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

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

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

June 20, 2014

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

REQUESTED ACTION

Authorize the Department of Education to grant funds to Hillsborough County, Department of Corrections (vendor code 177406) not to exceed \$32,108.23 effective July 2, 2014 or upon Governor and Council approval whichever is later through June 30, 2015 and authorize unencumbered payment of said grant with internal accounting control within the Department of Education. The funds granted by this action will provide instruction in the areas of upper level adult basic education and high school equivalency test preparation at the Hillsborough County House of Correction.

40% Federal Funds, 60% General Funds.

Funding is available in the account entitled Adult Education for 14/15 as follows:

		<u>FY2015</u>
06-56-56-5666010-70040000-072-500575	Grants-Federal	\$12,843.30
06-56-56-5666010-70040000-601-500931	State Fund Match	\$19,264.93

EXPLANATION

Services provided by this grant will include direct instruction to inmates at the Hillsborough County House of Correction in the areas of upper level adult basic education and high school equivalency test preparation. The services will be provided by a part-time teacher added to the existing educational program staff. Approximately 40 inmates will be served by the program.

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

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

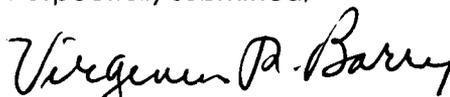
Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council
Page two
June 20, 2014

The actual amount of the grant may reflect changes incorporated into the project after the OBM Form 1-Project Application was filed with the Bureau of Adult Education.

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

Should federal funds become no longer available additional general funds will not be requested to support this program.

Respectfully submitted,

A handwritten signature in black ink that reads "Virginia M. Barry". The signature is written in a cursive style with a large initial "V".

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

Attachment A

A request for applications was released to eligible applicants (school districts, private not for profits and state agencies) on April 11, 2014.

All grants awarded by the Bureau of Adult Education to school districts, state agencies and private not-for profit organizations are based on applications received from eligible organizations that meet the criteria for funding below. Each response to the request for applications addressed the services to be provided and met the criteria required for awarding a contract.

The applications were reviewed by the Department of Education, Bureau of Adult Education's Administrator and Education Consultant. Both have experience in evaluation of application submissions utilizing the criteria below.

Applications for adult education services at the local level are required annually. The grants based upon those applications are for services provided from July 1-June 30 of the applicable fiscal year.

Criteria for Awarding Grants/Contracts to Local Agencies

(Adult Education and Family Literacy Act-Title II-Workforce Investment Act of 1998)

1. The degree to which the eligible provider will establish measurable goals for participant outcomes;
2. The past effectiveness of an eligible provider in improving the literacy skills of adults and families, and, after the 1-year period beginning with the adoption of an eligible agency's performance measures under section 212, the success of an eligible provider receiving funding under this subtitle in meeting or exceeding such performance measures, especially with respect to those adults with the lowest levels of literacy;
3. The commitment of the eligible provider to serve individuals in the community who are most in need of literacy services, including individuals who are low-income or have minimal literacy skills;
4. Whether or not the program-
 - a. Is of sufficient intensity and duration for participants to achieve substantial learning gains; and
 - b. Uses instructional practices, such as phonemic awareness, systematic phonics, fluency, and reading comprehension that research has proven to be effective in teaching individuals to read;
5. Whether the activities are built on a strong foundation of research and effective educational practice;
6. Whether the activities effectively employ advances in technology, as appropriate, including the use of computers;
7. Whether the activities provide learning in real life contexts to ensure that an individual has the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship;
8. Whether the activities are staffed by well-trained instructors, counselors, and administrators;
9. Whether the activities coordinate with other available resources in the community, such as by establishing strong links with elementary schools and secondary schools, post-secondary educational institutions, one-stop centers, job training programs, and social service agencies;
10. Whether the activities offer flexible schedules and support services (such as child care and transportation) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs;
11. Whether the activities maintain a high-quality information management system that has the capacity to report participant outcomes and to monitor program performance against the eligible agency performance measures; and
12. Whether the local communities have a demonstrated need for additional English literacy programs.

