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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

May 30, 2014

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

REQUESTED ACTION

Authorize the Department of Education to grant funds to the Fuller Public Library, Hillsboro, NH (vendor code 177407) not to exceed \$61,381.51 effective July 1, 2014 or upon Governor and Council approval whichever is later through June 30, 2015 and authorize unencumbered payment of said grant with internal accounting control within the Department of Education. The funds granted by this action will provide training for volunteers to work one-on-one with undereducated adults in Hillsborough County.
40% Federal Funds, 60% General Funds.

Funding is available in the account entitled Adult Education for FY14/15 as follows:

	<u>Fuller Public Library</u>	<u>FY2015</u>
06-56-56-5666010-70040000-072-500575	Adult Learner Services	\$22,230.95
06-56-56-5666010-70040000-601-500931	Adult Learner Services	\$33,346.42
06-56-56-5666010-70040000-072-500575	Adult Ed/Postsecondary Transitions	\$ 2,321.66
06-56-56-5666010-70040000-601-500931	Adult Ed/Postsecondary Transitions	\$ 3,482.48

EXPLANATION

The Adult Learner Services Program provides training for volunteers to work one-on-one with undereducated adults. The coordinator of this program is responsible for recruiting students and tutors, training tutors, providing materials and maintaining ongoing instructional guidance.

The Adult Ed/Postsecondary Transitions Program will provide counseling services for ABE students, advanced ESOL students, and high school equivalency graduates transitioning to community colleges and 4-year colleges and universities.

The Fuller Public Library has been the administering agency for adult literacy programs in each of the past sixteen years. Students receiving services under this program will be drawn from the town of Hillsboro and ten surrounding communities. Approximately sixty adults will be served by the program.

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

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

The actual amount of the grant may reflect changes incorporated into the project after the OBM Form 1-Project Application was filed with the Bureau of Adult Education.

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

Should federal funds become no longer available additional general funds will not be requested to support this program.

Respectfully submitted,



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

Attachment A

A request for applications was released to eligible applicants (school districts, private not for profits and state agencies) on April 11, 2014.

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

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

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

Criteria for Awarding Grants/Contracts to Local Agencies

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

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

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Titl Fuller Public Library, Project LIFT - Adult Learner Services

FROM: Project LIFT Adult Learner Services TO: Art Ellison
Fuller Public Library NH Department of Education
PO Box 43, Hillsboro, NH 03244 State Office Park South
101 Pleasant Street
SAURA: 896 Concord, New Hampshire 03301-3860

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

The following information is required for all projects

PROJECT MANAGER: NAME: Judith E Fournier TITLE: Administrator/Coordinator
ADDRESS: PO Box 43, Hillsboro, NH 03244 TELEPHONE: 603-464-5285
E-MAIL ADDRESS: hillsboroadulted@hotmail.com FAX: 603-464-4740

FINANCIAL CONTACT: NAME: Robin Sweetser TELEPHONE: 603-464-3595
E-MAIL ADDRESS: director@fullerlibrary.info FAX: 603-464-4572

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:

APPROVED INDIRECT COST RATE: _____ %

Project Lift - Fuller Public Library
PO Box 43
Hillsboro, NH 03244

Robin Sweetser, Library Director
PRINT NAME AND TITLE of SAO/SUPERINTENDENT OF SCHOOLS
of RA/CHIEF FINANCIAL OFFICER
Robin Sweetser
SIGNATURE SAO/SUPERINTENDENT OF SCHOOLS
of RA/CHIEF FINANCIAL OFFICER Library Director
DATE 4/22/14

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Titl Fuller Public Library LIFT Adult Learner Services

FROM: **Project LIFT - Fuller Public Library**
PO Box 43
Hillsboro, NH 03244

TO: **Art Ellison, Bureau of Adult Education**
NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

SAU/RA: 896

Proposed Project Title: College Transition Services Project Period: _____ to: _____

