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

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

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

June 24, 2016

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

REQUESTED ACTION

Authorize the Department of Education, Division of Career Technology and Adult Learning to grant funds to the Hillsborough County Department of Corrections (vendor code 177406), 445 Willow Street, Manchester, NH in the amount of \$31,466.07 to provide instruction in the areas of upper level adult basic education and high school equivalency test preparation at the Hillsborough County Department of Corrections effective upon Governor and Council approval through June 30, 2017. 35% Federal Funds, 65% General Funds.

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

		<u>FY17</u>
06-56-56-566010-70040000-072-500575	Grants - Federal	\$11,013.13
06-56-56-566010-70040000-601-500931	State Fund Match	\$20,452.94

EXPLANATION

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

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

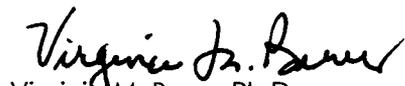
on applications received from eligible organizations that meet the criteria for funding. The Hillsborough County Department of Corrections is an eligible organization that meets the funding criteria.

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

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

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

Respectfully submitted,



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

Attachment A

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

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

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

Criteria for Awarding Grants/Contracts to Local Agencies

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

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

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

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

Attachment B

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

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

ADULT BASIC EDUCATION PROGRAMS – SCHOOL YEAR 2016-2017

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

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

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

ADULT HIGH SCHOOL PROGRAMS – SCHOOL YEAR 2016-2017

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

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

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

ADULT LEARNER SERVICES PROGRAMS – SCHOOL YEAR 2016-2017

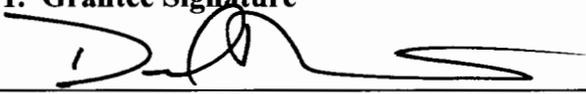
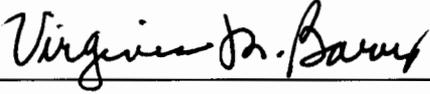
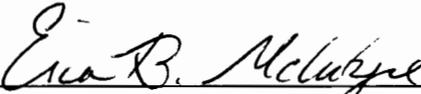
Dover School District
Exeter Region Cooperative School District
Fuller Public Library/Hillsboro
Governor Wentworth Regional School District
Keene School District
Laconia School District
Lebanon School District
Littleton School District
Nashua Adult Learning Center
North Country Education Services
Second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

GRANT AGREEMENT

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

GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name Department of Education		1.2. State Agency Address 21 So. Fruit St., Suite #20, Concord, NH 03301	
1.3. Grantee Name Hillsborough County Department of Corrections		1.4. Grantee Address 445 Willow Street, Manchester, NH 03103	
1.5. Grantee Phone # 603-627-5620	1.6. Account Number 06-056-70040000-072-500575 06-056-70040000-601-500931	1.7. Completion Date June 30, 2017	1.8. Grant Limitation \$31,466.07
1.9. Grant Officer for State Agency Art Ellison		1.10. State Agency Telephone Number 603-271-6698	
1.11. Grantee Signature 		1.12. Name & Title of Grantee Signor David Dionne, Superintendent DOC	
1.13. Acknowledgment: State of New Hampshire, County of Hillsborough, on 5 / 25 / 16, before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that <u>he</u> executed this document in the capacity indicated in block 1.12.			
Signature of Notary Public or Justice of the Peace 			
Name & Title of Notary Public or Justice of the Peace CHAD D PROULX JUSTICE OF THE PEACE 02/10/2021			
1.14. State Agency Signature(s) 		1.15. Name & Title of State Agency Signor(s) Virginia M. Barry, Ph.D. Commissioner of Education	
1.16. Approval by Attorney General (Form, Substance and Execution)(if applicable) By:  Assistant Attorney General, On: 7/7/16			
1.17. Approval by Governor and Council (if applicable) By: _____ On: / /			



