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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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Concord, N.H. 03301
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May 25, 2016

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

REQUESTED ACTION

Authorize the Department of Education, Division of Career Technology and Adult Learning to grant funds to Nashua Adult Learning Center, Inc. (Vendor Code 167121), Nashua, NH in an amount of \$911,330.00 to provide Adult Basic Education/English as a Second Language (ESL), English Language/Civics Education classes, and training for volunteers to work one-on-one with undereducated adults coordinated from the Nashua Adult Learning Center, the Learning Center Annex in Nashua, and in students' homes effective upon Governor and Council approval for the period July 1, 2016 through June 30, 2017. 35% Federal Funds, 65% General Funds.

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

		<u>FY17</u>
06-56-56-566010-70040000-072-500575	Grants – Federal	\$318,965.50
06-56-56-566010-70040000-601-500931	State Fund Match	\$592,364.50

EXPLANATION

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

The English Language/Civics Education classes will provide instruction in civics, rights and responsibilities of citizenship, naturalization procedures, and activities designed to prepare participants for success as community members. Approximately two hundred ninety adults will be served by the program.

The Adult Learner Services Program will provide training for volunteers to work one-on-one with ninety-five under-educated adults. The coordinators of this program are responsible for recruiting students and tutors, training tutors, providing materials, and maintaining ongoing instructional guidance.

The Adult Education/Postsecondary Transitions Program will provide counseling services for Adult Basic Education students, advanced English for Speakers of Other Languages students, and high school equivalency graduates transitioning to community colleges, four-year colleges and universities.

The program services provided by the grants cited above will be coordinated from the Nashua Adult Learning Center, the Learning Center Annex in Nashua and in students' homes. Students receiving services will be drawn from the City of Nashua and sixteen surrounding communities in southern New Hampshire.

All federal and state adult education grants were originally awarded through a competitive application process that is open to school districts, private-not-for-profit, and governmental agencies. The criteria for evaluating the applications are contained in the Adult Education and Family Literacy Act (Workforce Innovation and Opportunity Act of 2014). (See Attachment A). Under the Workforce Innovation and Opportunity Act of 2014 a request for applications was released to eligible applicants (school districts, private not-for-profits, and state agencies) on April 8, 2016. (See Attachment B). Grants were awarded to school districts, state agencies, and private-not-for-profit organizations based on applications received from eligible organizations that met the criteria for funding.

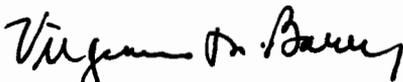
Funding for these grants comes from the Adult Education and Family Literacy Act and state funding for Adult Basic Education and Adult Learner Service Programs. All grants are approved by the staff of the Bureau of Adult Education, NH Department of Education after a competitive application process open 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 eight thousand adults each year. The New Hampshire Department of Education Centralized Federal Funding System will be utilized to grant funds to Nashua Adult Learning Center, Inc.

In the event that the Federal Funds become no longer available, additional General Funds will not be requested to support this program.

Respectfully submitted,



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

Attachment A

A request for applications was released to eligible applicants (school districts, private not for profits and state agencies) on April 8, 2016.

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

Applications for adult education services at the local level are required annually. The grants based upon those applications are for services provided from July 1-June 30, or services provided during their program year.

Criteria for Awarding Grants/Contracts to Local Agencies

(Adult Education and Family Literacy Act-Title II-Workforce Innovation & Opportunity Act of 2014)

In awarding grants or contracts under this section, the eligible agency shall consider –

- (1) the degree to which the eligible provider would be responsive to –
 - (A) regional needs as identified in the local plan under section 108; and
 - (B) serving individuals in the community who were identified in such plan as most in need of adult education and literacy activities, including individuals –
 - (i) who have low levels of literacy skills; or
 - (ii) who are English language learners;
- (2) the ability of the eligible provider to serve eligible individuals with disabilities, including eligible individuals with learning disabilities;
- (3) past effectiveness of the eligible provider in improving the literacy of eligible individuals, to meet State-adjusted levels of performance for the primary indicators of performance described in section 116, especially with respect to eligible individuals who have low levels of literacy;
- (4) the extent to which the eligible provider demonstrates alignment between proposed activities and services and the strategy and goals of the local plan under section 108, as well as the activities and services of the one-stop partners;
- (5) whether the eligible provider's program –
 - (A) is of sufficient intensity and quality, and based on the most rigorous research available so that participants achieve substantial learning gains; and
 - (B) uses instructional practices that include the essential components of reading instruction;
- (6) whether the eligible provider's activities, including whether reading, writing, speaking, mathematics, and English language acquisition instruction delivered by the eligible provider, are based on the best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice;
- (7) whether the eligible provider's activities effectively use technology, services, and delivery systems, including distance education in a manner sufficient to increase the amount and quality of learning and how such technology, services, and systems lead to improved performance;
- (8) whether the eligible provider's activities provide learning in context, including through integrated education and training, so that an individual acquires the skills needed to transition to and complete postsecondary education and training programs, obtain and advance in employment leading to economic self-sufficiency, and to exercise the rights and responsibilities of citizenship;
- (9) whether the eligible provider's activities are delivered by well-trained instructors, counselors, and administrators who meet any minimum qualifications established by the State, where applicable, and who have access to high quality professional development, including through electronic means;

- (10) whether the eligible provider's activities coordinate with other available education, training, and social service resources in the community, such as by establishing strong links with elementary schools and secondary schools, postsecondary educational institutions, institutions of higher education, local workforce investment boards, one-stop centers, job training programs, and social service agencies, business industry, labor organizations, community-based organizations, nonprofit organizations, and intermediaries, for the development of career pathways;
- (11) whether the eligible provider's activities offer flexible schedules and coordination with Federal, State, and local support services, (such as child care, transportation, mental health services, and career planning) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs;
- (12) whether the eligible provider maintains a high-quality information management system that has the capacity to report measurable participant outcomes (consistent with section 116) and to monitor program performance; and
- (13) whether the local areas in which the eligible provider is located have a demonstrated need for additional English language acquisition programs and civics education programs.

Attachment B

All proposals that were approved in the past fiscal year 2015-2016 under Workforce Opportunity Act – Title II are extended through the next fiscal year 2016-2017 under the Workforce Innovation and Opportunity Act.

This process is approved under the NH State Plan for Adult Education Extension – FY17 approved by the U.S. Department of Education, Office of Career Technical and Adult Education.

ADULT BASIC EDUCATION PROGRAMS – SCHOOL YEAR 2016-2017

Ascentria Community Services formerly Lutheran Community Services
Claremont School District
Derry School District
Dover School District
Exeter Region Cooperative School District
Franklin School District
Hillsboro Department of Corrections
International Institute of NH
Laconia School District
Manchester School District
Nashua Adult Learning Center
NH Coalition for Occupational Safety and Health
NH Department of Corrections
Plymouth School District
Salem School District
Second Start
Second Start – Staff Development
Southern NH Services/Manchester/Portsmouth

ADULT EDUCATION/POSTSECONDARY TRANSITIONS PROGRAMS – SCHOOL YEAR 2016-2017

Conway School District
Dover School District
Exeter Region Cooperative School District
Fuller Public Library/Hillsboro
Governor Wentworth Regional School District
Kearsarge Regional School District
Keene School District
Manchester School District
Nashua Adult Learning Center
Nashua School District
North Country Education Services
Pinkerton Academy
Southern NH Services/Portsmouth
Winnacunnet School District

ADULT HIGH SCHOOL PROGRAMS – SCHOOL YEAR 2016-2017

Bedford School District
Claremont School District
Concord School District
Contoocook Valley Regional School District
Conway school District
Dover School District
Exeter Region Cooperative School District
Franklin School District
Goffstown School District
Governor Wentworth Regional School District
Hudson School District
Jaffrey-Rindge Cooperative School District
Kearsarge Regional School District
Keene School District
Laconia School District
Lisbon Regional School District
Londonderry School District
Manchester School District
Monadnock Regional School District
Nashua School District
Northumberland School District
Pembroke School District
Pinkerton Academy
Rochester School District
Salem School District
Winnacunnet School District

ENGLISH LANGUAGE/CIVICS EDUCATION PROGRAMS – SCHOOL YEAR 2016-2017

Dover School District	International Institute of NH
Keene School District	Nashua Adult Learning Center
	NH Coalition for Occupational Safety and Health

ADULT LEARNER SERVICES PROGRAMS – SCHOOL YEAR 2016-2017

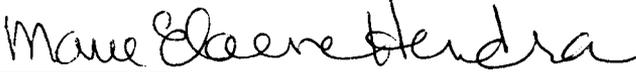
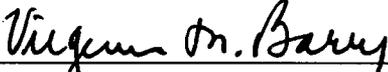
Dover School District
Exeter Region Cooperative School District
Fuller Public Library/Hillsboro
Governor Wentworth Regional School District
Keene School District
Laconia School District
Lebanon School District
Littleton School District
Nashua Adult Learning Center
North Country Education Services
Second Start/Concord

GRANT AGREEMENT

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

GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name Department of Education		1.2. State Agency Address 21 So. Fruit St., Suite #20, Concord, NH 03301	
1.3. Grantee Name Nashua Adult Learning Center Inc.		1.4. Grantee Address 4 Lake Street, Nashua, NH 03060	
1.5. Grantee Phone # 603-882-9080	1.6. Account Number 06-056-70040000-072-500575 06-056-70040000-601-500931	1.7. Completion Date June 30, 2017	1.8. Grant Limitation \$911,330.00
1.9. Grant Officer for State Agency Art Ellison		1.10. State Agency Telephone Number 603-271-6698	
1.11. Grantee Signature 		1.12. Name & Title of Grantee Signor Carol J. Baldwin, Executive Director	
1.13. Acknowledgment: State of New Hampshire, County of Hillsborough, on 5/20/16 before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal)		MARIE-ELAINE HENDRA Justice of the Peace - New Hampshire My Commission Expires July 2, 2019	
			
1.13.2. Name & Title of Notary Public or Justice of the Peace Marie-Elaine Hendra			
1.14. State Agency Signature(s) 		1.15. Name & Title of State Agency Signor(s) Virginia M. Barry, Ph.D. Commissioner of Education	
1.16. Approval by Attorney General (Form, Substance and Execution)(if applicable) By:  Assistant Attorney General, On: 6/1/16			
1.17. Approval by Governor and Council (if applicable) By: _____ On: / /			

2. SCOPE OF WORK: In exchange for grant funds provided by the state of New Hampshire, acting through the agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire, if applicable, or signature by the agency whichever is later (hereinafter referred to as "the effective date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
- 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything 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 Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.
8. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
- 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, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date 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, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those 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 Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
 - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
 - 11.1.2 Failure to submit any report required hereunder; or
 - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
 - 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
 - 11.2.1 Give the Grantee 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 Grantee notice of termination; and
 - 11.2.2 Give the Grantee 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 Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
 - 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
 - 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Grantee Initials CJB
Date 5/20/16

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.
16. INDEMNIFICATION. The Grantee 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 on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or Subcontractor, or subgrantee or other agent of the Grantee. 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 shall survive the termination of this agreement.
17. INSURANCE AND BOND.
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 18.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
18. 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, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver 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 default on the part of the Grantee.
19. 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 first above given.
20. 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 Council of the State of New Hampshire.
21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. 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.
23. 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.
24. SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

EXHIBIT A
The Services

Nashua Adult Learning Center in Nashua will provide the following services:

Project No. 1

The Adult Basic Education/English as a Second Language Program is a classroom based instructional program for adults with reading and math levels between the first and eighth grades. Upon completion of this program, students go into review courses for the high school equivalency test. Eight hundred eighty-five adults will be served by the program.

Project No. 2

The English Language/Civics Education classes will provide instruction in civics, rights and responsibilities of citizenship, naturalization procedures, and activities designed to prepare participants for success as community members. Approximately two hundred ninety adults will be served by the program.

Project No. 3

The Adult Learner Services Program will provide training for volunteers to work one-on-one with ninety-five undereducated adults. The coordinators of this program are responsible for recruiting students and tutors, training tutors, providing materials and maintaining ongoing instructional guidance.

Project No. 4

The Adult Education/Postsecondary Transitions Program will provide counseling services for Adult Basic Education students, advanced ESOL students, and high school equivalency graduates transitioning to community colleges, four-year colleges and universities.

The program services provided will be coordinated from the Nashua Adult Learning Center, the Learning Center Annex in Nashua and in students' homes. Students receiving services will be drawn from the City of Nashua and sixteen surrounding communities in southern New Hampshire.

Grantee Initials Q.B.
Date 5/20/16

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

Estimated Budget: Project No.1

Estimated Budget: Project No. 2

	FY 2017			FY 2017
Salaries	\$400,037.00		Salaries	\$ 97,553.00
FICA	30,603.00		Taxes and Benefits	11,219.00
Unemployment	400.00		Utilities	4,000.00
Workers Comp.	15,001.00		Indirect Cost	10,149.00
Health Insurance	13,040.00			
Maintenance of Equipment	2,000.00			
Liability Insurance	2,000.00			
Telephone	1,000.00			
Postage	1,500.00			
Printing	3,000.00			
Publicity	1,000.00			
Travel	2,000.00			
Education Supplies	30,000.00			
Office Supplies	2,250.00			
Utilities	44,000.00			
Indirect Cost	49,305.00			
TOTAL	\$597,136.00		TOTAL	\$122,921.00

Estimated Budget: Project No. 3

Estimated Budget: Project No. 4

	FY 2017			FY 2017
Salaries	\$25,468.00		Salaries	\$104,345.00
FICA	1,948.00		FICA	7,982.00
Unemployment	25.00		Unemployment	105.00
Workers Comp.	956.00		Workers Comp.	3,913.00
Telephone	500.00		Telephone	900.00
Postage	800.00		Postage	300.00
Printing	1,500.00		Printing	300.00
Publicity	500.00		Publicity	750.00
Travel	405.00		Travel	405.00
Office Supplies	2,500.00		Office Supplies	500.00
Instructional Materials	1,625.00		Instructional Materials	2,500.00
Utilities	10,500.00		Utilities	3,500.00
Indirect Cost	4,205.00		Maintenance of Equip.	400.00
			Conferences	2,100.00
			Liability Insurance	754.00
			Indirect Cost	11,587.00
TOTAL	\$50,932.00		TOTAL	\$140,341.00

Limitation of Price:

This agreement will not exceed \$911,330.00

Method of Payment:

Monthly payment may be made for each month of the agreement year. Each payment request will be submitted through the Department of Education's Grants Management System.

Grantee Initials CJB
Date 5/20/16

EXHIBIT C

Special Provisions

The Contractor shall comply with the provisions of the US Code of Federal Regulations 34 CFR 364 and the following US Circular:

- a. OBM Circular A-110- "Uniform Administrative Requirements for Grants and Agreements with institutions of High 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."

Grantee Initials CJB
Date 5/20/16

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: Adult Learning Center
4 Lake Street
Nashua, NH 03060

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

SAURA: 521
Proposed Project Title: Adult Basic Education
Project Period: 7/1/2016 to: 6/30/2017

The following information is required for all projects

PROJECT MANAGER: Carol Baldwin
NAME: Carol Baldwin
ADDRESS: 4 Lake Street, Nashua, Nh 03060
E-MAIL ADDRESS: cbaldwin@adultlearningcenter.org

FINANCIAL CONTACT: Lisa Shadroui
NAME: Lisa Shadroui
E-MAIL ADDRESS: lshadroui@adultlearningcenter.org

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:

Nashua Adult Learning Center Inc.
4 Lake Street
Nashua, NH 03060

APPROVED INDIRECT COST RATE: _____ 9 %

Carol J. Baldwin, Executive Director
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER
Carol J. Baldwin
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER
5/20/2016
DATE

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

EL/Civics

Federal/State Program Title: _____

FROM: Adult Learning Center
4 Lake Street
Nashua, NH 03060

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

SAU/RA: 521

Proposed Project Title: EL/Civics

Project Period: 7/1/2016 to: 6/30/2017

The following information is required for all projects

PROJECT MANAGER: NAME: Carol Baldwin
ADDRESS: 4 Lake Street, Nashua, Nh 03060
E-MAIL ADDRESS: cbaldwin@adultlearningcenter.org

TITLE: Executive Director
TELEPHONE: 882-9080 x 204
FAX: 882-0069

FINANCIAL CONTACT: NAME: Lisa Shadroui
E-MAIL ADDRESS: lshadroui@adultlearningcenter.org

TELEPHONE: 882-9080 x 202
FAX: 882-0069

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

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- . 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.
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FISCAL AGENT - MAKE CHECKS PAYABLE TO:

APPROVED INDIRECT COST RATE: 9 %

Nashua Adult Learning Center Inc.
4 Lake Street
Nashua, NH 03060

Carol J. Baldwin, Executive Director
PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

Carol J. Baldwin
SIGNATURE SAU/SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER
5/20/16
DATE

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Adult Learner Services

FROM: Adult Learning Center
4 Lake Street
Nashua, NH 03060
TO: Dr. Art Ellison
NH Department of Education
Bureau of Adult Education
21 South Fruit Street, Suite #20
Concord, New Hampshire 03301

SAURA: 521
Proposed Project Title: Adult Learner Services
Project Period: 7/1/2016 to: 6/30/2017

The following information is required for all projects

PROJECT MANAGER: NAME: Carol Baldwin
ADDRESS: 4 Lake Street, Nashua, NH 03060
E-MAIL ADDRESS: cbaldwin@adultlearningcenter.org
TITLE: Executive Director
TELEPHONE: 882-9080 x 204
FAX: 882-0069

FINANCIAL CONTACT: NAME: Lisa Shadroui
E-MAIL ADDRESS: lshadroui@adultlearningcenter.org
TELEPHONE: 882-9080 x 202
FAX: 882-0069

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FISCAL AGENT - MAKE CHECKS PAYABLE TO:

APPROVED INDIRECT COST RATE: _____ 9 %

Nashua Adult Learning Center Inc.
4 Lake Street
Nashua, NH 03060

Carol J. Baldwin, Executive Director
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

Carol J. Baldwin
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER
5/20/2016
DATE