The following information is required for all projects

PROJECT MANAGER: NAME: Judith Fournier TITLE: Admin/Coordinator
ADDRESS: PO Box 43, Hillsboro, NH 03244 TELEPHONE: (603) 464-5285
E-MAIL ADDRESS: hillsboroadulted@hotmail.com FAX: (603) 464-4740

FINANCIAL CONTACT: NAME: Robin Sweetser TELEPHONE: (603) 464-3595
E-MAIL ADDRESS: director@fullerlibrary.info FAX: (603) 464-4572

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

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 - Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
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FISCAL AGENT - MAKE CHECKS PAYABLE TO:

APPROVED INDIRECT COST RATE: _____ %

Project Lift - Fuller Public Library
PO Box 43
Hillsboro, NH 03244

Robin Sweetser, Library Director
PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS

OF RA/CHIEF FINANCIAL OFFICER

Robin Sweetser
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS

4/22/14
DATE

OF RA/CHIEF FINANCIAL OFFICER

Library Director

TYPE OF CHANGE	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

ADULT BASIC EDUCATION GRANT

Needs Assessment

Initially funded through a Library Services and Construction Act, Project LIFT has served undereducated adults in the Hillsborough area for the past twenty-one years. Free instructional services have been provided to the target communities of Antrim, Bennington and Hillsborough, as well as the neighboring towns of Deering, Frankestown, Greenfield, Peterborough, Temple, Washington and Windsor. Prior to the establishment of Project LIFT, adults wishing to access services had to travel at least one-half hour to programs in Keene or Concord. Unreliable transportation and harsh winters were barriers to participation. Project LIFT was established to eliminate these barriers and to provide local educational services.

The need for English literacy education has increased greatly within the past twenty years. When Project LIFT began in 1992, there were no English as a Second Language students enrolled in the program. Within a three-year period, 55 ESL students have participated in Project LIFT, and this past year, over 25 have been served in all the towns served by this program. Volunteer tutors do more than teach literacy instruction with these families. The volunteer/student relationship goes beyond weekly instruction. The students in this program are shown how to survive in this isolated area. In all facets of their lives their tutors guide them.

Program Narrative/Program Design:

Since its inception in 1992, Project LIFT has provided educational services and information to more than 800 students and trained over 200 tutors. Last year, approximately 58 students received free individualized instruction through Project LIFT.

Nearly 50 additional potential students contacted Project LIFT to access information regarding high school equivalency and local and state educational programs. An average of 12 students per year receives their high school equivalency, and others improve their reading, writing, math and English Language skills. These numbers of students are ABE and ASE only and do not include the ESL students seeking service.

Housed within the Fuller Public Library in Hillsborough, Project LIFT has become an integral part of the Hillsborough and surrounding communities. Students and tutors often refer themselves to the program via word of mouth referrals. Towns receiving services appropriate amount of funding to Project LIFT. Students involved in the program have gone on to pursue other educational goals after leaving the program. Project LIFT networks with other organizations to provide services to those individuals most in need. The importance of graduating from high school and/or achieving their high school equivalency is great in this community of young people. There are no easy or readily available opportunities for desired employment and advancement without education.

The Adult Education/Postsecondary Transitions program will provide counseling services for ABE students, advanced ESOL students, and high school equivalency graduates transitioning to community colleges and 4-year colleges and universities.

FULLER PUBLIC LIBRARY
29 SCHOOL STREET – P.O. BOX 43
HILLSBORO, NH 03244
(603) 464-3595
www.fullerlibrary.info

The trustees for the Fuller Public Library in Hillsboro, New Hampshire are as follows:

- **Robert Woolner, chair 464-3826**
- **Patricia Matheson 464-5029**
- **Phil Daley 464-5239**
- **Michelle Matheson 933-3666**
- **Benjamin Ainslie 762-3795**

Directors Serve without Compensation

PROJECT LIFT
FULLER PUBLIC LIBRARY
PO BOX 43
HILLSBORO NH 03244

SCHOOL YEAR 2014-2015

Concord

Itemization of Anticipated Expenditures for Adult Basic Education

PERSONNEL SERVICES

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

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

Administrative ALS Coordinator - Judith E. Fournier
Base salary from Town of Hillsboro for position recommended includes COLA / employee longevity.