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

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire, if applicable, or signature by the agency whichever is later (hereinafter referred to as "the effective date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
- 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.
8. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
 - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
 - 11.1.2 Failure to submit any report required hereunder; or
 - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
 - 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
 - 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
 - 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
 - 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
 - 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.
16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. INSURANCE AND BOND.
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 18.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.
21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

EXHIBIT A

The Services

Hillsborough County, Department of Corrections will provide the following:

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

Grantee Initials DD
Date 5/25/16

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

Estimated Budget:

	FY 2017
Teacher Salary	\$29,229.97
FICA	2,236.10
TOTAL	\$31,466.07

Limitation of Price:

This agreement will not exceed \$31,466.07

Method of Payment:

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

Grantee Initials JD
Date 5/25/14

EXHIBIT C

Special Provisions

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

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

Grantee Initials SD
Date 5/25/16

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: Hillsborough County Department of Education TO: Art Ellison, Administrator
445 Willow Street NH Department of Education
Manchester, New Hampshire 03103 State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

SAURA: 546 Proposed Project Title: Adult Basic Education Program Project Period: 7/1/2016 to: 6/30/2017

The following information is required for all projects

PROJECT MANAGER: NAME: Captain Willie Scurry TITLE: Chief of Programs
ADDRESS: 445 Willow Street Manchester, New Hampshire 03103 TELEPHONE: (603) 627-5620 ext. 6628
E-MAIL ADDRESS: wscurry@hcnh.org FAX: (603) 627-5618

FINANCIAL CONTACT: NAME: Marlene Montminy TELEPHONE: (603) 627-5620 ext. 6633
E-MAIL ADDRESS: mmontminy@hcnh.org FAX: (603) 627-5619

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

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

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

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

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

APPROVED INDIRECT COST RATE: _____ %

Mr. David Dionne, Superintendent
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER
DATE 5/25/16

Certificate of Authority

I, Toni Pappas, Clerk/Secretary of Hillsborough County 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) (are) true and complete cop(y)(ies) of the resolution(s) adopted by the board of directors of the corporation at a meeting of that board on 5/25, 2016, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation:

That: The Hillsborough County Department of Corrections will enter into a contract with the NH Department of Education to provide employment and training services to out of school youth. This resolution shall remain in effect until specifically revoked.

That: The Hillsborough County Board of Directors has named David Dionne as having authority to sign the contract with the New Hampshire Department of Education.

- (4) The following is a true and complete copy of a by-law adopted at a (shareholder)(organizational) meeting on May 25, 2016.
- (5) The foregoing resolution(s) and by-law are in full force and effect, unamended, as of the date hereof; and
- (6) The following person(s) lawfully occupy the office(s) indicated below:

Sandra Ziehm Chairman
 _____ Vice Chairman
Toni Pappas Clerk

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation this 25th day of May 20 16.

(Corporate Seal if any)

Toni Pappas
Clerk/Secretary

(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 25, 20 16, before the undersigned officer personally appeared the person identified in the foregoing certificate, know to me (or satisfactorily proven) to be the Clerk/Secretary of the corporation identified in the foregoing certificate, and acknowledge that Toni Pappas executed the foregoing certificate.

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



Carolyn M. Kirby
Notary Public/Justice of the Peace



CERTIFICATE OF COVERAGE

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

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

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

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

<i>Participating Member:</i> Hillsborough County 329 Mast Road - Suite 114 Goffstown, NH 03045	<i>Member Number:</i> 608	<i>Company Affording Coverage:</i> NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
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Type of Coverage		Effective Date (month/day/year)	Expiration Date (month/day/year)		
<input checked="" type="checkbox"/>	General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2016	7/1/2017	Each Occurrence	\$ 5,000,000
				General Aggregate	\$ 5,000,000
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
	Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
				Aggregate	
<input checked="" type="checkbox"/>	Workers' Compensation & Employers' Liability	1/1/2016	1/1/2017	<input checked="" type="checkbox"/> Statutory	
				Each Accident	\$2,000,000
				Disease – Each Employee	\$2,000,000
				Disease – Policy Limit	
	Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: Proof of Primex Member coverage only for Adult Basic Education Program Grant.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange
NH Dept of Education Bureau of Adult Education 21 South Fruit St, Ste 20 Concord, NH 03301			By: <i>Tammy Denver</i>
			Date: 4/21/2016 tdenver@nhprimex.org Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

