



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

July 31, 2015

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

Retroactive

REQUESTED ACTION

Authorize the Department of Education, Division of Career Technology and Adult Learning to **retroactively** grant funds to the Nashua Adult Learning Center, Nashua, NH (vendor code 167121) to provide adult basic education (ABE)/English as a Second Language (ESL), English Language/Civics Education classes and training for volunteers to work one-on-one with undereducated adults coordinated from the Nashua Adult Learning Center, the Learning Center Annex in Nashua and in students' homes for the period effective July 1, 2015 through June 30, 2016 in an amount not to exceed \$816,272.00. **35% Federal Funds, 65% General Funds.**

Funds to support this request are anticipated to be available in the following accounts in FY 2016 upon the availability and continued appropriation of funds in the future operating budget, Adult Education:

06-56-56-566010-70040000-072-500575	Grants – Federal	\$285,695.20
06-56-56-566010-70040000-601-500931	State Fund Match	\$530,576.80

EXPLANATION

This request is **retroactive** due to additional documentation being included in the contract packet as instructed by the Attorney General's Office. In addition to the customary practice of using the Department's Project and Budget Application Form, a new Grant Agreement form is now being used by the Department which required additional, new documents to be signed by the contractor.

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

The English Language/Civics Education classes will provide instruction in civics, rights and responsibilities of citizenship, naturalization procedures, and activities designed to prepare participants for success as community members. Approximately two hundred ninety adults will be served by the program.

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council
July 31, 2015
Page two

The Adult Learner Services Program will provide training for volunteers to work one-on-one with ninety-five under-educated adults. The coordinators of this program are responsible for recruiting students and tutors, training tutors, providing materials and maintaining ongoing instructional guidance.

The Adult Ed/Postsecondary Transitions Program will provide counseling services for ABE students, advanced English for Speakers of Other Languages (ESOL) students, and high school equivalency graduates transitioning to community colleges, four-year colleges, and universities.

The program services provided by the grants cited above will be coordinated from the Nashua Adult Learning Center, the Learning Center Annex in Nashua, and in students' homes. Students receiving services will be drawn from the City of Nashua and sixteen surrounding communities in southern New Hampshire.

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 1, 2015. (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 met the criteria for funding. Nashua Adult Learning Center is an eligible organization that meets the funding criteria.

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

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

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

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

Respectfully submitted,


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

Attachment A

A request for applications was released to eligible applicants (school districts, private not for profits and state agencies) on April 1, 2015.

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 of the applicable fiscal 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 2014-2015 under Workforce Opportunity Act – Title II are extended through the next fiscal year 2015-2016 under the Workforce Innovation and Opportunity Act.

This process is approved under the NH State Plan for Adult Education Extension – FY16 approved by the U.S. Department of Education, Office of Career Technical and Adult Education.

ADULT BASIC EDUCATION PROGRAMS – SCHOOL YEAR 2015-2016

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 2015-2016

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 2015-2016

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 2015-2016

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

ADULT LEARNER SERVICES PROGRAMS – SCHOOL YEAR 2015-2016

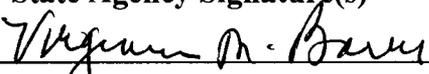
Dover School District
Exeter Region Cooperative School District
Fuller Public Library/Hillsboro
Governor Wentworth Regional School District
Keene School District
Laconia School District
Lebanon School District
Littleton School District
Nashua Adult Learning Center
North Country Education Services
Second 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 Nashua Adult Learning Ctr Town/City of (VC#)		1.4. Grantee Address 4 Lake Street, Nashua, NH 03060	
1.5. Effective Date G&C Approval	1.6. Completion Date June 30, 2016	1.7. Audit Date N/A	1.8. Grant Limitation \$816,272.00
1.9. Grant Officer for State Agency Art Ellison		1.10. State Agency Telephone Number 271-6698	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1 		1.12. Name & Title of Grantee Signor 1 Carol J. Baldwin, Executive Director	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of <u>Hillsborough</u> , on <u>7/14/15</u> , 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 he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal)			
1.13.2. Name & Title of Notary Public or Justice of the Peace		ALKA SEN NOTARY PUBLIC STATE OF NEW HAMPSHIRE My commission expires Jan. 25, 2017	
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)			
By: 		Assistant Attorney General, On: <u>8/10/15</u>	
1.17. Approval by Governor and Council			
By:		On: <u> / /</u>	

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"), pursuant to RSA 21-P:36, 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").

- 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.
- 17.1.1 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:
- 17.1.2 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$2,000,000 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 17.1 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 intend 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

Nashua Adult Learning Center in Nashua will provide the following services:

Project No. 1

The Adult Basic Education/English as a Second Language Program is a classroom based instructional program for adults with reading and math levels between the first and eighth grades. Upon completion of this program, students go into review courses for the high school equivalency test. Eight hundred eighty-five adults will be served by the program.

Project No. 2

The English Language/Civics Education classes will provide instruction in civics, rights and responsibilities of citizenship, naturalization procedures, and activities designed to prepare participants for success as community members. Approximately two hundred ninety adults will be served by the program.

Project No. 3

The Adult Learner Services Program will provide training for volunteers to work one-on-one with ninety-five undereducated adults. The coordinators of this program are responsible for recruiting students and tutors, training tutors, providing materials and maintaining ongoing instructional guidance.

Project No. 4

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

The program services provided will be coordinated from the Nashua Adult Learning Center, the Learning Center Annex in Nashua and in students' homes. Students receiving services will be drawn from the City of Nashua and sixteen surrounding communities in southern New Hampshire.

