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Virginia M. Barry, Ph.D.  
Commissioner of Education  
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Deputy Commissioner of Education  
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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 16, 2014

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

REQUESTED ACTION

1. Authorize the Department of Education, Division of Educational Improvement to contract with Maria Dove, Ed.D., North Bellmore, NY (vendor code 259177) in an amount not to exceed \$3,000.00 for the period effective June 4, 2014 or the date of Governor and Council approval, whichever is later, through March 31, 2015 to provide technical assistance to New Hampshire schools and districts regarding Title III State required activities: increasing high-quality language instructional programs that assist limited English proficient students and collaboration and co-teaching strategies between K-12 English Speakers of Other Languages (ESOL) and content area teachers. 100% Federal Funds

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

	<u>FY14</u>	<u>FY15</u>
06-56-56-563010-61140000-102-500731 Contracts for Program Services	\$ 300.00	\$2,700.00

2. Subject to Governor and Council approval, authorize the Department of Education to exercise a renewal option on this contract for up to one additional fiscal year, subject to the contractor's acceptable performance of the terms therein.

EXPLANATION

The New Hampshire Department of Education is required, under the Elementary and Secondary Education Act, Title III to provide technical assistance to Title III Local Educational Agencies. A Request for Proposals was developed and posted on the Department website on Monday, February 24 with the deadline for receipt of proposals being Monday, March 17. The Department was seeking individuals with specific expertise and experience to assist with activities designed to the development and support of collaboration and co-teaching strategies between K-12 ESOL teachers and content area teachers. The selected individuals would assist the Department in advancing the knowledge, development, implementation and sustainability of collaboration and co-teaching strategies and provide the necessary training on researched based instructional strategies for English learners and data analysis approaches to increase English learners students' achievement.

Her Excellency Governor Margaret Wood Hassan  
and the Honorable Council  
May 16, 2014  
Page Two

Three proposals were received and reviewed by an evaluation team appointed by the Commissioner of Education. One proposal, consisting of two individual vendors, received the highest score. Both have been recommended to provide these services.

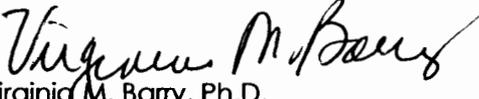
The Department of Education would like to contract with Dr. Maria Dove to provide technical assistance to New Hampshire Title III Local Educational Agencies. Dr. Dove has over 25 years of empirical and research experience in the education of English for Speakers of Other Languages.

Dr. Dove is an Assistant Professor and Coordinator of the MS TESOL Program in the Division of Education at Molloy College, Rockville Centre, New York, where she teaches courses to pre-service and in-service teachers on the research and best practices for developing effective programs and school policies for English learners. Before entering the field of higher education, she worked over thirty years as an English-as-a-second-language teacher in public school settings (Grades K-12) and in adult English language programs in Nassau County, New York. In 2010, she received the Outstanding ESL Educator Award from New York State Teachers of English to Speakers of Other Languages (NYS TESOL). She frequently provides professional development throughout the United States for educators on the teaching of diverse students. She also serves as a mentor for new ESL teachers as well as an instructional coach for general-education teachers and literacy specialists. She has published several articles and book chapters on collaborative teaching practices, instructional leadership, and collaborative coaching. Her best-selling co-authored book, *Collaboration and Co-Teaching: Strategies for English Learners* (2010) is published by Corwin Press, and her co-edited book, *Coteaching and Other Collaborative Practices in the EFL/ESL Classroom: Rationale, Research, Reflections, and Recommendations* (2012) is published by Information Age Publishing.

