

197 10/10



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

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

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

May 22, 2013

60% GENERAL Funds
40% FEDERAL Funds

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

REQUESTED ACTION

Authorize the Department of Education to grant funds to the Nashua Adult Learning Center, Nashua, NH (vendor code 167121) not to exceed the amount of \$815,818.00 upon Governor and Council approval for the period effective from July 1, 2013 through June 30, 2014 and authorize unencumbered payment of said grants with internal accounting control within the Department of Education. The funds granted by this action will provide adult basic education/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. Also provide counseling services for ABE students, advanced ESOL students, and high school equivalency graduates transitioning to community colleges, 4-year colleges and universities. Pending legislative approval of the next biennium budget funding for this request is available as follows:

	Amount	Federal Funds (40%) Account No. 06-56-56-7004-072-0575	General Funds (60%) Account No. 06-56-56-7004-601-0931
<u>Nashua Adult Learning Center</u>			
Adult Basic Education/ESL	\$583,417.00	\$233,366.80	\$350,050.20
English Language/Civics Education	\$118,857.00	\$ 47,542.80	\$ 71,314.20
Adult Learner Services Program	\$ 57,629.00	\$ 23,051.60	\$ 34,577.40
Adult Ed/Postsecondary Transitions	\$ 55,915.00	\$ 22,366.00	\$ 33,549.00
Total	\$815,818.00	\$326,327.20	\$489,490.80

EXPLANATION

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

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council
Page two
May 22, 2013

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 95 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 Ed/Postsecondary Transitions Program will provide counseling services for ABE students, advanced ESOL students, and high school equivalency graduates transitioning to community colleges, 4-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 16 surrounding communities in southern New Hampshire.

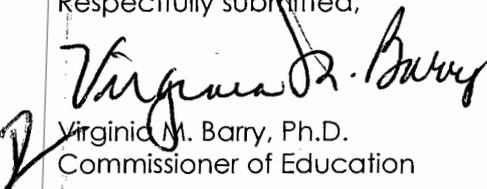
All federal and state adult education grants are awarded through a competitive application process that is open to school districts, private not for profit and governmental agencies. The criteria for evaluating the applications are contained in the Adult Education and Family Literacy Act (Workforce Investment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

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

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

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

Respectfully submitted,


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

VMB/AE:jc

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #
CHANGE #
PAGE 1 OF 2

Federal/State Program Title: Adult Basic Education

FROM: Nashua Adult Learning Center TO: Dr. Art Ellison
4 Lake Street State Department of Education
Nashua, NH 03060 State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

TYPE OF CHANGE
BUDGET
FUND AUTH
FISCAL AGENT
OTHER

SAU/RA : 521 Proposed Project Title: ABE and ESOL Instruction Project Period: 7/1/2013 to: 6/30/2014

APPLICATION MANAGER: (NAME) Mary Jordan (PHONE #) 882-9080 x 204
(For Consolidated Applications only)
PROJECT MANAGER: (NAME) Mary Jordan (TITLE) Executive Director
(Required for all projects) (PHONE #) 882-9080 ext. 204 (ADDRESS) 4 Lake Street Nashua, NH 03060

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
 4 Lake Street
 Nashua, New Hampshire 03060

APPROVED INDIRECT COST RATE: 8.4 %

Mary Jordan
 SUPERINTENDENT OF SCHOOLS
 EXECUTIVE DIRECTOR
 5/21/13
 DATE

OBM FORM 1 PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

5/99

PROJECT #
CHANGE #
PAGE 1 OF

Original

Federal/State Program Title: EL/Civics

2

FROM:

TO: Art Ellison
Nashua Adult Learning Center
State Department of Education
4 Lake Street
State Office Park South
Nashua, NH 03060
101 Pleasant Street
Concord, New Hampshire 03301-3860

TYPE OF CHANGE
BUDGET
FUND AUTH
FISCAL AGENT
OTHER

SAU/RA :

Proposed Project Title: EL/ Civics Project Period: 7/1/2013 to: 6/30/2014

APPLICATION MANAGER: (NAME) Mary Jordan

(PHONE #) 882-9080 x 204

(For Consolidated Applications only)

PROJECT MANAGER: (NAME) Diana Owen

(TITLE) Executive Director

(PHONE #) 882-9080 x 207

(ADDRESS) 4 Lake Street Nashua, NH 03060

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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FISCAL AGENT - MAKE CHECKS PAYABLE