Grantee Initials CJB
Date 7-14-15

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

Estimated Budget: Project No.1

Estimated Budget: Project No. 2

	FY 2016			FY 2016
Salaries	\$384,999.00		Salaries	\$ 96,797.00
FICA	29,452.00		Taxes and Benefits	11,132.00
Unemployment	770.00		Utilities	4,000.00
Workers Comp.	14,053.00		Indirect Cost	10,766.00
Health Insurance	19,560.00			
Maintenance of Equipment	2,000.00			
Liability Insurance	2,000.00			
Telephone	1,000.00			
Postage	1,500.00			
Printing	3,000.00			
Publicity	1,000.00			
Travel	2,000.00			
Education Supplies	30,000.00			
Office Supplies	1,750.00			
Utilities	44,000.00			
Indirect Cost	49,000.00			
TOTAL	\$586,084.00		TOTAL	\$122,695.00

Estimated Budget: Project No. 3

Estimated Budget: Project No. 4

	FY 2016			FY 2016
Salaries	\$24,720.00		Salaries	\$36,276.00
FICA	1,891.00		Taxes and Benefits	4,172.00
Unemployment	49.00		Maintenance of Equip.	400.00
Workers Comp.	902.00		Conference	2,100.00
Telephone	2,000.00		Liability Insurance	754.00
Postage	800.00		Telephone	900.00
Printing	1,500.00		Postage	300.00
Publicity	500.00		Printing	300.00
Travel	500.00		Publicity	750.00
Office Supplies	500.00		Travel	412.00
Instructional Materials	1,625.00		Materials/Supplies	2,500.00
Utilities	10,500.00		Utilities	3,500.00
Indirect Cost	4,449.00		Office Supplies	500.00
			Indirect Cost	4,693.00
TOTAL	\$49,936.00		TOTAL	\$57,557.00

Limitation of Price:

This agreement will not exceed \$816,272.00

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 CJB
Date 7-14-15

EXHIBIT C

Special Provisions

17.1.2 Statutory worker's compensation and employees liability insurance for all employees engaged in the performance of the Project, and comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 each occurrence and general aggregate \$3,000,000.

These insurance limits exceed the State's requirements according to section 14.1.1 of the revised P-37 (version 5/8/15).

The Umbrella Liability Insurance is \$2,000,000 bringing the total Liability Insurance coverage to \$3,000,000.

CJB
7-29-15

Grantee Initials CJO
Date 7-14-15

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

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

TYPE OF CHANGE	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

SAURA: 5-21
Proposed Project Title: Adult Basic Education

Project Period: 7/1/2015 to: 6/30/2016

The following information is required for all projects
PROJECT MANAGER: NAME: Carol Baldwin
ADDRESS: 4 Lake Street, Nashua, Nh 03060
E-MAIL ADDRESS: cbaldwin@adultlearningcenter.org

TITLE: Executive Director
TELEPHONE: 882-9080 x 204
FAX: 882-0069

FINANCIAL CONTACT: NAME: Lisa Shadroui
E-MAIL ADDRESS: lshadroui@adultlearningcenter.org

TELEPHONE: 882-9080 x 202
FAX: 882-0069

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:

Nashua Adult Learning Center
4 Lake Street
Nashua, NH 03060

APPROVED INDIRECT COST RATE: 9 %

Carol J. Baldwin, Executive Director
PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS
CHIEF FINANCIAL OFFICER

Carol J. Baldwin
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
CHIEF FINANCIAL OFFICER
7-14-15
DATE

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: EL/Civics

FROM: Adult Learning Center
4 Lake Street
Nashua, NH 03060
TO: Dr. Art Ellison
NH Department of Education
Bureau of Adult Education
21 South Fruit Street, Suite #20
Concord, New Hampshire 03301

SAURA: 521
Proposed Project Title: EL/Civics
Project Period: 7/1/2015 to: 6/30/2016

TYPE OF CHANGE	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

The following information is required for all projects

PROJECT MANAGER: NAME: Carol Baldwin
ADDRESS: 4 Lake Street, Nashua, Nh 03060
E-MAIL ADDRESS: cbaldwin@adultlearningcenter.org

FINANCIAL CONTACT: NAME: Lisa Shadroui
E-MAIL ADDRESS: lshadroui@adultlearningcenter.org

TITLE: Executive Director
TELEPHONE: 882-9080 x 204
FAX: 882-0069

TELEPHONE: 882-9080 x 202
FAX: 882-0069

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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FISCAL AGENT - MAKE CHECKS PAYABLE TO:

Nashua Adult Learning Center
4 Lake Street
Nashua, NH 03060

APPROVED INDIRECT COST RATE: 9 %

Carol J. Baldwin, Executive Director
PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS
OR CHIEF FINANCIAL OFFICER
Carol J. Baldwin
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
OR CHIEF FINANCIAL OFFICER Executive Director
DATE 7-14-15

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Adult Learner Services

FROM: Adult Learning Center
4 Lake Street
Nashua, NH 03060
TO: Dr. Art Ellison
NH Department of Education
Bureau of Adult Education
21 South Fruit Street, Suite #20
Concord, New Hampshire 03301

SAU/RA: 521
Proposed Project Title: Adult Learner Services
Project Period: 7/1/2015 to: 6/30/2016

The following information is required for all projects

PROJECT MANAGER: NAME: Carol Baldwin
ADDRESS: 4 Lake Street, Nashua, NH 03060
E-MAIL ADDRESS: cbaldwin@adultlearningcenter.org
TITLE: Executive Director
TELEPHONE: 882-9080 x 204
FAX: 882-0069

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- Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
- Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
- Audits will be in compliance with the Single Audit Act Amendments of 1996 (P.L. 104-156) and U.S. Office of Management and Budget (OMB) Circulars.
- Project approval, if given, will be on the condition that full funding of the Approved Budget and payment by the grantor are contingent upon the availability of a Federal Grant and Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Neither the State nor the Department of Education shall be liable for payments under this grant except from such funds.