Dr. Dove has extensive experience in the area of collaboration and co-teaching and the skills necessary to successfully work with schools and districts in order to facilitate the implementation of this project

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

Respectfully submitted,

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

VMB:asn:emr

**New Hampshire Department of Education**  
**ESOL Collaboration and Co-Teaching**  
**Request for Proposal Review**  
**Tuesday, April 1, 2014**  
**10:00am-12:00pm ~ Room 334 ~ NHDOE**

Criteria from RFP	Honigsfeld/ Dove	Zacarian & Associates	Flakes
<p><b>8.1.1 Significance of Project:</b> Description of bidder's organizational capabilities to deliver the services, including a brief description of their personal experience and/or company's experience in developing and implementing a project of this type, to include references as applicable. <b>(10 points)</b></p>	10	8	5
<p><b>8.1.2 Quality of Services:</b> Describe how you will accomplish the Services to be provided in 1.0 and 2.0 of this RFP, including activities and strategies. Also identify roles, responsibilities and partners to be involved for the various activities/strategies. <b>(40 points)</b></p>	40	37	21
<p><b>8.1.3 Management Plan:</b> Provide a work-plan, timeline, milestones or benchmarks in accordance with the activities to carry out Services to be Provided in 1.0 and 2.0 of this RFP. <b>(15 points)</b></p>	15	15	10
<p><b>8.1.4 Budget:</b> A detailed budget and justification(s) related to the bidder's capacity to provide services outlined in sections 1.0 and 2.0 Services to Be Provided of this RFP including the contractor's hourly and/or daily compensation rate requirement; applicable costs to support this proposal. <b>(25 points)</b></p>	25	25	17
<p><b>8.1.5 Evaluation:</b> Describe your comprehensive plan for the evaluation of the proposed project activities, effectiveness and impact, including evaluation methods and strategies to be used and collection of data <b>(10 points)</b></p>	9	6	6

**New Hampshire Department of Education**  
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Criteria from RFP	Honigsfeld/ Dove	Zacarian & Associates	Flakes
<b>8.1.6 &amp; 8.1.7:</b> Each bidder shall submit, along with the formal proposal, a completed/signed "Alternative W-9 Form" Each bidder shall submit, along with the formal proposal, a completed/signed "Cover Page."	Submitted	Submitted	Submitted
<b>TOTAL SCORE</b>	<b>99</b>	<b>91</b>	<b>59</b>

The committee members responsible for the review of the proposals include the following individuals: Mary Earick, Integrated Programs Administrator; Ashley Frame, Title IIA Director; Kathryn Nichol, Education Consultant; and Andrea Somoza-Norton, Title III Director.

Subject: ESOL Collaboration and Co-Teaching TA Services - Title III Office FORM NUMBER P-37 ( version 1/09)

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name <u>NH Department of Education, Bureau of Integrated Programs</u>		1.2 State Agency Address <u>101 Pleasant Street, Concord, New Hampshire 03301</u>	
1.3 Contractor Name <u>Maria G. Dove</u>		1.4 Contractor Address <u>1734 White Street, North Bellmore, NY 11710</u>	
1.5 Contractor Phone Number <u>516-679-9166</u>	1.6 Account Number <u>See Exhibit B</u>	1.7 Completion Date <u>March 31, 2015</u>	1.8 Price Limitation <u>\$3,000.00</u>
1.9 Contracting Officer for State Agency <u>Andrea Somoza-Norton, Title III Office, Bureau of Integrated P</u>		1.10 State Agency Telephone Number <u>603-271-2034</u>	
1.11 Contractor Signature <u>Maria G. Dove</u>		1.12 Name and Title of Contractor Signatory <u>Maria G. Dove</u>	
1.13 Acknowledgement: State of <u>New York</u> , County of <u>Nassau</u> On <u>May 1st 2014</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace <u>Jason Levy</u> [Seal]		Notary Public, State of New York No. 01LE6223356 Qualified in Nassau County Commission Expires June 14, 20 <u>14</u>	
1.13.2 Name and Title of Notary or Justice of the Peace <u>Jason Levy / Member Service Rep</u>			
1.14 State Agency Signature <u>Virginia M. Barry</u>		1.15 Name and Title of State Agency Signatory <u>Virginia M. Barry, Ph.D., Commissioner of Education</u>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: <u>Sana J. Milloughan</u> Director, On: <u>5/28/14</u>			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: <u>[Signature]</u> On: <u>6/2/14</u>			
1.18 Approval by the Governor and Executive Council By: <u>[Signature]</u> On: _____			

**2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").  
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated 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 Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.  
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.  
5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision 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 Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.  
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.  
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.  
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.  
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

**8. EVENT OF DEFAULT/REMEDIES.**

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

- 8.2.1 give the Contractor 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 Contractor notice of termination;
- 8.2.2 give the Contractor 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 contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

**9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

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, papers, and documents, all whether finished or unfinished.