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

APPROVED INDIRECT COST RATE: 8.4 %

[Signature]

SUPERINTENDENT OF SCHOOLS

CHIEF FINANCIAL OFFICER

Executive Director

5/21/13

DATE

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #
CHANGE #
PAGE 1 OF 2

Original

Federal/State Program Title: Adult Learner Services

FROM: Nashua Adult Learning Center TO: Dr. Art Ellison
4 Lake Street State Department of Education
Nashua, NH 03060 State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

SAU/RA: 521

TYPE OF CHANGE
BUDGET
FUND AUTH
FISCAL AGENT
OTHER

Proposed Project Title: Adult Learner Services Project Period: 7/1/2013 to: 6/30/2014

APPLICATION MANAGER: (NAME) Mary Jordan (PHONE #) 882-9080 x 204
(For Consolidated Applications only)
PROJECT MANAGER: (NAME) Susan Katz (TITLE) Executive Director
(Required for all projects) (PHONE #) 598-8303 x 208 (ADDRESS) 4 Lake Street Nashua, NH 03060

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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FISCAL AGENT - MAKE CHECKS PAYABLE
 TO: Nashua Adult Learning Center
 4 Lake Street
 Nashua, New Hampshire 03060

APPROVED INDIRECT COST RATE: 8.4 %


 SACSURCHIEF FINANCIAL OFFICER
 Executive Director

5/21/13
DATE

Federal/State Program Title: Adult Education/College Transition Services

PROJECT # _____
 CHANGE # Original
 PAGE 1 OF 2

FROM: Nashua Adult Learning Center TO: Debbie Tasker
4 Lake Street State Department of Education
Nashua, NH 03060 State Office Park South
521 101 Pleasant Street
Concord, New Hampshire 03301-3860

TYPE OF CHANGE	
BUDGET	
FUND AUTH	
FISCAL AGENT	
OTHER	

Proposed Project Title: College Transition Services Project Period: 7/1/2013 to: 6/30/2014

APPLICATION MANAGER: (NAME) Mary Jordan (PHONE #) 882-9080 x 204
 (For Consolidated Applications only)
 PROJECT MANAGER: (NAME) Diana Owen (TITLE) Executive Director
 (Required for all projects) (PHONE #) 882-9080 x 207 (ADDRESS) 4 Lake Street Nashua, NH 03060

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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FISCAL AGENT - MAKE CHECKS PAYABLE
 TO: Nashua Adult Learning Center
4 Lake Street
Nashua, NH 03060

APPROVED INDIRECT COST RATE: 8.4 %


 RACHELLE PERINI
 CHIEF FINANCIAL OFFICER
 Executive Director

5/21/13
 DATE

NASHUA ADULT LEARNING CENTER, INCORPORATED

BY-LAWS

As Amended July 12, 1988

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 daycare and after school daycare 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 interaction for the greater Nashua community.

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



Board of Directors
2013-2014

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Mobile: 860-7818
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People's United Bank
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Fax: 263-2035
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email: james.toye@TDAmeritrade.com

Ryan Warren (2015/18)
Howe, Riley & Howe, PLLC
660 Chestnut Street
Manchester, NH 03104
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ryan@hrhcpa.com

Directors serve without compensation.