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

Nashua Adult Learning Center
4 Lake Street
Nashua, NH 03060

APPROVED INDIRECT COST RATE: 9 %

Carol J. Baldwin, Executive Director

PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS
or PRINCIPAL FINANCIAL OFFICER

Carol J. Baldwin
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS

7-14-15
DATE
or PRINCIPAL FINANCIAL OFFICER Executive Director

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Adult Education/Postsecondary Transition

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

TO: Dr. Art Ellison
NH Department of Education
Bureau of Adult Education
21 South Fruit Street, Suite #20
Concord, New Hampshire 03301

SAURA: 521

Proposed Project Title: Adult Education/Postsecondary Transition

Project Period: _____ to: _____

****The following information is required for all projects****

PROJECT MANAGER:

NAME: Carol Baldwin
ADDRESS: 4 Lake Street, Nashua, Nh 03060
E-MAIL ADDRESS: cbaldwin@adultlearningcenter.org

TITLE: Executive Director
TELEPHONE: 882-9080 x 204
FAX: 882-0069

FINANCIAL CONTACT:

NAME: Lisa Shadoui
E-MAIL ADDRESS: lshadoui@adultlearningcenter.org

TELEPHONE: 882-9080 x 202
FAX: 882-0069

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:

Nashua Adult Learning Center
4 Lake Street
Nashua, NH 03060

APPROVED INDIRECT COST RATE: _____ 9 %

Carol J. Baldwin, Executive Director
PRINT NAME AND TITLE OF SAO SUPERINTENDENT OF SCHOOLS
OR CHIEF FINANCIAL OFFICER

Carol J. Baldwin

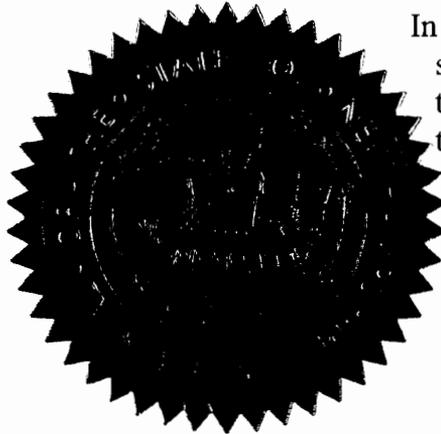
SIGNATURE OF SAO SUPERINTENDENT OF SCHOOLS
OR CHIEF FINANCIAL OFFICER Executive Director

7-14-15
DATE

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NASHUA ADULT LEARNING CENTER, INC. is a New Hampshire nonprofit corporation formed October 16, 1972. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 13th day of May A.D. 2015

A handwritten signature in cursive script, reading "William M. Gardner".

William M. Gardner
Secretary of State



CERTIFICATE OF AUTHORITY

I, Alvin Oasan, Secretary of The Nashua Adult Learning Center, do hereby certify that:

1. I maintain and have custody of and am familiar with the seal and minute books of the corporation;
2. I am authorized to issue certificates with respect to the contents of such books and to affix such seal to such certificate;
3. The following is a true and complete copy of the resolution adopted by a quorum of the board of directors of the corporation via written consent on May 12, 2015 which consent was obtained in accordance with the laws of the state of incorporation and the by-laws of the corporation;
4. As per the resolution of the Board of Directors, we approve that the Adult Learning Center may enter into a contract with the State of New Hampshire Department of Education for the provision of services and any modifications, extensions or renewals thereof. This shall remain in force until specifically revoked.
5. The following is a true and complete copy of the resolution adopted at a meeting of the Board of Directors authorizing the Executive Director to execute all applicable documents in association with the Adult Basic Education grant for the 2015-16 year in order to obtain those monies. See attached.
6. The foregoing resolution and by-laws are in full force and effect, unamended, as of the date hereof; and
7. The following persons lawfully occupy the offices indicated below:

Doreen Manetta	President
Rachel Guill	Vice President
Alvin Oasan	Secretary
Ryan Warren	Treasurer

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation this 14 day of July, 2015.

Alvin Oasan
Secretary - Alvin Oasan

(Corporate Seal, if any)

(If the Corporation has no seal, the Clerk/Secretary shall acknowledge the certificate before an authorized officer below)

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH

On 7/14, 2015, before me the undersigned officer personally appeared the person identified in the foregoing certificate, known to me (or satisfactorily proven) to be the Clerk/Secretary of the corporation identified in the foregoing certificate, and acknowledge that he executed the foregoing certificate.

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

ALKA SEN
NOTARY PUBLIC
STATE OF NEW HAMPSHIRE
My commission expires Jan. 25, 2017

Alka Sen
Justice of the Peace/Notary Public

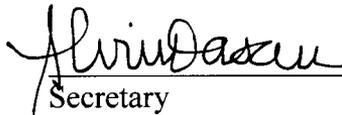


RESOLUTION

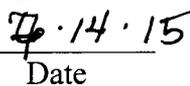
The Board of Directors of the Adult Learning Center for the 2014 – 2015 year hereby authorize Carol Baldwin, Executive Director, to enter into contracts with the State of New Hampshire Department of Education for the provision of services and any modifications, extensions or renewals thereof. The Executive Director is authorized to execute all applicable documents in association with the Adult Basic Education grants for the 2015 – 2016 year. This resolution shall remain in force until specifically revoked.

Approved via written consent of the Board of Directors on May 12, 2015.