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 1

Federal/State Program Title: Adult Basic Education

FROM: Hillsborough County Dept. of Corrections TO: Art Ellison, Administrator
445 Willow Street NH Department of Education
Manchester, NH 03103 Bureau of Adult Education
21 South Fruit Street, Suite #20
Concord, New Hampshire 03301-3860

SAURA: 546

Proposed Project Title: Adult Basic Education Program

Project Period: July 1, 2014 to: June 30, 201

*** The following information is required for all projects***

PROJECT MANAGER:

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

TITLE: Captain
TELEPHONE: (603) 627-5620 ext. 6628
FAX: (603) 627-5618

FINANCIAL CONTACT:

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

TELEPHONE: (603) 627-5620 ext. 6633
FAX: (603) 627-5618

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

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

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

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

APPROVED INDIRECT COST RATE: _____ %

Hillsborough County Department of Corrections
445 Willow Street
Manchester, NH 03103

David Dionne, Superintendent
PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS

OF RA/GH/EF FINANCIAL OFFICER



SIGNATURE OF SAU SUPERINTENDENT OF SCHOOLS
OF RA/GH/EF FINANCIAL OFFICER

6/2/14
DATE

Hillsborough County Department of Corrections Educational Program

Needs Assessment

The Facility

The Hillsborough County Department of Corrections (HCDOC) is an adult Correctional Facility located in Manchester, New Hampshire. It serves all of Hillsborough County and currently houses 415 male and female inmates with a capacity of approximately 740 persons. Inmates are between 17 and 70 years of age.

The HCDOC is a modern maximum-security facility, which incarcerates over 3000 inmates per year. Inmates may serve sentences of up to one year, at the HCDOC, and pretrial inmates can be held for up to 18 months or longer. Inmates awaiting transfer to other facilities can be held for approximately a year. Sentenced inmates can serve up to 1 year.

The Population Profile

The diverse population at the HCDOC includes County, State, male and female inmates who are waiting trial of transfer to another facility or are sentenced and serving time. The HCDOC currently houses an average of 415 inmates, individuals being pre-trial, or those waiting to be transferred to other states, or other facilities such as alcohol-drug rehabilitation programs. All HCDOC are eligible to attend school.

The high number of inmates without high school diplomas evidences the need for an Adult Basic Education Program at the HCDOC. An average summary of the HCDOC population.

Total HCDOC Population	415
Total without High School Diplomas	210
Percent without High School Diplomas	51%
HCDOC Population of Hispanic Origin	16 %
HCDOC Population that are Foreign Born	11%

HILLSBOROUGH COUNTY DEPARTMENT OF CORRECTIONS

445 Willow Street

Manchester, New Hampshire 03103-6216

Telephone (603) 627-5620 Facsimile (603) 627-5618

www.hillsboroughcountydoc.org

David M. Dionne, CLS
Superintendent

Captain Gifford F.J. Hiscoe, CJM
Security

Captain Marc L. Cusson
Operations

HILLSBOROUGH COUNTY BOARD OF COMMISSIONERS

Toni Pappas, Chair
District #1

Sandra Ziehm, Clerk
District #2

Carol H. Holden, Vice Chair
District #3

Directors/Commissioners serve without compensation.



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

HILLSBOROUGH COUNTY DOC
445 WILLOW STREET
MANCHESTER NH 03103

ABE/ELS TEACHER

SALARY

LYNN K. HAYDEN

\$29,826.50

LYNN K. HAYDEN

PROFILE: Dynamic, highly skilled professional with a broad base of knowledge, skills, and abilities while working in fast-paced work environments. Proven track record for achieving goals, streamlining daily operations, and interfacing with a wide range of coworkers, associates, and the public. Quick learner with the ability to complete complex projects and assignments working with limited instruction or supervision. Detail-oriented with excellent interpersonal, organizational, problem solving, decision-making, planning, and motivational skills.

AREAS OF KNOWLEDGE:

- Education & Training
- Administrative Support
- Writing & Communication
- Adult & Youth Programs
- Program Management
- Report Generation
- Counseling & Support
- Conflict/Problem Resolution
- Customer Service
- Public Speaking
- Presentations
- Basic Computer Operation

EXPERIENCE: **Adult Basic Education & English as a Second Language Teacher**
HILLSBOROUGH COUNTY DEPARTMENT OF CORRECTIONS, Manchester, NH (2008 - Present)

- Conduct 3 two-hour training sessions per day to groups of up to 10 people, with a concentration in reading comprehension, basic writing, and grammar.
- Interface with adult inmates (18- to 65-years-old) including some non-readers. Develop verbal communication skills for English as a Second Language students.
- Create curriculum, lesson plans, and learning materials. Review and grade homework and assignments. Monitor, evaluate, and report on student progress.