Revised May 16, 2013

ADULT LEARNING CENTER													5/9/2013			5/16/2013		
STAFFING AND CLASS SCHEDULE - JULY 1, 2013 - JUNE 30, 2014													TOTAL			TOTAL		
STAFF POSITION	NAME	DEGREE	HIRE DATE	HRS/ WEEK	WKS/ YEAR	RATE FY 13	RATE FY 14	CHANGE	SALARY/ YEAR	STAFF TRAINING COST	STAFF MEETING 1/2 HR/WK	PREP TIME	CLASS SIZE	LEVEL	TIME	CIVICS		
TEACHERS																		
ABE STAFF																		
ABE TEACHER	VEDA HENRY	M.ED.	10/82	9	30	34.50	35.88	0.04	9,687.60	215.28	538.20	1,383.94	8	0-3.9	AM			
ABE TEACHER	SCOTT WEBBER	B.A.	1/15/09	9	30	26.50	27.56	0.04	7,441.20	165.36	413.40	1,063.03	15	4-5.9	AM			
ABE TEACHER	STEVEN REID	B.A.	1/12/10	9	30	26.50	29.15	0.10	7,870.50	174.90	437.25	1,124.36	15	6-8.9	AM			
ABE/MATH	STEVEN REID	B.A.		4	30	26.50	29.15	0.10	3,498.00		499.71	3,997.71	15	6-8.9	AM			
ABE TEACHER	STEVEN REID	B.A.		6	30	26.50	29.15	0.10	5,247.00		749.57	5,996.57	15	6-8.9	PM			
ABE TEACHER	NANCY VON DER LINDEN	B.A.	8/14/06	6	30	29.00	30.16	0.04	5,428.80	180.96	452.40	5,428.80	15	4-5.9	PM			
ABE TEACHER	CAROL GRAY	B.A.	8/1/03	6	30	29.25	30.42	0.04	5,475.60	182.52	456.30	782.23	15	6-8.9	PM			
ABE TEACHER	MAGGIE KIVELA	B.A.	3/15/07	6	30	25.75	26.78	0.04	4,820.40	160.68	401.70	688.63	15	0-3.9	PM			
ABE TEACHER	SYLVIA THIBAUT	B.A.	8/31/05	9	30	25.00	26.00	0.04	7,020.00	156.00	390.00	1,002.86	15	5-8.9	AM			
ABE TEACHER	JIM CHISHOLM	B.A.	9/1/98	12	36	35.00	36.40	0.04	15,724.80				15	2-5.9	AM			
ABE TEACHER	MARIANNE WILEY	MSW	8/30/95	12	36	35.00	36.40	0.04	15,724.80				15	2-5.9	AM			
ABE TEACHER	JUDY BOUCHER	B.A.	8/31/07	12	36	35.00	36.40	0.04	15,724.80				15	4-5.9	AM			
ABE TEACHER	STEPHANIE CASSIDY	B.A.	8/19/05	12	36	35.00	36.40	0.04	15,724.80				15	4-5.9	AM			
ABE TEACHER	DAVID CONTANT	B.A.	10/1/01	12	36	35.00	36.40	0.04	15,724.80				15	6-8.9	AM			
SPARC WRITING	BEVERLY BRETON	M.ED.	9/1/13	3	16	30.00	30.00	0.00	1,440.00	180.00	450.00	205.71	15	MULTI	PM			
COMPUTERS	KAREN STANLEY	B.A.	9/24/12	4	30	25.00	25.00	0.00	3,000.00	150.00	375.00	428.57	15	MULTI	AM/PM			
MILFORD	VICKIE MCIVER	B.A.	11/27/01	6	30	29.90	31.10	0.04	5,597.28	186.58	466.44	799.61	15	6-8.9	PM			
MILFORD	ALEXIS EATON	B.A.	4/2/10	6	30	25.00	26.00	0.04	4,680.00	156.00	390.00	668.57	15	6-8.9	AM			
NCC READING	NANCY VON DER LINDEN	B.A.		4	8	29.00	30.16	0.04	965.12			137.87	15	6-8.9	PM			
NCC WRITING	STEVEN REID	B.A.		4	8	26.50	29.15	0.10	932.80			133.26	15	6-8.9	PM			
ABE COORD	STEVEN REID	B.A.		7	36	26.50	29.15	0.10	7,345.80									
ESOL STAFF																		
ESOL TEACHER	SUSAN FLANAGAN	M.ED.	1/8/07	6	30	28.60	29.74	0.04	5,353.92	178.46	446.16	764.85	15	6.0	AM	6,743.39		
ESOL TEACHER	KATE DECHENES	B.A.	7/1/97	9	30	30.65	31.88	0.04	8,606.52	191.26	478.14	1,229.50	15	3.0	AM	10,505.42		
ESOL TEACHER	LAUREN OSOWSKI	B.A.	9/1/09	6	30	28.95	30.11	0.04	5,419.44	180.65	451.62	774.21	15	flex	AM	6,825.91		
ESOL TEACHER	LAUREN OSOWSKI	B.A.		9	30	28.95	30.11	0.04	8,129.16			1,161.31	15	2.0	AM	9,290.47		
ESOL TEACHER	TBH	B.A.	9/1/13	6	30	30.00	25.00	0.00	4,500.00			642.86	15	3.0	AM	5,142.86		
ESOL TEACHER	SARA MCGEE	B.A.	9/1/02	6	30	29.90	31.10	0.04	5,597.28	186.58	466.44	799.61	15	4.0	AM	7,049.91		
ESOL TEACHER	SARA MCGEE	B.A.		9	30	29.90	31.10	0.04	8,395.92			1,199.42	15	4.0	AM	9,595.34		
ESOL TEACHER	NANCY MCAVEENY	B.A.	7/12/05	6	30	29.25	30.42	0.04	5,475.60	182.52	456.30	782.23	15	5.0	AM	6,896.65		
ESOL TEACHER	JOAN GIBSON	B.A.	9/1/98	9	30	31.05	32.29	0.04	8,718.84	193.75	484.38	1,245.55	15	1	AM	10,642.52		
ESOL TEACHER	WENDY VALICH	B.A.	8/28/06	6	30	28.95	30.11	0.04	5,419.44	180.65	451.62	774.21	15	1.0	PM	6,825.91		
ESOL TEACHER	HANNA VANDIVER	B.A.	8/28/12	4	30	25.00	26.00	0.04	3,120.00	156.00	390.00	445.71	15	5.0	PM	4,111.71		
ESOL TEACHER	LAUREN OSOWSKI	B.A.		4	30	28.95	30.11	0.04	3,612.96			516.14	15	2.0	PM	4,129.10		
ESOL TEACHER	NANCY MCAVEENY	B.A.		4	30	29.25	30.42	0.04	3,650.40	182.52	456.30	521.49	15	5.0	PM	4,810.71		
ESOL TEACHER	ROSEMARY DALY	B.A.	9/2/09	4	30	25.00	26.00	0.04	3,120.00	156.00	390.00	445.71	10	1.0	PM	4,810.71		
ESOL TEACHER	REBECCA HAMM	B.A.	8/17/12	4	30	25.00	26.00	0.04	3,120.00	156.00	390.00	445.71	15	4.0	PM			
ESOL TEACHER	SHARON HARDESTY	B.A.	8/27/12	4	30	25.00	26.00	0.04	3,120.00	156.00	390.00	445.71	15	3.0	PM			
ESOL TEACHER	MICHELLE FRANKE	B.A.	9/6/12	4	30	25.00	26.00	0.04	3,120.00	156.00	390.00	445.71	15	3.0	PM			
ESOL TEACHER	HOLLY GLADSDEN	B.A.	8/30/10	4	30	26.50	27.56	0.04	3,307.20	165.36	413.40	472.46	15	3.0	PM			
ESOL BRIDGES	ERICA SELLERS	B.A.	9/19/12	4	20	25.00	26.00	0.04	2,080.00	154.50	386.25	297.14	15	MULTI	PM			
CITIZENSHIP	LIZ SCADOVA	B.A.	3/5/08	2	18	34.40	35.78	0.04	1,287.94	214.66	536.64	183.99	15			2,223.22		
TESTING/REGIS.	LAUREN OSOWSKI	M.ED.		8	36	28.95	30.11	0.04	8,671.10							8,671.10		
ESOL COORD	LAUREN OSOWSKI	M.ED.		7	36	28.95	30.11	0.04	7,587.22							7,587.22		
REGIS/TESTING	ESOL TEACHERS			1	100	28.00	28.00		2,800.00							2,800.00		
TOTAL TEACHERS									273,287.04	4,699.18	11,747.94	24,036.99				310,415.52		