Alvin Oasan


Secretary

(A)


Date

**Nashua Adult Learning Center
BALANCE SHEET**

	<u>5/31/2015</u>	<u>4/30/2015</u>	<u>5/31/2014</u>
ASSETS			
CASH CHECKING -OPERATING	\$550,071	\$415,476	\$455,589
CASH- TUITION ACCOUNT	325,345	353,566	244,849
WORKING CAPITAL RESERVE	152,860	152,841	152,592
MONEY MKT NASHUA BANK - ENDOWMENT	253,900	253,825	252,936
MONEY MKT TD BANK - RESERVE	71,614	71,604	71,481
PETTY CASH	195	195	299
INV-NH CHARITABLE FOUNDATION	207,910	207,910	196,580
TOTAL CASH	<u>\$1,561,894</u>	<u>\$1,455,417</u>	<u>\$1,374,307</u>
PREPAID TAXES	352	203	2,396
PREPAID EXPENSES	8,754	4,686	16,130
ACCOUNTS RECEIVABLE	246,004	209,989	287,837
ACCOUNTS REC - OTHER	1,333	1,410	(4,685)
PROMISE TO GIVE	33,000	38,000	22,000
PROMISE TO GIVE-ARLINGTON ST. ALLOWANCE/BAD	1,876 (27,102)	3,541 (27,557)	21,834 (22,958)
TOTAL CURRENT ASSETS	<u>\$1,826,111</u>	<u>\$1,685,689</u>	<u>\$1,696,860</u>
PROPERTY & EQUIPMENT			
BUILDINGS	2,967,561	2,967,561	2,817,980
PROPERTY AND EQUIPMENT	499,966	499,966	458,257
ACCUM. DEPR. - BUILDING	(1,366,455)	(1,358,295)	(1,275,094)
ACCUM DEPR - PROPERTY & EQUIP.	(421,949)	(420,715)	(411,582)
TOTAL PROPERTY & EQUIPMENT	<u>\$1,679,122</u>	<u>\$1,688,516</u>	<u>\$1,589,561</u>
TOTAL ASSETS	<u>\$3,505,233</u>	<u>\$3,374,205</u>	<u>\$3,286,421</u>
LIABILITIES			
ACCOUNTS PAYABLE	\$41,720	\$40,059	\$10,041
PAYROLL TAXES PAYABLE	4,771	7,283	8,845
ACCRUED PAYROLL	62,364	95,207	119,335
ACCRUED VACATION	52,669	49,043	52,879
DEFERRED INCOME	103,991	85,889	27,150
TOTAL LIABILITIES	<u>\$265,515</u>	<u>\$277,480</u>	<u>\$218,250</u>
FUND BALANCES			
PROPERTY & EQUIP FUND BALANCE	1,605,287	1,605,287	1,589,561
RESTRICTED FUND BALANCE			20,000
C KRIECK SCHOL FUND - RESTRICTED	66,149	66,149	37,906
ENDOWMENT FUND-NH CHARITABLE	196,560	196,560	196,560
CHILDCARE REVENUE FUND	31,757	31,757	31,757
BOARD ENDOWMENT FUND	263,415	263,415	263,415
BOARD RESERVE FUND	223,158	223,158	223,158
OPERATING FUND	674,121	674,121	505,479
TIPPING SCHOLARSHIP FUND	550	805	
NET INCOME (LOSS)	178,721	35,473	200,334
TOTAL FUND BALANCES	<u>\$3,239,718</u>	<u>\$3,096,725</u>	<u>\$3,068,171</u>
TOTAL LIAB & FUND BALANCES	<u>\$3,505,233</u>	<u>\$3,374,205</u>	<u>\$3,286,421</u>

Nashua Adult Learning Center

Income Statement

Budget to Actual Comparison

May-15

Revenue	FY15		FY15		%	Year End		FY14		%
	Budget	May	YTD	Projection		Budget	May	YTD		
1 Dept of Ed/Voc Ed	817,394	103,350	835,999	833,818	102%	833,818	833,818	70,611	758,902	91%
4 City of Nashua	23,018	5,400	28,418	22,600	123%	22,600	22,600	16,950	16,950	75%
5 Nashua Schools	292,171	29,217	262,954	286,443	90%	286,443	286,443	28,643	257,790	90%
6 United Way	37,031		44,634	33,631	121%	33,631	33,631	193	52,485	156%
8 Childcare Tuition	400,000	39,489	282,793	400,000	71%	400,000	400,000	27,315	330,396	83%
9 School Age Care Tuition	2,200,000	231,072	2,046,697	2,150,000	93%	2,150,000	2,150,000	174,918	2,034,626	95%
3 DCYF/DHS Income	342,000	20,358	336,942	295,000	99%	295,000	295,000	36,565	306,478	104%
2 USDA Income	53,000	5,239	57,642	51,000	109%	51,000	51,000	5,537	38,911	76%
7 Special Need Tuition	370,398	31,865	299,613	363,554	81%	363,554	363,554	37,229	299,943	83%
10 Other Tuition/Hset Fees	57,500	3,781	22,938	65,000	40%	65,000	65,000	5,101	51,628	79%
11 Contract Income	8,000	3,548	17,973	5,000	225%	5,000	5,000	3,891	7,340	147%
12 Fundraising	78,000	11,899	78,080	95,000	100%	95,000	95,000	9,747	58,738	62%
13 Grants/Other Fundraising	14,000		8,619	47,500	62%	47,500	47,500	2,550	62,214	131%
14 Rent/Interest/Store/Unrealized	22,750	626	20,990	22,250	92%	22,250	22,250	201	35,233	158%
16 Total Revenue	4,715,262	485,844	4,344,292	4,670,796	92%	4,670,796	4,670,796	402,501	4,311,634	92%
17 Expenditures										
18 Personnel and Benefits	3,414,314	243,348	3,016,629	3,335,146	88%	3,335,146	3,335,146	296,230	3,026,486	91%
19 Contract Services	133,837	4,800	112,136	126,160	84%	126,160	126,160	8,178	107,990	86%
20 Supplies/Equipment/Food	402,650	38,154	386,121	403,702	96%	403,702	403,702	23,271	340,593	84%
21 Communications	56,600	4,653	50,495	55,585	89%	55,585	55,585	3,171	48,961	88%
22 Rent to Schools	35,180	3,275	29,510	35,180	84%	35,180	35,180	3,545	32,125	91%
23 Staff Training and Conferences	12,000	785	27,297	13,000	227%	13,000	13,000	7,038	12,398	95%
24 Travel	27,080	2,105	25,277	29,580	93%	29,580	29,580	1,066	20,891	71%
25 Insurance	60,891	4,422	58,936	58,989	97%	58,989	58,989	29,544	53,186	90%
26 Occupancy/Maint of Equipment	383,697	22,798	342,796	477,096	89%	477,096	397,096	8,261	353,692	89%
27 Building Depreciation	98,000	9,394	93,390	80,000	95%	80,000	80,000		90,328	113%
28 H/Set Fees to State		1,140	6,840							
29 Refunds/Misc	73,250	7,722	16,144	42,500	22%	42,500	42,500	6,793	24,647	58%
30 Operating Expenses	4,697,499	342,596	4,165,571	4,576,938	89%	4,576,938	4,576,938	387,097	4,111,297	90%
31 Net Profit(Loss)	17,763	143,248	178,721	93,858		93,858	93,858	15,404	200,337	



