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Virginia M. Barry, Ph.D.
Commissioner of Education
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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 29, 2014

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

REQUESTED ACTION

Authorize the Department of Education to grant funds to the Nashua Adult Learning Center, Nashua, NH (vendor code 167121) not to exceed \$825,097.00 effective July 1, 2014 or upon Governor and Council approval whichever is later through June 30, 2015 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/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. **40% Federal Funds, 60% General Funds.**

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

	<u>Nashua Adult Learning Center</u>	<u>FY2015</u>
06-56-56-5666010-70040000-072-500575	Adult Basic Education/ESL	\$239,038.40
06-56-56-5666010-70040000-601-500931	Adult Basic Education/ESL	\$358,557.60
06-56-56-5666010-70040000-072-500575	English Language/Civics Education	\$ 47,848.80
06-56-56-5666010-70040000-601-500531	English Language/Civics Education	\$ 71,773.20
06-56-56-5666010-70040000-072-500575	Adult Learner Services Program	\$ 19,776.00
06-56-56-5666010-70040000-601-500531	Adult Learner Services Program	\$ 29,664.00
06-56-56-5666010-70040000-072-500975	Adult Ed/Postsecondary Transitions	\$ 23,375.60
06-56-56-5666010-70040000-601-500931	Adult Ed/Postsecondary Transitions	\$ 35,063.40

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
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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).

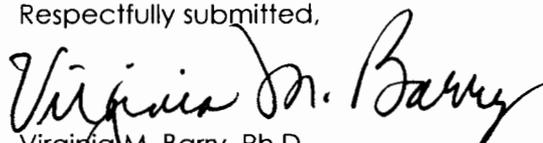
Funding for these grants comes from the Adult Education and Family Literacy Act and state funding for adult basic education and adult learner services program. All grants are approved by the staff of the Bureau of Adult Education, NH Department of Education after a competitive application process open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

Should 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 11, 2014.

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

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

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

Criteria for Awarding Grants/Contracts to Local Agencies

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

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

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #
CHANGE #
PAGE 1 OF 2

Original

Federal/State Program Title: Adult Basic Education

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

TO: Dr. Art Ellison
State Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

TYPE OF CHANGE
BUDGET
FUND AUTH
FISCAL AGENT
OTHER

SAUIRA : 521

Proposed Project Title: ABE and ESOL Instruction Project Period: 7/1/2014 to: 6/30/2015

APPLICATION MANAGER: (NAME) Mary Jordan (PHONE #) 882-9080 x204

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

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: 9 %

SAU/SUPERINTENDENT OF SCHOOLS
RA/CHIEF FINANCIAL OFFICER

5/20/14
DATE

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

5/99

PROJECT # _____
 CHANGE # _____ Original
 PAGE 1 OF 2

Federal/State Program Title: EL/Civics

FROM: TO: Art Ellison
 Nashua Adult Learning Center
 4 Lake Street
 Nashua, NH 03060
 SAU/RA : 521
 Concord, New Hampshire 03301-3860

TYPE OF CHANGE	
BUDGET	
FUND AUTH	
FISCAL AGENT	
OTHER	

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

APPLICATION MANAGER: (NAME) Mary Jordan, Executive Director (PHONE #) 882-9080 x 204

PROJECT MANAGER: (NAME) Diana Owen (TITLE) Coordinator
 (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: _____ 9 %


 SAU/SUPERINTENDENT OF SCHOOLS
 RA/CHIEF FINANCIAL OFFICER

5/20/14
 DATE

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

SAURA: 521

TYPE OF CHANGE
BUDGET
FUND AUTH
FISCAL AGENT
OTHER

Proposed Project Title: Adult Learner Services Project Period: 7/1/2014 to: 6/30/2015

APPLICATION MANAGER: (NAME) Mary Jordan, Executive Director (PHONE #) 882-9080 x 204