Administrator/teacher/coordinator duties

Total \$ 35,374.00

Teachers

1) @ 18.54 x 10 hrs./wk. x 28 wks Patricia Welch Bush

Total \$ 5,191.20

Teacher Aides

Total \$ 0

Guidance and Counseling

Total \$ 0

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

Total \$ 0

Total for All Personnel Services \$40,565.20

PROJECT LIFT
FULLER PUBLIC LIBRARY
PO BOX 43
HILLSBORO NH 03244

SCHOOL YEAR 2014-2015

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

PERSONNEL SERVICES

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

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

Administrative Judith E. Fournier

(1) @ 5 hours wk. @ \$20.00/hr. for 28 wks. (Admin/teacher)

Total \$ 2,800.00

Teachers

(1) @ 5 hours wk. @ \$18.00/hr. for 28 wks. (teacher) Patricia Welch Bush

Total \$ 2,520.00

Teacher Aides

Total \$ 0

Guidance and Counseling

Total \$ 0

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

Total \$ 0

Total for All Personnel Services \$ 5,320.00

Judith E. Fournier M.S., CFLE, CPS
P.O. Box 1352
Hillsborough, NH 03244
(603) 387-9241

RESUME

Experience: Riverbend Community Mental Health Center – Concord, NH
April 1996 – August 2000. Site Coordinator/Parent Child Center,
Penacook/Pittsfield, NH. Group facilitator. Provided parenting
curriculum, home visiting, family assessment/referrals/collaboration
with social services

Town of Hillsborough, NH. Adult Education Director. September
2000 – Present. Adult Basic Ed., GED & ESOL classroom
instruction. Recruit/budget preparation/grant writing/hire &
supervise teachers. Collaborate with community agencies/special
education/ mental health advocacy/public relations.

Town of Hillsborough, NH. Office of Youth Services. Mental Health
Counselor/Substance Abuse Educator. August 2006-Present. Per
Diem/Provide counseling/drug education groups/for youth/young
adults referred to court diversion, individual/group/schools.

Education: Southern New Hampshire University, Manchester, NH
Masters of Science Degree in Community Counseling (2007)

Springfield College, School of Human Services, Manchester, NH
Bachelor of Science in Human Services (1996)

Professional Associations: Certified Family Life Educator – National Council on Family
Relations. Minneapolis, MN – Certification recognizes educational
and employment experience of its members who have provided
support to families through ten distinct disciplines. 1999-Present

Certified Prevention Specialist-State of New Hampshire July 2010

**Human Services
Experience/
Trainings**

Parent Information Center Volunteer Advocate Training, New England College, Henniker, NH. Special Education training. March 2008 - Present

NH Juvenile Court Diversion *Challenge Course* Facilitator. September 2005 – Present. NH Dept. of Health & Human Services.

Project SUCCESS (Schools Using Coordinated Community Efforts to Strengthen Students). North Country Education Services. Gorham, NH. September 2009.

SASSI (Substance Abuse Subtle Screening Inventory) Training. NH Juvenile Court Diversion Network. Manchester, NH. June 2010

Dialectical Behavioral Therapy Training, Greater Manchester Mental Health Center, Blodgett Street, Manchester, NH. March 2011.

Prime For Life Drug Education Curriculum Training. June 2012, Portsmouth, NH.

Recipient of John D. Burchard Memorial Award-2007. Program in Community Mental Health. Southern NH University. Dedication to Service in the Field of Mental Health.

(References Supplied Upon Request)
03/18/2014

Patricia Welch Bush

PROFESSIONAL EXPERIENCE

* Adult Education Tutor, Project LIFT, Hillsboro, NH (2007 –Present) *

- Create lesson plans and provide group and one-to-one instruction in mathematics and general studies to students working to attain their General Education Diploma.
- Provide career counseling and college transition planning.