Board of Directors
2014 – 2015

Kathleen Allen, CPA
Marcum

[REDACTED]

Michael Cerato
Cerato Group LLC

[REDACTED]

Mark Conrad
Superintendent of Schools
Nashua School District

[REDACTED]

Kevin Cunningham
Director, Information Security &
Technology Risk
Fidelity Investments

[REDACTED]

Mary DeRoche
Director, Human Resources
Pennichuck Corporation

[REDACTED]

Rachel Guill (2016/19)
Secretary
Director, Quality & Performance
Assurance
BAE Systems

[REDACTED]

Carol Kreick (2013/16)
Past President

[REDACTED]

Atty. Steven Levesque (2013/16)
Jordan, Gall & Levesque, P.L.L.C.

[REDACTED]

Doreen A. Manetta (2015/18)
Vice President
Market Manager, Vice President
People's United Bank

[REDACTED]

Jay Nannicelli (2014/17)
President
Radar Retail

[REDACTED]

Shaunae Nolet
Membership and Business Development
Director
Nashua Chamber of Commerce

[REDACTED]

Alvin Oasan
Branch Relationship Manager
Enterprise Bank

[REDACTED]

Carrie Poole (2012/15)
Health Market Connect

[REDACTED]

Janeth Orozco Sanchez
Coordinator, Welcoming New
Hampshire

[REDACTED]

Caryl Sullivan (2015/18)
Certified Partner Development Specialist
Dell

[REDACTED]

Beth Todgham (2014/17)
So. NH Services

[REDACTED]

Brenda M. Van Hirtum
Senior Corporate Paralegal
RiverStone Resources LLC

[REDACTED]

Ryan Warren, CPA (2015/18)
Treasurer
BerryDunn

[REDACTED]



NASHUA ADULT LEARNING CENTER, INC.

BYLAWS

As Amended June 21, 2011

ARTICLE I: STATEMENT OF PURPOSE AND NON-DISCRIMINATION

The Nashua Adult Learning Center, Inc. is a private, non-profit corporation organized to provide relevant educational programs for disadvantaged and undereducated area residents, and day care for their children. The overall goal of the corporation is an educated, employable populace. Specific purposes are as follows:

To provide academic programs enabling adults and teens to increase their basic educational and life coping skills.

To provide vocational instruction, career planning and counseling to better train individuals for the local workplace.

To provide community education programs to address contemporary social, family and work issues to the community at large.

To provide and expand day care and after school day care to Adult Learning Center students and the local working community.

To maintain and expand programmatic linkages with the business community to better train individuals to work in needed professions within the Greater Nashua workplace.

To upgrade and enhance the Adult Learning Center facility to comply with federal regulations and to provide a conducive environment for instruction and social interactions for the Greater Nashua community.

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

ARTICLE II: CORPORATION ORGANIZATION

A. Board of Directors

The affairs of this corporation shall be conducted by a Board of eleven to twenty-one non-compensated Directors which shall include all officers of the Board. Directors shall be elected on the recommendation of the Governance Committee or of any member by a majority vote of a quorum throughout the year as vacancies occur. Elections to fill vacancies shall be held throughout the year as vacancies occur. The Directors so elected shall serve a term of three years and shall be eligible for re-election to a consecutive three-year term. Thereafter, a Director may be re-elected

only after an absence of at least one year from the Board, unless by special exception authorized by a two-thirds vote of the full Board of Directors. Exceptions are the Superintendent of the Nashua Public Schools who may serve continuously, and the President of the Board who shall be asked to serve on the Board for one year following his/her term of office.

Adult Learning Center staff and members of their immediate family shall not be voting members of the Board. Board members cannot receive a distribution of funds from the organization except as reasonable payment for goods and services.

Any Director may withdraw from the Board at any time by submitting a written resignation to the Corporation. A Board member whose participation is not consistent with the responsibilities outlined in the Bylaws may be removed by a Board vote.

The Adult Learning Center has and shall maintain a directors' and officers' association liability insurance policy. All members of the Board of Directors are covered by said insurance policy. All directors shall be and are indemnified by the Adult Learning Center for any legal claims made or filed against them alleging responsibility for damages when they have or are acting in their capacity as a director. This indemnification shall include payment by the Adult Learning Center of any insurance deductibles and, if the retention of private counsel by any board member becomes necessary, for reasonable fees and costs associated with the defense of such claims. This indemnification provision shall not extend to criminal or intentionally harmful acts.