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: College Transition

FROM: Adult Learning Center
4 Lake Street
Nashua, NH 03060

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

SAURA: 521

Proposed Project Title: Adult Learner Services

Project Period: 7/1/2016 to: 6/30/2017

The following information is required for all projects

PROJECT MANAGER: NAME: Carol Baldwin
ADDRESS: 4 Lake Street, Nashua, NH 03060
E-MAIL ADDRESS: cbaldwin@adultlearningcenter.org

TITLE: Executive Director
TELEPHONE: 882-9080 x 204
FAX: 882-0069

FINANCIAL CONTACT: NAME: Lisa Shadroui
E-MAIL ADDRESS: lshadroui@adultlearningcenter.org

TELEPHONE: 882-9080 x 202
FAX: 882-0069

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FISCAL AGENT - MAKE CHECKS PAYABLE TO:

Nashua Adult Learning Center Inc.
4 Lake Street
Nashua, NH 03060

APPROVED INDIRECT COST RATE: 9 %

Carol J. Baldwin, Executive Director
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RAYCHIEF FINANCIAL OFFICER

Carol J. Baldwin
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RAYCHIEF FINANCIAL OFFICER

5/20/16
DATE

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 NASHUA ADULT LEARNING CENTER, INC. is a New Hampshire nonprofit corporation formed October 16, 1972. 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 18th day of May A.D. 2016

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

William M. Gardner
Secretary of State



CERTIFICATE OF AUTHORITY

I, Alvin Oasan, Secretary of The Nashua Adult Learning Center, do hereby certify that:

1. I maintain and have custody of and am familiar with the seal and minute books of the corporation;
2. I am authorized to issue certificates with respect to the contents of such books and to affix such seal to such certificate;
3. The following is a true and complete copy of the resolution adopted by a quorum of the board of directors of the corporation via written consent on May 20, 2016 which consent was obtained in accordance with the laws of the state of incorporation and the by-laws of the corporation;
4. As per the resolution of the Board of Directors, we approve that the Adult Learning Center may enter into contracts with the State of New Hampshire Department of Education for the provision of services and any modifications, extensions or renewals thereof. This shall remain in force until specifically revoked.
5. The following is a true and complete copy of the resolution adopted via written consent of the Board of Directors authorizing the Executive Director to execute all applicable documents in association with the Adult Basic Education grant for the 2016-17 year in order to obtain those monies. See attached.
6. The foregoing resolution and by-laws are in full force and effect, unamended, as of the date hereof; and
7. The following persons lawfully occupy the offices indicated below:

Doreen Manetta	President
Rachel Guill	Vice President
Alvin Oasan	Secretary
Ryan Warren	Treasurer

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation this

20th day of MAY, 2016

(Corporate Seal, if any)

Secretary - Alvin Oasan

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

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH

On MAY 20, 2016, before me the undersigned officer personally appeared the person identified in the foregoing certificate, known to me (or satisfactorily proven) to be the Clerk/Secretary of the corporation identified in the foregoing certificate, and acknowledge that he executed the foregoing certificate.

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

M. MELISSA ZETTELMEYER
NOTARY PUBLIC
State of New Hampshire
My Commission Expires
December 3, 2019

Justice of the Peace/Notary Public



RESOLUTION

The Board of Directors of the Adult Learning Center for the 2015 – 2016 year hereby authorize Carol Baldwin, Executive Director, to enter into contracts with the State of New Hampshire Department of Education for the provision of services and any modifications, extensions or renewals thereof. The Executive Director is authorized to execute all applicable documents in association with the Adult Basic Education grants for the 2016 – 2017 year. This resolution shall remain in force until specifically revoked.

Approved via written consent of the Board of Directors on May 20, 2016.

Alvin Oasan

Secretary

5/20/16
Date



www.EatonBerube.com

May 25, 2016

NH Department of Education
Bureau of Adult Education
21 South Fruit Street
Concord NH 03301

Re: Nashua Adult Learning Center, Inc.

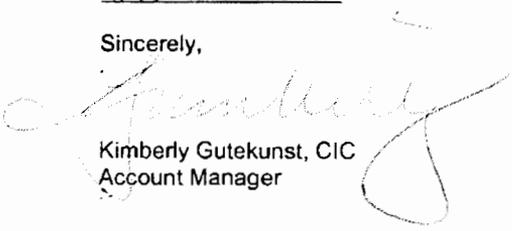
Dear Concerned:

Attached is a copy of the certificate of insurance issued to you for the client's active insurance program with Eaton & Berube Insurance. We are presently working with their current carriers for renewal quotes and intend on renewing all lines with the present carriers.

Once these renewals are bound in July, we will provide renewal certificates reflecting the same, to your attention.

Feel free to reach out to me should you have any questions. I can be reached directly at 603-689-7239 or kqx@eatonberube.com.

Sincerely,


Kimberly Gutekunst, CIC
Account Manager

Eaton & Berube Insurance Agency, LLC

11 Concord Street • Nashua, New Hampshire 03064

PHONE 603.882.2766 • FAX 603.886.4230 • 800.660.5362

NASHUA ADULT LEARNING CENTER, INC.**STATEMENTS OF FINANCIAL POSITION**

June 30, 2015 and 2014

	<u>2015</u>	<u>2014</u>
ASSETS		
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 1,344,939	\$ 1,114,844
Accounts receivable, net of allowance for doubtful accounts of \$9,924 and \$24,517, respectively	93,953	235,213
Promises to give	42,489	42,172
Prepaid expenses	12,918	8,687
	<u>1,494,299</u>	<u>1,400,916</u>
<u>PROPERTY & EQUIPMENT</u>		
Land, building, and improvements	2,967,561	2,947,455
Furniture and equipment	499,966	458,372
	<u>3,467,527</u>	<u>3,405,827</u>
Less accumulated depreciation	<u>(1,800,308)</u>	<u>(1,695,014)</u>
	<u>1,667,219</u>	<u>1,710,813</u>
<u>OTHER ASSETS</u>		
Promises to give, net of current portion	41,131	-
Beneficial interest	208,321	206,511
	<u>249,452</u>	<u>206,511</u>
	<u>\$ 3,410,970</u>	<u>\$ 3,318,240</u>
LIABILITIES AND NET ASSETS		
<u>CURRENT LIABILITIES</u>		
Accounts payable	\$ 52,595	\$ 36,717
Accrued payroll and payroll taxes	158,118	153,456
Deferred revenue	64,322	66,975
	<u>275,035</u>	<u>257,148</u>
<u>NET ASSETS</u>		
Unrestricted	2,826,034	2,791,549
Temporarily restricted	179,201	138,843
Permanently restricted	130,700	130,700
	<u>3,135,935</u>	<u>3,061,092</u>
	<u>\$ 3,410,970</u>	<u>\$ 3,318,240</u>

The Accompanying Notes Are An Integral Part
of These Financial Statements.

NASHUA ADULT LEARNING CENTER, INC.
STATEMENTS OF ACTIVITIES

For The Years Ended June 30, 2015 and 2014

	Unrestricted	Temporarily Restricted	Permanently Restricted	2015 Total	Unrestricted	Temporarily Restricted	Permanently Restricted	2014 Total
REVENUE AND SUPPORT								
State of New Hampshire - Education	\$ 872,028	\$ -	\$ -	\$ 872,028	\$ 886,001	\$ -	\$ -	\$ 886,001
State of New Hampshire	409,167	-	-	409,167	341,882	-	-	341,882
City of Nashua - Public School	292,171	-	-	292,171	286,433	-	-	286,433
Other government grants	28,418	-	-	28,418	132,100	-	-	132,100
United Way	22,634	22,000	-	44,634	30,696	-	-	52,696
Program service fees	2,883,692	-	-	2,883,692	2,835,911	22,000	-	2,857,911
Contributions	63,753	85,731	-	149,484	96,148	46,243	-	142,391
Investment income	1,820	-	-	1,820	1,138	-	-	1,138
Other revenue	17,947	-	-	17,947	16,161	-	-	16,161
Increase (decrease) in beneficial interest	1,810	-	-	1,810	27,823	-	-	27,823
Net assets released from restrictions:								
Satisfaction of purpose restrictions	25,201	(25,201)	-	-	5,901	(5,901)	-	-
Satisfaction of time restrictions	42,172	(42,172)	-	-	27,072	(27,072)	-	-
	<u>4,660,813</u>	<u>40,358</u>	<u>-</u>	<u>4,701,171</u>	<u>4,687,266</u>	<u>35,270</u>	<u>-</u>	<u>4,722,536</u>
EXPENSES								
Program Expenses:								
Adult Basic Education	773,775	-	-	773,775	776,020	-	-	776,020
Clearway	599,989	-	-	599,989	585,927	-	-	585,927
Community Education & Computer Technology	95,845	-	-	95,845	101,318	-	-	101,318
Childcare	779,369	-	-	779,369	771,801	-	-	771,801
School Age Childcare	1,841,933	-	-	1,841,933	1,831,623	-	-	1,831,623
	<u>4,090,911</u>	<u>-</u>	<u>-</u>	<u>4,090,911</u>	<u>4,066,689</u>	<u>-</u>	<u>-</u>	<u>4,066,689</u>
Program Expenses:								
Management and general	519,231	-	-	519,231	444,822	-	-	444,822
Fundraising	16,186	-	-	16,186	17,770	-	-	17,770
	<u>535,417</u>	<u>-</u>	<u>-</u>	<u>535,417</u>	<u>462,592</u>	<u>-</u>	<u>-</u>	<u>462,592</u>
TOTAL EXPENSES	<u>4,626,328</u>	<u>-</u>	<u>-</u>	<u>4,626,328</u>	<u>4,529,281</u>	<u>-</u>	<u>-</u>	<u>4,529,281</u>
Change in net assets	34,485	40,358	-	74,843	157,995	35,270	-	193,255
NET ASSETS, Beginning of Year	2,791,549	138,843	130,700	3,061,092	2,633,564	103,573	130,700	2,867,837
NET ASSETS, End of Year	<u>\$ 2,826,034</u>	<u>\$ 179,201</u>	<u>\$ 130,700</u>	<u>\$ 3,135,935</u>	<u>\$ 2,791,549</u>	<u>\$ 138,843</u>	<u>\$ 130,700</u>	<u>\$ 3,061,092</u>

The Accompanying Notes Are An Integral Part of These Financial Statements.

NASHUA ADULT LEARNING CENTER, INC.
STATEMENT OF FUNCTIONAL EXPENSES
For The Year Ended June 30, 2015

PROGRAM SERVICES

	Adult Basic Education	Cleanway	Community Education & Computer Technology	Childcare	School Age Childcare	Program Total	Management and General	Fundraising	Grand Total
Personnel	\$ 566,466	\$ 386,339	\$ 59,050	\$ 481,937	\$ 1,222,138	\$ 2,715,930	\$ 218,313	\$ -	\$ 2,934,243
Payroll taxes	42,049	32,816	4,646	36,689	94,552	210,752	11,183	-	221,935
Employee benefits	35,353	44,819	500	59,031	73,011	212,714	45,499	-	258,213
Contract services	25	3,076	720	30,230	3,575	37,626	89,625	-	127,251
Bank service charge	-	-	-	-	-	-	33,798	-	33,798
Supplies	32,847	31,765	10,882	32,424	71,122	179,040	15,719	4,158	198,917
Food	177	11,981	429	44,148	111,167	167,902	2,273	-	170,175
Telephone	4,454	2,927	150	431	3,208	11,170	240	-	11,410
Printing	4,941	2,860	1,810	6,530	8,915	25,056	4,177	3,055	32,288
Postage	2,627	724	36	306	1,543	5,236	861	200	6,297
Advertising	984	1,286	82	-	1,037	3,389	3,231	280	6,900
Miscellaneous expense	-	286	180	1,291	1,035	2,792	160	-	2,952
Occupancy	71,385	55,353	8,852	71,964	170,790	378,344	47,457	1,493	427,294
Rent	-	-	-	-	32,400	32,400	-	-	32,400
Scholarship awards	-	-	-	-	-	-	-	7,000	7,000
GED testing fees	-	-	7,140	-	-	7,140	-	-	7,140
Staff training	2,123	4,175	-	4,114	9,512	19,924	9,757	-	29,681
Transportation	1,643	4,406	-	1,760	18,074	25,883	180	-	26,063
Insurance	6,259	7,609	-	2,692	6,249	22,809	4,766	-	27,575
Repair & Maintenance	-	-	-	-	-	-	3,710	-	3,710
Equipment maintenance	2,442	4,567	1,368	3,322	7,605	19,304	15,327	-	34,631
Total Expenses Before Depreciation	773,775	594,989	95,845	776,869	1,835,933	4,077,411	506,276	16,186	4,599,873
Direct depreciation expense	-	5,000	-	2,500	6,000	13,500	12,955	-	26,455
Total Expenses	\$ 773,775	\$ 599,989	\$ 95,845	\$ 779,369	\$ 1,841,933	\$ 4,090,911	\$ 519,231	\$ 16,186	\$ 4,626,328

The Accompanying Notes Are An Integral Part of These Financial Statements.

NASHUA ADULT LEARNING CENTER, INC.
STATEMENT OF FUNCTIONAL EXPENSES
For The Year Ended June 30, 2014

	PROGRAM SERVICES						Management and General	Fundraising	Grand Total
	Adult Basic Education	Cleanway	Community Education & Computer Technology	Childcare	School Age Childcare	Program Total			
Personnel	\$ 537,463	\$ 381,847	\$ 65,220	\$ 465,288	\$ 1,172,904	\$ 2,622,722	\$ 208,440	\$ -	\$ 2,831,162
Payroll taxes	44,695	30,730	5,296	37,643	96,260	214,624	9,165	-	223,789
Employee benefits	45,476	35,528	500	58,408	95,232	235,144	47,205	-	282,349
Contract services	-	1,665	1,570	30,362	3,382	36,979	77,312	905	115,196
Bank service charge	-	-	-	-	-	-	21,604	-	21,604
Supplies	40,579	39,755	9,571	28,612	75,617	194,134	11,410	1,598	207,142
Food	774	15,138	-	45,438	104,829	166,179	3,616	-	169,795
Telephone	6,500	705	-	58	3,764	11,027	-	-	11,027
Printing	10,850	2,688	827	5,392	9,919	29,676	4,656	2,222	36,554
Postage	3,750	316	429	338	1,783	6,616	53	402	7,071
Advertising	-	-	-	-	-	-	24	-	24
Miscellaneous expense	-	-	30	-	-	30	-	-	30
Occupancy	77,283	58,379	10,106	76,876	182,445	405,089	44,302	1,759	451,150
Rent	-	-	-	-	35,175	35,175	-	-	35,175
Scholarship awards	-	-	302	-	-	302	-	5,000	5,302
GED testing fees	-	-	6,695	-	-	6,695	-	-	6,695
Bad debts	-	-	-	10,490	11,756	22,246	-	-	22,246
Staff training	1,500	1,713	-	1,236	1,672	6,121	1,303	5,884	13,308
Transportation	2,500	4,576	62	1,739	13,976	22,853	37	-	22,890
Insurance	2,250	3,390	280	5,369	13,231	24,520	6,470	-	30,990
Equipment maintenance	2,400	3,623	430	2,525	5,035	14,013	5,132	-	19,145
Total Expenses Before Depreciation	776,020	580,053	101,318	769,774	1,826,980	4,054,145	440,729	17,770	4,512,644
Direct depreciation expense	-	5,874	-	2,027	4,643	12,544	4,093	-	16,637
Total Expenses	\$ 776,020	\$ 585,927	\$ 101,318	\$ 771,801	\$ 1,831,623	\$ 4,066,689	\$ 444,822	\$ 17,770	\$ 4,529,281

The Accompanying Notes Are An Integral Part
of These Financial Statements.

NASHUA ADULT LEARNING CENTER, INC.

STATEMENTS OF CASH FLOWS

For The Years Ended June 30, 2015 and 2014

	<u>2015</u>	<u>2014</u>
Cash flow provided by operating activities		
Cash received as public support and revenue	\$ 4,775,287	\$ 4,562,708
Cash paid to suppliers and employees	(4,484,725)	(4,409,256)
Interest received	<u>1,233</u>	<u>1,255</u>
Net cash provided by operating activities	<u>291,795</u>	<u>154,707</u>
Cash flow used in investing activities		
Capital expenditures	<u>(61,700)</u>	<u>(34,624)</u>
Net cash used in investing activities	<u>(61,700)</u>	<u>(34,624)</u>
Net increase in cash and cash equivalents	230,095	120,083
Cash and cash equivalents, Beginning of Year	<u>1,114,844</u>	<u>994,761</u>
Cash and cash equivalents, End of Year	<u>\$ 1,344,939</u>	<u>\$ 1,114,844</u>
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES		
Change in net assets:	\$ 74,843	\$ 193,255
Depreciation	105,294	104,139
Increase in beneficial interest	(1,810)	(27,823)
Noncash grants and promises to give	(61,646)	(109,500)
In-kind rent	20,000	20,000
Change in assets and liabilities:		
(Increase) decrease in accounts receivables	141,260	(11,479)
(Increase) decrease in promises to give, exclusive of in-kind	198	(14,928)
(Increase) decrease in prepaid expenses	(4,231)	14,028
Increase (decrease) in accounts payable	15,878	(28,501)
Increase (decrease) in accrued payroll	4,662	10,359
Increase (decrease) in deferred revenue	<u>(2,653)</u>	<u>5,157</u>
Net cash provided by operating activities	<u>\$ 291,795</u>	<u>\$ 154,707</u>
Supplemental information		
Land improvements paid directly by grantor	<u>\$ -</u>	<u>\$ 109,500</u>

The Accompanying Notes Are An Integral Part
of These Financial Statements.



Board of Directors
2015 – 2016

Kathleen Allen, CPA
S Gordon Corp.

Peter Juneau

Janeth Orozco Sanchez
Teen Individual Services Director
BE GREAT Cohort Coordinator
Boys & Girls Club of Greater Nashua

Michael Cerato
Cerato Group LLC

Carol Kreick (2013/16)

Michael J. Sheahan, AVP
Lowell Five Cent Savings Bank

Mark Conrad
Superintendent of Schools
Nashua School District

Atty. Steven Levesque (2013/16)
Jordan, Gall & Levesque, P.L.L.C.