PROJECT MANAGER: (NAME) Constance Cullen (PHONE #) (TITLE) ALS Coordinator
 (Required for all projects) (ADDRESS) 4 Lake Street Nashua, NH 03060

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: 9 %


 SAU SUPERINTENDENT OF SCHOOLS
 RA/CHIEF FINANCIAL OFFICER
 DATE 5/20/14

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

5/99

PROJECT # _____
 CHANGE # _____ Original
 PAGE 1 OF 2

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

TYPE OF CHANGE	
BUDGET	
FUND AUTH	
FISCAL AGENT	
OTHER	

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

Proposed Project Title: College Transition Services Project Period: 7/1/2014 to: 6/30/2015

APPLICATION MANAGER: (NAME) Mary Jordan, Executive Director (PHONE #) 882-9080 x 204

PROJECT MANAGER: (NAME) Diana Owen (TITLE) Coordinator
 (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: _____ 9 %

Mary Jordan

SAU/SUPERINTENDENT OF SCHOOLS
 RA/CHIEF FINANCIAL OFFICER

5/20/14
 DATE



Board of Directors

Mark Conrad
Superintendent of Schools
Nashua School District
141 Ledge Street
Nashua, NH 03060
Work: 594-4533
conradm@nashua.edu

Vince Cosco (2011/14)
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chris.countie@pennichuck.com

Pamela Dearborn Belmonte (2011/14)
Alec's Shoe Store
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Pamela.belmonte@gmail.com

Rachel Guill (2016/19)
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Rachel.t.guill@baesvstems.com

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Student Activity Coordinator
Nashua High School North
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Carol Kreick (2013/16)
President
14 Indian Rock Road
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Atty. Steven Levesque (2013/16)
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Doreen A. Manetta (2015/18)
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Market Manager, Vice President
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Doreen.manetta@peoples.com

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Cell: 617-620-9271

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Carrie Poole (2012/15)
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carriepoole@vahoo.com

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rwarren@berrvdunn.com
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Fax: 603.666.4755

Revised May 6, 2014

Directors serve without compensation.

