



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 18, 2015

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

REQUESTED ACTION

1. Authorize the Department of Education, Division of Career Technology and Adult Learning to enter into a contract with NH Jobs for America's Graduates (d/b/a NH – JAG), 175 Ammon Drive, Suite 212, Manchester, NH 03103 (Vendor Code 158930) to provide youth services, employment and training, as defined in Public Law 105-220 in Berlin and Manchester for the period effective July 1, 2015 through June 30, 2016 in an amount not to exceed \$50,000.00 pending legislative approval of the next biennial budget. **100% Other Funds.**

Funding is available in the account titled Youth Title I for FY 16 as follows:

06-56-56-565010-40950000-073-500581	\$50,000.00
-------------------------------------	-------------

2. Authorize the Department of Education to make advanced monthly payments for services provided under the terms of the contract.

EXPLANATION

The New Hampshire Department of Education has been awarded \$2,100,000 for FY16 by the N.H. Department of Resources and Economic Development, Office of Workforce Opportunity. The NH Department of Resources and Economic Development is the administrative entity designated by the Governor of the State of New Hampshire to receive and administer the Workforce Investment Act (WIA) and its amendments in Workforce Innovation Opportunity Act (WIOA) funds allocated to the State of New Hampshire from the US Department of Labor. These funds will be used for the implementation and oversight of the WIA/WIOA Title I Youth program.

As a result of federal budget cuts for In-School Youth WIA Title I programs, four NH programs were closed. The purpose of the project is to provide follow-up services to currently active youth in the Manchester West High School and Berlin High School programs.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
May 18, 2015
Page Two

The purposes for these WIA Title I Youth funds are to provide follow-up services to eligible youth who have participated in a Title I WIA program during FY2015 and are seeking assistance in achieving academic and employment success through activities, which shall include: guidance and counseling, career awareness, job development, and/or college connections where appropriate. Additional services may include a variety of options for improving educational and skill competencies and provide effective connections to schools, colleges, and employers; to ensure eligible youth have on-going mentoring opportunities with adults committed to providing such opportunities; to provide opportunities for training to eligible youth; to provide continued supportive services for eligible youth; to provide incentives for recognition and achievement to eligible youth; to provide eligible youth with opportunities for activities related to leadership development, decision making, citizenship, and community service; to provide dropout recovery services and strategies, financial literacy education, entrepreneurial skills training, postsecondary preparation and transition activities and integrated education; training for a specific occupation or cluster, and services that provide labor market information about in-demand industry sectors and occupations; and work-based learning experiences.

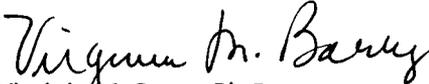
The youth services, employment and training contract will fulfill all the above-mentioned purposes.

A Request for Proposal (RFP) was released the week of November 14, 2014. The RFP was sent to all high schools, charter schools, community-based organizations and faith-based organizations that were on the WIA Youth mailing list for potential and former vendors. The RFP was based on the Workforce Investment Act and its amendments' essential elements and compliance with the requirements. A copy of the RFP was included on the NH Department of Education and NH Works web pages as well as the Manchester Union Leader and Sunday News on November 17, 2014 through November 19, 2014. Four (4) proposals were reviewed utilizing an evaluation tool that was developed based on the Request for Proposal requirements and scoring system established by the Youth Council and included in the RFP (see Attachment A).

Utilizing a set scoring sheet, the applications were reviewed by two Youth Council member and two volunteers. The reviewers met to discuss the review results and made funding recommendations to the Youth Council. The recommended goal is to maintain a regional service presence. Each region, with the exception of the seacoast, was able to maintain an In-School program for the provision of a year of follow-up services as required by WIA/WIOA legislation for the students currently active in the program. The three grantees for WIA Youth Title I follow-up services funding, NH-Jag, My-Turn and Franklin School District will be awarded monies, pending Governor and Council approval.

In the event that Other Funds become unavailable, General funds will not be requested to support this program.

Respectfully submitted,


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

Attachment A

Proposal Criteria in RFP:

	In-School Points
Program Management and Organizational Capacity	50
Past Outcomes	40
Program Design	20
Program Components	30
Collaboration with Youth Serving Agencies	10
Budget	15
Leveraged Resources and Sustainability	15
Bonus	10
TOTAL	190

Reviewers for the in-school youth proposals:

- Bonnie St. Jean, Retired Administrator at the Office of Workforce Opportunity, N.H. Department of Resources and Economic Development.
- Kathy Jablonski, Retired and Youth Council Member
- Brenda Quinn, Owner Educational STEM Solutions, LLC and Youth Council Chair
- Pam Sullivan, Juvenile Justice Specialist, N.H. Division for Children, Youth and Families, Bureau of Juvenile Justice Services

Funding Recommendation: WIOA 2014 legislation shifted funding from requiring 30% of the budget to be expended on Out-of-School Youth to 75% of the budget expended on Out-of-School Youth. There was an effort to maintain In-School Programs across as many regions of the state as possible. The funding shift resulted in closing four (4) In-School Youth Programs. The requested funding is to address the provision of a year of follow-up services as required by WIA/WIOA legislation for the students currently active in the program.