Caryl Sullivan (2015/18)
Certified Partner Development Specialist
Dell

Doreen A. Manetta (2015/18)
President
Market Manager, Vice President
People's United Bank

Kevin Cunningham
Director, Information Security &
Technology Risk
Fidelity Investments

Beth Todgham (2014/17)
So. NH Services

Jay Nannicelli (2014/17)
Past President
Radar Retail

Mary DeRoche
Director, Human Resources
Pennichuck Corporation

Brenda M. Van Hirtum
Senior Corporate Paralegal
RiverStone Resources LLC

Alvin Oasan
Secretary
Branch Relationship Manager
Enterprise Bank

Rachel Guill (2016/19)
Vice President
Director, Quality & Performance
Assurance
BAE Systems

Ryan Warren, CPA (2015/18)
Treasurer
BerryDunn

Directors Serve Without Compensation.



NASHUA ADULT LEARNING CENTER, INC.

BYLAWS

As Amended June 21, 2011

ARTICLE I: STATEMENT OF PURPOSE AND NON-DISCRIMINATION

The Nashua Adult Learning Center, Inc. is a private, non-profit corporation organized to provide relevant educational programs for disadvantaged and undereducated area residents, and day care for their children. The overall goal of the corporation is an educated, employable populace. Specific purposes are as follows:

To provide academic programs enabling adults and teens to increase their basic educational and life coping skills.

To provide vocational instruction, career planning and counseling to better train individuals for the local workplace.

To provide community education programs to address contemporary social, family and work issues to the community at large.

To provide and expand day care and after school day care to Adult Learning Center students and the local working community.

To maintain and expand programmatic linkages with the business community to better train individuals to work in needed professions within the Greater Nashua workplace.

To upgrade and enhance the Adult Learning Center facility to comply with federal regulations and to provide a conducive environment for instruction and social interactions for the Greater Nashua community.

There shall be no discrimination against clients because of race, religion, color, sex, age, marital status, national origin, disability, or political affiliation.

ARTICLE II: CORPORATION ORGANIZATION

A. Board of Directors

The affairs of this corporation shall be conducted by a Board of eleven to twenty-one non-compensated Directors which shall include all officers of the Board. Directors shall be elected on the recommendation of the Governance Committee or of any member by a majority vote of a quorum throughout the year as vacancies occur. Elections to fill vacancies shall be held throughout the year as vacancies occur. The Directors so elected shall serve a term of three years and shall be eligible for re-election to a consecutive three-year term. Thereafter, a Director may be re-elected

only after an absence of at least one year from the Board, unless by special exception authorized by a two-thirds vote of the full Board of Directors. Exceptions are the Superintendent of the Nashua Public Schools who may serve continuously, and the President of the Board who shall be asked to serve on the Board for one year following his/her term of office.

Adult Learning Center staff and members of their immediate family shall not be voting members of the Board. Board members cannot receive a distribution of funds from the organization except as reasonable payment for goods and services.

Any Director may withdraw from the Board at any time by submitting a written resignation to the Corporation. A Board member whose participation is not consistent with the responsibilities outlined in the Bylaws may be removed by a Board vote.

The Adult Learning Center has and shall maintain a directors' and officers' association liability insurance policy. All members of the Board of Directors are covered by said insurance policy. All directors shall be and are indemnified by the Adult Learning Center for any legal claims made or filed against them alleging responsibility for damages when they have or are acting in their capacity as a director. This indemnification shall include payment by the Adult Learning Center of any insurance deductibles and, if the retention of private counsel by any board member becomes necessary, for reasonable fees and costs associated with the defense of such claims. This indemnification provision shall not extend to criminal or intentionally harmful acts.

The board has responsibility for fiscal and legal matters pertaining to the organization, including acquisition, management and disposition of real and capital assets. Management shall be vested in the Board of Directors with the power to comply with the policies of all federal, state, local, and private funding agencies in order to receive funds for educational opportunities for adults and their children. The Board of Directors is specifically authorized to employ an executive director of the Adult Learning Center who shall coordinate, run and operate the day to day operations of the Adult Learning Center.

The Board of Directors shall determine policy and establish procedures regarding the prudent, effective and orderly operation of the Adult Learning Center. The Board shall further address itself to publicity, community relations, building facilities, and any other supportive services it deems beneficial to the Center.

B. Officers and their Duties

The officers of the Adult Learning Center Board of Directors shall consist of a President, Vice President, Secretary and Treasurer. All officers shall be elected at the spring meeting of the Board and shall be seated at the annual meeting in September. Officers shall serve for one year. No officer shall hold the same office for more than three (3) years. Any officer may resign by submitting written notification of his/her intention.

Specific duties are as follows:

1. The President of the Board shall preside at all meetings of the Board of Directors, appoint committees and enter into contract with all funding agencies.

2. The Vice President shall perform all the duties of the President in the absence of the President or in the event of a vacancy in the office.
3. The Secretary will handle Board-related correspondence, and will maintain minutes of Board meetings.
4. The Treasurer shall have charge of the funds of the Adult Learning Center under the direction of the Board of Directors and keep a correct account of all money received and disbursed by the Center. The treasurer shall present to the Board of Directors a monthly report, and at each annual meeting of the Center, a general report of receipts and expenditures of the Center for the previous year. The treasurer shall be directly involved in the preparation of the budget for each new fiscal year.

All officers shall be and are indemnified by the Adult Learning Center for any legal claims made or filed against them alleging responsibility for damages when they have or are acting in their capacity as an officer. This indemnification shall include payment by the Adult Learning Center of any insurance deductibles and, if the retention of private counsel by any officer becomes necessary, for reasonable fees and costs associated with the defense of such claims. This indemnification provision shall not extend to criminal or intentionally harmful acts.

C. **Meetings**

The annual meeting of the Board of Directors shall be held in September. There will be ten Board meetings per year; members are expected to attend at least 70% of the meetings. Special meetings may be called by the President or by any member of the Board of Directors requesting the Secretary to mail notice thereof to all members at least five (5) days before said meeting.

A majority of the current members of the Board of Directors shall constitute a quorum to transact business.

D. **Committees**

The Executive Committee shall be a standing committee consisting of the immediate past president, the present president, the vice president, the treasurer, and the secretary of the Board of Directors of the Adult Learning Center. The Executive Committee shall assume functions of Board of Directors between meetings and, in emergencies, shall take new action for the Board. Such actions must be within the spirit of previous Board actions and must be reported to the Board at its next meeting. Three members of the Executive Committee must approve any new action.

The Governance Committee shall be a standing committee of three (3) members of the Board of Directors appointed by the President of the Board. Its function shall be to review the Bylaws and ensure compliance with its provisions; to recruit and orient new Board members; provide existing Board members with opportunities to grow and develop as leaders of the organization; conduct the annual board assessment.

The Audit Committee will engage the auditing firm, oversee the annual audit process, report to the full board on audit results, make recommendations for changes based on the audit report, and, when appropriate, design and implement a bid process for accepting bids for an audit firm. The

Audit Committee will be separate from the Finance Committee and there will be no overlap of membership between the two committees.

The Finance Committee shall be a standing committee of three (3) members chaired by the Treasurer of the Board of Directors. The Finance Committee shall approve and monitor the corporate finances of the organization and authorize and approve the annual audit.

Other committees of three or more members may be appointed by the President of the Board on an ad hoc basis to meet particular needs of the Corporation.

ARTICLE III: AMENDMENTS TO BYLAWS

The Bylaws of the Nashua Adult Learning Center, Inc. may be amended at any regular meeting of the Board of Directors by a two-thirds vote of those present, providing written notice of the proposed amendments has been given to members at least ten (10) days prior to the meeting. Amendments to these Bylaws shall not be in conflict with the existing policies of funding agencies.

ARTICLE IV: DISSOLUTION PROVISIONS

In case of dissolution of the Nashua Adult Learning Center, Inc., the corporations' assets shall be returned to the original sources insofar as possible, or as otherwise determined by the Board of Directors.

We certify that the foregoing are the amended Bylaws of the Nashua Adult Learning Center, Inc., unanimously adopted by the Board of Directors of said corporation of September 21, 2010.

Carrie Poole
Secretary

List of Key Personnel

Carol Baldwin, SHRM-CP
Lauren Ellen Osowski
Sharon Dalton
Pamela L. Coutermarsh
Lisa Piandes
Richard Vandiver
Katherine T. Deschenes
Joan E. Gibson
Veda A. Henry
Carol A. Gookin
Victoria McIver
Marianne M. Wiley
Scott F. Webber
Hanna Vandiver
James D. Mangan
Rachel Meehan
William C. Bissonnette
Alexis Eaton
Jim Chisholm
Nora Hunt
Stephanie L. Cassidy, MFA
David W. Contant
Constance M. Cullen
Rosemary E. Daly
Susan G. Flanagan
Sharone Hardesty
Scott M. Jaquith
Karen E. Kelley
Sophy Leoung
Nancy McAweeney
Sara McGee
Elizabeth H. Poole
Karen J. Stanley

ADULT LEARNING CENTER
STAFFING AND CLASS SCHEDULE JULY 1, 2106 - JUNE 30, 2017

STAFF POSITION	NAME	DEGREE	HIRE DATE	HRS/ WEEK	WKS/ YEAR	RATE FY 16	RATE FY17	CHANGE	SALARY/ YEAR	STAFF TRAINING COST	STAFF MEETING 1/2 HR/WK	PREP TIME	TOTAL AMOUNT	CLASS SIZE	LEVEL	TIME	CIVICS
TEACHERS																	
ABE STAFF																	
ABE TEACHER	JIM CHISHOLM	✓ B.A.	9/1/98	12	36	\$39.36	\$41.72	0.06	\$18,022.72				\$18,022.72	15	2-5.9	AM	
ABE TEACHER	MARIANNE WILEY	✓ MSW	8/30/95	12	36	\$39.36	\$41.72	0.06	\$18,022.72				\$18,022.72	15	2-5.9	AM	
ABE TEACHER	JOSEPH HINES	B.A.	8/31/07	12	36	\$39.36	\$41.72	0.06	\$18,022.72				\$18,022.72	15	4-5.9	AM	
ABE TEACHER	STEPHANIE CASSIDY	✓ B.A.	8/19/05	12	36	\$39.36	\$41.72	0.06	\$18,022.72				\$18,022.72	15	4-5.9	AM	
ABE TEACHER	DAVID CONTANT	✓ B.A.	10/1/01	12	36	\$39.36	\$41.72	0.06	\$18,022.72				\$18,022.72	15	6-8.9	AM	
ABE TEACHER	VEDA HENRY	✓ M.E.D.	10/31/82	9	30	\$37.67	\$38.80	0.03	\$10,475.22	\$226.00	\$581.96	\$1,513.09	\$12,796.27	15		AM	
ABE TEACHER	SCOTT WEBBER	✓ M.E.D.	1/5/09	9	30	\$28.96	\$29.83	0.03	\$8,053.78	\$173.76	\$447.43	\$1,163.32	\$9,838.29	15		AM	
ABE TEACHER	SYLVIA THIBAUT	B.A.	8/31/05	9	30	\$27.32	\$28.14	0.03	\$7,596.47	\$168.81	\$422.03	\$1,097.27	\$9,284.57	15		AM	
ABE TEACHER	TBD			9	30		\$27.00	0.00	\$7,290.00	\$162.00	\$405.00	\$1,053.00	\$8,910.00	15		AM	
ABE TEACHER	KAREN KELLEY	✓ B.A.	9/10/13	6	30	\$27.00	\$27.81	0.03	\$5,005.80	\$166.86	\$417.15	\$723.06	\$6,312.87	15		PM	
ABE TEACHER	MAGGIE KIVELA	B.A.	3/15/07	6	30	\$28.12	\$28.96	0.03	\$5,213.26	\$173.78	\$434.44	\$753.03	\$6,574.50	15		PM	
ABE TEACHER	LISA PIANDES	✓ M.E.D.	7/30/15	6	30	\$27.00	\$27.81	0.03	\$5,005.80	\$166.86	\$417.15	\$723.06	\$6,312.87	15		PM	
ABE TEACHER	ALEXIS EATON	✓	3/7/12	6	30	\$27.00	\$27.81	0.03	\$5,005.80	\$166.86	\$417.15	\$723.06	\$6,312.87	15		PM	
MILFORD	VICKIE MCIWER	✓ B.A.	11/27/01	6	30	\$32.67	\$33.65	0.03	\$6,057.31	\$201.91	\$504.78	\$874.95	\$7,638.95	15		PM	
COMPUTERS	KAREN STANLEY	✓ B.A.	9/24/12	21	30	\$27.00	\$27.81	0.03	\$17,520.30	\$166.86	\$417.15	\$0.00	\$18,104.31	15		PM	
SPARC WRITING	BEVERLY BRETON	M.E.D.	9/5/13	3	24	\$31.83	\$32.78	0.03	\$2,360.29	\$196.69	\$393.38	\$360.60	\$3,310.96	15		PM	
ABE COORD	LISA PIANDES	✓ M.E.D.	9/30/15	8	36	\$27.00	\$27.81	0.03	\$8,009.28			\$0.00	\$8,009.28				
ESOL STAFF																	
ESOL TEACHER	JOAN GIBSON	✓ B.A.	9/8/98	9	30	\$33.95	\$34.97	0.03	\$9,441.16	\$209.80	\$524.51	\$1,363.72	\$11,539.20	15		AM	\$11,539.20
ESOL TEACHER	SHARONE HARDESTY	✓ B.A.	8/27/12	9	30	\$27.00	\$28.81	0.03	\$7,508.70	\$166.86	\$417.15	\$1,084.59	\$9,177.30	15		AM	
ESOL TEACHER	ROSEMARY DALY	✓ B.A.	9/2/09	4	30	\$27.32	\$28.14	0.03	\$3,376.21	\$168.81	\$422.03	\$506.43	\$4,473.48	10		PM	
ESOL TEACHER	ANYA VANDIVER	✓ B.A.	9/6/13	9	30	\$27.55	\$28.38	0.03	\$7,661.66	\$170.26	\$425.65	\$1,106.68	\$9,364.25	15		AM	\$9,364.25
ESOL TEACHER	ANYA VANDIVER	✓ B.A.	9/6/13	4	30	\$27.55	\$28.38	0.03	\$3,405.18			\$510.78	\$3,915.96	15		PM	\$3,915.96
ESOL TEACHER	BILL BISSONNETTE	✓ B.A.	9/10/15	4	30	\$27.00	\$27.81	0.03	\$3,337.20	\$166.86	\$417.15	\$500.58	\$4,421.79	15		PM	
ESOL TEACHER	KATE DECHENES	✓ B.A.	7/1/97	9	30	\$33.48	\$34.48	0.03	\$9,309.40	\$206.88	\$517.19	\$1,344.69	\$11,378.15	15		AM	\$11,378.15
ESOL TEACHER	KATE DECHENES	✓ B.A.	7/1/97	6	30	\$33.48	\$34.48	0.03	\$6,206.27			\$896.46	\$7,102.73	15		AM	\$7,102.73
ESOL TEACHER	RICHARD VANDIVER	✓ B.A.	1/11/16	4	30	\$27.00	\$27.81	0.03	\$3,337.20	\$166.86	\$417.15	\$500.58	\$4,421.79	15		AM	
ESOL TEACHER	NORA HUNT	✓ B.A.	1/12/16	4	30	\$27.00	\$27.81	0.03	\$3,337.20	\$166.86	\$417.15	\$500.58	\$4,421.79	15		PM	
ESOL TEACHER	SARA MCGEE	✓ B.A.	9/13/02	6	30	\$32.67	\$33.65	0.03	\$6,037.31	\$201.91	\$504.78	\$874.95	\$7,638.95	15		AM	\$7,638.95
ESOL TEACHER	SARA MCGEE	✓ B.A.	9/13/02	9	30	\$32.67	\$33.65	0.03	\$9,085.97			\$1,312.42	\$10,398.39	15		AM	\$10,398.39
ESOL TEACHER	SCOTT JACQUITH	✓ B.A.	8/29/13	4	30	\$27.00	\$27.81	0.03	\$3,337.20	\$166.86	\$417.15	\$500.58	\$4,421.79	15		PM	
ESOL TEACHER	RACHAEL MEEHAN	✓ B.A.	9/10/15	4	30	\$27.00	\$27.81	0.03	\$3,337.20	\$166.86	\$417.15	\$500.58	\$4,421.79	15		PM	
ESOL TEACHER	NANCY MCAVEENY	✓ B.A.	7/12/05	6	30	\$31.98	\$32.94	0.03	\$5,929.37	\$197.65	\$494.11	\$988.23	\$7,609.36	15		AM	\$7,609.36
ESOL TEACHER	NANCY MCAVEENY	✓ B.A.	7/12/05	4	30	\$31.98	\$32.94	0.03	\$3,952.91			\$592.94	\$4,545.85	15		PM	\$4,545.85
ESOL TEACHER	JAMES MANGAN	✓ B.A.	9/10/15	4	30	\$27.00	\$27.81	0.03	\$3,337.20	\$166.86	\$417.15	\$500.58	\$4,421.79	15		PM	\$4,421.79
ESOL TEACHER	JAMES MANGAN	✓ B.A.	9/10/15	6	30	\$27.00	\$27.81	0.03	\$5,005.80			\$723.06	\$5,728.86	15		AM	\$5,728.86
ESOL TEACHER	REBECCA MACKENZIE	B.A.	8/17/12	4	30	\$27.32	\$28.14	0.03	\$3,376.21	\$168.81	\$422.03	\$506.43	\$4,473.48	15		PM	
ESOL TEACHER	SUSAN FLANAGAN	✓ M.E.D.	1/8/07	6	30	\$31.24	\$32.18	0.03	\$5,791.88	\$193.06	\$482.66	\$836.60	\$7,304.20	15		AM	
CITIZENSHIP	LIZ SCADOVA	B.A.	3/5/08	2	36	\$36.49	\$37.59	0.03	\$2,706.31	\$225.53	\$676.58	\$413.46	\$4,021.88	15			\$4,021.88

ESOL COORD	ANYA VANDIVER ✓	B.A.	9/6/13	8	36	\$27.55	\$28.38	0.03	\$8,172.43			\$8,172.43			\$8,172.43
REGIS/TESTING	ESOL TEACHERS			1	100	\$28.00	\$28.00		\$2,800.00			\$2,800.00			