PARAPROFESSIONALS													5/16/2013	
READING PARA	CAROL GOOKIN	09/91	18	30	16.70	17.37	0.04	9,378.72	104.21	260.52	9,743.45	0-1.9	AM	
COMPUTER S	TBH	9/1/13	9	30	16.00	16.64	0.04	4,492.80	99.84	249.60	4,842.24	2-4	AM	
ABE PARA	TBH	9/1/12	9	30	12.00	12.48	0.04	3,369.60	74.88	187.20	3,631.68	2-8.9	AM	
ESOL PARA	JO BAKER	9/3/06	9	30	13.00	13.52	0.04	3,650.40	81.12	202.80	3,934.32	0-1	AM	
ESOL PARA	SOPHY LEOUNG	11/1/12	4	30	12.00	12.48	0.04	1,497.60	74.88	187.20	1,759.68	0-1	PM	
COMPUTER S	TBH	9/1/13	8	30	16.00	16.64	0.04	3,744.00	99.84	249.60	4,093.44	0-8.9	PM	
TOTAL PARAPROFESSIONALS													28,004.81	
GUIDANCE AND COUNSELING														
COORDINATOR	DIANA OWEN	9/1/86	32.0	52	32.85	34.16	0.04	56,848.90	204.98		57,053.88			
COUNSELOR	SHARON DALTON	9/1/06	35.0	40	31.05	32.29	0.04	45,208.80	193.75		45,402.55			
ADMINISTRATIVE														
EXEC DIR	MARY JORDAN	01/76	\$4500 BASE + 46 CLASSES @ 500									27,500.00		
SUMMER PROGRAM														
ABE TEACHER	SCOTT WEBBER		6	6		26.50		136.29			1,090.29	12	4-5.9	AM
ABE TEACHER	STEVEN REID		6	6		26.50		136.29			1,090.29	12	4-8.9	AM
ABE TEACHER	MARGARET KIVELA		4	6		25.75		88.29			706.29	12	4-5.9	PM
ABE TEACHER	STEVEN REID		4	6		26.50		90.86			726.86	12	4-8.9	PM
ESOL TEACHER	SHARONE HARDESTY		6	6		25.00		128.57			1,028.57	12	2.0	AM
ESOL TEACHER	LAUREN OSOWSKI		6	6		28.95		148.89			1,191.09	12	3&4	AM
ESOL TEACHER	NANCY MCAVEENEY		4	6		29.25		100.29			802.29	12	2.0	PM
ESOL TEACHER	ANJA VANDIVER		4	6		25.00		85.71			685.71	12	3 & 4	PM
TOTAL SUMMER													7,321.37	
PERSONNEL														
ADMINISTRATION														
TEACHERS (including summer)													27,500.00	
PARAPROFESSIONALS													317,796.89	
COORDINATOR													28,004.81	
COUNSELOR													57,053.88	
TOTAL PERSONNEL													475,698.13	
NET ABE													380,905.01	
CIVICS													94,793.12	