9.2 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.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

**10. TERMINATION.** In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

**11. CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

**12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.** The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

**13. INDEMNIFICATION.** The Contractor 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 or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. 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 in paragraph 13 shall survive the termination of this Agreement.

**14. INSURANCE.**

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be

Contractor Initials *MJD*  
Date 5/1/2014

attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

**15. WORKERS' COMPENSATION.**

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

**16. 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 of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default 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 Event of Default on the part of the Contractor.

**17. 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 given in blocks 1.2 and 1.4, herein.

**18. 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 Executive Council of the State of New Hampshire.

**19. CONSTRUCTION OF AGREEMENT AND TERMS.**

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

**20. 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.

**21. HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

**22. SPECIAL PROVISIONS.** Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

**23. SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

**24. 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.

EXHIBIT A

SCOPE OF SERVICES

Dr. Maria Dove will provide the following services to the New Hampshire Department of Education and New Hampshire schools and districts from June 4, 2014 or the date of Governor and Council approval, whichever is later, through March 31, 2015:

- a. Develop and maintain a Learning Pathway on the New Hampshire Networks platform to include 1 (one) book study session on collaboration and co-teaching

The above mentioned activities must incorporate the following topics:

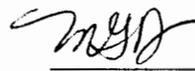
- The various types of co-teaching and collaboration models
- Co-teaching as an integrative and inclusive school practice
- The collaborative aspects of co-teaching
- Procedural aspects of co-teaching practices; such as, scheduling, common planning and evaluating the effectiveness in co-teaching partnerships
- Administrators and teachers' roles and responsibilities in co-teaching and collaboration
- Instructional design approaches and accommodations for English Learner students, students with specialized services and diverse student populations
- Provide techniques to plan a co-taught lesson and debrief strategies following a co-taught lesson
- Instructional considerations regarding Common Core State Standards and English Language Proficiency Standards expectations for English Learners in co-teaching and collaborative practices
- Resources and strategies related to generating and sustaining effective co-teaching programs that support English Learners; such as, using data driven decisions to adjust collaborative practices, progress monitoring of students' learning, formative and summative assessments, family engagement and communication outreach strategies

REPORTING

Dr. Maria Dove will provide the Bureau of Integrated Programs reports that detail the technical assistance activities provided and the data documenting the results of these activities.

One, or more, of the following reports may be required by the Bureau Administrator:

- Bi-monthly Reporting: Activity reports to be submitted with each invoice requesting payment that outlines how the project met the purpose and priorities of the project.
- Final Report: Report detailing the accomplishments and challenges of the project, including data on benefits to the state resulting in the implementation of the project.

  
\_\_\_\_\_  
Contractor  
Initials

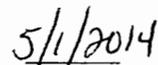
  
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EXHIBIT B

Budget

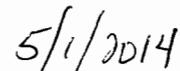
Budget (through March 31, 2015)

Professional services (\$50.00 per hour) not to exceed \$3,000.00	<u>FY 14</u>	<u>FY 15</u>	<u>TOTAL</u>
06-56-56-563010-61140000-102-500731	\$300.00	\$2,700.00	\$3,000.00

Method of Payment: Payments shall be made on invoices submitted bi-monthly accompanied by a description of services for that period. Please submit invoices to:

Andrea Somoza-Norton, Ed.D.  
Title III State Director/ESOL Consultant  
Bureau of Integrated Programs  
NH Department of Education  
101 Pleasant Street  
Concord, NH 03301

  
Contractor  
Initials

  
Date



**MARIA G. DOVE, ED.D.**  
**Division of Education**  
**Molloy College**  
**1000 Hempstead Avenue**  
**Rockville Centre, NY 11571**  
**516-678-5000 Ext. 6796**  
**mdove@molloy.edu**

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## **EDUCATION**

School of Education, ST. JOHN'S UNIVERSITY Ed.D. Instructional Leadership	2010
Hunter College, THE CITY UNIVERSITY OF NEW YORK M.A. Education: TESL K-12	1985
Queens College, THE CITY UNIVERSITY OF NEW YORK B.A. Linguistics	1978