TOTAL TEACHERS

\$339,694.55

PARAPROFESSIONALS

READING PARA	CAROL GOOKIN ✓		9/16/91	18	30	\$18.25	\$18.80	0.03	\$10,151.54	\$112.79	\$281.99	\$0.00	\$10,546.32		AM
SPARC	GAIL WALDRON		9/11/14	3	24	\$12.00	\$12.36	0.03	\$889.92	\$74.16	\$148.32	\$0.00	\$1,112.40		PM
ESOL PARA	BETTY POOLE ✓		1/12/15	9	30	\$12.00	\$12.36	0.03	\$3,337.20	\$74.16	\$185.40	\$0.00	\$3,596.76		AM
ESOL PARA	SOPHY LEOUNG ✓		11/1/12	4	30	\$13.10	\$13.49	0.03	\$1,619.36	\$80.97	\$202.42	\$0.00	\$1,902.75		PM

TOTAL PARAPROFESSIONALS

\$17,158.23

GUIDANCE AND COUNSELING

COORDINATOR	LAUREN OSOWSKI ✓	M.ED.	9/1/09	40.0	52	\$25.00	\$25.75	0.03	\$53,560.00	\$154.50	\$0.00	\$0.00	\$53,714.50		
COUNSELOR	SHARON DALTON ✓	M.ED.	8/14/00	35.0	40	\$34.97	\$36.02	0.03	\$50,424.58	\$216.11	\$0.00	\$0.00	\$50,640.68		

ADMINISTRATIVE

EXEC DIR	CAROL BALDWIN ✓	M.ED.	6/23/14	\$4500 BASE + 46 CLASSES @ 500											\$28,500.00
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SUMMER PROGRAM 2016

ABE TEACHER	SCOTT WEBBER ✓	M.ED.	1/5/09	6	6	\$28.12	\$28.96	0.03	\$1,042.69			\$173.78	\$1,186.10	12	AM
ABE TEACHER	CONNIE CULLEN ✓	B.A.	5/12/14	6	6	\$27.00	\$27.81	0.03	\$1,001.16			\$166.86	\$1,138.86	12	AM
ABE TEACHER	MARGARET KIVELA	M.ED.	3/15/07	6	6	\$28.12	\$28.96	0.03	\$1,042.69			\$173.78	\$1,186.10	12	PM
ABE TEACHER	KAREN KELLEY ✓	B.A.	9/10/13	6	6	\$27.00	\$27.81	0.03	\$1,001.16			\$166.86	\$1,138.86	12	PM
ESOL TEACHER	KATE DESCHENES ✓	B.A.	7/1/97	4	6	\$33.48	\$34.48	0.03	\$827.63			\$137.94	\$941.46	12	AM
ESOL TEACHER	ANYA VANDIVER ✓	M.ED.	9/6/13	4	6	\$27.55	\$28.38	0.03	\$681.04			\$113.51	\$774.71	12	AM
ESOL TEACHER	BILL BISSONNETTE ✓	B.A.	9/10/15	4	6	\$27.00	\$27.81	0.03	\$667.44			\$111.24	\$759.24	12	PM
ESOL TEACHER	JAMES MANGAN ✓	B.A.	9/10/15	4	6	\$27.00	\$27.81	0.03	\$667.44			\$111.24	\$759.24	12	PM

TOTAL SUMMER

\$7,884.57

CIVICS SALARIES

\$97,553.95

PERSONNEL

**ADMINISTRATION
TEACHERS (including summer)
PARAPROFESSIONALS**

\$28,500.00
\$347,579.12
\$17,158.23

\$28,500.00
\$97,553.95
\$17,158.00

**COORDINATOR
COUNSELOR
NASHUA COMMUNITY COLLEGE**

\$53,714.50
\$50,640.68
\$39,733.54

\$53,714.00
\$50,640.00
\$39,733.54

TOTAL PERSONNEL

TOTAL SALARIES

\$537,326.07
\$400,037.00

ABE SALARIES

\$0.00

SCHOOL YEAR 2016-2017

ADULT EDUCATION/POSTSECONDARY TRANSITION

Itemization of Anticipated Expenditures for Adult Education/Postsecondary Transition Program Budget

PERSONNEL SERVICES

NOTE: For each type of paid employee provide information shown in the following example:

2 at 4 hrs./wk. at \$20.00 per hr. for 25 wks. = \$1,000.00

Administrative

Total \$ _____

Teachers

Pamela Coutermarsh - 10 hours/week x 32 weeks plus 40 hours x \$30.90
Get Ready for College \$ 11,124

Teachers at Nashua Community College - See Attached Staffing Sheet \$ 39,733

Total \$ 50,857

Teacher Aides

Total \$ _____

Guidance and Counseling

Sharon Dalton - 10 hours/week x 36 weeks x \$36.02 \$12,966

Robin Wedlock - 25 hours/week x 48 weeks x \$33.77 \$40,522

Total \$ 53,488

Other Personnel (please specify) i.e., Reading Consultant, Secretary, etc.

Total \$ _____

Total for All Personnel Services \$ 104,345

SCHOOL YEAR 2016-2017

ADULT LEARNER SERVICES

Concord

Itemization of Anticipated Expenditures for Adult Basic Education

PERSONNEL SERVICES

NOTE: For each type of paid employee provide information shown in the following example:

2 at 4 hrs./wk. at \$5.00 per hr. for 25 wks. = \$1,000.00

Administrative

✓ Connie Cullen 32 hours/week @ \$26.53 x 30 weeks

Total \$ 25,468

Teachers

Total \$ _____

Teacher Aides

Total \$ _____

Guidance and Counseling

Total \$ _____

Other Personnel (please specify) i.e., Reading Consultant,
Secretary, etc.

Total \$ _____

Total for All Personnel Services \$ 25,468

SKILLS

A resourceful, flexible and well-rounded team player, and leader, with strong oral and written communication skills. Able to build relationships, engage staff, manage projects and deliver results for organizational success. Adept at both the strategic and operational sides of an organization. In addition to solid background in the areas of law, human resources, corporate philanthropy and adult education, also possess the organizational and influencing skills necessary for fundraising.

WORK EXPERIENCE

- ▶ Adult Learning Center, 4 Lake Street
Nashua, New Hampshire 03060

June 2014 - present

Executive Director

- Promote an environment where staff and students are able to carry out the objectives of the Center.
- Provide and support enriching experiences for adults and teenagers who recognize the need for additional education to function at their optimal level.
- Work with the Board of Directors and the community to carry out and promote the mission of the Center.
- Develop programs that reflect the needs of the community and the goals of the Center.
- Provide sound fiscal management of the Center.

- ▶ RiverStone Resources LLC, 250 Commercial Street
Manchester, New Hampshire 03101

August 1999 to May 2014

Human Resources Manager

August 2011 to May 2014

- Responsible for all employee benefits, from health and welfare to 401(k) plan, including annual benefits negotiations, daily administration, vendor management, employee education, open enrollment and all compliance requirements.
- Coordinate, and often present at, employee education workshops on topics related to financial planning and health and welfare benefits.
- Serve as the Company's recruiter and manage all aspects of staffing, from temporary to permanent, including preparation of job descriptions, completion of job requisitions, outside recruiter negotiations, interviewing, hiring and onboarding.
- Project Manager for numerous software initiatives including implementation of a Learning Management System and conversion of an employee stock purchase plan from foreign to US vendor. Participated in a three year company infrastructure project.
- Implemented employee background screening procedure from adoption of formal company policy to set up with vendor to ordering and analyzing background reports.
- Compose employee communications on behalf of HR Team as well as review and approve communications from other departments.
- Oversee HR summer help and college interns including working with outside counsel to obtain appropriate visas.
- Liaison for HR issues requiring the assistance of outside counsel.
- Responsible for annual 401(k) audit and subsequent 5500 Filing.

- Appointed RiverStone Resources Community Support Coordinator, by CEO in 2009, - overseeing corporate donations program and representing company at non-profit events. Responsible for developing, tracking and reporting on a sizeable corporate donations budget.

Senior Corporate Paralegal

August 1999 to August 2011

- Maintained corporate records and contracts for over thirty companies domiciled throughout the United States.
- Responsible for compliance with secretary of state and insurance department regulations for foreign and domestic entities.
- Prepared annual reports and drafted corporate resolutions, agendas and memorandums to the board of directors.
- Negotiated contracts with outside vendors.
- Performed extensive legal research.
- Supervised legal assistants.
- Formed and dissolved companies; assisted counsel with mergers and acquisitions.
- Interacted daily with board of directors, senior management team, and finance department as well as outside counsel and auditors.
- Annually prepared department budget in accordance with finance department specifications.

- ▶ Jordan, Maynard & Parodi, PLLC, 40 East Pearl Street March 1985 to August 1999
Nashua, New Hampshire 03060

Paralegal under the direction of Attorney Edward A. Jordan, Senior Partner in a general practice law firm. Concentration: commercial real estate, corporate and bankruptcy law.

- ▶ Rivier University Fall 1996 to Spring 2001
Nashua, NH
- ▶ Team-Instructor, Real Estate Titles and Transactions, fall 1996, 1997, 1998, and 1999
- ▶ Team-Instructor, Advanced Real Estate Titles and Transactions Rivier College, spring 1998
- ▶ Adjunct Faculty (solo), Real Estate Titles and Transaction, Introduction to Paralegal Studies 1999 to 2001

VOLUNTEER WORK

- Adult Learning Center Board of Directors 2007 to 2013; President 2009 - 2010
- RiverStone Resources Wellness Committee
- Chair of Correspondence Committee - First Church Nashua Capital Campaign 2013
- First Church Nashua Stewardship Committee, Personnel Committee, Chamber Choir
- Nashua Rotary West – Literacy and Scholarship Committees; Ribfest Team

EDUCATION

- ▶ PHR (now SHRM-CP) Designation December 2012. Qualified to sit for exam after one year of HR experience
- ▶ Masters in Educational Studies Adults/Concentration in Counseling
Rivier University, Nashua, NH – May 2001
- ▶ Bachelor of Science – Paralegal Studies, cum laude
Rivier University, Nashua, NH – May 1995

LAUREN ELLEN OSOWSKI

OBJECTIVE

- To serve as the Adult Education Coordinator for the Adult Learning Center

SUMMARY

- Respected, professional, motivated, and reliable leader
- Highly organized, innovative, patient, and dynamic educator
- Proficient in Spanish, working knowledge of Slovak and Hungarian

EDUCATION AND CREDENTIALS

Professional Development (for a complete list of Professional Development, see attached)

New Hampshire Teacher Certification (expected 2015)

Global TESOL College, Boston, MA (2006) – *Professional TESOL Certificate*

University of New Hampshire, Durham, NH (2003) – *BA, Sociology; Minors, Spanish and Criminal Justice*

Universitat de Barcelona, Barcelona, Spain (2002) – *Certificate of Spanish Language and Culture*

WORK EXPERIENCE

New Hampshire Department of Adult Education, Concord, NH

September 2011-present

Workshop Presenter

- Present at state conferences in New Hampshire as well as at local and state meetings (see attached)

Mini-grant Writer

- Research and create lesson plans, activities, and resources for teachers (see attached)

Disability Committee Member

- Collaborate with educators and administrators in New Hampshire on best practices and assistance for students with learning disabilities and other disabilities

JEPD Facilitator

- Lead a group of teachers in an exploration of the effectiveness and usefulness of incorporating learning centers into ESOL classrooms (Spring 2014)

Adult Learning Center, Nashua, NH

September 2009-present

ESOL Coordinator

- Manage and support a staff of 15 teachers
- Maintain responsibility for curriculum development, placement testing, and activity planning
- Provide resources to students by networking within the community

ESOL Teacher

- Plan interesting and varied lessons for students of different ages from a range of educational and economic backgrounds
- Implement a curriculum with applicable life, work, and technology skills
- Maintain appropriate classroom management

SELTl Hungary, Budapest, Hungary

January 2009-July 2009

Start Language School, Košice, Slovakia

September 2007-January 2009

NTE Language School, Košice, Slovakia

October 2006-September 2007

English Teacher

- Designed small group lessons for elementary, high school, and adult students in private language school as well as at local factories and businesses
- Created unique, fast-paced business English classes for international software company
- Mentored and assisted in training new teachers

LAUREN ELLEN OSOWSKI

PRESENTED WORKSHOPS

- Using Technology in an ESL Classroom (2012)
- ESL and LD: What Can We Do? (Concord, NH – April 6, 2013)
- Smartphones for beginners (Manchester, NH – September 28, 2013)
- Other Smartphones (Manchester, NH – September 28, 2013)
- Microsoft Word Basics for Teachers (Manchester, NH – September 28, 2013)
- Simple Computer Projects for ESL Students (Manchester, NH – October 19, 2013)
- Working with ESL Students with Little to No Prior Literacy (Manchester, NH – October 19, 2013)
- Pronunciation Practice (Manchester, NH – October 19, 2013)
- A Teacher's Look at the iPad (Nashua, NH – November 20, 2013)
- Smartphone Apps for Students with Disabilities (Concord, NH – January 29, 2014)
- From the Beginning: Teaching Low Level ESL Students (Manchester, NH – March 22, 2014)
- Beyond the Plateau: Teaching Upper Level ESL Students (Manchester, NH – March 22, 2014)
- Adult Education Technology: A Website for Adult Educators (Manchester, NH – October 25, 2014)
- ESL Apps to Further Learning (Manchester, NH – October 25, 2014)

COMPLETED MINI-GRANT PROJECTS

- "Get Moving! Games and Activities to Get ESOL Students out of their Seats and Using English" (June 2012)
- "Using Technology in an ESOL Classroom" (June 2012)
- "Pronunciation Practice" (September 2012)
- "Education Descriptions by Country: 25 Most Common Countries Represented in New Hampshire" (May 2013)
- "From the Beginning: Working with ESL Students who Lack Literacy" (May 2013)
- "Building Computer Literacy for Low Level ESOL Students" (August 2013)
- "Adult Education Technology: A Website for Adult Educators" (June 2014)
- "Using Learning Centers in an ESOL Classroom" (August 2014)

PROFESSIONAL DEVELOPMENT

- NH Conference for Adult Educators (Concord, NH – October 24, 2009)
- TESOL Convention (Boston, MA – March 26, 2010)
- Renewing Our Dedication to Adult Education (Waterville Valley, NH – April 16-17, 2010)
- NH Conference for Adult Educators (Concord, NH – October 30, 2010)
- Do My ESOL Students Have LD? Effective Strategies to Help ESOL Students who Struggle with Learning (Concord, NH – March 31, 2012)
- Teaching Adult ESOL Learners without Prior Literacy (Concord, NH – August 23, 2012)
- Developing Writing Skills (Webinar – January 15, 2013)
- Facilitating Multi-level Classes (Webinar – February 7, 2013)
- A Day of Learning about Learning Centers (Augusta, ME – June 19, 2013)
- iPad Apps and Lessons: An All Day Workshop (Webinar – January 8, 2014)
- Job Embedded Professional Development Project – Transitioning ESOL Students into ABE programs (Nashua, NH – January-April 2014)
- Bridging the Gap: Community Colleges and Foreign-Educated Immigrants (Webinar – December 2, 2014)

Sharon Dalton

EDUCATION

M.Ed., Counseling
Rivier College, Nashua New Hampshire, 1994

SUMMARY

Comprehensive experience in Social Work, particularly young families. Worked with this population exploring values, responsibilities, academics, personal, and career goals, followed by assisting them in goal achievement. Currently working with Adult Learners assisting them in overcoming barriers that may be preventing them from reaching their academic and employment potential.

WORK HISTORY

Adult Learning Center, Nashua, New Hampshire

September 2008 – present

Counselor

Provide assistance to Adult Basic Education and English for Speakers of Other Languages adult learners. Referrals to community agencies; represent the Adult Learning Center on committees that focus on the needs of undereducated adults; guidance on post-secondary opportunities; participate in Adult Learning Center initiatives such as the Persistence Study. Advocate for adult education on the local, state, and national levels; provide encouragement and opportunities for student advocacy.

- Provide orientation to new students
- Arrange guest speakers and field trips
- Maintain library of current community services and college information
- Organize and publicize annual Career Fair
- Provide career and post-secondary guidance to students
- Manage advocacy opportunities for staff and students through the Department of Education

September 2000 - 2008

Even Start Coordinator

Overall managerial and case management responsibility for the Even Start program. Work with Even Start partners to implement an innovative, client-centered community based program for family literacy. Oversee recruitment, intake, screening, Family Education Plans, home visits and evaluation of program. Specific responsibilities include:

- Ensure implementation of program standards, policies, and procedures that reflect the needs of the families and the principles of Even Start.
- Provide coordination between the Even Start and partners, particularly Dr. Crisp Developmental Preschool, and Adult Learning Center early childhood and adult education programs.
- Work with outside evaluator to evaluate the program and implement change.

OTHER RELATED EXPERIENCE

Literacy Advocate	Peace Corps, Belize, Central America	2004-2005
Counselor/Case Manager	New Hampshire Catholic Charities	1996-2000
Counselor/Case Manager	TWIG, Derry, New Hampshire	1989-1996
ESL Tutor/Math Tutor	Grades 5-8, Windham/Pelham School District	1987-1989

COMMUNITY INVOLVEMENT

- Family Support New Hampshire
- Granite State Organizing Project
- Gate City Health and Wellness Initiative
- Manchester Immigration Center Advisory Board
- Infant Mental Health Task Force
- Vice-chair, Mayor's Ethnic Awareness Committee Task Force
- Hispanic Network
- Organized parents to advocate for their families and influence lawmakers at local and state levels.
- Served on various committees, representing Catholic Charities that explored ways to better meet the needs of the Manchester community (i.e., Manchester Health Department, Makin' it Happen, School to Work Program, etc.).
- Organized an ecumenical volunteer/ mentor pilot program that increased community involvement and awareness.

PROFESSIONAL SKILLS

Administrative Skills

- Provide staff training in crisis intervention management, creative problem solving.
- Assist parents in goal setting and development of reasonable process to achieve goals.
- Ensure that client-centered philosophy informs all program decisions.
- Collaborate with area agencies that provide services to clients.