Region	Applicant	ISY	Approved Amount FY16	Average Score	Regional Reviewers
<u>North Country</u>	NH-JAG: Berlin	X	\$25,000.00	168.33 (88.6%)	K. Jablonski, B. Quinn, B. St. Jean, P. Sullivan
<u>West Central</u>	Franklin School District	X	\$25,000.00	162 (85.3%)	K. Jablonski, B. Quinn, B. St. Jean, P. Sullivan
<u>Hillsborough</u>	My-Turn: Manchester Central	X	\$25,000.00	165 (86.8%)	K. Jablonski, B. Quinn, B. St. Jean, P. Sullivan
	NH-JAG: Manchester West	X	\$25,000.00	184.25 (83.8%)	K. Jablonski, B. Quinn, B. St. Jean, P. Sullivan

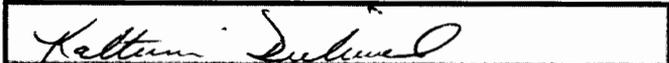
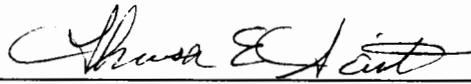
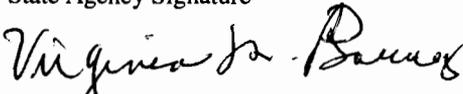
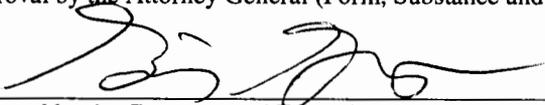


Subject: NH JAG WIA Program **FORM NUMBER P-37 (version 1/09)**

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name <u>New Hampshire Department of Education</u>		1.2 State Agency Address <u>21 S. Fruit St., Suite 20, Concord, NH 03301</u>	
1.3 Contractor Name <u>NH Jobs for America's Graduates</u>		1.4 Contractor Address <u>175 Ammon Dr., Suite 212, Manchester, NH 03103</u>	
1.5 Contractor Phone Number <u>603.647.2300</u>	1.6 Account Number <u>06-056-4095-073-500581</u>	1.7 Completion Date <u>June 30, 2016</u>	1.8 Price Limitation <u>\$50,000.00</u>
1.9 Contracting Officer for State Agency <u>Paul K. Leather, Deputy Commissioner</u>		1.10 State Agency Telephone Number <u>603.271.3802</u>	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory <u>Katherine Richard, Executive Director</u>	
1.13 Acknowledgement: State of <u>New Hampshire</u> , County of <u>Hillsborough</u> On <u>April 20, 2015</u> , 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 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] 			
1.13.2 Name and Title of Notary or Justice of the Peace <u>Theresa Scuito, Notary</u>			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory <u>Virginia M. Barry, Ph.D., Commissioner of Education</u>	
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) By:  On: <u>5/1/15</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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 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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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 \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance 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.

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 fifteen (15) 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 endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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.

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.

**EXHIBIT A
The Services**

1. The Contractor shall provide employment and training services, as defined in Public Law 105-220 to NH -JAG consumers in the following communities.

Site	Students Enrolled in Training Activities
Berlin High School	40 students
Manchester West High School	40 students