## **ACADEMIC APPOINTMENTS**

MOLLOY COLLEGE, Division of Education Rockville Centre, NY – Associate Professor	2012-present
MOLLOY COLLEGE, Division of Education Rockville Centre, NY – Assistant Professor	2009-2012
MOLLOY COLLEGE, Division of Education, Rockville Centre, NY – Adjunct Instructor	2004-2009

## **PUBLICATIONS**

### **Books**

- Dove, M. G., Honigsfeld, A., & Cohan, A. (In press). *Beyond core expectations: A framework for servicing the not-so-common learner*. Thousand Oaks, CA: Corwin Press.
- Dove, M. G., & Honigsfeld, A. (2013). *Common core for the not-so-common learner, Grades K-5: English language arts strategies*. Thousand Oaks, CA: Corwin Press.

Honigsfeld, A., & Dove, M. G. (Forthcoming). *A school leaders guide to collaboration and coteaching for English learners*. Thousand Oaks, CA: Corwin Press.

Honigsfeld, A., & Dove, M. G. (2013). *Common core for the not-so-common learner, Grades 6-12: English language arts strategies*. Thousand Oaks, CA: Corwin Press.

Honigsfeld, A., & Dove, M. G. (Eds.) (2012). *Co-teaching and other collaborative practices in the EFL/ESL classroom: Rationale, research, reflections, and recommendations*. Charlotte, NC: Information Age Publishing.

Honigsfeld, A., & Dove, M. G. (2010) *Collaboration and co-teaching: Strategies for English learners*. Thousand Oaks, CA: Corwin Press.

### **Book Chapters**

Dove, M. G., & Giouroukakis, V. (2014). Classroom management strategies to increase student collaboration. In A. Honigsfeld & A. Cohan (Eds.), *Breaking the mold of classroom management*. Lanham, MD: Rowman & Littlefield.

Giouroukakis, V., Dove, M. G., & Honigsfeld, A. (2012). From co-teaching partnership to mentoring: Innovative ways to build teacher capacity. In A. Honigsfeld & A. Cohan (Eds.), *Breaking the mold for culturally and linguistically diverse students: Innovative and successful practices for the 21st century*. Lanham, MD: Rowman & Littlefield.

Dove, M. G. (2009). A grassroots approach to co-teaching for English language learners. In A. Honigsfeld & A. Cohan (Eds.), *Breaking the mold of school instructional organization*. Lanham, MD: Rowman & Littlefield.

Dove, M. G. (2008). Teaching young children to read by combining music, lyrics, and text: How to teach an old song new tricks! In R. Dunn & B. E. Blake (Eds.), *Teaching every child to read: Innovative and practical strategies for K-8 educators*. Lanham, MD: Rowman & Littlefield.

### **Peer-reviewed Publications**

Dove, M. G., & Honigsfeld, A. (2014). Analysis of the implementation of an ESL coteaching model in a suburban elementary school. *NYS TESOL Journal*, 1(1).

Dove, M. G., & Freeley, M. E. (2011). The effects of leadership on innovative program implementation. *The Delta Kappa Gamma Bulletin*, 73(3), 25-32.

Dove, M. G., & Honigsfeld, A. (2010). ESL co-teaching and collaboration: Opportunities to develop teacher leadership and enhance student learning. *TESOL Journal*, 1(1), 3-22.

Honigsfeld, A., & Dove, M. G. (2012). Collaborative practices to support English learners. *Principal Leadership*, 12(5), 40-44.

Honigsfeld, A., & Dove, M. G. (2008). Co-teaching in the ESL classroom. *The Delta Kappa Gamma Bulletin*, 74(2), 8-14.

Honigsfeld, A., & Dove, M.G. (2008). Poetry in Professional Development. *The Delta Kappa Gamma Bulletin*, 75,(1), 10-13.

### **Editor-selected Publications**

Dove, M. G., & Colagiacomo, S. (2012). Instructional coaching and the content area teacher: Enhancing classroom practices. *Idiom*, 42(1), 22-23.

Honigsfeld, A., & Dove, M. (2010). Co-teaching 201: How to support ELLs. *New Teacher Advocate*, 17(3), 4-5.