ADULT LEARNING CENTER														5/9/2013		5/12/2014	
STAFFING AND CLASS SCHEDULE - JULY 1, 2014 - JUNE 30, 2015														TOTAL		AMOUNT	
STAFF POSITION	NAME	DEGREE	HIRE DATE	HRS/ WEEK	WKS/ YEAR	RATE FY 14	RATE FY 15	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.	10/31/82	9	30	35.50	36.57	0.03	9,872.55	219.39	548.48	1,410.36	8	0-3.9	AM		
ABE TEACHER	SCOTT WEBBER	B.A.	1/15/09	9	30	27.30	28.12	0.03	7,592.13	168.71	421.79	1,084.59	15	4-5.9	AM		
ABE TEACHER	STEVEN REID	B.A.	1/12/10	9	30	29.15	30.02	0.03	8,106.62	180.15	450.37	1,158.09	15	6-8.9	AM		
ABE/MATH/TECH	STEVEN REID	B.A.		4	30	29.15	30.02	0.03	3,602.94			514.71	15	6-8.9	AM		
ABE TEACHER	STEVEN REID	B.A.		6	30	29.15	30.02	0.03	5,404.41			772.06	15	6-8.9	PM		
ABE TEACHER	KAREN KELLEY	B.A.	9/10/13	6	30	25.00	25.75	0.03	4,635.00	154.50	386.25	662.14	15	4-5.9	PM		
ABE TEACHER	CAROL GRAY	B.A.	8/15/03	6	30	30.10	31.30	0.04	5,634.72	187.82	469.56	804.96	15	6-8.9	PM		
ABE TEACHER	MAGGIE KIVELA	B.A.	3/15/07	6	30	26.50	27.30	0.03	4,913.10	163.77	409.43	701.87	15	0-3.9	PM		
ABE TEACHER	SYLVIA THIBAUT	B.A.	8/31/05	9	30	25.75	26.52	0.03	7,161.08	159.14	397.84	1,023.01	15	5-8.9	AM		
ABE TEACHER	JIM CHISHOLM	B.A.	9/1/98	12	36	36.05	37.13	0.03	16,040.81				15	2-5.9	AM		
ABE TEACHER	MARIANNE WILEY	M5W	8/30/95	12	36	36.05	37.13	0.03	16,040.81				15	2-5.9	AM		
ABE TEACHER	JUDY BOUCHER	B.A.	8/31/07	12	36	36.05	37.13	0.03	16,040.81				15	4-5.9	AM		
ABE TEACHER	STEPHANIE CASSIDY	B.A.	8/19/05	12	36	36.05	37.13	0.03	16,040.81				15	4-5.9	AM		
ABE TEACHER	DAVID CONTANT	B.A.	10/1/01	12	36	36.05	37.13	0.03	16,040.81				15	4-5.9	AM		
SPARC WRITING	BEVERLY STANLEY	M.ED.	9/5/13	4	16	30.00	30.90	0.03	1,977.60	185.40	463.50	282.51	15	6-8.9	AM		
COMPUTERS	KAREN BRANTON	B.A.	9/24/12	18	30	25.00	25.75	0.03	13,905.00	154.50	386.25	1,986.43	15	MULTI	AM/PM		
MILFORD	VICKIE MCIVER	B.A.	13/27/01	6	30	30.80	31.72	0.03	5,710.32	190.34	475.86	815.76	15	MULTI	AM/PM		
MILFORD	ALEXIS EATON	B.A.	4/2/10	6	30	25.00	25.75	0.03	4,635.00	154.50	386.25	662.14	15	6-8.9	PM		
ABE COORD	STEVEN REID	B.A.		8	36	29.15	30.02	0.03	8,647.06				15	6-8.9	AM		
ESOL STAFF																	
ESOL TEACHER	SUSAN FLANAGAN	M.ED.	1/8/07	6	30	29.45	30.33	0.03	5,460.03	182.00	455.00	780.00	15	6.0	AM	6,877.04	
ESOL TEACHER	KATE DECHENES	B.A.	7/1/97	9	30	31.55	32.50	0.03	8,774.06	194.98	487.45	1,253.44	15	3.0	AM	10,709.92	