2. The Contractor will be responsible for delivering or coordinating with other resources for the delivery of the Workforce Investment Act (WIA) and its amendments through the Workforce Innovation and Opportunity Act (WIOA) of 2014 Essential Services and Elements.
3. The Contractor is responsible for recruiting exited students into the follow-up program.
4. All clients to be served through these program funds must be students who were certified eligible and/or received active services between April 1, 2014 and June 30, 2015, or students who are in follow-up at the time this contract is approved.
5. Each participant shall be provided:
- Information on the full array of applicable or appropriate services that are available through other providers or one-stop partners including those receiving funds under WIA/WIOA Title I, which includes two visits to their local one-stop center for a tour and service option review.
 - Referral to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis.
6. For eligible youth under WIA/WIOA Title 1 Youth, the Contractor shall:
- Develop follow-up service strategies for each participant that shall identify an employment and/or education plan appropriate to that individual.
 - Provide monthly contact to provide guidance and counseling for youth who are successfully employed and/or in college to assure continued success in their chosen field.
 - For youth who are not employed or in college, provide bi-monthly meetings with youth in order to:
 - (i) Prepare for post-secondary educational opportunities, in appropriate cases;
 - (ii) Prepare for unsubsidized employment in appropriate cases;
 - (iii) Provide effective connections to intermediaries with strong links to
 - (a) The job market;
 - (b) Local and regional employers
 - (c) Referral and connection to Vocational Rehabilitation where appropriate
 - (d) WIA youths, aged 18-24, may also be eligible for services supported through WIA Adult or Dislocated Worker funds. Contractor shall make the appropriate referrals to allow the youth 18-24 to access appropriate services through the NH Works Centers or other WIA supported options.
 - (v) Provide a minimum of two visits per follow-up youth to the local one-stop center to learn the resources and tools available to all NH residents.

7. **The WIA/WIOA Essential Elements** that may be provided to each participant are:
- Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies through a school-site mentor;
 - Alternative secondary school services, with high academic standards, as appropriate;
 - Summer employment opportunities that are directly linked to academic and occupational learning;
 - As appropriate, paid and unpaid work and work-based learning experiences, that teach all aspects of the industry and general workplace competencies, including internships job shadowing, and school sponsored workplace mentoring.
 - Occupational skill training aligned with career majors/paths, as appropriate, including instruction in general workplace competencies and all aspects of industry concurrent with other program elements delivery;
 - Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, including linking youth and adult mentoring, as appropriate;
 - Supportive services and transition links;
 - Adult mentoring, including academic and workplace mentoring which links youth and adult learning, for the period of participation and a subsequent period, for a total of not less than 12 months;
 - Follow up services for not less than 12 months after the completion of participation, as appropriate; including post-program placement.
 - Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, career awareness and exploration, as appropriate.
 - To provide dropout recovery services and strategies, financial literacy education, entrepreneurial skills training, postsecondary preparation and transition activities, and integrated education.
 - Training for a specific occupation or cluster, and services that provide labor market information about in-demand industry sectors and occupations.
 - Work-based learning experiences.
8. Confidentiality:
- a) Contractor agrees to ensure that staff maintains the confidentiality of any information regarding project applications or participants and their immediate families that may be obtained through application forms, interviews, tests, reports from public agencies, or counselors, or any other source.
 - b) Without the permission of the WIA applicant/participant such information shall be divulged only as necessary for purposes related to the performance or evaluation of this agreement and to persons having responsibilities under this agreement.
 - c) Contractor agrees to take reasonable steps to ensure the physical security of such data under its control and will inform each of its employees, vendors, and subcontractors having any involvement with personal data or other confidential information of the laws and regulations related to confidentiality.
9. State Administrator Meeting: Upon request, a representative of the contractor shall attend scheduled Administrator meetings in order to address training and program issues.
10. The contractor must achieve the minimum performance threshold as negotiated by the NH Workforce Opportunity Council and the Secretary of Labor for the following standards:

Performance Measure Performance Measure: Subject to Change Based on Federal Compliance	PY14 Standard To Be updated in July 2015
Youth age 19-24 when complete or leave training	
➤ Entry into unsubsidized employment	76%
➤ Retention in unsubsidized employment after 6 months	72.8%
➤ Earnings gain in unsubsidized employment after 6 months (quarterly increase from application quarter)	\$3,000
➤ Attainment of a recognized credential relating to academic achievement	54%
Youth age 14-18 when complete or leave training	
➤ Attainment of basic skills	78%
➤ Attainment of secondary school diplomas and recognized equivalents	71.5%
➤ Placement and retention in postsecondary education, advanced training, military service, employment or qualified apprenticeships	71%
Core Measures	
➤ Placement in Employment or Education	58%
➤ Attainment of a degree or certificate of those enrolled in education	63%
➤ Literacy and numeracy gains of those who are basic skills deficient	65.6%

Co-Enrollment Performance Measures:

a) 18-24 year olds being served with adult funding may choose to be enrolled in a youth-funded activity; or an 18-24 year old being served with youth funding may choose to be co-enrolled in an adult funded activity, providing adequate funding is available to support the co-enrollment activities chosen. Co-enrolled 18-24 year olds will be reported out in both the Adult and appropriate Youth performance measures.

b) In the case of co-enrolled youth, each partner (contractor, WIA Title I and/or dislocated worker sub-recipient) will equally be responsible for ensuring that both the adult and youth performance measures are met. Contractor will work with adult personnel to achieve identified goals.