Honigsfeld, A., & Dove, M. (2010). From isolation to partnership: ESL co-teaching leads to teacher leadership. *Teachers Teaching Teachers (T3)*, 5(6), 1-4.

Dove, M. G. & Honigsfeld, A. (2009). Critical education, critical literacy, and co-teaching for ELLs. *Idiom*, 39(4), 4.

Dove, M. G. (2007). Using recorded books with English Language Learners: It's more than just listening. *Idiom*, 37 (3), 1, 20-21.

### **Book Reviews**

Dove, M. G. (2009). Review of the book *Differentiated instruction for at-risk students: What to do and how to do it* by R. Dunn & A. Honigsfeld. *Idiom*, 38 (4), 16.

## **SELECTED PRESENTATIONS**

### **Invited Presentations**

Honigsfeld, A., & Dove, M. G., *Portraits of Collaboration: Teachers Creating Pathways for Success*, Keynote Speakers, Maryland Teachers of English to Speakers of Other Languages (MD TESOL), Baltimore, MD, October 26, 2013.

Honigsfeld, A., & Dove, M. G., *Collaboration and Co-Teaching for English Learners*, Burke County Schools, Morganton, NC, September 16, 2013.

Dove, M. G., & Honigsfeld, A., *Successful Collaborative and Co-Teaching Practices for the Sake of ELLs*, Prince William County Schools, Manassas, VA, August 26-27, 2013.

Dove, M. G., & Honigsfeld, A., *Common Core for the Not-So-Common Learner*, Charlotte-Mecklenburg Schools, Charlotte, NC, August 19-20, 2013.

Honigsfeld, A., & Dove, M. G., *Collaboration and Coteaching in Elementary Schools*, Douglas County Schools, Castle Rock, CO, June 18, 2013.

Honigsfeld, A., & Dove, M. G., *Collaboration and Coteaching for English Learners*, University of North Carolina-Wilmington (UNCW), Wilmington, NC, June 12, 2013.

Dove, M. G., & Honigsfeld, A., *Common Core for the Not-So-Common Learner, Grades K-5: ELA Strategies*, Metro RESA, Atlanta, GA, May 29-30, 2013.

Honigsfeld, A., & Dove, M. G., *Collaboration & Coteaching: Integrated Service Delivery for the Sake of ELLs*, Keynote Speakers, Colorado Teachers of English to Speakers of Other Languages (COTESOL), Colorado Springs, CO, April 20, 2013.

Dove, M. G., & Honigsfeld, A., *Common Core for the Not-So-Common Learner: (Un)Common Challenges and Promising Practices*, University of Missouri-St. Louis, St. Louis, MO, February 19, 2013.

Honigsfeld, A., & Dove, M. G., *Collaboration and Co-Teaching for ELLs in Elementary and Secondary Schools*, Workshop Presentation, Minneapolis Public Schools, Minneapolis, MN, February 4, 2013

Honigsfeld, A., & Dove, M. G., *Collaboration and Co-Teaching for English Learners*, Carolina TESOL, Columbia, SC, January 28, 2013.

Dove, M. G., & Honigsfeld, A., *Common Core Standards: Challenges for ELLs*. Iowa Culture and Language Conference (ICLC), Coralville, IA, November 13, 2012.

Dove, M. G., & Honigsfeld, A., *Collaboration and Co-Teaching*, Metro RESA, Smyrna, GA, October 4-5, 2012.

Honigsfeld, A., & Dove, M. G., *Collaboration Practices for the Sake of ELLs*, Kennesaw State University, Kennesaw, GA, October 3, 2012.

Honigsfeld, A., & Dove, M. G., *Common Core Collaborations: An Integrated Service Delivery System for ELLs*, Featured Speakers, Southeast Teachers of English to Speakers of Other Languages (SETESOL), Knoxville, TN, September 28, 2012.

Dove, M. G., & Honigsfeld, A. *Common Core Collaborations*, Keynote Address, New Jersey Teachers of English to Speakers of Other Languages (NJTESOL) Annual Conference, New Brunswick, NJ, May 30, 2012.

Dove, M. G., & Honigsfeld, A. *ESL Co-teaching: Seven Models of Collaboration*, Tennessee Teachers of English to Speakers of Other Languages (TNTESOL) Annual Conference, Nashville, TN, March 16, 2012.