* Family Literacy Educator, Hillsboro-Deering Even Start, Hillsboro, NH (2004 –2008) *

- Worked with a diverse group of families to create and obtain goals oriented family literacy plans.
- Instructed groups and individuals in math, English, English as a Second Language and computer skills
- Provided career counseling and job shadowing
- Maintained records and reporting in accordance with federal grant requirements.

*Volunteer, Hillsboro Township, NH (1996 – 2004) *

*Office Manager, Welch's Auto Service, Milford, NH (1995 -1996)

- Performed book keeping, payroll, accounts payable, accounts receivable and inventory control.

*Business Manager, Visual Images Graphic Designs, Mont Vernon, NH (1994 – 1995)

- Responsible for all aspects of managing a small business.

** BAE Systems (formerly Lockheed Sanders), Nashua, NH **

*Quality Assurance Analyst (1991 – 1994)

- Applied training in team leadership, team coaching, consensus building, holding effective meetings, project management, process simplification, and Total Quality Management to lead numerous teams in process improvement initiatives and applying new technology.
- Supported corporate quality review boards by performing data and root cause analysis, creating and executing action plans, and conducting formal management presentations.

*Quality Assurance Specialist (1989 – 1991)

- Established Statistical Process Control (SPC) measures and trained personnel in their concepts and use.
- Automated manual data collection and reporting methods and trained personnel in their use.
- Established, performed and maintained an internal audit system.
- Assumed supervisory responsibilities for a staff of eight for extended periods.

*Administrative Assistant (1988 – 1989)

- Performed cost analysis, budget and time studies and monitored budget performance.
- Developed data bases and reporting tools to identify supplier quality and component performance.
- Planned, justified, and requisitioned hardware and software to support the organization's technology needs.
- Trained staff and assumed supervisory responsibilities when required.

** EDUCATION & TRAINING **

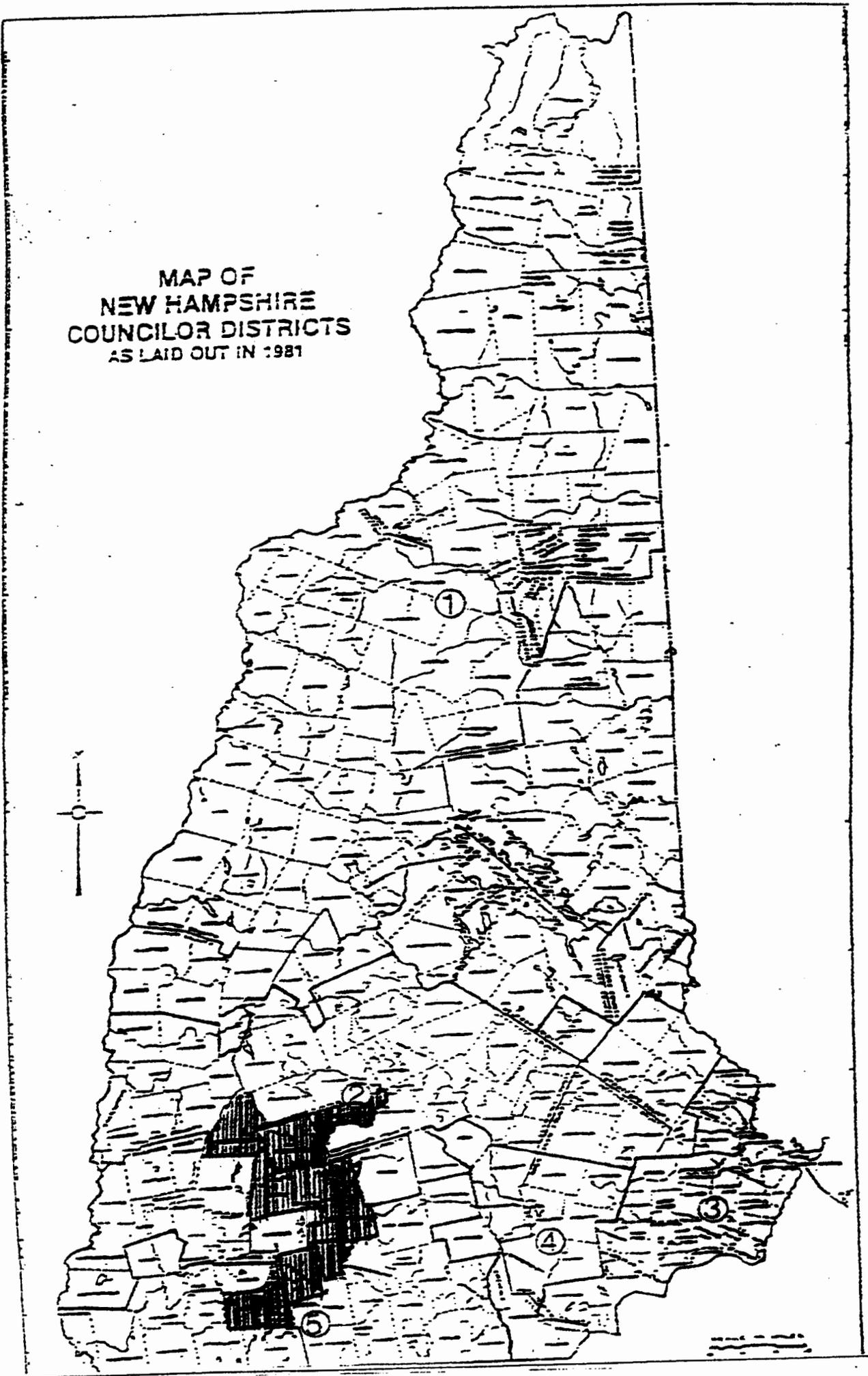
* Global Career Development Facilitator, Career Development Facilitator Institute (2006)