11. The reporting requirements will coincide with the reporting requirements established by the Workforce Opportunity Council and the NH Department of Education as outlined in the Request for Proposal, E-teams, and include:
- Semi-annual success stories and monthly attendance reports will be submitted to NH Department of Education via the E-Teams FTP site.
 - A final annual cumulative report shall be submitted to NH Department of Education and shall include:
 - (i) The number of people served, the services provided, the outcomes achieved, the weaknesses and strengths of the services and the placement status of those completing the contract.
 - (ii) Program income report identifying income and expenditures.

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

Estimated Budget:

	FY 16
Staff Salaries/Wages	26,000
Participant Wages	19,500
Fringe Benefits	2,200
Travel/Transportation	800
Expendable Supplies	300
Insurance	600
Other - Student Activities	600
TOTALS	\$50,000

Line items in this budget may be adjusted, one to the other, within (+/-10%) of the indicated amount but in no case can the total budget exceed the price limitation. The Contractor must receive Department of Education approval prior to transferring from one line item to another.

Limitation of Price:

This contract will not exceed \$ 50,000 in FY16 funds. Funds are contingent on 1) federal funding from the US Dept. of Labor; 2) attainment of contractual and performance goals and measures as well as 3) modifications (if necessary) to comply with new DOL priorities and/or reauthorization. Twenty percent (20%) of the expended budget must be spent on Work-Based Learning Activities (which may include Summer Youth Program).

Method of Payment:

Monthly advance payment may be made for each month of the contract years. Each advance payment will be based on a line item estimate of expenditures for the coming payment period. Each advanced payment request, except the first request, will include a line item listing of expenses incurred during the previous period within the in-school and out-of-school youth funding categories. Ten percent of the contract price will be withheld until the submission of all reports and the satisfactory completion of all contract requirements. Reconciliation and Accrual reports are due no later than the 10th of the month following the expenditure. Invoices will be submitted to Kimberly Runion, Administrator, 21 South Fruit Street, Suite 20, Concord, NH 03301. The NH Federal Fiscal Handbook and Procedures will be followed for advance payment practices.

EXHIBIT C

Special Provisions

On or after the date set forth in Item 1.7 of the General provisions, the Contractor shall deliver to the State, at the address set forth in Item 1.1 and 1.2, an independent audit of the funds received under this Agreement, during the Contractor's fiscal year.

14. 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 each occurrence and general aggregate \$2,000,000.

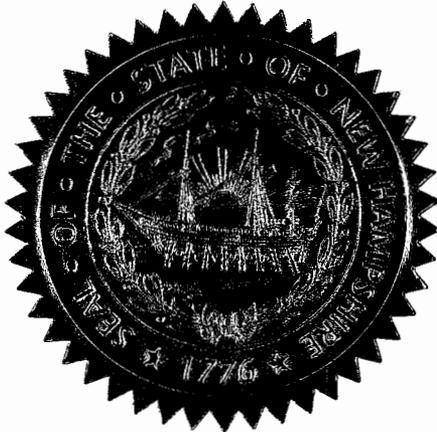
The contractor shall comply with the provisions of the U.S. Code of Federal Regulations 34 CFR 364 and the following U.S. Circular:

- a. OMB Circular A-110 – “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations.” Contractor/Vendor shall not make any award or permit any award (sub grant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, “Debarment and Suspension”.

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 NH-JAG is a New Hampshire nonprofit corporation formed January 20, 2000. 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 10th day of April, A.D. 2015

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

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

I, Jinjue Pak Allen, Secretary for NH-JAG do hereby certify that:

- (1) I maintain and have custody of and am familiar with the minute books of the corporation;
- (2) I am authorized to issue certificates with respect to the contents of such books;
- (3) The following is a true and complete copy of the resolutions adopted by the Board of Directors of the corporation at a meeting of the Board of Directors by unanimous written consent with an intended effective date of February 20, 2015, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation:

“To authorize Katherine Dichard, Executive Director, of NH-JAG to negotiate and sign a contract with the Department of Education as related to funds received from the Workforce Innovation and Opportunity Act for purpose of funding NH-JAG Programs for the dates of July 1, 2015 through June 30, 2016.”