Honigsfeld, A., & Dove, M. G., *ESL Collaborative Practice: Ten Pathways to Success*, Tennessee Teachers of English to Speakers of Other Languages (TNTESOL) Annual Conference, Nashville, TN, March 16, 2012.

Dove, M. G., & Honigsfeld, A. *Collaboration and Co-Teaching: Integrated ESL Service Delivery*, Workshop, Heartland Area Education Agency, Des Moines, IA, November 11-12, 2011.

Budai, E., Dove, M. G., Honigsfeld, A., & Paiewonsky, E. *Collaborative School Cultures and Collaborative Practices*, Panel Discussion, Council on Prejudice Reduction Annual Conference, Stony Brook, NY, November 7, 2011.

Honigsfeld, A., & Dove, M. G. *Co-Teaching Models to Enhance Differentiation of ELL Instruction*, Workshop, Northern New England Teachers of English to Speakers of Other Languages (NNE TESOL), Colchester, VT, November 5, 2011.

Honigsfeld, A., & Dove, M. G. *Collaborative Practices to Support ELLs*, Workshop, New York State Teachers of English to Speakers of Other Languages (NYS TESOL) Annual Conference, Melville, NY, October 29, 2011.

Honigsfeld, A., & Dove, M. G. *Portraits of Collaboration*, Keynote Address, Kentucky TESOL Annual Convention, Louisville, KY, October 22, 2011.

Dove, M. G., & Honigsfeld, A. *Co-teaching: How to Make It Work*, Workshop, Kentucky TESOL Annual Convention, Louisville, KY, October 22, 2011.

### **National/International Meetings**

Dove, M. G., *Common Core for the Not-So-Common Learner*, Tennessee Teachers to Speakers of Others Languages (TNTESOL), March 15, 2013.

Dove, M. G., Honigsfeld, A., Meyers, M., *Common Core and English Language Learners: Take this Workshop Home*, Learning Forward Annual Conference, Boston, MA, December 4, 2012.

Dove, M. G., & Honigsfeld, A., *Collaborative Approaches for Positive ESL/EFL Student Outcomes*, Post-Conference Institute, Teachers to Speakers of Others Languages (TESOL) International Annual Convention, Philadelphia, PA, March 31, 2012.

Honigsfeld, A., & Dove, M. G., *Coteaching: To Achieve Excellence with ELLs*, Workshop, Teachers to Speakers of Others Languages (TESOL) International Annual Convention, Philadelphia, PA, March 30, 2012.

Dove, M. G., *From Collaboration to Co-teaching: Strategies for English Learners*, Pre-Conference Institute, Teachers to Speakers of Others Languages (TESOL) International Annual Convention, New Orleans, LA, March 16, 2011.

Dove, M. G., *Great Strategies for Teachers (GIFT): Take Home This Workshop*, Learning Forward/National Staff Development Council (NSDC) Annual Conference, Atlanta, GA, December 6, 2010.

Honigsfeld, A., & Dove, M. G., *Collaborative Approaches to Teaching English Learners*, New Jersey Teachers of English to Speakers of Other Languages (NJTESOL)/New Jersey Bilingual Education (NJBE), Somerset, NJ, May 19, 2010.

Dove, M. G., & Honigsfeld, A., *Co-teaching: Redefining the Roles of ESL/EFL and Mainstream Teachers*, Workshop, Teachers to Speakers of Others Languages (TESOL) International Annual Convention, Boston, MA, March 25, 2010.

Honigsfeld, A., & Dove, M. G., *From Collaboration to Co-teaching: An Integrated Approach to ESL Services*, Pre-Conference Institute, Teachers to Speakers of Others Languages (TESOL) International Annual Convention, Boston, MA, March 24, 2010.

Honigsfeld, A., & Dove, M. G., *Enhancing ESL and Mainstream Teacher Collaboration Through Co-Teaching*, Workshop, Phi Delta Kappan (PDK) Summit, Indianapolis, IN, October 17, 2009.

Honigsfeld, A., & Dove, M. G., *Co-Teaching for ELLs*, Pre-Conference Institute, Teachers to Speakers of Others Languages (TESOL) International Annual Convention, Denver, CO, March 26, 2009.