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 21st day of May A.D. 2013

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

William M. Gardner
Secretary of State



CERTIFICATE OF AUTHORITY

I, Jay Nannicelli, 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 the board of directors of the corporation at a meeting of that board on May 21, 2013 which meeting was held in accordance with the law 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 a contract 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 minutes adopted at a meeting of the Board of Directors on authorizing the Executive Director to execute all applicable documents in association with the Adult Basic Education grant for the 2013-14 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:

Carrie Poole	President
Carol Kreick	Vice President
Alina Korsak	Treasurer

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

21 day of May, 2013

Jay Nannicelli
Clerk/Secretary

(Corporate Seal, if any)

(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 21, 2013, 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

Marie-Elaine Hendra
Justice of the Peace/Notary Public

MARIE-ELAINE HENDRA
Justice of the Peace - New Hampshire
My Commission Expires July 15, 2014



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/27/2012

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

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

PRODUCER Foy Insurance Group - Nashua 350 Main St Nashua NH 03060	CONTACT NAME: Sandi Pelletier, CISR	
	PHONE (A/C, No. Ext): (603) 883-1587 FAX (A/C, No.): (603) 883-0997 E-MAIL ADDRESS: sandi.pelletier@foyinsurance.com	
INSURED Nashua Adult Learning Center Attn: Mary Jordan, Executive Director 4 Lake Street Nashua NH 03060	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Philadelphia Indemnity Ins Co	18058
	INSURER B: WESCO Insurance	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: Master 7/2012-2013 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY					
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		PHPK738922	7/1/2012	7/1/2013	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		Limit \$100,000			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> Employee Theft		\$500 ded			MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$ 1,000,000
<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC				GENERAL AGGREGATE \$ 3,000,000
						PRODUCTS - COMP/OP AGG \$ 3,000,000
						\$
A	AUTOMOBILE LIABILITY					
	<input type="checkbox"/> ANY AUTO		PHPK738922	7/1/2012	7/1/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR				EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$ 2,000,000
	<input type="checkbox"/> DED	<input checked="" type="checkbox"/> RETENTION \$ 10,000	PHUB350057	7/1/2012	7/1/2013:0	\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		3A State: New Hampshire			<input checked="" type="checkbox"/> WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A			OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below		WVC3040601	7/1/2012	7/1/2013	E.L. EACH ACCIDENT \$ 100,000
						E.L. DISEASE - EA EMPLOYEE \$ 100,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liability		PHSD630052	7/1/2012:0	7/1/2013	Each Occurrence 1,000,000 Aggregate limit 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 RE: Before and After School Programs. Certificate holder shown below is listed as Additional Insured under the General Liability Section via General liability form CG2026. Additional Insured subject to all terms, conditions, limitations and exclusions of the General Liability policy.