Paraprofessional
WEBSTER SCHOOL, Manchester, NH (2004 - 2008)

- Played a key role in the growth and development of an Emotionally Handicapped classroom program at a 500-student elementary school.
- Contributed to development, establishment, and modification of the school's initial behavior management program.
- Worked closely with students one-on-one and in small groups in a self-contained, Emotionally Handicapped classroom with up to 10 students.
- Assisted students in building reading, language arts, and math skills. Helped increase reading skills to grade appropriate level.
- Developed daily lesson plans, curriculum, schedules, and activities.
- Managed the Great Books Program for a 5th Grade classroom.

S.T.A.Y. / Adventure Program Leader
YMCA, Manchester, NH (2000 - 2003)

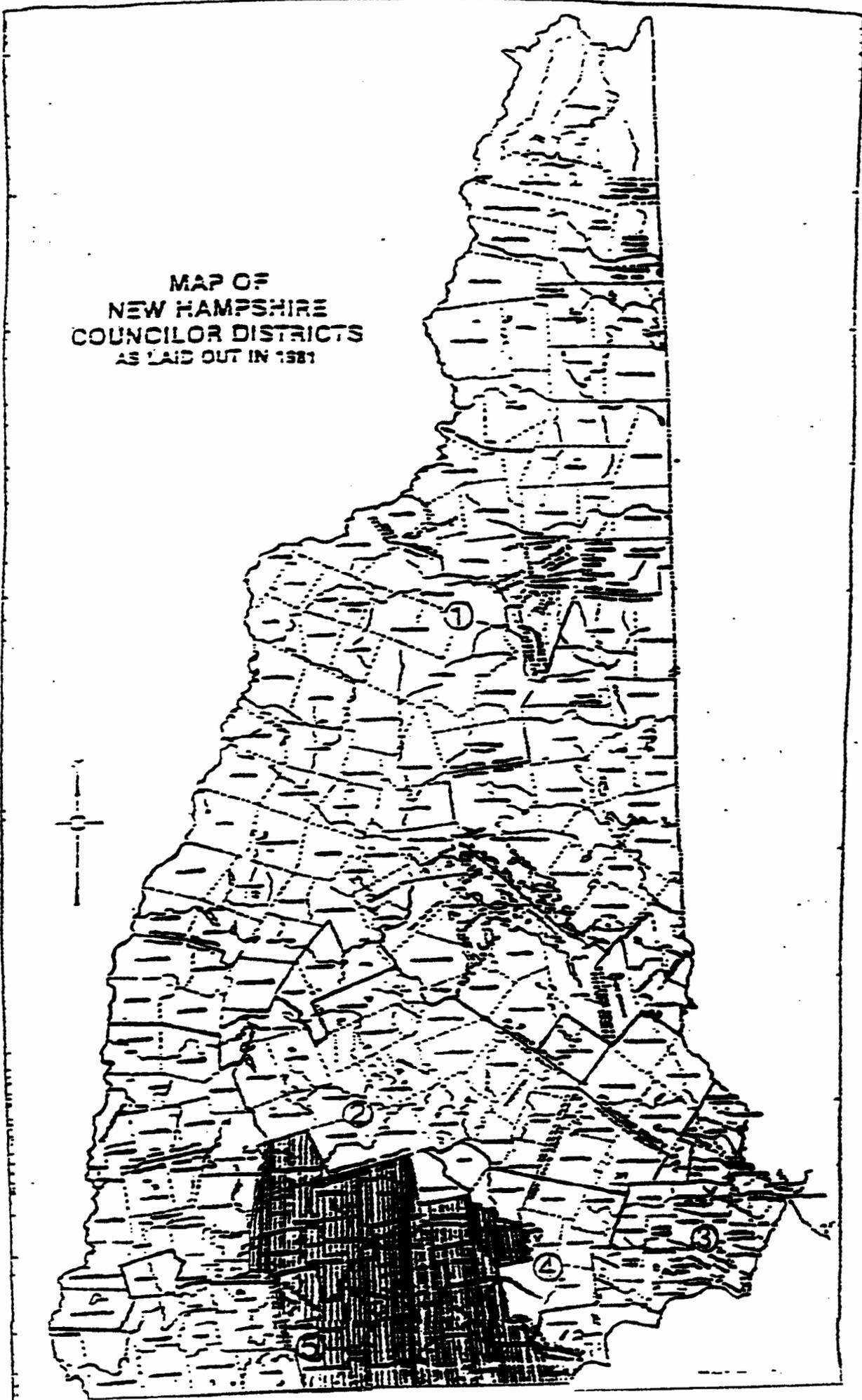
- Led various adventure trips and outings for middle school students in the Support, Tutor, Adventure, and Youth program.
- Helped develop team building and social skills through hiking, rock climbing, mountain biking, and cross-country skiing, while providing positive adult role modeling.