- (4) The following is a true and complete copy of the by-laws adopted by the incorporators on January 19, 2000, as amended by the Board of Directors on October 25, 2013;
- (5) The foregoing resolutions and by-laws are in full force and effect, unamended, as of the date hereof; and
- (6) The following persons lawfully occupy the offices indicated below:

Dr. Susan Huard	Chairwoman
Katherine Dichard	Executive Director
David Plante	Treasurer
Jinjue Pak Allen	Secretary

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the corporation this

20 day of ~~June~~ April 2015
JPA

(Corporate Seal if any)


Secretary

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

STATE OF NEW HAMPSHIRE
COUNTY OF ~~MERRIMACK~~ Hillsborough

On April 20, 2015, before the undersigned officer personally appeared the person identified in the foregoing certificate, known to me, (or satisfactorily proven) to be the Secretary of the corporation identified in the foregoing certificate, and acknowledges that she executed the foregoing certificate.

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


Notary Public
My Commission expires: 5/9/17



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/5/2015

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

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

PRODUCER E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	CONTACT NAME: Pat Mack PHONE (A/C, No. Ext): (603) 293-2791 E-MAIL ADDRESS: pat@esinsurance.com	FAX (A/C, No): (603) 293-7188
	INSURER(S) AFFORDING COVERAGE	
INSURED NH JAG 175 Ammon Drive #212 Manchester NH 03103	INSURER A: Markel	
	INSURER B: Travelers Indemnity Co	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: 2014 INCL WC REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			[REDACTED]	7/1/2014	7/1/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	[REDACTED]	7/1/2014	7/1/2015	WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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 21 S Fruit St, 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 Pat Mack/PAT <i>Pat Mack</i>

NEW HAMPSHIRE JAG
STATEMENTS OF FINANCIAL POSITION
June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
ASSETS		
CURRENT ASSETS:		
Cash	\$ 184,957	\$ 256,011
Accounts receivable	32,164	13,754
Unconditional promises to give	21,930	15,000
Prepaid expenses	<u>9,180</u>	<u>5,684</u>
TOTAL CURRENT ASSETS	<u>248,231</u>	<u>290,449</u>
PROPERTY AND EQUIPMENT:		
Furniture and equipment	12,253	14,148
Less accumulated depreciation	<u>(11,699)</u>	<u>(12,149)</u>
PROPERTY AND EQUIPMENT, NET	<u>554</u>	<u>1,999</u>
TOTAL ASSETS	<u>\$ 248,785</u>	<u>\$ 292,448</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable	\$ 2,327	\$ 1,917
Accrued expenses	<u>14,299</u>	<u>12,665</u>
TOTAL CURRENT LIABILITIES	<u>16,626</u>	<u>14,582</u>
NET ASSETS:		
Temporarily restricted	76,235	135,528
Unrestricted	<u>155,924</u>	<u>142,338</u>
TOTAL NET ASSETS	<u>232,159</u>	<u>277,866</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 248,785</u>	<u>\$ 292,448</u>

See notes to financial statements

NEW HAMPSHIRE JAG
STATEMENTS OF ACTIVITIES
For the Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
CHANGES IN UNRESTRICTED NET ASSETS:		
REVENUE AND SUPPORT:		
Fees and grants from governmental agencies	\$ 583,514	\$ 468,021
Contributions	33,411	99,396
Interest	204	236
In-kind donations	181,704	145,071
Fundraising events	47,230	43,803
Other revenue	320	14
TOTAL UNRESTRICTED REVENUES	<u>846,383</u>	<u>756,541</u>
NET ASSETS RELEASED FROM RESTRICTIONS:		
Satisfaction of donor restrictions	<u>328,849</u>	<u>333,786</u>
TOTAL NET ASSETS RELEASED FROM RESTRICTIONS	<u>328,849</u>	<u>333,786</u>
TOTAL UNRESTRICTED REVENUES AND SUPPORT	<u>1,175,232</u>	<u>1,090,327</u>
EXPENSES:		
PROGRAM SERVICES:		
Workforce Investment Act Program	690,288	599,515
Employment and Education Advancement	53,977	48,920
Dropout Prevention Alternative Education	202,278	214,701
Middle School Program	51,381	109,514
TOTAL PROGRAM SERVICES	<u>997,924</u>	<u>972,650</u>
SUPPORTING SERVICES:		
General administration	148,971	165,465
Fundraising	14,751	12,707
TOTAL SUPPORTING SERVICES	<u>163,722</u>	<u>178,172</u>
TOTAL EXPENSES	<u>1,161,646</u>	<u>1,150,822</u>
TOTAL INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS	<u>13,586</u>	<u>(60,495)</u>
CHANGES IN TEMPORARILY RESTRICTED NET ASSETS:		
Contributions	269,556	377,999
Net assets released from restrictions	<u>(328,849)</u>	<u>(333,786)</u>
INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS	<u>(59,293)</u>	<u>44,213</u>
CHANGE IN NET ASSETS	<u>(45,707)</u>	<u>(16,282)</u>
NET ASSETS, JULY 1	<u>277,866</u>	<u>294,148</u>
NET ASSETS, JUNE 30	<u>\$ 232,159</u>	<u>\$ 277,866</u>