EXHIBIT A
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Statement of Net Position
June 30, 2015

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
ASSETS			
Current Assets:			
Cash and cash equivalents	\$ 34,464,740	\$ 29,676	\$ 34,494,416
Accounts receivable, net	455,501	2,773,347	3,228,848
Due from other governments		975,642	975,642
Internal balance	(21,948,763)	21,948,763	-
Prepaid expenses	66		66
Inventory		70,921	70,921
Total Current Assets	<u>12,971,544</u>	<u>25,798,349</u>	<u>38,769,893</u>
Noncurrent Assets:			
Restricted cash		96,361	96,361
Capital assets:			
Non-depreciable capital assets		18,477	18,477
Depreciable capital assets, net	<u>5,151,646</u>	<u>2,269,136</u>	<u>7,420,782</u>
Total Noncurrent Assets	<u>5,151,646</u>	<u>2,383,974</u>	<u>7,535,620</u>
Total Assets	<u>18,123,190</u>	<u>28,182,323</u>	<u>46,305,513</u>
DEFERRED OUTFLOWS OF RESOURCES			
Total deferred outflows related to net pension liability	<u>2,149,099</u>	<u>1,203,339</u>	<u>3,352,438</u>
Total Deferred Outflows of Resources	<u>2,149,099</u>	<u>1,203,339</u>	<u>3,352,438</u>
LIABILITIES			
Current Liabilities:			
Accounts payable	3,390,051	153,327	3,543,378
Accrued expenses	692,493	818,623	1,511,116
Due to other governments	4,491,310	563,751	5,055,061
Unearned contributions		29,676	29,676
Total Current Liabilities	<u>8,573,854</u>	<u>1,565,377</u>	<u>10,139,231</u>
Noncurrent Liabilities:			
Compensated absences payable	54,914		54,914
Other post-employment benefits payable	1,447,852	670,677	2,118,529
Net pension liability	<u>24,705,889</u>	<u>14,198,983</u>	<u>38,904,872</u>
Total Noncurrent Liabilities	<u>26,208,655</u>	<u>14,869,660</u>	<u>41,078,315</u>
Total Liabilities	<u>34,782,509</u>	<u>16,435,037</u>	<u>51,217,546</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows related to net pension liability	<u>3,279,848</u>	<u>1,884,996</u>	<u>5,164,844</u>
Total Deferred Inflows of Resources	<u>3,279,848</u>	<u>1,884,996</u>	<u>5,164,844</u>
NET POSITION			
Net investment in capital assets	5,151,646	2,287,613	7,439,259
Restricted	23,030		23,030
Unrestricted (Deficit)	<u>(22,964,744)</u>	<u>8,778,016</u>	<u>(14,186,728)</u>
Total Net Position	<u>\$ (17,790,068)</u>	<u>\$ 11,065,629</u>	<u>\$ (6,724,439)</u>

See accompanying notes to the basic financial statements

EXHIBIT B
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Statement of Activities
For the Year Ended June 30, 2015