Honigsfeld, A., & Dove, M. G., *ESL and Mainstream Teacher Collaboration*, Pre-Conference Institute, Teachers to Speakers of Others Languages (TESOL) International Annual Convention, New York, NY, April 2, 2008.

## **Local/Regional Meetings**

Honigsfeld, A., & Dove, M. G., *Common Core Collaborations*, New York State Teachers of English to Speakers of Other Languages (NYS TESOL) Annual Conference, White Plains, NY, November 15, 2013.

Dove, M. G., & Honigsfeld, A. *Common Core for the Not So Common Learner*, New York State Council for Exceptional Children (NYS CEC) Annual Conference, Huntington, NY, October 24, 2013.

Dove, M. G., & Honigsfeld, A. *Common Core for the Not So Common Learner*, Long Island Association for Supervision and Curriculum Development (LIASCD) Fall Conference, Melville, NY, October 4, 2013.

Honigsfeld, A., & Dove, M. G., *Common Core for the Not-So-Common Learner*, Long Island Teacher Institute, Melville, NY, March 14, 2013.

Honigsfeld, A., & Dove, M. G., *Common Core for the Not-So-Common Learner*, New York State English Council (NYSEC) Annual Conference, October 19, 2012.

Dove, M. G., & Honigsfeld, A. *Common Core for the Not So Common Learner*. Long Island Language Arts Council (LILAC) /National Reading Council (NRC) Annual Spring Conference, Melville, NY, March 23, 2012.

Dove, M. G., & Honigsfeld, A. *Collaborative Teaching Models to Meet the Common Core Standards*, Applied Linguistics Winter Conference, New York State Teachers of English to Speakers of Other Languages (NYS TESOL), New York, NY, February 11, 2012

Dove, M. G. *Paper-Based Strategies for Hands-On Learning: Notebook Foldables*, Workshop, Long Island English for Speakers of Other Language (LI ESOL) Annual Conference, Rockville Centre, NY, April 16, 2011.

Honigsfeld, A., & Dove, M. G. *Collaborative Instructional Practices to Support ELLs' Literacy Development*, Workshop, The Twenty-First Annual Literacy and Learning Institute, Melville, NY, April 1, 2011.

Honigsfeld, A., & Dove, M. G., *Collaborative Instructional Practices to Support ELLs' Literacy Development*, Long Island Language Arts Council (LILAC)/National Reading Council (NRC) Annual Spring Conference, Melville, NY, March 25, 2011.

Honigsfeld, A., & Dove, M. G., *English as a Second Language Teachers' Positions and Practices Collaborative School Cultures*, Applied Linguistics

Winter Conference, New York State Teachers of English to Speakers of Other Languages (NYS TESOL), New York, NY, April 17, 2010.

Honigsfeld, A., & Dove, M. G., *From Collaboration To Co-Teaching For Critical Literacy*, Workshop, New York State Teachers of English to Speakers of Other Languages (NYS TESOL) Annual Conference, White Plains, NY, November 13, 2009.

Dove, M. G., and Smithok, J. *So You Think You Want to Co-Teach? Burning Questions from a Co-teaching Team*, Workshop, Long Island English for Speakers of Other Language (LI ESOL) Annual Conference, Rockville Centre, NY, April 25, 2009.

Dove, M. G. *Planning on the Fly: How ESL Teachers Collaborate With Mainstream Teachers When There Is No Time To Plan*, Workshop, Long Island English for Speakers of Other Language (LI ESOL) Annual Conference, Rockville Centre, NY, April 12, 2008.