ESOL TEACHER	LAUREN OSOWSKI	B.A.	9/1/09	6	30	29.80	30.69	0.03	5,524.92	184.16	460.41	789.27	15	1.0	AM	6,958.77	
ESOL TEACHER	LAUREN OSOWSKI	B.A.		9	30	29.80	30.69	0.03	8,287.38			1,183.91	15	2.0	AM	9,471.29	
ESOL TEACHER	ERYCA KUUSISTO	B.A.	9/19/12	6	30	25.75	26.52	0.03	4,774.05	159.14	397.84	682.01	15	3.0	AM	6,013.03	
ESOL TEACHER	SARA MCGEE	B.A.	9/13/02	6	30	30.80	31.72	0.03	5,710.32	190.34	475.86	815.76	15	4.0	AM	6,013.03	
ESOL TEACHER	SARA MCGEE	B.A.		9	30	30.80	31.72	0.03	8,565.48			1,223.64	15	4.0	AM	9,789.12	
ESOL TEACHER	NANCY MCAVEENY	B.A.	7/12/05	6	30	30.15	31.05	0.03	5,589.81	186.33	465.87	798.54	15	5.0	AM	7,040.50	
ESOL TEACHER	JOAN GIBSON	B.A.	9/8/98	9	30	32.00	32.96	0.03	8,899.20	197.76	494.40	1,271.31	15	1	AM	10,862.67	
ESOL TEACHER	SHARONE HARDESTY	B.A.	8/27/12	4	30	25.00	25.75	0.03	3,090.00	154.50	386.25	441.43	15	1	AM	4,072.18	
ESOL TEACHER	WENDY VALICH	B.A.	8/28/06	6	30	29.80	30.69	0.03	5,524.92	184.16	460.41	789.27	15	1.0	PM	6,958.77	
ESOL TEACHER	HANNA VANDIVER	B.A.	9/6/13	4	30	25.75	26.52	0.03	3,182.70	159.14	397.84	454.67	15	5.0	PM	4,194.34	
ESOL TEACHER	LAUREN OSOWSKI	B.A.		4	30	28.95	29.82	0.03	3,578.22			511.17	15	2.0	PM	4,089.39	
ESOL TEACHER	NANCY MCAVEENY	B.A.		4	30	30.15	31.05	0.03	3,726.54			532.36	15	5.0	PM	4,258.90	
ESOL TEACHER	ROSEMARY DALY	B.A.	9/2/09	4	30	25.75	26.52	0.03	3,182.70	159.14	397.84	454.67	10	1.0	PM	4,194.34	
ESOL TEACHER	REBECCA HAMM	B.A.	8/17/12	4	30	25.75	26.52	0.03	3,182.70	159.14	397.84	454.67	15	4.0	PM	4,194.34	
ESOL TEACHER	SCOTT JACQUITH	B.A.	8/29/13	4	30	25.00	25.75	0.03	3,090.00	154.50	386.25	454.67	15	3.0	PM	4,072.18	
ESOL TEACHER	ERYCA KUUSISTO	B.A.		4	30	25.75	26.52	0.03	3,182.70			454.67	15	3.0	PM	4,194.34	
ESOL TEACHER	HOLLY GLADSDEN	B.A.	8/30/10	4	30	27.30	28.12	0.03	3,374.28	168.71	421.79	482.04	15	3.0	PM	4,446.82	
ESOL BRIDGES	ERYCA KUUSISTO	B.A.	9/19/12	3	30	25.75	26.52	0.03	2,387.03			341.00	15	3.0	PM	2,728.03	
CITIZENSHIP	LIZ SCADOVA	B.A.	3/5/08	2	24	34.40	35.43	0.03	1,700.74	212.59	531.48	242.96	15	MULTI	PM	2,687.77	
TESTING/REGIS.	LAUREN OSOWSKI	M.ED.		7	36	29.80	30.69	0.03	7,734.89				15			7,734.89	
ESOL COORD	LAUREN OSOWSKI	M.ED.		8	36	29.80	30.69	0.03	8,839.87				15			8,839.87	
REGIS/TESTING	ESOL TEACHERS			1	100	28.00	28.00	0.03	2,800.00				15			2,800.00	
TOTAL TEACHERS									292,164.08	4,564.81	11,412.02	26,276.89				329,271.42	