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position		Total
		Charges for Services	Operating Grants and Contributions	Primary Government Governmental Activities	Business-Type Activities	
Governmental Activities:						
General government	\$ 8,093,305	\$ 3,569,650		\$ (4,523,655)		\$ (4,523,655)
Public safety	20,184,114	3,359,266	\$ 58,910	(16,765,938)		(16,765,938)
Health and welfare	32,274,554		307,555	(31,966,999)		(31,966,999)
Total governmental activities	<u>60,551,973</u>	<u>6,928,916</u>	<u>366,465</u>	<u>(53,256,592)</u>	\$ -	<u>(53,256,592)</u>
Business-type activities:						
Nursing Home	25,654,181	22,468,991	7,024,640		3,839,450	3,839,450
Total business-type activities	<u>25,654,181</u>	<u>22,468,991</u>	<u>7,024,640</u>		<u>3,839,450</u>	<u>3,839,450</u>
Total primary government	<u>\$ 86,206,154</u>	<u>\$ 29,397,907</u>	<u>\$ 7,391,105</u>	<u>(53,256,592)</u>	<u>3,839,450</u>	<u>(49,417,142)</u>
General revenues:						
Property taxes				48,074,683		48,074,683
Interest and investment earnings				52,244	144	52,388
Miscellaneous				720,612	896,208	1,616,820
Transfers				2,382,800	(2,382,800)	-
Total general revenues and transfers				<u>51,230,339</u>	<u>(1,486,448)</u>	<u>49,743,891</u>
Change in net position				(2,026,253)	2,353,002	326,749
Net position - beginning, as restated				<u>(15,763,815)</u>	<u>8,712,627</u>	<u>(7,051,188)</u>
Net position - ending				<u>\$ (17,790,068)</u>	<u>\$ 11,065,629</u>	<u>\$ (6,724,439)</u>

See accompanying notes to the basic financial statements

EXHIBIT C
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Balance Sheet
Governmental Funds
June 30, 2015

	General Fund	Nonmajor Governmental Fund	Total Governmental Funds
ASSETS			
Cash and cash equivalents	\$ 34,464,740		\$ 34,464,740
Accounts receivable	455,501		455,501
Due from other funds		\$ 80,250	80,250
Prepaid expenses	66		66
Total Assets	<u>34,920,307</u>	<u>80,250</u>	<u>35,000,557</u>
DEFERRED OUTFLOWS OF RESOURCES			
Total Deferred Outflows of Resources	-	-	-
Total Assets and Deferred Outflows of Resources	<u>\$ 34,920,307</u>	<u>\$ 80,250</u>	<u>\$ 35,000,557</u>
LIABILITIES			
Accounts payable	\$ 3,385,051		\$ 3,385,051
Accrued expenses	692,493		692,493
Due to other governments	4,491,310		4,491,310
Due to other funds	22,034,013		22,034,013
Total Liabilities	<u>30,602,867</u>	<u>\$ -</u>	<u>30,602,867</u>
DEFERRED INFLOWS OF RESOURCES			
Total Deferred Inflows of Resources	-	-	-
FUND BALANCES			
Nonspendable	66		66
Restricted	23,030		23,030
Assigned	1,286,221	80,250	1,366,471
Unassigned	3,008,123		3,008,123
Total Fund Balances	<u>4,317,440</u>	<u>80,250</u>	<u>4,397,690</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 34,920,307</u>	<u>\$ 80,250</u>	

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds 5,151,646

Deferred outflows of resources and deferred inflows of resources that do not provide or require the use of current financial resources are not reported within the funds.

Deferred outflow of resources attributable to net pension liability 2,149,099
Deferred inflow of resources attributable to net pension liability (3,279,848)

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds. Long-term liabilities at year end consist of:

Compensated absences payable (54,914)
Other post-employment benefits payable (1,447,852)
Net pension liability (24,705,889)

Net position of governmental activities \$ (17,790,068)