CERTIFICATE HOLDER

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

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Teri Davis
Teri Davis/MCAROL

SCHOOL YEAR 2013 - 2014
ADULT LEARNER SERVICES PROGRAM
New Hampshire Department of Education

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

Coordinator, Susan Katz
3/4 of \$30,500 + 5 yrs @ \$2,500

Total 25,375

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 25,375

SCHOOL YEAR 2013-2014
COLLEGE TRANSITION PROGRAM
New Hampshire Department of Education

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

Total

Teachers

Steven Reid, 10.5 hrs/wk x 34 wks x \$33.50

11,950

Total

Teacher Aides

Total

Guidance and Counseling

Counselor, TBH. 10.5 hrs/wk x 34 weeks x \$30/hr

10,710

Sharon Dalton, 10 hrs/wk x 36 wks x \$33.30

11,625

Total

22,335

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

Total

Total for all Personnel Services

34,285

MARY JORDAN
Adult Learning Center
4 Lake Street
882-9080 x 204
mjordan@adultlearningcenter.org

PROFESSIONAL EXPERIENCE

Executive Director, Adult Learning Center, Nashua, New Hampshire. 1986-Present

Responsible for grant writing, funding, program development, strategic planning, fiscal and personnel management, community relations and promotion of the Adult Learning Center. Ensure that the Adult Learning Center, an educational nonprofit agency, is responsive to the needs of the community, that agency personnel become experts in their fields, that the agency remains true to its mission, that the Center is a haven for individuals seeking education and job training, that support services of childcare and career counseling are maintained, that the facility provides a safe and stimulating environment for learning, that the Center remains an educational force in the community and that collaboration is integral to our services. Carry out requirements of funding agencies; oversee program certification and licensing as required.

Strengths are strategic planning and program development.

OTHER RELEVANT EXPERIENCE

New Hampshire State Representative

Member of the General Court, 1990-92; Health, Human Services, and Elderly Affairs Committee.

Coordinator, 1984-86

Clearway Alternative High School, Adult Learning Center. Performed all administrative duties for alternative special education high school. Supervised and evaluated staff; reported to funding sources; chaired advisory committee. Maintained special education standards to meet state regulations. Developed and implemented Individual Educational Plans for learning disabled and emotionally disturbed students. Liaison between Clearway and area public school special education offices.

Disseminator/Trainer, 1983

Prepared materials for New England dissemination under a grant from the New Hampshire State Department of Education Review Panel that validated the program as innovative and exemplary. Conducted training sessions and workshops.

- Adult Learning Center. Taught adults and adolescents the GED subject areas of English, social studies, science, reading, and mathematics combined with life skills.
- Jewish Community Center, Manchester, New Hampshire. Taught kindergarten readiness skills in reading and mathematics, implemented art program, assessed readiness for first grade.
- Woodley Knoll Elementary School, Suitland, Maryland. Taught grade six.

Mary Jordan

CURRENT COMMUNITY INVOLVEMENT

- The Nashua Bank Board of Trustees
- Nashua Education Foundation, Chair
- Nashua Community College Advisory Committee
- New Hampshire Charitable Foundation, Nashua Region
- Rotary Club of Nashua West

RECOGNITION AWARDS

- Recipient, NHCF Humanitarian Award, 2003
- Citizen of the Year, Chamber of Commerce, 2006
- NH Business Review Outstanding Women Award, 2008
- Recipient, 25 Extraordinary Women Award, 2013

FORMER COMMUNITY INVOLVEMENT

- Southern New Hampshire Medical Center Board of Trustees
- Early Learning New Hampshire – President, Board of Directors
- Leadership New Hampshire Class of 2003
- Nashua Mayor's Childcare Commission
- Nashua 2000 Success by Six Task Force
- Nashua Public Schools At-Risk Task Force, Co-Chair
- United Way Community Needs Task Force
- Commission on Status of Community Technical Colleges
- Rivier College Board of Trustees
- Leadership Greater Nashua, Steering Committee
- Chamber of Commerce, Board Chair
- Mayor's Advisory Council on Youth
- Mayor's Task Force on Housing

EDUCATION

Rivier College, Nashua, New Hampshire
M.Ed., Learning Disabilities

Dunbarton of Holy Cross, Washington, D.C.
B.A., Major - Elementary Education, Minor - English