															5/22/2014	
PARAPROFESSIONALS																
READING PARA	CAROL GOOKIN	9/16/91	18	30	17.20	17.72	0.03	9,566.64	106.30	265.74	9,938.68	0-1.9	AM			
SPARC	GAIL WALDRON	9/1/14	4	16	12.00	12.00	0.00	768.00	72.00	180.00	1,020.00	MULTI	PM			
ESOL PARA	BETTY POOLE	9/1/12	9	30	12.00	12.00	0.00	3,240.00	72.00	180.00	3,492.00	2-8.9	AM			
ESOL PARA	SOPHY LEUNG	11/1/12	4	30	12.35	12.72	0.03	1,526.46	76.32	190.81	1,793.59	0-1	PM			
TOTAL PARAPROFESSIONALS															16,244.27	
GUIDANCE AND COUNSELING																
COORDINATOR	DIANA OWEN	9/1/86	32.0	52	33.84	34.86	0.03	57,999.05	209.13		58,208.18					
COUNSELOR	SHARON DALTON	8/14/00	35.0	40	32.00	32.96	0.03	46,144.00	197.76		46,341.76					
ADMINISTRATIVE																
EXEC DIR	MARY JORDAN	6/23/14	\$4500 BASE + 46 CLASSES @ 500								27,500.00					
SUMMER PROGRAM																
ABE TEACHER	SCOTT WEBBER		6	6		27.30					140.40	12	4-5.9	AM		
ABE TEACHER	KAREN KELLY		6	6		25.00					128.57	12	4-8.9	AM		
SUMMER BRIDGES	STEVEN REID		20	3		29.15					249.86	15	6-8.9	PM		
ABE TEACHER	MARGARET KIVELA		6	6		26.50					136.29	12	4-5.9	PM		
ABE TEACHER	STEVEN REID		6	6		29.15					149.91	12	4-8.9	PM		
ESOL TEACHER	KATE DESCHENES		4	6		31.55					108.17	12	2.0	AM		
ESOL TEACHER	LAUREN OSOWSKI		4	6		29.80					102.17	12	3&4	AM		
ESOL TEACHER	NANCY MCAVEENEY		4	6		30.15					103.37	12	2.0	PM		
ESOL TEACHER	HANNA VANDIVER		4	6		25.75					88.29	12	3 & 4	PM		
TOTAL SUMMER															9,656.23	
PERSONNEL																
ADMINISTRATION																
TEACHERS (including summer)																
PARAPROFESSIONALS																
COORDINATOR											27,500.00				CIVICS	93,983.70
COUNSELOR											338,927.65					
TOTAL PERSONNEL															487,221.86	
NET ABE															393,238.17	