The board has responsibility for fiscal and legal matters pertaining to the organization, including acquisition, management and disposition of real and capital assets. Management shall be vested in the Board of Directors with the power to comply with the policies of all federal, state, local, and private funding agencies in order to receive funds for educational opportunities for adults and their children. The Board of Directors is specifically authorized to employ an executive director of the Adult Learning Center who shall coordinate, run and operate the day to day operations of the Adult Learning Center.

The Board of Directors shall determine policy and establish procedures regarding the prudent, effective and orderly operation of the Adult Learning Center. The Board shall further address itself to publicity, community relations, building facilities, and any other supportive services it deems beneficial to the Center.

B. Officers and their Duties

The officers of the Adult Learning Center Board of Directors shall consist of a President, Vice President, Secretary and Treasurer. All officers shall be elected at the spring meeting of the Board and shall be seated at the annual meeting in September. Officers shall serve for one year. No officer shall hold the same office for more than three (3) years. Any officer may resign by submitting written notification of his/her intention.

Specific duties are as follows:

1. The President of the Board shall preside at all meetings of the Board of Directors, appoint committees and enter into contract with all funding agencies.

2. The Vice President shall perform all the duties of the President in the absence of the President or in the event of a vacancy in the office.
3. The Secretary will handle Board-related correspondence, and will maintain minutes of Board meetings.
4. The Treasurer shall have charge of the funds of the Adult Learning Center under the direction of the Board of Directors and keep a correct account of all money received and disbursed by the Center. The treasurer shall present to the Board of Directors a monthly report, and at each annual meeting of the Center, a general report of receipts and expenditures of the Center for the previous year. The treasurer shall be directly involved in the preparation of the budget for each new fiscal year.

All officers shall be and are indemnified by the Adult Learning Center for any legal claims made or filed against them alleging responsibility for damages when they have or are acting in their capacity as an officer. This indemnification shall include payment by the Adult Learning Center of any insurance deductibles and, if the retention of private counsel by any officer becomes necessary, for reasonable fees and costs associated with the defense of such claims. This indemnification provision shall not extend to criminal or intentionally harmful acts.

C. **Meetings**

The annual meeting of the Board of Directors shall be held in September. There will be ten Board meetings per year; members are expected to attend at least 70% of the meetings. Special meetings may be called by the President or by any member of the Board of Directors requesting the Secretary to mail notice thereof to all members at least five (5) days before said meeting.

A majority of the current members of the Board of Directors shall constitute a quorum to transact business.

D. **Committees**

The Executive Committee shall be a standing committee consisting of the immediate past president, the present president, the vice president, the treasurer, and the secretary of the Board of Directors of the Adult Learning Center. The Executive Committee shall assume functions of Board of Directors between meetings and, in emergencies, shall take new action for the Board. Such actions must be within the spirit of previous Board actions and must be reported to the Board at its next meeting. Three members of the Executive Committee must approve any new action.

The Governance Committee shall be a standing committee of three (3) members of the Board of Directors appointed by the President of the Board. Its function shall be to review the Bylaws and ensure compliance with its provisions; to recruit and orient new Board members; provide existing Board members with opportunities to grow and develop as leaders of the organization; conduct the annual board assessment.

The Audit Committee will engage the auditing firm, oversee the annual audit process, report to the full board on audit results, make recommendations for changes based on the audit report, and, when appropriate, design and implement a bid process for accepting bids for an audit firm. The

Audit Committee will be separate from the Finance Committee and there will be no overlap of membership between the two committees.

The Finance Committee shall be a standing committee of three (3) members chaired by the Treasurer of the Board of Directors. The Finance Committee shall approve and monitor the corporate finances of the organization and authorize and approve the annual audit.

Other committees of three or more members may be appointed by the President of the Board on an ad hoc basis to meet particular needs of the Corporation.

ARTICLE III: AMENDMENTS TO BYLAWS

The Bylaws of the Nashua Adult Learning Center, Inc. may be amended at any regular meeting of the Board of Directors by a two-thirds vote of those present, providing written notice of the proposed amendments has been given to members at least ten (10) days prior to the meeting. Amendments to these Bylaws shall not be in conflict with the existing policies of funding agencies.

ARTICLE IV: DISSOLUTION PROVISIONS

In case of dissolution of the Nashua Adult Learning Center, Inc., the corporations' assets shall be returned to the original sources insofar as possible, or as otherwise determined by the Board of Directors.

We certify that the foregoing are the amended Bylaws of the Nashua Adult Learning Center, Inc., unanimously adopted by the Board of Directors of said corporation of September 21, 2010.

Carrie Poole
Secretary

List of Key Personnel

Carol Baldwin, PHR
Steve Reid
Karen E. Kelley
Jim Chisholm
Marianne M. Wiley
Stephanie L. Cassidy, MFA
David W. Contant
Karen J. Stanley
Victoria Mciver
Alexis Eaton
Susan G. Flanagan
Katherine T. Deschenes
Lauren Osowski
Eryka Kuusisto
Sara McGee
Nancy McAveaney
Joan E. Gibson
Sharone Hardesty
Hanna Vandiver
Rosemary E. Daly
Scott M. Jaquith
Carol A. Gookin
Elizabeth H. Poole
Sophy Leoung
Sharon Dalton
Scott F. Webber
Veda A. Henry

Carol Baldwin, PHR

SKILLS

A resourceful, flexible and well-rounded team player, and leader, with strong oral and written communication skills. Able to build relationships, engage staff, manage projects and deliver results for organizational success. Adept at both the strategic and operational sides of an organization. In addition to solid background in the areas of law, human resources, corporate philanthropy and adult education, also possess the organizational and influencing skills necessary for fundraising.