Counseling Skills

- Interview and support adult learners in determining goals.
- Facilitate parent education groups in parenting, career development, time management, and stress reduction techniques.
- Refer clients to resources for assistance.

Additional Skills

- Developed Family Literacy Center in Maskall Village, Belize.
- Established a library at the Maskall Village School, Belize.
- Volunteerism: Chosen to be part of a committee to develop New Hampshire Catholic Charities documentation.
- Taught GED preparation, assisted clients with college interviews and financial aid forms; developed English Second Language program for Pelham Junior High students.
- Assisted in refuge resettlement projects; worked with immigration office to provide citizenship education.

Professional Summary:

Dedicated educational professional with eighteen years of experience working with students to reach their academic goals. Motivated and resourceful office manager building strong relationships with effective communication and collaboration.

Education:

Southern New Hampshire University, Manchester NH 2015
Bachelors of Science - Business Studies in Business Administration
Tutor Training Certificate – National Tutoring Association 2004
New Hampshire Community Technical College, Nashua NH 1999
Associates of Science – Accounting

Work Experience:

Office Manager/Bookkeeper 2014-Present
The Business Clinic

- Provide direct support to the President
- Administer daily operations of an accounting/tax firm
- Manage daily bookkeeping/payroll services for various companies

Coordinator of Tutoring Services/Math Tutor and Instructor 1997-2015
Nashua Community College

- Managed daily operations and activities of the Tutoring and Writing Center
- Taught a non-credit, remedial math, college preparatory course
- Developed, in collaboration with the Coordinator of Disabilities Services, an early academic intervention program
- Mentored students in Developmental Pathways class
- Recruited, hired, trained and supervised all tutors
- Collaborated with faculty and staff to promote student learning
- Collected, analyzed and reported semester activities, including tutor budget and payroll
- Served on NCC campus Human Rights/Equity Committee

Self-employed Private Math Tutor 1998-2011
DBA the Math Tutoring Specialist
Owner/Tutor

- Managed private tutoring business
- Assisted students in elementary school through secondary education

References:

Mr. Barry Garside - Professor and Chair, Mathematics Department
Nashua Community College, Nashua NH
(603) 578-8900, ext. 1556

Ms. Melissa Olson - Disabilities Services Coordinator
Manchester Community College, Manchester NH
(603) 206-8142

Mr. David Gilcreast – Academic Dean/Teacher
Pelham High School, Pelham NH
(603) 635-2115 Ext. 3820

Other References upon Request

Lisa Piandes

Math Teacher

Seek a full time math position within a school setting

WORK EXPERIENCE

Math Teacher

Woodbury Middle School - Salem, NH - August 2011 to June 2014

developed lesson plans for three levels of math and one reading course

- collaborated with fellow teachers, grade papers, communicate with parents
- implement technology and pilot new curriculum with technology
- updated Infinite Campus daily, used Outlook, Excel, PowerPoint, graphing calculator

Areas of Proficiency

- * Assessment Tools
- * Technology Integration
- * Writer's Workshop
- * Various Mathematics Programs including Everyday Math
- * Individual Educational Plans(IEP)
- * Multiple Intelligences

Windham Public Schools - Windham, NH - March 2011 to June 2011

updated PowerSchool for communication between home and school

- collaborated with other science teachers, attend team meetings, administer and grade papers and exams, conduct science labs, use technology such as PowerPoint within the classroom instruction
- additionally, tutored an 8th grade student in Algebra, during prep periods twice weekly, due to health concerns.

Substitute teacher, 4 different schools in the district

Windham Public Schools - Windham, NH - 2008 to 2011

taught anything from art, English, Writer's Workshops, aid for students having difficulty with Everyday Math, gym class, and even lunch duties

R.J. Grey Jr

High School - Acton, MA - September 1995 to June 2005

leveled students according to their math abilities; setting a schedule within the school schedule around the 3 levels of math

- attended math department meeting at the middle and high school and also staff meetings
- met with IEP parents, implemented a curriculum appropriate for non-English speaking students, developed appropriate materials for a blind and a deaf student
- tailored curriculum around field trip topics
- maintained current in technology, education, and mathematics; also certification

Math Teacher

Barnstable Middle School - Hyannis, MA - September 1993 to June 1995

constructed schedules for all 120 students on the academic team according to levels, boy/girl ratio, IEP needs, and other criteria.

- attended NCTM conferences and various workshops, department and staff meetings monthly
- communicated with parents often, and collaborated with other subject teachers for hands-on projects

Student taught grade

Saratoga Springs, NY

Fall 1991

EDUCATION

M.A. in Education

Curry College - Milton, MA

1996

B.A in Double

Elementary and Secondary Education & Mathematics - Potsdam, NY

1992

RICHARD VANDIVER

WORK EXPERIENCE

GATE CITY CHURCH, NASHUA, NH *Executive Assistant, Jul 2011 – Present*

- Assist the Senior Pastor in the day to day operation of Gate City Church and associated organizations and ministries.
- Conduct worship services, weddings, and funerals
- Taught on behalf of Gate City Church for two years at Nashua Christian Academy
- Represent Gate City Church at meetings with the City of Nashua
- Conduct counseling with members of the congregation as needed.
- Oversee and coordinate new construction and renovation Projects
- Organize and coordinate special events and conferences.

COMMISSION TO EVERY NATION, UZHGOROD, TRANSCARPATHIAN REGION *Official Volunteer with NGO Nehemiah and the Charity Foundation Hope and Life, Feb 2006 – Jul 2011*

- Under the supervision of Commission to Every Nation, served as an official volunteer with the Ukrainian NGO "Nehemiah" and the Ukrainian charity foundation "Hope and Life".
- Served as a translator for short term volunteer groups from the United States and Great Britain.
- Assisted in the founding and operation of Life English School, teaching an average of three lessons daily
- Regularly taught at the Uzhgorod Technical College
- Organized and oversaw projects to assist special needs children at state run orphanages in the Transcarpathian Region
- Oversaw and coordinated educational and humanitarian projects to assist the ethnic Roma minority in the Transcarpathian region

UNITED STATES AIR FORCE *Emergency Actions Controller, Feb 2002 – May 2005*

- Perform nuclear command and control actions in the execution phase of Emergency War Orders, and direct conventional command actions supporting Emergency Plans, Operations Orders, and Operations Plans.
- Relay command instructions for launch, execution, diversion, recall, evacuation, recovery, recycle, and reconstitution of forces.
- Coordinate and execute search and rescue activities.
- Brief base level commanders on the status of ongoing emergency situations and advise on response when appropriate.
- Flight-follow aerospace resources and monitor mission status.
- Develop, maintain, and initiate quick reaction checklists supporting situations such as suspected or actual sabotage, nuclear incidents, natural disasters, aircraft accidents or incidents, evacuations, dispersal, and aerospace anomalies.

- Maintain and provide Communications Security (COMSEC) to include receiving, safeguarding, utilizing, inventorying, and destroying classified material.

EDUCATION

GLOBAL UNIVERSITY, SPRINGFIELD, MO
Bachelor's Degree in Bible and Theology, Nov. 2015

LINGUA EDGE, ,
100 Hour Certificate in Teaching English to Speakers of Other Languages Nov 2010

QUALIFICATIONS SUMMARY

- Years of experience as a motivated professional and a proven track record as a team player
- Good working knowledge of computer technology and commonly used professional software.
- Significant experience both teaching and learning languages
- Experience teaching in diverse situations and settings.

Katherine T. Deschenes

OBJECTIVE English as a Second Language Teacher

SUMMARY

- Adept at creating a comfortable, accepting environment
- Appreciate and enjoy people of diverse cultures
- Creative in approach to presenting curriculums which foster interest and cultural pride
- Skilled at motivating people with diverse needs
- Respectful of life experiences that adult learners bring to class

EDUCATION University of Maine (Orono)
Bachelor of Arts, Elementary Education

HIGHLIGHTED EXPERIENCE

Teaching

- Effectively managed a Religious Education Program that grew from 15 families to 200 In a three year period; supervised a staff of fifteen
- Coordinated and implemented a Family Education Series for Community Mental Health Center; revamped and restructured program as needs changed
- Taught grade three and grade five at an elementary and middle school in Pelham, NH

Curriculum Development

- Planned lessons around students' individual needs
- Developed a unique approach to Religious Education that focused on the family as a unit
- Provided a variety of learning experiences to spark student interest including group work, frequent review and individual tasks
- Created artifacts and activities that enhanced specific areas of the curriculum

Communication

- Regularly published newsletters to enhance communication and keep families focused and updated
- Conducted monthly meetings to provide support and offer resources
- Spoke on a local radio program to educate and heighten listener awareness regarding mental illness
- Facilitated meeting of Regional Planning Board that included representatives of over twenty human resource organizations

Community Involvement

- President, Alliance for the Mentally Ill (1993 – 1996)
- Parent Representative, Character Development Committee, Main Dunstable Elementary School

AWARDS

- New Hampshire Woman of the Year
- All Maine Woman

WORK HISTORY

- English as a Second Language teacher, Adult Learning Center, Nashua, New Hampshire 1997 – Present
- Family Ministry Coordinator, Immaculate Conception Parish (1987 – 1995)
- Teacher, Grade Three, E. G. Sherburne School (1972 – 1974)
- Teacher, Grade Five, Pelham Memorial School (1971 – 1972)

JOAN E GIBSON

OBJECTIVE

Instructor in English as a Second Language, Adult Learning Center,
Nashua, NH.

EMPLOYMENT

- 1998 Current Status: Retired, July 1, 1998
- 1978-1998 Nashua Senior High School, Nashua, NH 03062
English Instructor, grades 10-12
- 1968-1977 Saint Cecilia's Academy, Washington, D.C.
Principal, English Instructor, grades 9-12

EDUCATION

- 1964-1965 Catholic University of America, Washington, D.C.
Master of Arts: English Major, 18th C. Concentration
- 1963 Dunbarton College, Washington, D.C.
Bachelor of Arts, English Major

INTERESTS

Travel: Most recently to Ireland and Scotland

Reading, music, spectator sports

Active in church and social organizations

CERTIFICATION

Teacher Certification for the State of New Hampshire in the field of English

Veda A. Henry

WORK EXPERIENCE

Nashua Adult Learning Center, Nashua, NH
Adult Basic Education Teacher/Coordinator 1982-Present

Teach adult students who are below fifth grade reading level, students who are learning disabled, ESOL students with minimum formal education.

Coordinate the Adult Basic Education program, which includes GED preparation, supervise and evaluate instructors, ensure adequate materials and environment appropriate for adult learners to thrive.

Orange County Juvenile Hall 1972-1973

Responsible for teaching GED classes on a monthly, rotating basis.

Vermont Teacher Corps, Team Leader 1970-1972

This federally sponsored program was based at the University of Vermont. Its goal was to bring innovative programs to communities who qualified at the Alburg, Vermont, site. My responsibility was to supervise the interns and the programs in which they were involved. Some projects included setting up the school's library and organizing a recreational center for teens.

York City Schools, Teacher, Grade 6 1968-1970

In addition to my regular classroom duties, I organized the school's Science Fair and had an after-school girls' sports club.

Baltimore County Schools, Teacher, Grade 4 1964-1968

West York Area Schools, Teacher, Grade 4 1963-1964

EDUCATION

M.Ed., Elementary Education, 1972

University of Vermont

B.S., Elementary Education, 1963

Millersville University, Millersville, PA

Carol A. Gookin

Work History

1991 to Present: Paraprofessional, Nashua Adult Learning Center

*Job Responsibilities: Assist the classroom teacher in
Specific Duties: Assist in educational activities, maintenance
of records, maintenance of the classroom, assume where
possible, the duties of the teacher in her absence, substitute
in other classrooms, if necessary*

1967 to 1968 Clerk, Stuart's Department Store

1966 to 1967 Clerk, Woolworth's Store

1962 to 1964 Assembler, Ratheon Co.

1961 to 1962 Assemble, Symphonic Corp.

Education

1991 GED, Nashua Adult Learning Center

References

Furnished upon request

VICTORIA MCIVER

PROFESSIONAL EXPERIENCE

2000 – Present Adult Learning Center

Nashua, NH

Classroom Teacher

Responsible for teaching GED curriculum to adults on TANF who are working toward financial independence. Maintain learning-conducive environment, implement curriculum, teach five subject areas, organize enrichment activities, and evaluate students.

GED Teacher

Milford, New Hampshire, Adult Basic Education teacher in outreach program for Milford residents.

American Sign Language Instructor

Teach ASL to the general community and human service personnel.

1979-2000

Reading Area Community College

Reading, PA.

American Sign Language Instructor Levels I and II

Berks Deaf and Hard of Hearing Services

Reading, PA.

Programs and Services Coordinator/Staff Interpreter

Governor Baxter School for the Deaf

Presque Isle, ME.

Sign Language Interpreter

St. Mary's School

Houlton, ME.

Vice Principal

Houlton Adult Education Program

Houlton, ME.

American Sign Language Instructor, Levels I-IV

ABE and GED Instructor

St. Mary's School

Houlton, ME.

Language Arts Instructor, Grades 5-8

Gardner Adult Education Program

Gardiner, ME.

American Sign Language Instructor

EDUCATION

1972 -1977

Roberts Wesleyan College

North Chili, NY

B.A. English and Elementary Education

AWARDS RECEIVED

1981

Maine State "Adult Educator of the Year"

1991

Abnaki Council "Woman of the Year"

Marianne M. Wiley

EDUCATION

Masters in Social Work (M.S.W.)

Michigan State University, East Lansing, Michigan, June 1979

Bachelor of Arts in Sociology (B.A.)

Susquehanna University, Selinsgrove, Pennsylvania, May 1975

Certification: NH State Certification, Special Education Administration, June 2013

PROFESSIONAL EXPERIENCE

Adult Learning Center, Nashua, New Hampshire

- **Director, Clearway High School, 2001 – present**

Provide overall management of NH Dept. of Education and Special Education approved alternative high school, including staff supervision, curriculum development, maintenance of State certification standards, intake of students and implementation of Individualized Education Programs. Participate in community efforts to provide services for the at-risk population. Work with area special education personnel, parents, and support staff.

- **School Social Worker, Clearway High School, 1980 - 87; 1994 - 2001**

Provided support services to high-risk adolescents, including crisis intervention, referrals to area agencies, and individual and group counseling. Served as liaison and advocate to families, public schools, employers, probation and parole officers and various community agencies. Consulted regularly with teachers and staff. Responsible for interviewing and registering new students, maintaining attendance records, organizing field trips and scheduling guest speakers. Participated in developing and implementing Individualized Education Plans for students in Special Education. Served as Team Member for all meetings involving students in Special Education.

- **Single Parent Group Facilitator; 1994**

Facilitated an 8-session single parenting group for 13 single parents. Through mutual support and discussion, considered challenges and frustrations shared by single parents. Explored such issues as personal goals, changing and conflicting roles, societal and family perceptions and expectations, loneliness, dating, sexuality and AIDS.

Community Health and Counseling Services, Bangor, Maine, 1979 - 80

- **Home School Therapist**

Provided a variety of social work services to emotionally handicapped children and adolescents at a special education alternative school, the Southern Penobscot Regional Program for Exceptional Children. Duties included crisis intervention, individual, family and group therapy. Also functioned as a liaison and therapist for St. Michael's Center, a boy's residential facility in Bangor. As the Regional Program's only full time

social worker, was involved in caseload referral and coordination of additional part-time mental health services. Responsibilities further included client advocacy and consultation with special education and mental health professionals throughout southern Penobscot County. Supervised a practicum for an undergraduate psychology student enrolled at the University of Maine at Orono.

Graduate Internship, Holt School District, Holt, Michigan 1978-79

- **School Social Worker**

Provided individual and group counseling and academic support to at-risk and disabled students in elementary and secondary schools. Many students were foster children, and others were severely mentally or emotionally challenged adolescents. Worked with teachers on classroom management issues, and reported school status to local courts, when appropriate.

Graduate Internship, Ingham County Department of Social Services, Flint, Michigan, 1977-78

- **Foster Care Caseworker**

Worked with foster parents, foster children and biological parents. Provided supervision and weekly visitation. Provided case management services and direct counseling, when appropriate. Reported directly to courts on progress and status of families.

Committees, Memberships and Community Activities

- Member of the Nashua School District's Futures Committee
- Member of Nashua School District's Task Force on Alternative Education in Nashua, NH
- Participated during 2004-05 in Superintendent's Subcommittee on Secondary Alternative Education in Nashua, NH
- Former member of Mayor's Task Force on Youth Violence in Nashua, NH
- Supervised several Clearway internships for Psychology students attending Rivier College in Nashua, NH
- Member of Phi Alpha, a National Social Work Honorary Society that invites membership based on achievement in both scholarship and social work

Scott F. Webber

:ll)

Philosophy of Education: At its root, education is “personication,” the becoming of the individual student. This becoming is accomplished through the avenues of the student’s inquiry, reflection and passion.

Professional Experience

Lexington Public Schools

Lexington, Massachusetts

English Teacher

Department Head

September, 1991 to Present

September, 2004 to Present

September , 1991 to June, 2003

Major Accomplishments: Created a new, expectations-oriented curriculum, 6-12
Reduced grouping levels
Created choice-driven curriculum for seniors

Winchester Public Schools

Winchester, Massachusetts

Director of English and Reading, K-12

September, 1988 to June, 1991

Major Accomplishments: Designed, wrote and taught a sixth-grade study skills course

Supervised and evaluated reading specialists

Swampscott Public Schools

Swampscott, Massachusetts

Director, English and Reading, K-12

English Teacher

September , 1974 to June, 1988

Major Accomplishments: Introduced literature-based reading instruction;
Introduced process writing throughout the curriculum
Introduced writing process and writing throughout the curriculum

1974 **Bedford Public Schools** September, 1969 to June
Bedford, Massachusetts
Teacher of English and Drama coach, 9-12

Education

Salem State College
Salem, Massachusetts
Fifteen Graduate credits beyond Masters

Fordham University
Bronx, New York
Six Credits, NEH grant

Boston College
Chestnut Hill, Massachusetts
Fifteen Ph.D. level credits

Salem State College
Salem, Massachusetts
MAT degree

Oxford University
Oxford, England
Six Graduate credits

Boston College
Chestnut Hill, Massachusetts
B.A. degree, Magna Cum Laude graduate, Alpha Sigma Nu (National Honor Society) Alpha and Omega Honor Society, Honors program, 1966-
Jesuit
1969

Hanna Vandiver

Summary

Dedicated and creative English teacher with over 13 years of experience teaching English to a wide variety of students in various settings in Eastern Europe and USA.