SCHOOL YEAR 2014 - 2015
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, Constance Cullen
3/4 of \$30,500

Total 23,250

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 23,250

SCHOOL YEAR 2014 - 2015
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 \$34.50

12,318

Total

Teacher Aides

Total

Guidance and Counseling

Counselor, Robin Wedlock. 10.5 hrs/wk x 34 weeks x \$30.90/hr

11,031

Sharon Dalton, 10 hrs/wk x 36 wks x \$33.00

11,865

Total

22,896

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

Total

Total for all Personnel Services

35,214

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.

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, NHCN 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

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

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.

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

Steven Reid

sreid@adultlearningcenter.org

882-9080 x240

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

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
NHSA 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

- *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

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

Holls/Brookline Middle School

2003

Volunteer Assistant Volleyball Coach

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

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

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

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

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.

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9262

Scott M. Jaquith

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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

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.



JOB DESCRIPTION AND QUALIFICATIONS

ADULT LEARNER SERVICES (ALS) COORDINATOR

Minimum Educational Qualifications: Bachelor's or Master's degree from an accredited college or university with concentration in reading, education, special education, adult education or related field. Previous experience in learning disabilities, adult education or human services is an asset.

Personal Qualifications: Empathy and understanding of the ramifications of illiteracy. Ability to interact effectively with a variety of people such as non-reading adults, volunteers, ALC staff, community service representatives; a willingness to learn administrative tasks and develop these skills; a broad knowledge of literacy skills. Ability to work independently and manage several tasks simultaneously; demonstrated management and leadership skills.

Overall Responsibilities: To organize and train volunteer tutors to teach literacy skills to illiterate and functionally illiterate adults; to supervise volunteers and students and provide on-going support; to promote the ALS program to the community.

Responsible: to the Executive Director.

Specific Duties

Tutors and Students

- Recruit volunteer tutors
- Train tutors to teach literacy and math skills; provide education regarding characteristics of the adult non-reader
- Recruit undereducated adults
- Interview prospective students and put them at ease
- Assess the educational levels and needs, using federally-approved assessment tools
- Determine student's reading skills through diagnostic and informal reading inventories
- Match tutors with students; encourage teams to meet a minimum of two hours each week
- Assist tutors and students to determine tutoring location, schedule, books and materials
- Provide ongoing support to tutors via email, phone, newsletter and office visits