DIANA K. OWEN

Email: dowen@adultlearningcenter.org

HIGHLIGHTS OF ACHIEVEMENTS

- Coordinate adult education programs with over 1,300 students and 41 staff
- Developed Get Ready for College – one of only seven schools chosen to develop the NE program which spawned a national college transition network
- Won a Best Practices in College Transition Award from World Education
- Chosen to direct a pilot program for a TANF-based GED Program, which was then successfully adopted in other states
- Responsible for networking, equipping, and maintaining Adult Learning Center technologies
- Coordinate Adult Learning Center's staff development program
- Initiated and served as leader of ABE Persistence Study and Harvard Reading Study

RELEVANT EXPERIENCE

ADULT LEARNING CENTER, Nashua, New Hampshire

1986-Present

Adult Basic Education Coordinator

- Plan, design, and coordinate goals and educational focus of Adult Basic Education, GED Preparation, English for Speakers of Other Languages, and College Transition programs
- Hire, train, and supervise ABE and ESOL coordinators and instructors
- Develop new educational initiatives within the Adult Learning Center and in collaboration with local colleges and local businesses
- Determine topics and activities for monthly educational focus
- Facilitate and provide ABE staff orientations and training
- Hold regular staff meetings and yearly one-day, staff orientation
- Direct advocacy efforts for students and staff
- Lobby local, county, state, and federal organizations and governments for funding
- Collaborate and consult with counselor concerning student activities and issues
- Serve as liaison to Departments of Employment Security and Vocational Rehabilitation, Milford School District, private industry, local non-profits, City of Nashua Health Department, and the State Department of Adult Education
- Promote the Adult Learning Center through website, schedules and press releases
- Manage database to provide reports and statistics for adult education and executive director
- Maintain monthly and yearly attendance records for ABE/GED/ESOL
- GED testing representative
- Organize graduation ceremony
- Chairperson for Adult Learning Center staff development
- Facilitate workplace literacy programs
- Serve as adult education liaison to other Adult Learning Center services and programs

Technology

- Purchase and supervise maintenance of over 70 computers, the network, and the server
- Provide technical, telephone, and computer assistance to staff

- Develop and teach database training program for NH State Department of Adult Education
- Train adult education staff on MS Office products and new classroom software

Memberships

- New England Literacy Resource Center Board of Directors
- The Nashua NHEP I-Team
- Hispanic Network
- Gate City Health & Wellness Immigrant Integration Initiative
- GCH&W Immigration Initiative Education Committee
- United Way Asset Builders
- American Association of University Women

PREVIOUS EMPLOYMENT

FAUNCE SECURITIES, Stock Broker

WAUKEGAN TOWNSHIP HIGH SCHOOL, Business Education Instructor

HONEYWELL, Assistant to the Vice President of Engineering

FRAMINGHAM BUSINESS SCHOOL, Computer Instructor

THE VILLAGE PRESCHOOL, Director of Music

EDUCATION

Illinois State University, Bloomington, Illinois, MBA course

Drake University, Des Moines, Iowa, BS, Business Administration

Drake University, Des Moines, Iowa, Secretarial Science Certificate

LICENSES AND CERTIFICATIONS

Current New Hampshire Teacher's certificate

Veda A. Henry

Email: vhenry@adultlearningcenter.org

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

LAUREN OSOWSKI

SUMMARY

- **Highly organized, reliable and experienced English teacher**
- **Insightful, patient and creative in and out of the classroom**
- **Motivated and flexible with a relentless positive outlook**
- **Elementary knowledge of the Slovak language**
- **Proficient in Spanish**

EDUCATION

Global TESOL College
Professional TESOL Certificate, 2006
University of New Hampshire, Durham, NH – 2003
BA, Sociology, minor – Criminal Justice and Spanish
Universitat de Barcelona, Barcelona, Spain
International Student, Spring 2002

WORK EXPERIENCE

SELT Hungary, Budapest, Hungary
English Teacher

February 2009–June 2009

- Short term teaching placement in Hungarian businesses
- Working directly with clients to tailor a class to their specific needs
- Responsible for lesson planning and instruction of approximately 50 one and a half hour lessons per month

Start Language School, Kosice, Slovakia
English Teacher

September 2007–January 2009

- Responsible for lesson planning of approximately 100 one hour lessons per month
- One year experience teaching business English at an international software company
- Continuous positive feedback from peer observation/evaluations
- Mentored and assisted in training new teachers