Core Qualifications

- Equivalent of MA of English Education from Uzhgorod National University, Ukraine.
- 13 Years teaching experience
- Experience teaching students of all proficiency levels
- Experience with large groups and one-on-one format
- Excellent classroom management skills
- Additional experience as a professional translator

Achievements

Administration:

Started and managed two ESL Schools in Uzhgorod, Ukraine which are still functioning today.

Curriculum Development:

Created curriculum for young adult and adult learners targeting novice through advanced proficiency levels.

Organization:

Led and assisted in the development of total immersion summer programs for young adults and children.

Lesson Planning:

Introduced innovative learning methods to ensure total comprehension for all students.

Teaching:

Taught a variety of students from various backgrounds in both classroom and one-on-one settings resulting in marked improvement in the students' proficiency level.

Professional Experience

October 1999
to
May 2006

Nehemiah English School

Uzhgorod, Ukraine

Director

Organized the founding and was responsible for the management of the Nehemiah English School.

Developed curriculum targeting all proficiency levels.

Oversaw an average of four teachers at any given time.

Personally taught three groups of approximately 10 - 15 students per semester.

October 1999
to
May 2006

NGO Nehemiah

Uzhgorod, Ukraine

Professional Translator

Regularly translated for groups and speakers from the United States and Europe in settings ranging from large audiences to private conversations.

Was responsible for training young translators in the skills necessary to clearly and accurately pass on information both from the local language into English and from English into the local language.

May 2006
to
July 2011

Hope and Life Charity Organization

Uzhgorod, Ukraine

Director

Managed the affairs of the Hope and Life International Charity Organization relating to the distribution of finances to charity activities, the organization of projects to help ethnic minorities and orphanages in the Transcarpathian Region of Ukraine.

Oversaw the organization of a low cost English School to benefit the university students of Uzhgorod, Ukraine by providing them with a high quality education in the English language.

September 2012

To

Present

Adult Learning Center

Nashua, NH, USA

Worked with the Adult Learning Center as an ESL teacher. Taught levels: Basic Beginner, Level 2, Level 4.

Education and Training

1999

Uzhgorod National University

Uzhgorod, Transcarpathia, Ukraine

Specialist in English Education English Language

Teacher of the English Language and Literature.

Studied full time for five years. Degree was evaluated in 2009 as a Masters of Arts according to the system used in the United States.

Community Involvement

Beginning in 1999, assisted in establishing a program to provide assistance and support to Holocaust survivors in the Transcarpathian Region of Ukraine. Regularly participated in the work of the program until June of 2011.

Beginning in 2002 regularly participated in and oversaw the organization of programs to assist the Romani ethnic minority in the Transcarpathian Region of Ukraine. Specific

projects include organizing humanitarian aid and medical personnel for the Romani camps, providing clean water for villages that previously had no access, overseeing construction projects to improve Romani communities. Involvement in these projects continued until June of 2011.

Beginning in 2004, regularly participated in and oversaw the organization of programs to benefit orphanages in the Transcarpathian Region. Specific programs were targeted to improve the living conditions in the orphanages, provide education regarding basic hygiene, and assist in the transition from the orphanage to adult life.

Beginning in 2010 worked with a government run trade school in conducting lessons designed to encourage the betterment of ethics and morality of students soon to enter the workforce.

James D. Mangan

Current Objective:

To find any kind of work that will allow me to keep my current SNHU teaching schedule (Tue/Thu) or lead to a full-time position. I am primarily interested in a position that is based outdoors, or at least one that requires various tasks throughout the days and weeks.

Graduate Studies:

****University of Missouri - Columbia***

Master's Degree in TESOL Education

Summer 2013 - Present

Expected graduation year: 2016

<http://online.missouri.edu/degreeprograms/ed-tesol/masters.aspx>

I am currently a graduate student with the University of Missouri-Columbia's online MA TESOL program. I find the studies a bit challenging, but they are increasing my awareness and skill which I can apply immediately into the classroom.

English Language Teaching Experience:

****Southern New Hampshire University – Manchester, New Hampshire***

January 2015 – Present

Within the Institute for Language Education is the Intensive English Program. The purpose of this program is to improve the student's ability of English so that eventually they may take academic courses at SNHU. I am an adjunct faculty member and currently lead classes focused on Reading, Writing, and Grammar.

****White Birch English – Gangneung, South Korea***

March 2014 – December 2014

White Birch English was a small academy run by my wife and I. We took students of all ages, from young children to adults, but primarily had elementary and middle school students. Curriculum was customized to the needs of the students and the desires of the parents.

****Kwandong University - Gangneung, South Korea***

March 2011 – February 2014

<http://www.cku.ac.kr/mbshome/mbs/CKU/index.do>

For these three years I taught the English Conversation courses required by our school's students (Years 1-3), and a few elective courses. Our primary responsibility was teaching lessons for social situations. With limited resources, I led a variety of lessons for our students in an enjoyable and educational manner.

****EZUp Kim Heung Soo English Academy – Gangneung, South Korea***

March 2010 - February 2011

EZUp is highly regarded for its thorough and complete teaching methods implied by Principal Kim Heung Soo and his staff. I was responsible for teaching reading and writing courses in his academy. The academy taught elementary and middle school students.

****Kid's College – Gangneung, South Korea***

March 2009 – February 2010

<http://www.kidscollege.co.kr/>

Kid's College both is an English Kindergarten and Elementary English Academy. The students range in age from 4- 12. I was the teacher of "Asia" class, the most advanced and largest kindergarten group at the school. In addition to language learning classes, we also had classes in Math, Science, Music and Physical Education. I was also in charge of various elementary classes, in addition to some private lessons at the school.

****New York Language Center – Bronx, New York***

July 2007 – August 2008

www.nylanguagecenter.com

NYLC is certified by NY State Board of Education. The school enrolls adult students. I taught a variety of levels, from intermediate to advanced. My students were mainly Spanish-speaking, but there were several others from Africa, Europe, and Asia. I was consistently praised for my ability to connect with the students and create a positive learning environment.

Education:

****TESOL Certificate***

The School for International Training '04

<http://www.tesoltrainingcostarica.org/>

Alajuela, Costa Rica

This was a 140-hour certificate course which culminated in student-teaching a small group of the local population.

****Bachelor of Arts in Social Sciences***

Keene State College '04

<http://www.keene.edu/>

Keene, New Hampshire

This was a liberal arts degree with focus on Sociology, History, Political Science and Education.

RACHEL MEEHAN

Skills

- **Writing:** Information literacy, academic papers, blogging, editing, organization
 - **Computer Skills:** Microsoft office, HTML, CSS, PHP, SQL
-

Education

Bachelors of Arts in English May 2015
Focus in Computer Information Systems
University of New Hampshire, Manchester, NH
Grade-Point Average: 3.9

Honors and Awards

- Outstanding Tutor Award May 2015
 - Four Writing Across the Curriculum Awards May 2012, 2014, 2015
 - Meritorious Writer Award May 2012
 - Deans Honors List Every Semester
 - UNH Manchester English Program Scholarship May 2014
-

Employment

ESOL Program Instructor July 2013; July 2014; July 2015
University of New Hampshire, Manchester, NH

- Helped adult ESOL students prepare for higher education
- Developed and implemented lesson plans
- Collaborated with instructors
- Familiarized students with U.S. culture

CRLA Certified Master Tutor December 2011—May 2015
Center for Academic Enrichment (CAE), Manchester, NH

- Tutored students in writing and mathematics
- Worked with non-traditional students, including ESOL students
- Facilitated study groups
- Scheduled tutoring appointments

CAE Blogger February 2015—May 2015
University of New Hampshire, Manchester, NH

- Wrote blog articles for marketing department
- Informed students about tutoring opportunities on campus
- Interviewed faculty

William C. Bissonnette

OBJECTIVE: *My goal is to become associated with an Adult Learning Center where I can utilize my diverse business experience, real world skills and ESL tutoring experience to be a respectful role model and positive influence on a diverse student population.*

EDUCATION

1987-1990 Keene State College Keene, NH
BA American Studies
Deans' List
Intramural Sports, Coach, Tutor/Aid

2010-2012 Plymouth State University Plymouth, NH
TESOL Certificate – May 2012

2014-present NHTI, Concord, NH
Teaching Education Conversion Certificate Program

Alt.5 Statement of Eligibility, English for Speakers of Other Languages & Social Studies

TUTORING EXPERIENCE

2013-2014 1:1 tutor, Kearsarge Regional High School, N. Sutton, NH
2010-2011 1:1 tutor, Nashua Adult Learning Center, Nashua, NH
2010 Student Teaching, Plymouth State University, Plymouth, NH

EXPERIENCE:

Paraprofessional II Pinkerton Academy, Derry, NH
9/14-present

- Assist case coordinator and classroom teacher to develop, modify classroom assignments
- Prepare daily assignments, study guides and buddy notes as needed
- Review IEP, reports and other medical/school records as needed
- Mentor and Job coach for assigned WTL students
- Escort students to assigned classes as needed
- Meet as needed with case coordinators, therapists and teachers

- Acquired major new accounts with Merrimack County Sheriff's Dept; Town of York, ME; and Town of Bedford, NH.
- Sold to local government, municipal, retail, & K-12 accounts in NH.
- Managed sales activity, renewals, & retention within assigned territory.
- Decreased customer churn & stabilized key critical accounts.
- Generated new customer relationships in a 1-year period by 25%.
- Cultivated strong customer referrals through high levels of customer satisfaction, resulting in a one year 25% referral rate.
- Regularly and successfully presented to C-level executives.

Direct Sales Representative

9/2007 - 10/2008 Comcast Londonderry, NH

- Generated over 20 new customer relationships in 1 year.
- Sold cable, internet, and telephone services to residential customers.
- Created marketing campaigns in bundled categories, increasing monthly sales by 15%.
- Implemented outbound call and canvassing campaign to target new housing developments.
- Cultivated rapport with apartment managers and condo associations to proactively sell products and services to new residents.
- Successfully developed a "Comcast Vendor Day" at targeted large apartment complexes within assigned territory.

Customer Service Representative

3/2006 – 9/2007 Granite State Telephone Weare, NH

- Achieved Sales Rep of the Month award 5 times in 1 year.
- Sold telephone and DSL services to residential customers.
- Proactively sold "bundled" services to include local, long distance and internet services on one bill format.
- Handled customer billing disputes and collections issues.
- Proactively resolved all billing issues resulting in an over 20% customer retention rate.
- Trained new personal on billing and computer system.

Account Executive - Central NH Territory

11/1993 – 3/2006 Verizon Wireless Manchester, NH

- Acquired major new accounts with State of NH; Town of Bow, NH; Concord Trailways; Graphic Packaging; and Rymes Heating.
- Sold wireless & data services to small and mid-size companies.
- Aggressively cold-called on potential new business clients based in southern and central NH.
- Managed over 75 accounts within assigned territory.
- Grew customer base over 45% within a 5-year period.
- Sales leader in new customer acquisitions for 2 consecutive years.
- Acquired largest client in NH in 2003 (State of NH).
- Effectively managed transfer and integration of State of NH account into a revenue generating performing account.
- Managed customer base with automated sales force software.

Alexis Eaton

Objective Seeking part time employment in education, human services, or related field

Work Experience **SHARE Outreach, inc.**

1 Columbus Avenue
Milford, NH 03055

Case Manager

Met with clients to assess eligibility for financial assistance and to provide information on other available support, financial literacy, and job searching
Coordinated with other social service agencies on behalf of clients
Maintained monthly statistics for Board of Directors
Assisted with fund raising and grant applications
Set up Quickbooks program and completed nonprofit tax return

Souhegan High School

Boston Post Road
Amherst, NH 03031

Learning Specialist

Served as case manager for students with educational handicaps
Tutored students in all high school subjects
Modified instructional materials to provide differentiated instruction
Coordinated services with outside agencies, such as Voc. Rehab

Hollis/Brookline High School

Cavalier Court
Hollis, NH 03049

Special Education Teacher

In addition to duties described above, served as department chair, as well as chair of pupil personnel team (special educators, guidance counselors, administrators, school nurse and school psychologist), providing wrap around services for students in need of extra support

Activities

Volunteer at the Annie Marie House in Hudson, NH, a transitional housing facility for homeless families

Serve on the Outreach Committee at my church, making financial donations to local, national and international charities

Work as a substitute teacher at Clearway High School in Nashua

Education

Fitchburg State College
Fitchburg, MA
Bachelor's Degree in Special Education
Master's Degree in Secondary Education

Various post graduate courses and workshops to maintain teacher certification

Jim Chisholm

PROFESSIONAL EXPERIENCE

**Adult Learning Center, Nashua, NH
Clearway High School**

September 1998 - Present

Teach Social Studies (Civics & Government, Business & Economics, American History Through Media), Career and Life Skills, and Algebra I to at-risk teens in an alternative high school.

Classroom paraprofessional, 1998 – 2008

WIA Tech Start Program manager, 2003 – 2005

**Timberlane Regional High School, Plaistow, NH
Program Tutor, Emotionally Handicapped (E.H.) Program**

November 1995 - 1998

Program Tutor for the special education department's Transitional Education Program (TEP). Worked with students with learning disabilities and oppositional/conduct disorder. Developed curriculum, quizzes, tests, and study materials. Special Education paraprofessional; provided individual assistance to identified students in resource rooms and mainstream classrooms.

Program Tutor in the Emotionally Handicapped program; language tutor in Special Education Department's program for Spanish-speaking students.

Computer specialist: installed software and repaired computers throughout the department.

EDUCATION

B.A., American History

Granite State College, 2008

NH State Certification, Internship Certificate, General Special Education, June 2010

SPECIAL ABILITIES/EXPERIENCE

LANGUAGE Fluent in Spanish.

COMPUTERS PC operating systems, various graphics, communications, diagnostic, and other programs. Experienced installing/troubleshooting/servicing most aspects of computers.

MUSIC Guitar, drums, bass, some keyboard, and own recording and effects processors for home recording.

Nora Hunt

EDUCATION

M.S. Program (in progress)

Teaching English as a Foreign Language

(2012 - Present)

Southern NH University, Manchester, NH, USA

Bachelors of Education

(1993-1997)

Subjects: Russian Language and Literature

West Kazakhstan State University, Ural'sk city, West Kazakhstan

TEACHING EXPERIENCE (USA)

Contract Employee for Russian Language (multiple contracts) (2008 - 2009)

Transparent Language, Nashua, NH

TEACHING EXPERIENCE (RUSSIA)

High School (1997 - 2006) St. Petersburg, Russia

Russian Language and Literature

Stephanie L. Cassidy, MFA

EDUCATION

Master of Fine Arts in Writing - Vermont College of Norwich University, Montpelier, VT, July, 1999

Master of Fine Arts candidate - The Naropa Institute, Writing and Poetics 20 MFA credits; Boulder, Colorado 1996-1997

Bachelor of Arts in English, University of Southern Maine 1993 Cum Laude, English Honors

CERTIFICATIONS

New Hampshire Department of Education Teacher of English 5-12

Maine Department of Education Teacher of English K-12

PROFESSIONAL EXPERIENCE

English Teacher, Clearway High School, Nashua NH, 2005-present.

Teach required and elective English courses for approximately 60 at-risk students in alternative high school setting. Develop course electives as needed, including courses in Literature of World Religions, Literature of the Holocaust and various writing electives. Participate in Special Education Team Meetings and implement Individual Education Plans in the classroom. Serve as Staff Development Coordinator, assisting with issues involving staff certifications, developing workshops and bringing guest speakers to the school as needed.

English Teacher, The Brentwood School, Merrimack, NH, 2000-2005.

Developed curriculum including high school Holocaust Studies and East Asian Studies. Awarded \$300 grant to begin East Asian Studies. Enhanced existing curriculum by providing content titles such as novels, poetry and short stories of ethnic, social, religious diversity. Explored current literatures that allow students of lower reading levels an opportunity to build their reading and writing skills in a consistently gratifying way. Offer at-risk students a program of studies designed for a self-contained classroom that includes arts-based enhancement of literature.

Bookmobile Services, Nashua Public Library, Summer, 2000.

Responsible for patron circulation throughout the greater Nashua area and fulfilling patron requests through the main library branch.

Shipping and Receiving/ Data Entry/ Shelving, Barnes & Noble Bookstore, Nashua, NH, 1997-2000.

Maintained and controlled in fast paced environment the input of shipments from various vendors and shipping companies. Multitasking of various sorts of media in new and expanding computer program. Distributed merchandise accurately, according to genre.

English Teacher, Merrimack High School, Grades 10-12, 1998-1999.

Provided students of various learning levels with an enriching curriculum consistent with the district's and state's frameworks.

Library Assistant, Allen Ginsberg Library: The Naropa Institute, Boulder, CO, 1996-97.

English Teacher, Lubec High School, Grades 9-12, 1994-1996.

Taught *Myths and Legends*, *Contemporary Poetry and Literature*, *American Literature and Drama*, *British Literature and Drama*, *Advanced Placement English*, and *Creative Writing* in both middle school and high school sections.

Teacher, Lubec Adult Education and Literacy Program, 1994-96.

Taught adult learners in courses including *College English, Grammar and Composition, Creative Writing, and Reading Group.*

Writing Workshop Leader, Downeast Young Authors Conference, University of Maine, Machias, April 6, 1996.

Student Assistant Librarian, University of Southern Maine, Gorham Campus, 1988-1993.