* Master Gardener, UNH Co-operative Extension, Concord, NH (1999)

* *Bachelor of Science*, Business Management, Daniel Webster College, Nashua, NH (1994)

Over 100 hours of professional development in: Adult Education Instruction, Parenting Education, Early Childhood Literacy, Interactive Literacy Activities, English as a Second or Other Language and College Transition Planning

MAP OF
NEW HAMPSHIRE
COUNCILOR DISTRICTS
AS LAID OUT IN 1981



Fuller Public Library

29 School Street, P.O. Box 43, Hillsborough, NH 03244

(603) 464-3595

CERTIFICATE OF AUTHORITY

I, Robin Sweetser, hereby certify that my position as director for Fuller Library and Project LIFT Adult Learner Services, 29 School Street, Hillsborough, NH 03244 is a true and valid statement. I certify that Fuller Library serves as fiscal agent for Project LIFT. All operations are examined by a Board of Library Trustees; including all financial statements and forms. The LIFT bookkeeper is a separate off-site employee. Library trustees and the director signature must accompany all financial forms including those required by the Department of Education, State of NH, Bureau of Adult Education.

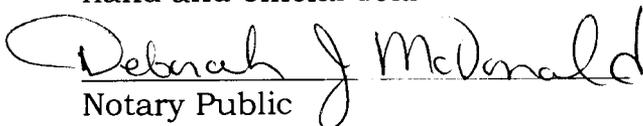
I testify that Fuller Library adheres to all assurances rules and regulations required by the State of New Hampshire, Bureau of Adult Education, 21 S. Fruit Street, Concord, NH 03301.