WORK EXPERIENCE

▶ Adult Learning Center, 4 Lake Street
Nashua, New Hampshire 03060

June 2014 - present

Executive Director

- Provide an environment where staff and students are able to carry out the objectives of the Center.
- Provide and support enriching experiences for adults and teenagers who recognize the need for additional education to function at their optimal level.
- Work with the Board of Directors and the community to carry out and promote the mission of the Center.
- Develop programs which reflect the needs of the community and the goals of the Center.
- Provide sound fiscal management of the Center.

▶ RiverStone Resources LLC, 250 Commercial Street
Manchester, New Hampshire 03101

August 1999 to May 2014

Human Resources Manager

August 2011 to present

- Responsible for all employee benefits, from health and welfare to 401(k) plan, including annual benefits negotiations, daily administration, vendor management, employee education, open enrollment and all compliance requirements.
- Coordinate, and often present at, employee education workshops on topics related to financial planning and health and welfare benefits.
- Serve as the Company's recruiter and manage all aspects of staffing, from temporary to permanent, including preparation of job descriptions, completion of job requisitions, outside recruiter negotiations, interviewing, hiring and onboarding.
- Project Manager for numerous software initiatives including implementation of a Learning Management System and conversion of an employee stock purchase plan from foreign to US vendor. Participated in three year company infrastructure project.
- Implemented employee background screening procedure from adoption of formal company policy to set up with vendor to ordering and analyzing background reports.
- Compose employee communications on behalf of HR Team as well as review and approve communications from other departments.
- Oversee HR summer help and college interns including working with outside counsel to obtain appropriate visas.
- Liaison for HR issues requiring the assistance of outside counsel.
- Responsible for annual 401(k) audit and subsequent 5500 Filing.

- Appointed RiverStone Resources Community Support Coordinator, by CEO in 2009, overseeing corporate donations program and representing company at non-profit events. Responsible for developing, tracking and reporting on a sizeable corporate donations budget.

Senior Corporate Paralegal

August 1999 to August 2011

- Maintained corporate records and contracts for over thirty companies domiciled throughout the United States.
- Responsible for compliance with secretary of state and insurance department regulations for foreign and domestic entities.
- Prepared annual reports and drafted corporate resolutions, agendas and memorandums to the board of directors.
- Negotiated contracts with outside vendors.
- Performed extensive legal research.
- Supervised legal assistants.
- Formed and dissolved companies; assisted counsel with mergers and acquisitions.
- Interacted daily with board of directors, senior management team, finance department as well as outside counsel and auditors.
- Annually prepared department budget in accordance with finance department specifications.

- ▶ Jordan, Maynard & Parodi, PLLC, 40 East Pearl Street March 1985 to August 1999
Nashua, New Hampshire 03060

Paralegal under the direction of Attorney Edward A. Jordan, Senior Partner in a general practice law firm. Concentration: commercial real estate, corporate and bankruptcy law.

- ▶ Rivier University Fall 1996 to Spring 2001
Nashua, NH
- ▶ Team-Instructor, Real Estate Titles and Transactions, fall 1996, 1997, 1998, and 1999
- ▶ Team-Instructor, Advanced Real Estate Titles and Transactions Rivier College, spring 1998
- ▶ Adjunct Faculty (solo), Real Estate Titles and Transaction, Introduction to Paralegal Studies 1999 to 2001

VOLUNTEER WORK

- Adult Learning Center Board of Directors 2007 to 2013; President 2009 - 2010
- RiverStone Resources Wellness Committee
- Chair of Correspondence Committee - First Church Nashua Capital Campaign 2013
- First Church Nashua Stewardship Committee - current

EDUCATION

- ▶ PHR Designation December 2012. Qualified to sit for exam after one year of HR experience
- ▶ Masters in Educational Studies Adults/Concentration in Counseling
Rivier University, Nashua, NH – May 2001
- ▶ Bachelor of Science – Paralegal Studies, cum laude
Rivier University, Nashua, NH – May 1995

Steven Reid

Work Experience:

2012 – Present

New Hampshire Department of Adult Education
Concord, NH

College Transitions Mentor

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

2010 – Present

Nashua Adult Learning Center
Nashua, NH

ABE Coordinator

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

2006 – 2009

Start Language School
Kosice, Slovakia

Teacher

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

2001 – 2006

Lockhart High School
Lockhart, TX

Teacher

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

Education:

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

Karen E. Kelley

Drive

GOAL: I believe that children will rise to the level of our expectations. I believe that every child can succeed to a high degree of excellence. These two principles have guided my successful work as an educator over many years. At this time in my career, my goal is to expand my venue in order to apply these principles on a building wide level as an elementary school administrator.

QUALIFICATIONS SUMMARY

Strong skills in the areas of: Educational leadership, developing positive school climate, curriculum implementation and coordination, supervision and evaluation of staff and programming, and communication with staff, parents and students.

Ability to: Establish priorities, execute responsibilities, initiate and activate creative programs and events, motivate students and staff, establish and maintain productive relationships with students, parents, administration and staff, consistently demonstrated highest standards in work performance.

PROFESSIONAL PREPARATION

Certificate of Administration: New Hampshire Principal Certificate, Massachusetts Principal Certificate

NHSA Leadership Institute: 2001-2003

Masters of Education in Elementary Education – 1989: Antioch Graduate School of New England, Keene, NH

Bachelor of Arts in Elementary Education – 1978: Doane College, Crete, NE

Additional Graduate Credits and Workshops Related to Curriculum and Leadership: School Law, School Finance, Curriculum Development, Supervision and Instruction (Danielson rubric model), Quality Schools, Professional Learning Communities (DuFour model), District Wide Data Team, Using Data to Drive Instruction, Curriculum Mapping, Multi-Age Education, Differentiated Instruction,

Fluent skills in Technology: PowerSchool, Inform, SmartBoard, E-mail, Web use, Microsoft Office, Elmo Proj.