ADDITIONAL PROFESSIONAL AND COMMUNITY ACTIVITIES

Graduate, The Cohen Center for Holocaust Studies Summer Institute Summer, 2004

Graduate, Five College Center for East Asian Studies, Spring, 2004

Member, *School Violence and Safety Committee*, The Brentwood School., 2001-present

Member, *New England Association of Teachers of English*, 2001-present

Assistant Site Supervisor, Proctor, SAT I and II exams, The Brentwood School, 2000-present

Member, Co-Chair, *Staff Development Committee*, The Brentwood School, 2000-present

Member, *River Rising Poets*, Nashua, New Hampshire, 2000-present

Co-leader "Independent Thinkers" Essay Workshop: February 3, 2000 Barnes and Noble, Nashua

Merrimack High School *English Curriculum Committee*: 1998

Coach, Lubec Jr. High School Basketball: 1995; Coach, Lubec High School Chess: 1996

Lubec High School Scholarship Committee: 1994-1996

Advisor, Lubec Student Council: 1994-1996

Member, Lubec School Improvement Committee: 1994-1996

PUBLICATIONS AND ART SHOWINGS

Poet of the Year: New England Association of Teachers of English 2004

Finalist, Poet of the Year, *New England Association of Teachers of English* 2003

"Juxtaposition" (poem) "Church Spire I, II, III" (black & white photo) SNUJ 2003

"abandon all hope, ye who enter" graphite/charcoal, Southern New Hampshire University Journal 2002

"roots in west quoddy" black and white photograph, Southern New Hampshire University Journal 2002

First Place, Merrimack Public Library Poetry Contest, May 2002

"At Machias Seal Island" Photographs, Vintage Café, Spring, 2002

Finalist, Poet of the Year, *New England Association for Teachers of English*, 2001

"Into Pity" Graphite/Charcoal, Barnes and Noble Bookstore, Nashua, Summer 2001

"And Then Toward the Rain" *Compass Rose*, Summer, 2001

"I Wonder" *Grasslands Review*, Summer, 2000

"Being" *American Poets and Poetry*, Summer, 2000

"Of Fog" *Pine Island Journal of New England Poetry*, 1998

"Untitled Poem" *Persofonics* The Naropa Institute, 1997

"Aunna" *The Maine Scholar* University of Southern Maine Honors Program; 1996

Editor, *on a different hill*, poems by Roger Walls, 1994

First Place, Student Literary Contest "He Made the Pink Dog Bark For Me" University of Southern Maine; 1993

David W. Contant

Work History

Social Studies/Health Teacher

Adult Learning Center, Nashua, New Hampshire

Clearway High School, 2001 – present

Ungraded

Teach Social Studies and Health to at-risk teenagers in individualized and small group format. Provide support to enrichment activities; prepare students for the GED Test; provide structure and boundaries to identified students in a mainstream setting.

Social Studies Teacher

Brentwood School, Merrimack, New Hampshire, 1998 – 2001

Taught Social Studies, Applied Math and Biology to special education students. Managed Student of the Month awards presentations and designed program for juniors and seniors to discover alternative career paths available to them upon graduation. Grades 9-12

Youth Build GED Instructor

LUK, Inc., Fitchburg, MA. 1996 – 1998

Classroom teaching in GED areas of Math, Writing, Social Studies, Science and Literature to students, ages 17 – 24 who dropped out of high school. Provided ongoing counsel to all program participants; facilitated School-to-Work component. Taught employment preparation classes to assist students in acquiring interview skills and employment.

Paraprofessional

Litchfield Middle School, Litchfield, NH, 1995 – 1996

Provided individualized instruction to eighth-grade student. Designed and implemented an interdisciplinary project-driven curriculum which met middle school graduation requirements.

Education

Franklin Pierce College, Rindge, NH – BS, Business Management, 1995

Franklin Pierce, NH Teaching Certificate in Social Sciences, 1996

Student Teacher, Social Studies, Litchfield Middle School

Employment History

Math and English Language Tutor

2011-present Adult Learning Center, Nashua, NH

- Used weekly conversation and writing to identify strengths, weaknesses, and cultural understanding of ESOL students.
- Conferenced with teachers and administered informal testing, to math students, to address their specific needs before moving forward with their instruction.
- Utilized multiple text books and internet sources to improve math competency and reading comprehension

Substitute Teacher 3rd-5th grade/ Long Term Substitute 3rd grade

2008-2011 Windham Center School, Windham, NH

- Assumed position during an emergency situation with no advance planning
- Designed and implemented lessons and units following the third grade curriculum
- Taught Language Arts, Math, Science, and Social Studies

Assistant Teacher

2004-2008 Merrimack Valley Montessori School, Salem, NH

- Taught reading, math, science, social studies, and practical life lessons
- Responsible for all lesson plans and classroom discipline for my students

Director of Education

1996-1998 Sylvan Learning Center, Glen Burnie, MD

- Responsible for administering and interpreting all testing done for students
- Created, updated and modified IEP plans for all 100 students
- Held parent conferences discussing progress made, areas of concern and future goals
- Hired, trained, and supervised all teachers in the center

Education

1992 Xavier University, Cincinnati, OH

- BA Social Sciences – Elementary Education
- Spanish minor

2008 Endicott University, Beverly, MA

- Masters of Education
- Early Childhood – Montessori minor

References

References are available on request.

Rosemary E. Daly

6/12 BB Teacher

Career Objective: To teach English as a Second Language in a community college or adult learning environment.

AREAS OF EXPERTISE:

- TESOL/TESL/TEFL Certified (Oxford Seminars, July 2009)
- In summer 2009, instituted an ESOL tutoring program in the Nashua area open to all interested immigrants and refugees through H30 Ministries Program (Immaculate Conception Parish)
- Wide range of experience in marketing, development, advertising, customer training and trade show management
- Public Relations, multi media planning and buying, copywriting and public speaking expertise
- Experience in customer service, corporate training, project management and secondary education
- Strategic, long-term planning and budget experience
- Corporate, community, major donor relations and grant writing experience
- Proficient and effective written and oral communication skills

PROFESSIONAL EXPERIENCE:

Assistant ESOL Teacher/Teacher's Aide

Adult Learning Center – Nashua, NH

Sept. 1999 – Present

Work with Lead Teacher to instruct adults in Basic Beginner Level ESOL (part-time evenings). Perform tasks related to registration of students; preliminary placement, CASAS testing, and ongoing testing throughout the school year. Introduce students to basics of the English language and cover language skills related to greetings; work and school; family and friends; health care and more. Instruction includes reading, writing, and verbal communication skills. Completed ongoing professional training by attending seminars covering the following topics: Adult ESL Workshops I & II; Strategies for Multi-Level Classes; Integration of Skills; Lesson Planning; Adult Learning Styles & Multiple Intelligences; Adult Literacy Strategies; Pronunciation Strategies; Phonemic Awareness; National Institute for Literacy Learning To Achieve Modules I (Definition of Learning Disabilities), II (Self-Determination) and VIII(Content Learning). Completed LINCS course entitled: *Multiple Intelligences and Adult Literacy (Summer 2011)*. Enrolled to take NCC Beginner Spanish course (non-credit) (Summer 2012) and ESOL Seminar entitled "Teaching Adult ESOL Learners Without Prior Literacy."

Assistant to Director of Institutional Advancement/Public Relations Coordinator

Academy of Notre Dame – Tyngsboro, MA

Aug. 1999 – Aug. 2009

Interact with faculty and administration to obtain development and marketing collateral for publication. Create, write, and manage production of school related marketing materials including: Annual Giving Report, Gateway Alumnae Newsletter, PR Express, special event programs, and brochures. Manage and generate media placement for advertising and press releases. Coordinate and promote fundraising events including: Annual Auction, Golf Tournament, Medallion Awards for Leaders of Distinction Gala, 150th Gala Celebration, Alumnae Mass and Tea. Track and maintain database information related to projects and budgets. Photograph all major school events. Chair of the Mission Committee for the NEASC accreditation process. Member: Golf, Auction, Medallion Awards, Marketing Long Range Planning and Vision Committees. Research and write grant proposals. Conducted market research for capital campaigns.

Accomplishments:

- Managing editor of Gateway Alumnae Newsletter – biannual publication sent to 3,600 individuals
- Coordinated school fundraising programs to achieve Advancement Office financial goals of \$360,000+ annually.
- Researched and implemented data mining software programs to augment fundraising and capital campaign projects.

Marketing Project Manager

Boston University Corporate Education Center – Tyngsboro, MA

1995-1999

Interacted with program directors in the design, production, and management of direct mail campaigns. Responsible for management of multiple profit centers regarding direct mail. Promotions included brochures, catalogs, show guides, postcards and lead generators. Targeted, selected and coded mailing lists and provided post mailing list analysis for target specific markets for education center programs. Coordinated and strategized advertisement placement in area newspapers, magazines and trade journals. Tracked advertising costs and profit center budget information. Generated quarterly reports including: Marketing Co-op Fund, Profit Center monthly and quarterly budgets, postal reconciliation, and forecasted quarterly and yearly budgets for each profit center.

Accomplishments:

- Managed details related to multiple direct mail campaigns totaling 1 million direct mail pieces annually.
- Managed print production schedules for three profit centers.
- Arranged weekly and monthly advertising placements with area newspapers, trade journals and periodicals.
- Forecast and maintained marketing budgets for three profit centers. (Budget responsibilities of \$1.3 million per year)

OTHER EXPERIENCE (1978-1995):

Ricoh Corporation – Salem, NH – Sr. Sales Administrator

Centigram Corporation - San Jose, CA - Customer Service/Training Representative

Commterm, Inc. – Burlington, MA - Administrative Assistant/Customer Training

Digital Equipment Corporation – Merrimack, NH - Corporate Training Administrative Assistant

Bishop Guertin High School/Mt. Saint Mary Seminary – Nashua, NH – Full-time Substitute Teacher: English I & II, Latin I-IV, Old Testament Themes.

EDUCATION:

Chestnut Hill College, Philadelphia, PA – B.A. English.

Oxford Seminars: TESOL/TESL/TEFL Certification (awarded July 2009).

Rivier College, Nashua, NH - Philosophy of Education, Introduction to Marketing

Boston University Corporate Education Center, Tyngsboro, MA – Coursework in Project Management, Microsoft Project, Introduction to Access, Intermediate Access Training, and Introduction to Web Design.

Bentley College, Waltham, MA – E-Commerce seminar.

Other Seminars: Introduction to Grant Writing; E-Commerce; Introduction to Auction Pro; Creative Marketing; The Development Process; Prospect Research; Maximizing Your Auction; Major Gifts Processes; Capital Campaigns; Public Relations; Supervisory Skills; Crisis Intervention; EEOC Regulations, Negotiation Strategies; and Time and Stress Management Techniques.

Computer Literacy: Windows Vista; Windows XP; Windows 2000; Windows 98; Windows 97; Word for Windows 6.0; Microsoft Office; Microsoft Excel; Microsoft Publisher; Power Point; Outlook; Netscape; Paradigm; Adobe Photoshop Elements; Microsoft Access; Microsoft Project; Word Perfect 5.0 (DOS and Windows versions); and Wealth Engine. Some experience with Quark.

Reference will be furnished upon request.

1/7/06

SUSAN G. FLANAGAN

Objective

To secure a position that draws on education, experience, and skills in teaching and administration.

Current Position

9/02-Present *Education Contractor* *Junior Achievement Worldwide, Colorado Springs, CO*
As an independent contractor, research and correlate state and national academic standards to Junior Achievement educational programs (with curricula focusing on economics and personal finance).

Teaching Experience

4/06-7/06 *ESL Teacher* *St. Anselm's Center for New Americans, Manchester, NH*
Taught English as a Second Language to adult students of varying abilities, first as a volunteer, then as a paid instructor.

9/05-12/05 *Volunteer Program Leader, Home ESL* *Manchester Refugee Volunteer Programs Committee, Manchester, NH*
Set up and administered a pilot program providing basic in-home ESL instruction to Somali refugees; taught ESL and trained ESL volunteers.

9/03-5/04 *Adult Education Teacher* *Newport News (Virginia) Division of Adult Education*
Taught beginning English as a Second Language to adult students.

1/01-2/01 *Substitute Teacher* *District 20 (Colorado Springs, CO) School District*

8/99-7/00 *Classroom Teacher* *Moriarty (NM) High School*
Taught English to 130 ninth graders-- regular and enriched levels-- in a rural public high school.

12/98-5/99 *Substitute Teacher* *Sandia Preparatory School; Albuquerque (NM) Public Schools*

8/97-5/98 *Teacher Intern* *Glen Burnie High School, MD*
Taught U.S. history to 80 juniors and seniors in a public high school.

10/97-12/97 *Substitute Teacher* *St. Mary's High School, Annapolis, MD*

Editorial Experience

3/01-6/02 *Editor* *Junior Achievement Worldwide, Colorado Springs, CO.*
Managed the development, writing and production of business and economics curricula for grades K-12 as part of an education team. Served as a curriculum resource and liaison between teams and outside business and education customers.

7/85-3/86 *Managing Editor* *The Las Vegas Magazine, Las Vegas, NV*
Managed editorial production for monthly city magazine: edited stories from freelance writers; oversaw layout and design; and wrote feature articles.

6/83-4/85 *Assistant Managing Editor* *Clovis News-Journal, Clovis, NM*
As the Lifestyle section editor, was responsible for the daily content and layout--including photography, feature writing and interviews. As assistant managing editor, was responsible for daily operations and supervision of newsroom staff, as well as layout and editing.

Administrative Experience

5/96-7/97 *Office Manager* *Navy-Marine Corps Relief Society, Annapolis, MD*
Managed two military relief agency offices staffed by volunteers; interviewed and provided assistance to needy families and individuals; counseled clients on financial management; and provided training for caseworkers.

1/96-4/96 *Legislative Clerk* *Maryland General Assembly, Annapolis, MD*
Compiled daily media synopsis for state legislators during the General Assembly and oversaw audiotape hearings program.

1/93-9/95 Gap in employment: Joined military spouse on assignment to the Royal Air Force Staff College in England; traveled extensively throughout Great Britain and Europe; volunteered with Meals on Wheels and animal rescue groups.

4/90-12/92 *Director* *Wayne County Museum, Goldsboro, NC*
Administered all facets of a county history museum from budgeting to recruiting; supervised volunteers and student interns; oversaw education program; presented informational programs to diverse civic and professional audiences; researched, planned and coordinated exhibits; and successfully guided museum through initial national accreditation steps.

3/86-4/90 *Claims Adjuster* *Farmers Insurance, Las Vegas, NV.; Gay & Taylor, Goldsboro, NC*
As a licensed property and casualty insurance field adjuster, investigated, negotiated and settled property claims; wrote construction repair estimates; and assisted with fraud and arson investigations.

5/80-4/83 *Publicity Manager* *USAF Morale, Welfare & Recreation, RAF Lakenheath, England*
Responsible for the creation and implementation of publicity programs for a three-base military community; designed a monthly leisure guide; and prepared press releases, military briefings and promotional mailings.

Civic Position:

5/05-Present *Secretary* *Amherst Area Newcomers Club*

Chronological Resume Recap:

5/80-4/83	<i>Publicity Manager</i>	<i>USAF Morale, Welfare & Recreation, RAF Lakenheath, England</i>
6/83-4/85	<i>Assistant Managing Editor</i>	<i>Clovis News-Journal, Clovis, NM</i>
7/85-3/86	<i>Managing Editor</i>	<i>The Las Vegas Magazine, Las Vegas, NV</i>
3/86-4/90	<i>Claims Adjuster</i>	<i>Farmers Insurance, Las Vegas, NV.; Gay & Taylor, Goldsboro, NC</i>
4/90-12/92	<i>Director</i>	<i>Wayne County Museum, Goldsboro, NC</i>
(1/93-9/95)	<i>Gap in employment: Joined military spouse on exchange assignment overseas)</i>	
1/96-4/96	<i>Legislative Clerk</i>	<i>Maryland General Assembly, Annapolis, MD</i>
5/96-7/97	<i>Office Manager</i>	<i>Navy-Marine Corps Relief Society, Annapolis, MD</i>
8/97-5/98	<i>Teacher Intern (Social Studies)</i>	<i>Glen Burnie High School, MD</i>
10/97-12/97	<i>Substitute Teacher</i>	<i>St. Mary's High School, Annapolis, MD</i>
12/98-5/99	<i>Substitute Teacher</i>	<i>Sandia Preparatory School; Albuquerque (NM) Public Schools</i>
8/99-7/00	<i>Classroom Teacher (English)</i>	<i>Moriarty (NM) High School</i>
1/01-2/01	<i>Substitute Teacher</i>	<i>District 20 (Colorado Springs, CO) School District</i>
3/01-6/02	<i>Editor</i>	<i>Junior Achievement Inc., Colorado Springs, CO.</i>
9/02-Present	<i>Education Contractor</i>	<i>Junior Achievement Worldwide, Colorado Springs, CO</i>
9/03-5/04	<i>Adult Education (ESL) Teacher</i>	<i>Newport News (Virginia) Division of Adult Education</i>
9/05-12/05	<i>Volunteer Program Leader, Home ESL</i>	<i>Manchester Refugee Volunteer Programs Committee, Manchester, NH</i>
4/06-8/06	<i>ESL Teacher</i>	<i>St. Anselm's Center for New Americans, Manchester, NH</i>

Education: MA, Teaching (Secondary Social Studies), 1998, College of Notre Dame of Maryland
B.Sc., Psychology, 1982, University of Maryland (Overseas Division)

References: Available upon request.