See accompanying notes to the basic financial statements

EXHIBIT D
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2015

	General Fund	Nonmajor Governmental Fund	Total Governmental Funds
Revenues:			
Taxes	\$ 48,074,683		\$ 48,074,683
Intergovernmental	366,465		366,465
Charges for services	6,821,759	\$ 107,157	6,928,916
Interest and investment income	52,244		52,244
Miscellaneous	720,612		720,612
Total Revenues	<u>56,035,763</u>	<u>107,157</u>	<u>56,142,920</u>
Expenditures:			
Current operations:			
General government	7,666,718	238,500	7,905,218
Public safety	19,691,461		19,691,461
Health and welfare	32,277,881		32,277,881
Total Expenditures	<u>59,636,060</u>	<u>238,500</u>	<u>59,874,560</u>
Excess revenues (under) expenditures	<u>(3,600,297)</u>	<u>(131,343)</u>	<u>(3,731,640)</u>
Other Financing Sources (Uses):			
Transfers in	2,382,800	103,500	2,486,300
Transfers out	(103,500)		(103,500)
Total Other Financing Sources (Uses)	<u>2,279,300</u>	<u>103,500</u>	<u>2,382,800</u>
Net change in fund balances	(1,320,997)	(27,843)	(1,348,840)
Fund balances at beginning of year, as restated	<u>5,638,437</u>	<u>108,093</u>	<u>5,746,530</u>
Fund balances at end of year	<u>\$ 4,317,440</u>	<u>\$ 80,250</u>	<u>\$ 4,397,690</u>

COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balances of Governmental Funds
to the Statement of Activities
For the Year Ended June 30, 2015

Net Change in Fund Balances--Total Governmental Funds	\$ (1,348,840)
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation expense exceeded capital outlays in the current period.	(806,003)
Some expense reported in the statement of activities, such as compensated absences and other post-employment benefits, do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	(371,175)
Governmental funds report pension contributions as expenditures. However, in the statement of activities, pension expense reflects the change in the net pension liability and related deferred outflows and inflows of resources, and do not require the use of current financial resources. This is the amount by which pension contributions exceeded pension expense in the current period.	499,765
Change in Net Position of Governmental Activities	<u>\$ (2,026,253)</u>

See accompanying notes to the basic financial statements

EXHIBIT E
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Statement of Net Position
Proprietary Funds
June 30, 2015

	Nursing Home Fund
ASSETS	
Current Assets:	
Cash and cash equivalents	\$ 29,676
Accounts receivable, net	2,773,347
Due from other governments	975,642
Due from other funds	21,948,763
Inventory	70,921
Total Current Assets	<u>25,798,349</u>
Noncurrent Assets:	
Restricted cash	96,361
Capital assets:	
Non-depreciable capital assets	18,477
Depreciable capital assets, net	<u>2,269,136</u>
Total Noncurrent Assets	<u>2,383,974</u>
Total Assets	<u>28,182,323</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to pension	<u>1,203,339</u>
Total Deferred Outflows of Resources	<u>1,203,339</u>
LIABILITIES	
Current Liabilities:	
Accounts payable	153,327
Accrued expenses	818,623
Due to other governments	563,751
Unearned contributions	29,676
Total Current Liabilities	<u>1,565,377</u>
Noncurrent Liabilities:	
Other post-employment benefits payable	670,677
Net pension liability	<u>14,198,983</u>
Total Noncurrent Liabilities	<u>14,869,660</u>
Total Liabilities	<u>16,435,037</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows related to pension	<u>1,884,996</u>
Total Deferred Inflows of Resources	<u>1,884,996</u>
NET POSITION	
Net investment in capital assets	2,383,974
Unrestricted	<u>8,681,655</u>
Total Net Position	<u>\$ 11,065,629</u>

See accompanying notes to the basic financial statements

EXHIBIT F
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds
For the Year Ended June 30, 2015

	Nursing Home Fund
Operating revenues:	
Intergovernmental revenue	\$ 7,024,640
Charges for services	22,468,991
Miscellaneous	896,208
Total operating revenues	<u>30,389,839</u>
Operating expenses:	
Administrative	3,150,323
Maintenance and operations	1,040,233
Physical therapy	1,907,343
Dietary	2,159,091
Nursing	14,019,503
Laundry	359,892
Housekeeping	778,163
Physician/pharmacy	620,170
Restorative services	764,238
Social services	360,005
Barber/beauty	35,537
Depreciation	459,683
Total operating expenses	<u>25,654,181</u>
Operating income	4,735,658
Non-operating revenues:	
Interest revenue	144
Net non-operating revenues	<u>144</u>
Transfers out	<u>(2,382,800)</u>
Change in net position	2,353,002
Total net position at beginning of year, as restated	<u>8,712,627</u>
Total net position at end of year	<u>\$ 11,065,629</u>