## GRANTS

### Completed

Faculty Scholarship and Academic Advancement Committee 2009  
at Molloy College, research project entitled "ESL and mainstream teacher collaboration"

### Active

Faculty Scholarship and Academic Advancement Committee 2012  
at Molloy College, research project entitled: "Analysis of the Implementation and Outcomes of ESL Co-Teaching Service Delivery Models"

## HONORS AND AWARDS

Outstanding ESL Educator Award, New York State Teachers of English to Speakers of Other Languages (NYS TESOL) 2010

## PROFESSIONAL MEMBERSHIPS AND ACTIVITIES

TESOL International Association, Member 1985-Present  
Guest Editor, TESOL Journal Special Issue 2011-2012  
Peer Reviewer, TESOL Journal 2010-Present

### NYS TESOL

Member 1987- Present  
Executive Board Member 2010-Present

LI Professional Committee on ESOL Education at Molloy College, Member 2007- Present

Long Island English to Speakers of Other Languages Conference (LIESOL) Co-Organizer	2009- Present
American Educators Research Association (AERA), Member	2009- Present
Association of Supervision and Curriculum Development (ASCD), Member	2009- Present
Delta Kappa Gamma Society International, Member	2009- Present
Learning Forward/National Staff Development Council (NSDC), Member	2009- Present
American Association of University Professors (AAUP), Member	2010-Present

### **COMMITTEE ASSIGNMENTS AND ADMINISTRATIVE SERVICE**

Faculty Professional Center Committee	2012-Present
Subcommittee on Mentoring Chair	2013-present
Sabbatical Committee Member	2012-Present
Doctoral Task Force Committee Member	2010-Present
Committee Chair	2010-2011
Acting Director of the Doctoral Program, Division of Education	2010-2011
TESOL/ ITI Coordinator	2010-present
NCATE SPA Committee in TESOL Chair	2012

### **LICENSURE AND/OR CERTIFICATION**

New York State Permanent Certification: TESOL K-12

### **Community Service/ Select Service**

Valley Stream Teacher Center, Board member	2011-2013
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### **OTHER POSITIONS AND APPOINTMENTS**

Research Consultant: Project Hope Five-year study designed to evaluate mathematics programs for English Learners	2010-2012
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ESL Teacher/Coordinator K-6 Valley Stream UFSD Thirty, Valley Stream, NY	1985-2009
Adult Literacy, ESL, and Citizenship Instructor, Adelphi University Refugee Assistance Program, Hempstead, NY	1989-1993
ESL Teacher K-12 BOCES Bilingual Resource Center, Carle Place, NY	1983-1985

ALLSTATE INSURANCE COMPANY  
CERTIFICATE OF INSURANCE

Agent Number: 027870

Date of Certificate : 04/22/2014

Broker Name: Conneely Hurley AGY

Application No. [REDACTED]

Name Of Insured : MARIA G [REDACTED] DOVE

Address : 1734 WHITE STREET

NORTH BELLMORE

NY 11710

Policy Effective: 01/07/2014 until 07-07-2014

Description of the vehicle: 2012 TOYOTA TOYOTA CAMRY [REDACTED]

The person or organization designated below is described in the policy as:

Lienholder

TOYOTA LSE

TRST/AUTO

P O BOX 105386

ATLANTA

GA 30348

## THE FOLLOWING COVERAGES AND LIMITS ARE IN FORCE ON THE ABOVE DESCRIBED VEHICLE

AA	Bodily Injury	\$100,000/\$300,000	
BB	Property Damage	\$100,000	
<del>SS</del>	<del>Uninsured Mot Bodily</del>	<del>\$100,000/\$300,000</del>	
	Injury		
CC	Medical Payments	\$100,000	
DD	Collision (Ded)	\$500	Deductible
HS	Comprehensive With Full Glass	\$500	Deductible
JJ	Towing and Labor (Occ)	\$50	
UU	Rental Reimbursement (Day)	\$30/day	
VA	Personal Injury Protection Plan	02	Deductible
VA1	Personal Injury Protection (Ded)	\$200	Deductible
VB	Additional Personal Injury Protection	VB06	

## THE LOSS PAYABLE CLAUSE OF SUCH POLICY PROVIDES:

"The company reserves the right to cancel such policy at any time as provided by its terms, but in such case the company shall notify the Lienholder when not less than ten days thereafter such cancellation shall be effective as to the interest of said Lienholder therein and the company shall have the right, on like notice, to cancel this agreement."

## THE ADDITIONAL INTEREST ENDORSEMENT OF SUCH POLICY, IN PART, PROVIDES:

"...such insurance as is afforded by the policy "for automobile liability insurance listed...hereof applies also to the person or organization named as Additional Interested Party "As respects such...interest, no cancellation...and no