Sharone Hardesty

Professional Experience

December 2010-Present-Director, Education & Training
WWW.SHEBI.org

July 2011 Dhaka & Chittagong, Bangladesh
Teacher/Trainer for Special Needs Teachers

December/January 2010/11 Khulna & Dhaka, Bangladesh
Teacher/Trainer for Special Needs Teachers

Summer 2008 (SABEH) Fujhou, China
ESL Teacher

- Adult teacher population
- Student population ages 8-18 beginner & intermediate levels

Summer 2007 (ECC) Tsukuba, Japan
ESL Teacher

- Population ages 8-13 years
- Beginner & intermediate levels

Summer 2005 Oxford Intensive School of English (OISE) Boston, MA
ESL Teacher

- High school & adult population
- Advanced level

Aug 04-Present Burlington Public Schools Burlington, MA
Special Education & ELL Teacher

- Grades 9-12
- Self-contained & Inclusion classrooms

1997-2004 Twinsburg City Schools Twinsburg, Ohio
ESL Teacher/Administrator

- Designed & implemented the 1st ESL program in the district
- Administrate departmental issues such as ordering/organizing all materials & disseminating information regarding state & federal regulations
- Service K-12 students in language acquisition (auditory, oral, reading, & written expression) as well as content areas & proficiency preparation.
- Service high school students for TOEFL & SAT/ACT

Special Needs Teacher Twinsburg City Schools Twinsburg, Ohio

- Designed, implemented, & serviced SED & SLD students in an alternative academic program

1993-2003 Solon Summer School Solon, Ohio
Special Needs/ESL Lead Teacher

- Math, reading, & writing remediation grades 1-3
A 5 week, 5 day, 5 hours per day program of intense study

1990-2004 Private Tutoring Service (PTS)

- ESL grades K-12
- ESL adult population
- SPED grades 1-12

1996-1997 Orange School District Pepper Pike, Ohio
ESL & Special Needs Teacher

- ESL K-2
- Title I Math Remediation K-2

1995-1996 Solon city Schools Solon, Ohio

Interventionist Grade 3

- Inclusion & ESL classrooms: math, reading, & written expression
- Preparation for state mandated math & writing competency

1995-1996 Lawrence School Broadview Hts, Ohio

SLD Teacher

- LD population
- Grades 5-8 math, language arts, science, social studies

1993-1994 Solon School District Solon, Ohio

Substitute Teacher

- ESL & SLD population grades 5-12

Teacher Aide

- Kindergarten ESL population

1969-1972 Millbury School District Millbury, MA

Speech & Language Pathologist/ESL Grades K-6

Education

- Emerson College Boston, MA
- **B.S. Speech & Language Pathology**
Boston University Boston, MA
- **M.Ed. Counselor Education**
Kent State University Kent, Ohio
- **M.Ed. Specific Learning Disabilities**

Massachusetts certifications

ESL Instruction 5-12
Education of Handicapped K-12
Specific LD K-12
Speech K-12
English 7-12

Additional Graduate Academics

Cambridge College, Cambridge, MA
Level 2 ELL Instruction
Fitchburg State College, Fitchburg, MA

TEFL Certificate August 2005

University of Akron, Akron, Ohio
**Language & Literature Acquisition in Multi-
Cultural Settings
ESL in Content Areas**

Ashland University, Ashland, Ohio
**ESL Instruction
Certified Pathwise Mentor**

Bridgewater College, Bridgewater, MA
Psychology of Exceptional Children
Bridgewater College Bridgewater, MA
Diagnosis & Correction of Reading Disabilities
Bridgewater, College, Bridgewater, MA
Clinical Practice in Remedial Reading

Additional Professional Experience

Mentor Teacher 2010/11, 2008/09, 2007/08, 2006/07

Workshop presenter at Ohio TESOL Conference: 2003, 2002, 2000, 1999
Human Resource 1988-1993 Ohio Transmission & Pump Columbus, Ohio
Human Resource 1980-1982 General Electric Co. Cleveland, Ohio
Staff Psychologist 1972-1980 Mass. Dept. of Mental Health Boston, MA

Objective: To obtain a teaching position working with adult English Language Learners through the Nashua Adult Learning Center.

Education:

Rivier College	9/04-9/07	Nashua, NH
	School Principal Certification Program (CAGS)	
UNH	9/95-5/01	Durham, NH
	Social Work BSW	
	Masters in Social Work:MSW	
Up With People		Denver, CO
	International Education Performing Arts Program, With Emphasis on Community Service And Leadership Development.	

Additional Certifications: NH Certification 003 (School Principal); **0607 (ELL)**; 0040 (Guidance Counselor), 0049 (School Social Worker); CPI (Crisis Intervention Prevention Protocol)

Related Work Experience:

School Social Worker

2010-Present, Fairgrounds Middle School; Nashua, NH

- *Provide Parent and Family Outreach services including Home visits.*
- *Provide Individual and small group counseling services.*
- *Manage FMS Mental Health and Schools Counseling Program.*
- *Participate on school leadership, Focused Monitoring and RTI teams.*
- *Serve on the school attendance team.*
- *Facilitate Fairground Middle School Data Team.*
- *Serve as Fairgrounds Middle School NAEP (National Achievement on Educational Progress) Testing Coordinator.*
- *Provide consultation and professional development with teachers, guidance counselors and administration on social/emotional needs of students and families.*
- *Serve as School Emergency Preparedness Plan facilitator*

Elementary School Assistant Principal

2008-2010, Mount Pleasant/Broad Street School; Nashua, NH

- *Facilitated Building Level CHAT Teams at both schools.*
- *Served as 504 Coordinator at both schools.*
- *Conducted Teacher Observations/Evaluations/Literacy Walk-through.*
- *Served as Special Education LEA for Special Ed referral and assessment meetings.*

English Language Learning (ELL) Teacher

2007-2008, Nashua High School North/South; Nashua, NH (Department Head)

2005-2007, Elm Street Middle School; Nashua HH

- *Facilitated scheduling and program needs for ELL students and teachers.*
- *Facilitated the development and implementation of the ELL Academic Competencies.*
- *Provided Case management of all ELL monitored Students at Nashua High School North/South*
- *Served as ELL Testing Coordinator for NECAP testing/ ACCESS Testing.*
- *Facilitated the Nashua Secondary ELL Summer School Program 2006-Present.*

School Guidance Counselor

2002-2005, Elm Street Middle School: Nashua NH

2002- Amherst Street Elementary School (Continuing Sub)

- *Supported academic, emotional and social needs of middle school students through comprehensive guidance program.*
- *Connected outside services with the students and families to foster success in school.*
- *Developed and maintain school schedules.*
- *Co-facilitated 'Push Up Day' event to support transition to middle school.*

Additional Activities:

- January 2011-Present – Nashua DMC (Disproportionate Minority Contact) Committee.
- June 2008: Boys and Girls Club of Greater Nashua *Volunteer of the Year*
- April 06: Javits Investigative Team for Gifted Education
- Dec 06-Jan 2011: Program Based Budgeting (Curriculum/Special Services Program Team.
- February 06-March 07: Nashua Ethnic Awareness Committee (Community Dialogue Facilitator)

Related Skills:

- Proficient in Spanish Language and Hispanic Cultures
- Basic Understanding of American Sign Language
- Understanding of Computer Operations Including Word Processing, performance tracker Spread Sheets, Data Base and Star Base. (Advanced queries, reports, scheduling, X2 Aspen Fundamentals, Grading, Scheduling, Conduct, Assessment
- Highly Qualified Language Arts (6/06)

Publications:

- Jaquith, Scott M.; (2012). Accepting The Challenge. Xlibris Publishing: Bloomington, IN

Karen E. Kelley

Drive

ext. 259
3259

GOAL: I believe that children will rise to the level of our expectations. I believe that every child can succeed to a high degree of excellence. These two principles have guided my successful work as an educator over many years. At this time in my career, my goal is to expand my venue in order to apply these principles on a building wide level as an elementary school administrator.

QUALIFICATIONS SUMMARY

Strong skills in the areas of: Educational leadership, developing positive school climate, curriculum implementation and coordination, supervision and evaluation of staff and programming, and communication with staff, parents and students.

Ability to: Establish priorities, execute responsibilities, initiate and activate creative programs and events, motivate students and staff, establish and maintain productive relationships with students, parents, administration and staff, consistently demonstrated highest standards in work performance.

PROFESSIONAL PREPARATION

Certificate of Administration: New Hampshire Principal Certificate, Massachusetts Principal Certificate
NHSAA Leadership Institute: 2001-2003

Masters of Education in Elementary Education – 1989: Antioch Graduate School of New England, Keene, NH

Bachelor of Arts in Elementary Education – 1978: Doane College, Crete, NE

Additional Graduate Credits and Workshops Related to Curriculum and Leadership: School Law, School Finance, Curriculum Development, Supervision and Instruction (Danielson rubric model), Quality Schools, Professional Learning Communities (DuFour model), District Wide Data Team, Using Data to Drive Instruction, Curriculum Mapping, Multi-Age Education, Differentiated Instruction,

Fluent skills in Technology: PowerSchool, Inform, SmartBoard, E-mail, Web use, Microsoft Office, Elmo Proj.

ADMINISTRATIVE EXPERIENCE

2012 – 2013 **DINI Coordinator:** May – Aug., SAU 41, Hollis, NH

2010 - 2011 **Administrative Internship:** June – Dec. Hollis Upper Elementary School, Hollis, NH

2008 **Interim Assistant Principal:** August – Nov. Hollis Upper Elementary School, Hollis, NH

2005-2008 **Math/Science Curriculum Administrator:** Pre-K thru 6, Hollis School District, Hollis, NH

2000-2001 **Math Coordinator:** Pre-K thru 6 Hollis School District, Hollis, NH

Administrative Responsibilities:

- Served on SAU 41 Data Team
- Team Leader for PLCs based on DuFour work and Curriculum Mapping based on ML Hanley work
- Assisted Principal in the development of 2011-2012 budget
- Supervised the Math and Science programs by providing leadership and direction for school system in planning, development and implementation of curriculum including Special Education and RTI.
- Aligned Math/Science curriculums with NH Grade Level Expectations then with CCSS
- Planned and facilitated job-embedded professional development opportunities for staff
- Observed and evaluated professional staff using Danielson model (rubric model)
- Developed and administered Math/Science budgets
- Analyzed local, state (NECAP), and national (NWEA) data: assisted professional staff in using data to drive instruction
- Facilitated Grade Level meetings to provide curriculum direction
- Led Elementary School in adoption of new Math program; used Mass. Frameworks as reference
- Provided annual Assessment and Curriculum presentations to Board of Education and community
- Wrote and facilitated Title IIA and V State funded grants
- Facilitated communication with PTO through meetings and newsletters

TEACHING EXPERIENCE

2008 – Present **Teacher, Hollis Elementary Schools, Hollis, NH**

1979 - 2005 **Grade 5 and 6 All Subjects, Multi-Age Grades 5/6 Hollis Elementary School, Hollis, NH**

1978 – 1979 **Teacher, Middleburg Elementary School, Middleburg, FL: Grade 4**

*Reading Workshop - by Tufts
a lot of newspaper work*

English Language Learning (ELL) Teacher

2007-2008, Nashua High School North/South; Nashua, NH (Department Head)

2005-2007, Elm Street Middle School; Nashua HH

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- *Facilitated the development and implementation of the ELL Academic Competencies.*
- *Provided Case management of all ELL monitored Students at Nashua High School North/South*
- *Served as ELL Testing Coordinator for NECAP testing/ ACCESS Testing.*
- *Facilitated the Nashua Secondary ELL Summer School Program 2006-Present.*

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- Understanding of Computer Operations Including Word Processing, performance tracker Spread Sheets, Data Base and Star Base. (Advanced queries, reports, scheduling. X2 Aspen Fundamentals, Grading, Scheduling, Conduct, Assessment
- Highly Qualified Language Arts (6/06)

Publications:

- Jaquith, Scott M.; (2012). Accepting The Challenge. Xlibris Publishing: Bloomington, IN

Objective To continue to learn and explore new things

Experience Quality Inspector
Dec 2009- present Hitchiner Manufacturing Co., Inc., Milford, NH

- Dimensional Inspection
- Visual Inspection
- Use of hand held gages (calipers, micrometer, drop gage... etc.)
- Reading blueprints
- Use of Statistical Process Control software
- Communication with Engineering

Injection/ Assembly Operator
Sept 2005 – Dec 2009 Hitchiner Manufacturing Co., Inc., Milford, NH

- Operate wax press
- Assemble parts
- Visually inspect parts
- Maintain required quota

Education Santhormork High School, Phnom Penh, Cambodia
1985 - 1997

- High School Diploma

Interests Enjoy teaching people with English as their second language, Enjoy learning to gain experience.

References References are available on request.

NANCY MCAVEENEY

WORK EXPERIENCE

Computer skills

- 1986-Present James C. McAveeney, DMD, PC Amherst, NH
Receptionist, Office Manager, currently part-time Bookkeeper in
Pediatric Dental Office with staff of eleven. Plenty of experience
dealing with parents under stress in a busy atmosphere.
- 1980-1986 Full-time Mother to two daughters. Daughters are
currently ages 20 and 17. They are healthy, intelligent and well-adjusted.
- 1979-1980 Fitz-Inn Auto Parks, Inc. Boston, MA
Receptionist/Bookkeeper for owner of multiple parking garages in
Boston.
- September-December, 1978 Bedford High School Bedford, MA
Permanent substitute English teacher grades 9-12. (Covered maternity
leave.)
- 1978 Spring Semester CETA Program, Northern Essex Community
College, Haverhill, MA
English teacher for state-run program with vocational focus for 16-20
year olds who had not finished high school.
- 1977-1978 school year Temp-Ed Services
Substitute teacher for various school systems, mainly Bedford, MA and
Minuteman Regional Vocational High School in Lexington, MA
- 1976-1977 school year Canaan Memorial High School Canaan, VT
Bilingual aide in Title VII program. Assisted in English, Math and
Science classes and provided individual tutoring. Grades 7-12.
Approximately one half of the students spoke French as their primary
language.

EDUCATION

- 1976 Plymouth State College Plymouth, NH
B.S. English Education
- Spent one semester of senior year tutoring 17 year old Vietnamese girl,
individually. Also group tutoring involving entire family.
- 1999 -present Hesser College Nashua, NH
- *Associates Degree in Business Administration and Business Computer Applications*
(Completing December 2001)

LANGUAGES

- Some French, one year of college Spanish

SARA McGEE

Objective

To obtain a challenging and rewarding job in the field of education.

Experience

1995 – Present

Merrimack School District Merrimack, NH

Thorntons Ferry Elementary School

Classroom Volunteer

- Reading/Writing/Language Development
- Writing/Editing Projects

Coordinator – Growing Up Series

Substitute Teaching

Homeroom Parent

1993 – 1995

Weight Watchers Bedford, NH

Group Leader

- Facilitate Meetings
- Provide support and encourage strategies to promote weight loss and maintenance

Jan 1986 – Feb 1989

Main Dunstable Elementary School Nashua, NH

Classroom Teacher

- 1986 – Grade 5
- 1986-1989 – Grade 3

1984 – 1986

Nashua Public School System Nashua, NH

Substitute Teacher

Education

1980 – 1984

Saint Michael's College Winooski, VT

Bachelor of Arts, Elementary Education

Dean's List – 1983/1984

Summer 1982

Rivier College Nashua, NH

Women in American History Course

References

Available Upon Request

ELIZABETH H. POOLE

PROFESSIONAL EXPERIENCE

Vocational Counseling

Managed large caseload of individuals seeking work -- presenting with wide range of disabilities in outcome based system

- Worked closely with mental health and area agencies to help clients obtain services and support
- Guided people dealing with disabilities through state vocational rehabilitation system to obtain needed services to reach employment goals
- Counseled those with physical/mental health disabilities to seek accommodations in work-place

Therapeutic Counseling

Provided therapeutic counseling to college-age and adult clients presenting with wide range of psychological issues

- Dealt with mental health issues including depression, anxiety, adjustment disorders, substance abuse, bipolar disorder, PTSD, phobias, panic disorder, chronic pain
- Prepared assessment, diagnosis, treatment planning to address clients' concerns
- Utilized a variety of treatment methods -- while focusing on clients' strengths
- Worked with multi-cultural population and gay/lesbian young adults

Teaching/Education

- Taught required public speaking classes taking students from fear to confidence and poise
- Expanded psychology course to include topics of current interest to students -- adolescence, stress, eating disorders, alcohol/drug abuse

EMPLOYMENT HISTORY

2004-present	Dept. of Education/Vocational Rehabilitation, Nashua, NH -- Counselor
2002-2003	University of Massachusetts, Lowell, MA -- Counseling Center Intern
2001-2002	Capital Region Family Health Center, Concord, NH -- Behavioral Health Intern
1997-2000	Alvirne High School, Hudson, NH -- School Based Learning Coordinator
1990-1997	Presentation of Mary Academy, Methuen, MA -- High School Teacher
1986-1990	Presentation of Mary Academy, Hudson, NH -- High School Teacher
1981-1983	Pennsylvania State University, State College, PA - Instructor

EDUCATION

M.A., Counseling Psychology, Antioch New England Graduate School, Keene, NH
M.A., Communication, Pennsylvania State University, State College, PA -- 3.9 GPA
B.A., Sociology, Fairleigh Dickinson University, Teaneck, NJ
Teacher Certification, Rivier College, Nashua NH, 1990

KAREN J. STANLEY

PROFESSION

Instructor with excellent organizational skills. Proficient with software packages and experienced with teaching all ages and levels in a variety of settings. Strong interpersonal skills. Enthusiastic team player.

SUMMARY OF QUALIFICATIONS

- Instructed and developed courses for colleges, public schools and various companies
- Maintained a computer consulting practice since 1988
- Taught courses to customers on NBI WP systems and NBI PC's
- Provided customer support for all hardware and software concerns
- Supported sales staff in various capacities
- Frequented customer locations to ensure proper use of equipment and to provide on-going support
- Developed and implemented word processing courses
- Taught various courses in business and secretarial studies

WORK HISTORY

- 2000-2008 Acquire Media Ventures Inc., Roseland, NJ
Senior Content Editor
- Reviewed headline and story information
 - Reviewed topic queries regarding instructions, highlighted terms, and companies
 - Responsible for maintaining the integrity of topics and ensuring that the stories accurately reflected the industry or subject they represented
- 1995 – 2005 Nashua School District, Nashua, NH
Paraprofessional
- Taught grades K-6 in the computer lab
 - Personal assistant to special needs children in kindergarten
- 1989 – 1995 Daniel Webster College, Nashua, NH
Computer Instructor
- Responsible for developing all course material used for seminars
 - Taught various courses for the Computer Certification Program
 - Contributed to the planning/justification of the new computer building
- EDUCATION:** TechMarket, Nashua, NH, Pursuing MS Certification
B. S. in Business Education, Salem State College, Salem, MA
Various studies, including Health Sciences and Nutrition,
University of New Hampshire, Durham, NH

MAP OF
NEW HAMPSHIRE
COUNCILOR DISTRICTS
AS LAID OUT IN 1981