See accompanying notes to the basic financial statements

EXHIBIT G
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Statement of Cash Flows
Proprietary Funds
For the Year Ended June 30, 2015

	Nursing Home <u>Fund</u>
Cash flows from operating activities:	
Cash received from patient care/services	\$ 22,930,593
Cash received from Medicaid pool funds	6,977,823
Cash paid to suppliers	(11,264,245)
Cash paid to employees	(13,970,802)
Net cash provided by operating activities	<u>4,673,369</u>
Cash flows from noncapital financing activities:	
Transfers to other funds	<u>(2,382,800)</u>
Net cash (used) for noncapital financing activities	<u>(2,382,800)</u>
Cash flows from capital and related financing activities:	
Purchases of capital assets	<u>(274,624)</u>
Net cash (used) for capital and related financing activities	<u>(274,624)</u>
Cash flows from investing activities:	
Interest on investments	<u>144</u>
Net cash provided by investing activities	<u>144</u>
Net increase in cash and cash equivalents	2,016,089
Cash and cash equivalents at beginning of year	<u>20,058,711</u>
Cash and cash equivalents at end of year	<u>\$ 22,074,800</u>
Reconciliation of operating income to net cash provided by operating activities:	
Operating income	\$ 4,735,658
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation expense	459,683
Change in deferred outflows related to pension	23,882
Change in deferred inflows related to pension	1,884,996
Changes in assets, deferred outflows of resources, liabilities and deferred inflows of resources:	
Accounts receivable	(434,606)
Due from other governments	(46,817)
Inventory	(16,747)
Accounts payable	23,203
Accrued expenses	191,472
Due to other governments	(20,665)
Unearned revenue	2,576
Compensated absences	(135,276)
Other post-employment benefits payable	170,321
Net pension liability	<u>(2,164,311)</u>
Net cash provided by operating activities	<u>\$ 4,673,369</u>

See accompanying notes to the basic financial statements

EXHIBIT H
COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE
Statement of Fiduciary Net Position
Fiduciary Funds
June 30, 2015

	Agency Funds
ASSETS	
Cash and cash equivalents	\$ 452,065
Accounts receivable	<u>5,000</u>
Total Assets	<u>\$ 457,065</u>
LIABILITIES	
Due to specific individuals	\$ 457,065
Total Liabilities	<u>\$ 457,065</u>

See accompanying notes to the basic financial statements

HILLSBOROUGH COUNTY DEPARTMENT OF CORRECTIONS

445 Willow Street

Manchester, New Hampshire 03103-6216

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

www.hillsboroughcountydoc.org

David M. Dionne, CLS
Superintendent

Captain Gifford F.J. Hiscoe, CJM
Security

Captain Willie Scurry
Programs

HILLSBOROUGH COUNTY BOARD OF COMMISSIONERS

Sandra Ziehm, Chair
District 2

Vacant, Vice Chair
District 3

Toni Pappas, Clerk
District 1

Directors/Commissioners serve without compensation.



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

HILLSBOROUGH COUNTY DOC
445 WILLOW STREET
MANCHESTER NH 03103

ABE/ESL TEACHER

SALARY

LAURIELEE M. WOODLOCK ROY

\$29,229.97

Laurielee M. Woodlock Roy

RECEIVED

AUG 05 2015

HILLSBOROUGH COUNTY
HUMAN RESOURCES

Objective: To work with people in a progressive and culturally diverse organization that supports positive programs and allows me to use my training and experience in elementary/special education and case management to pursue my passion in education and equality.

Education: MA (Elementary Education), Southern New Hampshire University, 2005
MA (General Special Education), Southern New Hampshire University, 2005
BA (Criminal Justice), Hesser College, 1998

Certification: NH Certification in Elementary and Special Education, 2005.