Educational Support

- Provide support to volunteers through training opportunities
- Provide expertise in learning disabilities
- Assist tutors to implement individual educational plans, monitor progress and make adjustments as necessary

Classroom Assistance

- Teach one or more small group classes in needed subject area
- Match tutors with classroom teachers whose adult learners would benefit supplementary classroom instruction

Program Development

- Work cooperatively with Center programs to provide a referral network for students
- Work cooperatively with community organizations to generate student and tutor referrals

Administration

- Determine appropriate educational materials; inventory and order supplies
- Maintain Access database of student enrollment and hours of instruction
- Post-test all students who have completed 12 or more hours of instruction
- Post-test, annually, all students enrolled for 50 hours
- Prepare and submit quarterly state/federal NRS reports (October, January, April and June).
- Write articles and produce newsletters for tutor recruitment and maintenance of relationships
- Submit, with the Executive Director, annual proposal based on RFP from the Department of Education
- Attend regular ALC coordinator meetings in Concord
- Attend staff development conferences offered by the Bureau of Adult Education
- Participate in local, regional and state organizations that benefit the tutors and student population
- Attend Center staff meetings

Salary: Allowable amount of granting agency guidelines. Increases to be reviewed by the Board of Directors.

Objective

To obtain the position of Adult Learner Services Coordinator

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

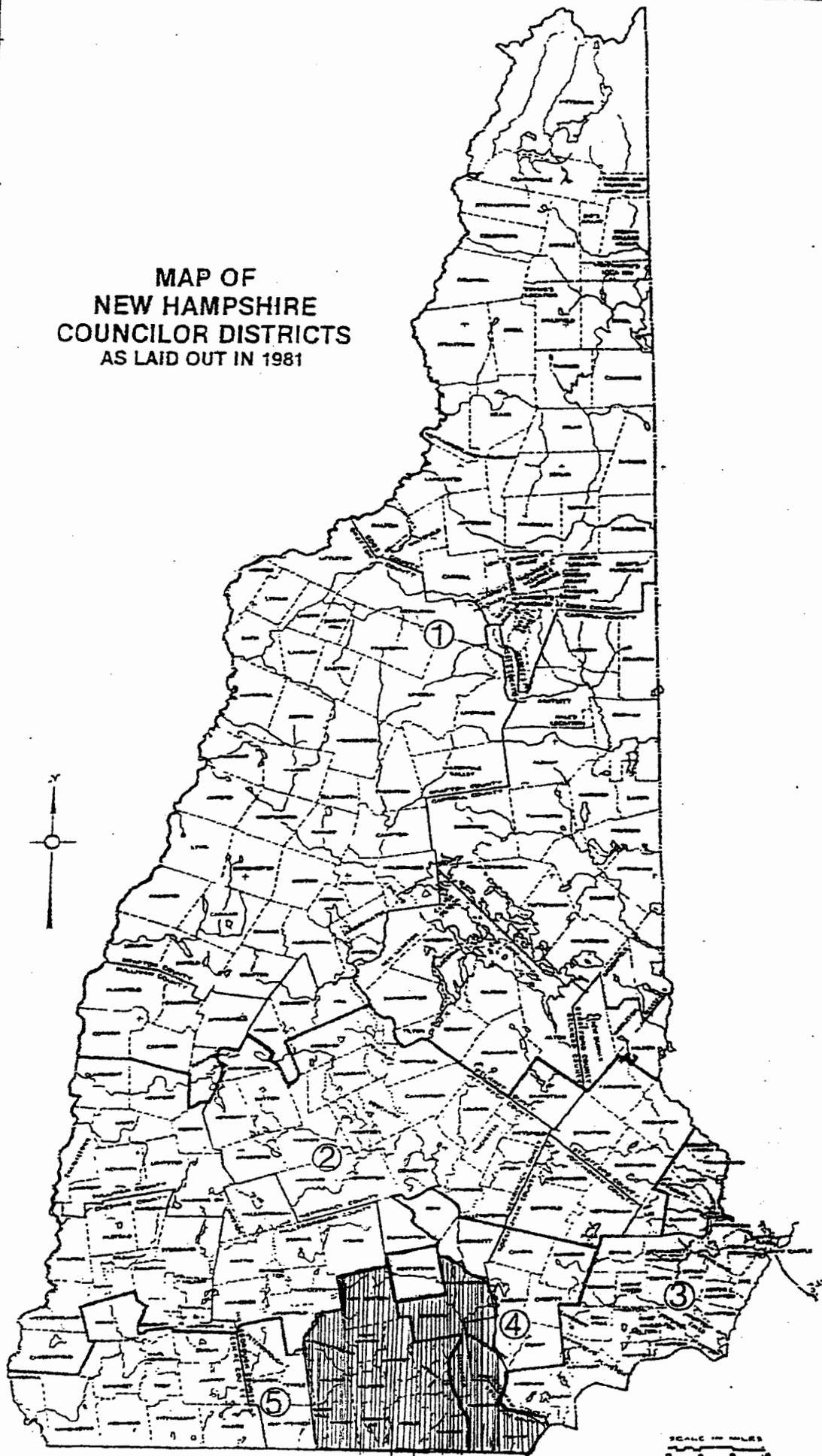
2008 Endicott University, Beverly, MA

- Masters of Education
- Early Childhood – Montessori minor

References

References are available on request.

MAP OF
NEW HAMPSHIRE
COUNCILOR DISTRICTS
AS LAID OUT IN 1981





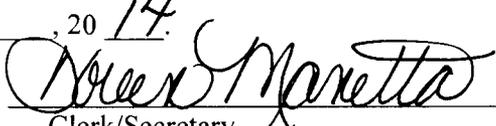
CERTIFICATE OF AUTHORITY

I, Doreen Manetta, 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 20, 2014 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 2014-15 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:

Carol Kreck	President
Jay Nannicelli	Vice President
Ryan Warren	Treasurer

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

20 day of May, 2014.

 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 20, 2014, 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 she executed the foregoing certificate.

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


 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)
7/22/2013

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: Monique Cary-Zillich PHONE (AC No. Ext.): (603) 883-1587 E-MAIL ADDRESS: monique.cary-zillich@foyinsurance.com	FAX (AC No.): (603) 883-0997
	INSURER(S) AFFORDING COVERAGE	
INSURED Nashua Adult Learning Center Attn: Mary Jordan, Executive Director 4 Lake Street Nashua NH 03060	INSURER A: Hanover Insurance Company NAIC # 22292	
	INSURER B: WESCO Insurance	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 7/2013-2014 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> employee theft			ZBVA046721	7/1/2013	7/1/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			ZBVA046721	7/1/2013	7/1/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	3A State: New Hampshire WWC3061867	7/1/2013	7/1/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liability			LVB A040605 00	7/1/2013	7/1/2014	each Occurrence 1,000,000 Aggregate limit 3,000,000

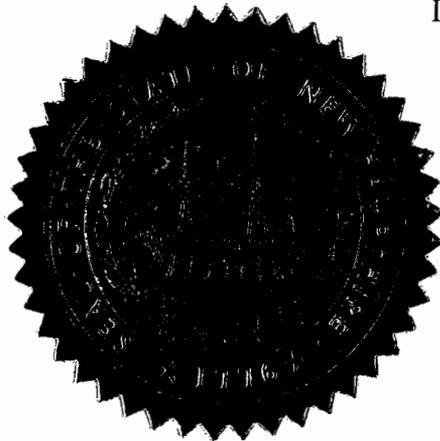
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
RE: Before and After School Programs. Certificate holder shown below is listed as Additional Insured under the General Liability Section via General liability form CG2026. Additional 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 Monique Cary-Zillich
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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 13th day of May A.D. 2014

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

William M. Gardner
Secretary of State