See notes to financial statements

NEW HAMPSHIRE JAG
STATEMENTS OF CASH FLOWS
For the Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received from grants and contributions	\$ 902,759	\$ 971,023
Interest income received	204	236
Other income received	320	14
Cash paid to employees	(644,438)	(687,503)
Cash paid to suppliers and others	<u>(329,899)</u>	<u>(323,175)</u>
Net Cash (Used) by Operating Activities	<u>(71,054)</u>	<u>(39,405)</u>
 Net (decrease) in cash	 (71,054)	 (39,405)
 Cash, beginning of year	 <u>256,011</u>	 <u>295,416</u>
Cash, ending of year	<u>\$ 184,957</u>	<u>\$ 256,011</u>
 Reconciliation of Change in Net Assets to Net Cash (Used) by Operating Activities:		
 Change in net assets	 \$ (45,707)	 \$ (16,282)
 Adjustments to Reconcile Change in Net Assets to to Net Cash (Used) by Operating Activities:		
Depreciation	1,445	1,760
Change in assets and liabilities:		
Accounts receivable	(18,410)	(8,808)
Unconditional promises to give	(6,930)	(15,000)
Prepaid expenses	(3,496)	(1,331)
Accounts payable	410	(163)
Accrued expenses	<u>1,634</u>	<u>419</u>
Net Cash (Used) by Operating Activities	<u>\$ (71,054)</u>	<u>\$ (39,405)</u>
 Supplemental Disclosure of Non-cash Transactions:		
In-kind donations received	\$ 181,704	\$ 145,071
In-kind expenses	(181,704)	(145,071)
Cost basis of fully depreciated disposed property and equipment	<u>1,895</u>	<u>-</u>
	<u>\$ 1,895</u>	<u>\$ -</u>

See notes to financial statements

All volunteer positions

NH-JAG BOARD OF DIRECTORS

Revised 1/15/15

<p>Jinjue Allen Secretary Assistant General Counsel Enel Green Power North America, Inc. One Tech Dr, Ste 220 Andover, MA 01810 TEL: 978-513-3466 FAX: 978-681-7727 jinjue.allen@enel.com</p> <p>Term expires: 2014</p>	<p>Honorable Norman Champagne (retired) 1374 Chestnut St Manchester, NH 03104 TEL: 627-2654 NEJCDC@aol.com</p> <p>Term expires 2015</p>	<p>Jamison Clouthier Hewlett-Packard Co 248 Pembroke Hill Road Pembroke, NH 03275 TEL: 603-491-3558 (cell) jamison.clouthier@hp.com</p> <p>Term expires: 2016</p>	<p>Patrick Duffy P. Duffy & Associates 1000 Elm St, 17th Floor PO Box 392 Manchester, NH 03105 TEL: 623-1444 FAX: 627-8121 e-mail pduffyassoc@myfairpoint.net</p> <p>Term expires: 2015</p>
<p>James D. Helm 7 Vineyard Dr Stratham, NH 03885 TEL: 772-9225 cell: 603-244-6128 jhelmjr@msn.com</p> <p>Term expires: 2015</p>	<p>Dr. Susan Huard, President Chair (interim) Manchester Community College 1066 Front St Manchester, NH 03102 TEL: 206-8001 FAX: 668-5354 shuard@ccsnh.edu</p> <p>Term Expires: 2014</p>	<p>Richard Morin, District Manager Western Division Hannaford Bros. Co. 833 Central Ave Dover, NH 03820 TEL: 742-5579 FAX: 743-3513 c:767-3117 dmorin@hannaford.com</p> <p>Term expires: 2015</p>	<p>David Plante, CPA Treasurer Penchansky & Co PLLC 70 Stark St Manchester, NH 03101 TEL: 647-2400 FAX: 647-6495 dplante@penchansky.com</p> <p>Term expires: 2016</p>
<p>Elena Preston Northeast Delta Dental One Delta Dr. PO Box 2002 Concord, NH 03302 TEL: 724-5202 EPreston@nedelta.com</p> <p>Term expires: 2016</p>	<p>Gregory Sevinsky, General Manager Walmart Distribution Ctr 6030 42 Freetown Rd Raymond, NH 03077 TEL: 895-0066 gregory_sevinsky@walmart.com</p> <p>Term expires: 2015</p>	<p>Robert Stephen Immediate Past Chair 234 Webster St. Manchester, NH 03104 TEL: 860-2315 (cell) bobby@stephenlaw.com</p> <p>Term expires: 2016</p>	<p>Vice-Chair vacant</p>
<p>Senator Lou D'Allesandro (Honorary Director) Statehouse, Room 17 107 N Main St Concord, NH 03301 (603)271-2600 dalas@leg.state.nh.us</p> <p>Term expires: 2014</p>	<p>Senator Bob Odell (Honorary Director) State House, Room 302 107 North Main Street Concord, NH 03301 Concord office: 271-6733 rpoir@aol.com</p> <p>Term expires: 2014</p>	<p>Bishop Jason Sanderson (Honorary Director) Madison, NH 03849 bpsanderson90@yahoo.com</p> <p>Term expires: 2014</p>	