Teaching Experience:

Long term substitute

Fairgrounds Middle School, December 2014-March 2015

Nashua, NH

Long term social studies and language arts teacher in the 6th grade. I was responsible for lesson planning daily for each level class, honors, extensions, and foundations. Also responsible for lesson planning for reading and writing for children who struggle in the areas of reading and writing.

Long term substitute

Fairgrounds Middle School, October 2013-June 2014

Nashua, NH

Continuing substitute: worked with students with educational disabilities, with a focus on children identified with an emotional disturbance. I had five tutorials and case managed twelve students.

Tutor

Manchester School District, September 2012- June 2013

Manchester, NH

Provide 1:1 Tutoring services for a child with an auto-immune disorder which prevents the child from attending public school. Delivered content in language arts, math, biology, and health at the high school level.

Tutor

Manchester School District, December 2011-August 2012

Manchester, NH

Provided 1:1 services to a high school student identified with TBI and Autism. I created lesson plans and delivered lessons to and from West High School.

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AUG 05 2015

Adjunct Faculty

Hesser College, 2008 -2007

HILLSBOROUGH COUNTY
HUMAN RESOURCES

Manchester, NH

Introduce college students to discipline of Criminal Justice including teaching criminal law, procedures and policies; grading exams and papers, and developing website materials to supplement reading assignments.

Teacher and Case Manager

Corrections Special School, State Prison for Men, 2008-2006

Concord, NH

Case Manage and Develop IEP's for incarcerated men 21 years and younger, particularly those with special needs and disabilities as well as teach remedial content areas within the Education Department in the State Prison for Men.

Substitute Teacher

Manchester School District, 2001-2000

Manchester, NH

Provided instruction and followed lesson plans of absent teacher. Experienced in all grade levels from nursery to high school in sped and non-spud programs as well as experienced in teaching students in vocational programs.

Student Teacher

Webster Elementary School, 2004

Manchester, NH

Student Teacher in Grade One, where I developed general lesson plans in alignment with state Grade Level Expectations as well as prepared lesson plans for children with disabilities in accordance with his/her Individual Education Plan. Assessed and graded students work and made modifications to work as required by children identified with disabilities.

Student Teacher

Green Acres Elementary, 2004

Manchester, NH

Student Teacher in Grade Five responsible for developing lesson plans in alignment with state Grade Level Expectation as well as prepared lesson plans for children with disabilities and non-identified students. Assessed and graded students work and made modifications to work as required by the Individual Education Plans of respective students.

General Work Experience:

Case Manager

Riverbend Community Mental Health Center, 2000- 1999

Concord, NH

Responsible for case management of adults with mental illness, including overseeing filing and appropriate file upkeep to obtain social security, SSI, Health and Human Service benefits. Instructed and assisted clients with daily living skills, mental health goals, treatment plans, appointments, and access to community resources.

Resident Instructor

Easter Seals, 1999-1997

Manchester, NH

Responsible for working with children with identified emotional and behavioral problems to provide guidance, instruction and assistance in their daily activities and well as write progress reports on their individual treatment plans and goals.

Professional and Community Membership:

Volunteer at Covenant Houses of South Florida
Volunteer, Dialogue for Community Good, US Dept. Justice Community Relations
Chairperson of Education, Manchester NAACP
PTO Secretary, Hillside Middle School 2014-2015
Author of Race Between Us (Lett, Roy 2015. Popular Truth Publishing)

Additional Training

Undoing Racism: The People's Institute For Survival and Beyond 2011
Meet HQT Status for New Hampshire
S.O.L.V.E (Strategies of Limiting Violent Episodes) 1997
T.C.I (Therapeutic Crisis Intervention) 1999
Sex Offender Training, Dr. Ron Royer 1998
New Hampshire Department of Corrections Certificate 2007

RECEIVED

AUG 05 2015

**HILLSBOROUGH COUNTY
HUMAN RESOURCES**