NTE Language School, Kosice, Slovakia
English Teacher

October 2006– September 2007

- Responsible for lesson planning and instruction for approximately 100 lessons (45 minutes to one hour per lesson) per month
- Experience teaching students age four to seventy with levels from total beginner to upper intermediate
- Business English teaching at several local companies in Slovakia

EF Education, Cambridge, MA
Travel Operations Coordinator

May 2004–October 2006

- In charge of training new staff on multiple systems and tasks
- Responsible for coordinating flights for approximately 3,000 travelers per year using exceptional problem solving skills
- Able to prioritize and manage a heavy workload in a constantly changing environment

Justiceworks, University of New Hampshire, Durham, NH
Research Assistant

September 2000–April 2004

- Implemented methodology for investigating interoperability through case studies.

- Developed, administered and analyzed a statewide survey of the 250 New Hampshire fire departments concerning their communication abilities and standard operating procedures.
- Gathered and input data for several survey projects.

Tom and Mary-Anne Pasquarella, Nashua, NH
Nanny

Summer 2001 & Summer 2002

- 45 hours per week with 2-3 children per day.
- Responsibilities included making meals, behavioral issues, assigning chores, punishment, planning activities, and housekeeping duties.

VOLUNTEER EXPERIENCE

Edwards Middle School, Charlestown, MA

2004-2006

Volunteer Math Tutor

- Assisted teacher in class once a week with presenting lessons to small groups of students and working with them on the concepts
- Worked one on one outside of class with students that needed special attention due to learning disabilities or behavioral problems

Hollis/Brookline Middle School

2003

Volunteer Assistant Volleyball Coach

- Assisted head coach with daily practices
- Worked one on one with defensive specialists

SUSAN KATZ
skatz@adultlearningcenter.org
603-598-8303 x 208

EXPERIENCE

- 1998-Present **Board Member, New Hampshire Council on Literacy**
- 1998-Present **Bridges to Practice Trainer**
- 1998-Present **New England Partnership for Adults with Learning Disabilities**
- 1990-Present **Adult Learning Center, Nashua, New Hampshire**
Adult Learner Services Program
Coordinator
Manage all facets of the ALS Program; provide classroom tutors for individual assistance in math and reading; facilitate class for new readers; organize and manage the "Connections" program. Interview prospective students and tutors, provide training to tutors, match students with tutors, provide support and follow-up. Produce newsletter; maintain records as required by funding agent. Liaison to the community and area agencies which are involved in literacy efforts.
- 1994-1998 **New England Literacy Resource Center, Adult Learning Center**
Coordinator
Schedule workshops and training in conjunction with the NELRC, approve expenditures in accordance with grant guidelines, provide training as requested, maintain records as required. Maintain membership on the Learning Disabilities Committee.

EDUCATION

- 1966 **Boston University**
B.S., Education
- 1973 **Boston University**
M.Ed., Reading and Learning Disabilities

COMMUNITY SERVICE

Past President, Charlotte Avenue School P.T.O.
Director of School Volunteer Program, Charlotte Avenue School
Former Volunteer, Adult Tutorial Program
Director, Big Brothers Big Sisters

Sharon Dalton
sdalton@adultlearningcenter.org
(603) 882-9080 x 205

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.

Steven Reid

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Work Experience:

2012 – Present

New Hampshire Department of Adult Education
Concord, NH

College Transitions Mentor

- Work with teachers throughout the state to improve their college transitions programs
- Work with other mentors to plan professional development for all areas of adult education in New Hampshire

2010 – Present

Nashua Adult Learning Center
Nashua, NH

ABE Coordinator

- Work with the staff to improve classroom instruction
- Work with the staff to develop the curriculum for the 2014 GED
- Teach GED level classes
- Teach Mostly Math class
- Teach “Get Ready for College” postsecondary education program

2006 – 2009

Start Language School
Kosice, Slovakia

Teacher

- Taught all levels of ESOL to (predominately) Slovak speakers
- Liaison between my school and several of the corporate clients we served

2001 – 2006

Lockhart High School
Lockhart, TX

Teacher

- Speech, Debate and Drama teacher
- Director of all Drama Club productions
- Worked with students for forensics competitions in all types of speech events

Education:

Bachelors of Science from Texas State University – San Marcos, 2001

MAP OF
NEW HAMPSHIRE
COUNCILOR DISTRICTS
AS LAID OUT IN 1981