List of staff

Katherine Dichard, Executive Director

Janet Arnett, Program Manager

Follow up Staff

Tony Valliere

Beverly Robie

List of Principal Staff and Salaries

Follow up contract

Follow up staff

Tony Vailliere \$13,000

Beverly Robie \$7,500

Summer follow up assistant (West) \$5,500

	FY16 Salaries	Total	Fringes	Total	Percent of time on this contract site
PROGRAM PERSONNEL					
Berlin High School					
Program Specialist	13,000	13,000	1,100	14,100	100%
Total	13,000	13,000	1,100	14,100	
Position	FY16 Salaries	Total	Fringes	Total	Percent of time on this contract site
Manchester West High School					
Program Specialist	13,000	13,000	1,100	14,100	100%
Total	13,000	13,000	1,100	14,100	

Katherine Dichard

kdichard@nh-jag.org

Education

Masters of Education, School Counseling

Rivier College, Nashua, NH, May 2006

Bachelor of Arts, Criminology and Criminal Justice

University of Maryland, College Park, MD, May 2002

NH State Certification, Counselor K-12 – Expires June 2015

Employment

Executive Director, NH-Jobs for America's Graduates

December 2012 - Present

Manchester, NH

- Responsible for the overall leadership and management of the NH-JAG organization.
- Responsible for strategic planning, growth, and development of statewide youth programs
- Maintain financial stability via state and federal grants, public and private foundations, fundraising efforts and legislative initiatives
- Manage operating budget of over \$1M annually.
- Supervise a staff of 16 serving over 400 students
- Responsible for grant writing, management, evaluation and reporting requirements.
- Plan and execute statewide staff training and student events

Program Manager, NH-Jobs for America's Graduates

8/2007-12/2012

Manchester, NH

- Oversee 5 federally funded NH-JAG programs and 2 middle school programs.
- Supervise the Youth Specialists and serve as the liaison between NH JAG and schools.
- Maintain positive working relationships with school administrators, community members, employers, and partners.
- Interview, train, supervise, and evaluate the performance of the Youth Specialists.
- Ensures that documentation and reporting requirements are accurate and deadlines are met.
- Assist in development of new programming and aligning NH JAG model and curriculum with school district needs.

Youth Specialist, NH-Jobs for America's Graduates

8/2006- 8/2007

Manchester West High School, Manchester, NH

- Provided dropout prevention services to at-risk youth in school, ages 14-19, with barriers to success in education and the workforce.
 - Differentiated instruction to 30 students using the JAG model.
 - Offered leadership and community service opportunities.
 - Delivered guidance and counseling in career awareness and personal needs.
-

Professional Affiliations

Greater Manchester Chamber Of Commerce

- Leadership Greater Manchester Graduate, Class of 2012

- LGM Alumni Committee Member, 2013 - present

Manchester Young Professional Network

American School Counselor Association

Janet M. Arnett

Experience

2006 to Present New Hampshire – Jobs for America’s Graduates Manchester, NH

Program Manager

- Responsible for implementation of national Jobs for America’s Graduates (JAG) model at multiple sites across New Hampshire
 - Coordination of all operations of school-to-career program including documentation, data gathering and grant reporting while working collaboratively with public and private community leaders, employers, school administrators and other service providers
 - Responsible for WIA funded ARRA Summer Youth Employment Program – summer 2009
 - Responsible for recruitment, training and coaching of NH-JAG Youth Specialists
-

2004 to 2006 Concord Regional Technology Center Concord, NH

Educational Assistant

- Provided technical assistance and support to lead teacher in "real world" vocational classroom
 - Coached CTE center culinary students on retail operations and customer service in Crimson Cafe student operated restaurant
 - Trained students on use of state of the art POS system.
-

2003 to 2004 Mountain View Grand Resort & Spa Whitefield, NH

Training Manager

- Successfully implemented a company-wide structure and training program to develop more than 100 employees during grand opening year
 - Using a “train the trainer” model, coached department managers to effectively train front-line employees
 - Created an HR policies and procedures handbook for MVG department managers
-

Additional Experience

- Adult Education: Adult learning center course design and implementation in culinary arts
- CTE Advisory Board Member: Concord Regional Technology Center Culinary Arts program
- Skills USA: Member and NH culinary competition judge
- Steering committee member for advocacy organization: Children of Sullivan County
- Extensive experience in hotel management including human resources, budgets, sales & marketing, operations and special events
- National JAG Training Seminar 2006 & 2011, JAG Management Development Institute: July 2006

Education

Bachelor of Science – **Human Resources and Training**, *Summa Cum Laude* 2002
Granite State College, University System of New Hampshire

Associate of Science – **Culinary Arts**, *Cum Laude* 1982
Johnson & Wales University, Providence, Rhode Island

Psychology major
University of Vermont, Numerous liberal arts and social science course credits

ANTHONY VALLIERE

E-Mail: avalliere@sau3.org

Experience

NH-JAG Youth Specialist, Berlin High School **September 2014 -- Present**

New Hampshire Jobs for America's Graduates

- Responsible for implementation and delivery of JAG Model program at Berlin High School
- Providing instruction of career development, leadership and self-development competencies using the national JAG curriculum.

Mental Health Case Manager **July 2012 – September 2014**

Northern Human Services, Berlin, NH

- Monitoring and connecting consumers to appropriate services
- Creating and revising treatment plans as required
- Linking clients with additional services as needed

High School Soccer Coach **August 2010 - Present**

Berlin School System, Berlin, NH

- Planning and directing physical conditioning programs
- Enabling athletes to achieve maximum health and performance.

Project Youth After-School Program, Site Director **January 2011 – July 2012**

The Family Resource Center, Gorham, NH

- Supervised students to ensure safety & communicated with parents/guardians & school officials
- Recruited, hired, trained and evaluated primary staff
- Supervised staff's interaction with parents
- Assisted in establishment of internal policies, procedures, and programs

Substitute Teacher **Dec 2009 to 2011**

Berlin School System, Berlin, NH

- Supervised and presented subject matter to students under the direction of teachers
- Tutored and assisted children individually or in small groups using various methodology
- Enforced administration policies and rules governing students

Education

University of New England

2013-2014

Master of Social Work, MSW student

Granite State College

June 2010 to March 2012

Bachelor of Arts in Social Studies

Keene State College

Jan 2009 to May 2010

Secondary Education/ Social Studies

Beverly B. Robie

brobie@mansd.org

EDUCATION

M.Ed., Creative Arts in Learning, Lesley University, June 2005

B.S., Human Services, Springfield College of Human Services, December 2002

A.A., General Studies, College for Lifelong Learning, June 1989

EMPLOYMENT HISTORY

Youth Specialist, March 2007-present

NH-Jobs for America's Graduates, 175 Ammon Drive, Suite 212, Manchester, NH

Responsible for implementation and delivery of a dropout prevention/employment skills program located at Manchester HS West. Duties include recruitment of students age 14-21, management of WIA Summer Youth Employment program and community engagement.

Intravenous Pharmacy Technician, October 2000 - March 2007

Uni-Care Health Services, Londonderry, NH

Duties included accurate calculation and compounding of IV medications, QA documentation, following FDA regulations, and providing customer service. Assisted with nursing certification classes held on site.

Hemodialysis Technician, April 1998 – October 2000

Manchester Kidney Center, Manchester, NH

Responsible for direct care and treatment of dialysis patients & documentation of patient information
Team member: Quality Improvement team.

Life Skills Facilitator / Third Shift Supervisor, September 1991 – April 1998

Robin Hill Farm, West Deering, NH

Attended medical appointments, monitored health needs & provided direct service to residential clients with TBI
Contact person for clients and their families
Facilitated community activities
Participated in hiring, training, and evaluation of staff

OTHER EXPERIENCE/SKILLS

- Special Needs Paraprofessional, 8 years
- Teller Trainer, 2 years
- First Aid/CPR/AED certified

COMMUNITY ACTIVITIES

- **Educator Leadership Greater Manchester**, Manchester Chamber of Commerce, June 2014 Graduate
- Co-Chair Outreach Ministry Brookside Congregational Church,
- NeighborWorks Southern New Hampshire, Fundraising Volunteer