ADDITIONAL EXPERIENCE:

- Served as a Family Mediator for Concord Mediation Group in Concord, NH.
- Instructed up to 15 high school students in the Reading and Study Skills program as a Teacher at Kimball Union Academy in Lebanon, NH.
- Gained an additional 6 years of experience as a Tribunal Arbitration Administrator, Insurance Claims Adjuster, and Paralegal.

EDUCATION: **Extensive Master's level coursework in Counseling & Guidance**
RIVIER COLLEGE, Nashua, NH
B.A., Psychology (Cum Laude)
TUFTS UNIVERSITY, Medford, MA

MAP OF
NEW HAMPSHIRE
COUNCILOR DISTRICTS
AS LAID OUT IN 1981



CERTIFICATE OF AUTHORITY

I, Sandra Ziehm, Clerk of the Board of Hillsborough County Commissioners do hereby certify that:

1. I maintain and have custody of and I am familiar with the seal and minute books of the County;
2. I am authorized to issue certificates with respect to the contents of such books and to affix such seal to such certificate;
3. The following is a true and complete copy of the resolution adopted by the Board of the Hillsborough County Commissioners at a meeting of that Board on June 2, 2014, which meeting was held in accordance with the law(s) of the State of New Hampshire.
4. As per the resolution of the Hillsborough County Commissioners, we hereby approve that Hillsborough County may enter into a contract with the State of New Hampshire Department of Education for the provision of services and any modification, extensions, or renewals thereof. This resolution shall remain in force until specifically revoked.
5. The following is a true and complete copy of the minutes of the Hillsborough County Commissioners meeting dated June 2, 2014. Furthermore, on behalf of the Hillsborough County Commissioners, I, Sandra Ziehm, Clerk of the County Commissioners of Hillsborough County, New Hampshire, do hereby authorize David M. Dionne, Superintendent, to execute all applicable documents in association with the Adult Basic Education grant for the fiscal year 2015 in order to obtain those monies.
6. The foregoing resolution(s) and by-law(s) are full force and effect, unamended, as of the date hereof; and
7. The following person(s) lawfully occupy the office(s) indicated below:

Toni Pappas, Chair
Carol H. Holden, Vice Chair
Sandra Ziehm, Clerk

IN WITNESS WHEREOF, I hereunto set my hand as the Clerk of Hillsborough County this 2nd day of June, 2014.

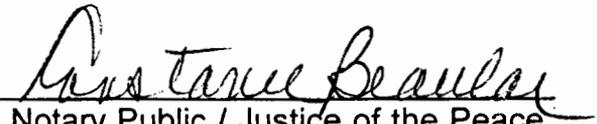
(Corporate Seal if any)


Sandra Ziehm, Clerk

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH

On June 2, 2014, before the undersigned officer personally appeared Sandra Ziehm, known to me and satisfactorily proven to be the Clerk of the County identified in the foregoing certificate, and I hereby acknowledge that Sandra Ziehm executed the foregoing certificate.

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


Notary Public / Justice of the Peace





CERTIFICATE OF COVERAGE

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

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

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

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

Participating Member: Hillsborough County 329 Mast Road - Suite 114 Goffstown, NH 03045		Member Number: 608	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not	
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2013	7/1/2014	Each Occurrence	\$ 5,000,000
	7/1/2014	7/1/2015	General Aggregate	\$ 5,000,000
			Fire Damage (Any one fire)	\$
			Med Exp (Any one person)	\$
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident) Aggregate	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2014	1/1/2015	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease - Each Employee	\$2,000,000
			Disease - Policy Limit	\$
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	
Description: Proof of Primex Member coverage only for Adult Basic Education Program Grant.				

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ - NH Public Risk Management Exchange
NH Dept of Education Bureau of Adult Education 21 South Fruit St, Ste 20 Concord, NH 03301			By: <i>Tammy Denver</i>
			Date: 5/30/2014 tdenver@nhprimex.org Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax