PROFESSIONAL EXPERIENCE

1999 - present Second Start Concord, NH

Program Director

- Provide leadership and management for the Adult Basic Education Program, including all components of staffing, program planning, grant proposals, inter-agency communication and collaboration.

Student Advisor, 1992 - 1999

- Provided career and academic support for 50 students per year. Revised counselor position to focus on employability and set up a career development information center.
- Coordinated a distance learning endeavor with a college in southern NH and a local network service provider. Proficient with computer applications and experienced with videoconferencing.

Adult Basic Education Teacher, 1991-1993

- Taught basic reading, writing and mathematics to adults in a multi-level class. Supervised an assistant and several student interns.

Transition Coordinator, Adolescent Program, 1991

- Developed new liaison position. Facilitated communication among teachers, support staff, community agencies and students dually enrolled in alternative and public high schools.

Program Coordinator/Trainer, 1989-1991

- Recruited, assessed and provided academic and pre-employment skills training to more than 40 out-of-school youths; most reached their GED goals. Established local networks for public relations and referral. This was the only one out of six statewide pilot programs awarded funding for another year.

EDUCATION

1997 College for Lifelong Learning Manchester, NH

Career Development Facilitator Certificate

1988 Plymouth State College Plymouth, NH

Bachelor of Science, Public Management, magna cum laude

AWARDS AND HONORS

Outstanding Public Management Senior

Pi Gamma Mu, International Honor Society

Phi Kappi Phi, National Honor Society

Susan Bubp

Professional Experience:

- | | |
|---------------|---|
| 1983- present | Second Start
Concord, NH
Adult Learner Services Coordinator
Adult Basic Education Teacher |
| 1999- 2001 | NCSALL/ World Education, Practitioner Dissemination Network
Boston, MA
NH Practitioner Leader |
| 1988-1995 | Concord School District
Concord, NH
ESL tutor |
| 1976-1982 | New Hampshire State Prison
Concord, NH
English Instructor |

Education:

Pennsylvania State University
Bachelor of Science (1975), Law Enforcement and Corrections

New Hampshire Teacher's Certification- English

MAP OF
NEW HAMPSHIRE
COUNCILOR DISTRICTS
AS LAID OUT IN 1921