IN WITNESS WHEREOF, I declare that I am as stated, Robin Sweetser, Director of Fuller Public Library, and therefore the ultimate director of our literacy program, Project LIFT Adult Learner Services as on the date of:



Robin Sweetser

On 4-22-14 before the undersigned officer, personally appeared the person identified in the foregoing certificate, known to me (satisfactorily proven) to be the Director of Fuller Public Library and Project LIFT, Adult Learner Services of 29 School Street, Hillsborough, NH 03244. I acknowledge and identify the assigned as who they state to be in order to execute the foregoing certificate. In witness whereof I hereunto set my hand and official seal



Notary Public

DEBORAH J. McDONALD
Notary Public / Justice of the Peace
My Commission Expire Dec. 9, 2014

CERTIFICATE OF COVERAGE

This certificate evidences the limits of liability in effect at the inception of the Coverage Agreement(s) (also known as the Member Agreement(s)) described below. This certificate is issued as a matter of information only and confers no rights on the certificate holder and does not amend, extend, or alter the coverage afforded by the Member Agreement(s) except to the extent provided in the Additional Covered Party box or Loss Payee box below, if checked.

THIS IS TO CERTIFY THAT THE ENTITY NAMED BELOW HAS BEEN ISSUED THE MEMBER AGREEMENT(S) FOR THE AGREEMENT TERM(S) INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM, OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE MEMBER AGREEMENT(S) IS SUBJECT TO ALL THE EXCLUSIONS, EXTENSIONS, TERMS, AND CONDITIONS OF SUCH MEMBER AGREEMENT(S). AGGREGATE LIMITS MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Participating Entity: Town of Hillsborough Participant Number: 254-040197 - 15		Company Affording Coverage (the "Company"): HealthTrust, Inc. PO Box 617, Concord, NH 03302-0617		
Coverage (Occurrence basis only):	Effective Date (mm/dd/yy)	Expiration Date (mm/dd/yy)	Limits (subject to applicable NH statutory limits)	
<input checked="" type="checkbox"/> General Liability (Member Agreement Section III.A)	7/1/2014	6/30/2015	Each Occurrence	\$ 5,000,000
			General Aggregate	\$
			Personal & Adv Injury	\$
			Med Exp (any one person)	\$
			Products -Comp/Op Agg	\$
			Fire Damage (each fire)	\$
<input checked="" type="checkbox"/> Automobile Liability (Member Agreement Section III.A) <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Other _____	7/1/2014	6/30/2015	Each Occurrence	\$ 5,000,000
			Bodily Injury (per person)	\$
			Bodily Injury (per accident)	\$
			Property Damage (per accident)	\$
			Aggregate	\$ N/A
<input checked="" type="checkbox"/> Property (All Risk including Theft) (Member Agreement Section I) Deductible: \$1,000	7/1/2014	6/30/2015	\$Per scheduled limits and Member Agreement	
<input checked="" type="checkbox"/> Workers' Compensation (Coverage A) Employers' Liability (Coverage B)	7/1/2014	6/30/2015	Coverage A:	Statutory
			Cov. B: Each Accident	\$ 2,000,000
			Disease - Each Employee	\$ 2,000,000
			Disease - Policy Limit	\$ 2,000,000
Description: Proof of Coverage				

CANCELLATION: If any of the above coverages under the Member Agreement are cancelled before the expiration date, the Company will endeavor to mail 30 days written notice to the Certificate Holder named below, but failure to mail such notice shall impose no obligation or liability of any kind upon the Company.

<input type="checkbox"/> Additional Covered Party	<input type="checkbox"/> Loss Payee, as his, her or its interests appear
Coverage for the Additional Covered Party is limited to "bodily injury" or "property damage" caused by, and only to the extent of, the sole negligence of the Participating Entity, and no protection is available for the negligence of others, including the Additional Covered Party and its directors, officers, employees, or agents. Available limits of coverage are shared between the Participating Entity and the Additional Covered Party.*	
*Terms in quotes are defined in the Member Agreement.	

Certificate Holder: State of New Hampshire Department of Education Adult Education 21 South Fruit Street, Suite 20 Concord NH 03301	Company By: <u>Wendy W. Parker</u> Authorized Representative Date Issued: <u>4/22/2014</u>	Please direct inquiries to: Debra A. Lewis 603.230.3332
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