ADMINISTRATIVE EXPERIENCE

2012 – 2013 **DINI Coordinator:** May – Aug., SAU 41, Hollis, NH

2010 - 2011 **Administrative Internship:** June – Dec. Hollis Upper Elementary School, Hollis, NH

2008 **Interim Assistant Principal:** August – Nov. Hollis Upper Elementary School, Hollis, NH

2005-2008 **Math/Science Curriculum Administrator:** Pre-K thru 6, Hollis School District, Hollis, NH

2000-2001 **Math Coordinator:** Pre-K thru 6 Hollis School District, Hollis, NH

Administrative Responsibilities:

- Served on SAU 41 Data Team
- Team Leader for PLCs based on DuFour work and Curriculum Mapping based on ML Hanley work
- Assisted Principal in the development of 2011-2012 budget
- Supervised the Math and Science programs by providing leadership and direction for school system in planning, development and implementation of curriculum including Special Education and RTI.
- Aligned Math/Science curriculums with NH Grade Level Expectations then with CCSS
- Planned and facilitated job-embedded professional development opportunities for staff
- Observed and evaluated professional staff using Danielson model (rubric model)
- Developed and administered Math/Science budgets
- Analyzed local, state (NECAP), and national (NWEA) data: assisted professional staff in using data to drive instruction
- Facilitated Grade Level meetings to provide curriculum direction
- Led Elementary School in adoption of new Math program; used Mass. Frameworks as reference
- Provided annual Assessment and Curriculum presentations to Board of Education and community
- Wrote and facilitated Title IIA and V State funded grants
- Facilitated communication with PTO through meetings and newsletters

TEACHING EXPERIENCE

2008 – Present **Teacher, Hollis Elementary Schools, Hollis, NH**

1979 - 2005 **Grade 5 and 6 All Subjects, Multi-Age Grades 5/6 Hollis Elementary School, Hollis, NH**

1978 – 1979 **Teacher, Middleburg Elementary School, Middleburg, FL: Grade 4**

*Reading Workshop - by Tufte
a lot of newspaper work*

English Language Learning (ELL) Teacher

2007-2008, Nashua High School North/South; Nashua, NH (Department Head)

2005-2007, Elm Street Middle School; Nashua HH

- *Facilitated scheduling and program needs for ELL students and teachers.*
- *Facilitated the development and implementation of the ELL Academic Competencies.*
- *Provided Case management of all ELL monitored Students at Nashua High School North/South*
- *Served as ELL Testing Coordinator for NECAP testing/ ACCESS Testing.*
- *Facilitated the Nashua Secondary ELL Summer School Program 2006-Present.*

School Guidance Counselor

2002-2005, Elm Street Middle School: Nashua NH

2002- Amherst Street Elementary School (Continuing Sub)

- *Supported academic, emotional and social needs of middle school students through comprehensive guidance program.*
- *Connected outside services with the students and families to foster success in school.*
- *Developed and maintain school schedules.*
- *Co-facilitated 'Push Up Day' event to support transition to middle school.*

Additional Activities:

- January 2011-Present – Nashua DMC (Disproportionate Minority Contact) Committee.
- June 2008: Boys and Girls Club of Greater Nashua *Volunteer of the Year*
- April 06: Javits Investigative Team for Gifted Education
- Dec 06-Jan 2011: Program Based Budgeting (Curriculum/Special Services Program Team.
- February 06-March 07: Nashua Ethnic Awareness Committee (Community Dialogue Facilitator)

Related Skills:

- Proficient in Spanish Language and Hispanic Cultures
- Basic Understanding of American Sign Language
- Understanding of Computer Operations Including Word Processing, performance tracker Spread Sheets, Data Base and Star Base. (Advanced queries, reports, scheduling. X2 Aspen Fundamentals, Grading, Scheduling, Conduct, Assessment
- Highly Qualified Language Arts (6/06)

Publications:

- Jaquith, Scott M.; (2012). Accepting The Challenge. Xlibris Publishing: Bloomington, IN

Jim Chisholm

PROFESSIONAL EXPERIENCE

**Adult Learning Center, Nashua, NH
Clearway High School**

September 1998 - Present

Teach Social Studies (Civics & Government, Business & Economics, American History Through Media), Career and Life Skills, and Algebra I to at-risk teens in an alternative high school.

Classroom paraprofessional, 1998 – 2008

WIA Tech Start Program manager, 2003 – 2005

**Timberlane Regional High School, Plaistow, NH
Program Tutor, Emotionally Handicapped (E.H.) Program**

November 1995 - 1998

Program Tutor for the special education department's Transitional Education Program (TEP). Worked with students with learning disabilities and oppositional/conduct disorder. Developed curriculum, quizzes, tests, and study materials. Special Education paraprofessional; provided individual assistance to identified students in resource rooms and mainstream classrooms.

Program Tutor in the Emotionally Handicapped program; language tutor in Special Education Department's program for Spanish-speaking students.

Computer specialist: installed software and repaired computers throughout the department.

EDUCATION

B.A., American History

Granite State College, 2008

NH State Certification, Internship Certificate, General Special Education, June 2010

SPECIAL ABILITIES/EXPERIENCE

LANGUAGE Fluent in Spanish.

COMPUTERS PC operating systems, various graphics, communications, diagnostic, and other programs. Experienced installing/troubleshooting/servicing most aspects of computers.

MUSIC Guitar, drums, bass, some keyboard, and own recording and effects processors for home recording.

Marianne M. Wiley

EDUCATION

Masters in Social Work (M.S.W.)

Michigan State University, East Lansing, Michigan, June 1979

Bachelor of Arts in Sociology (B.A.)

Susquehanna University, Selinsgrove, Pennsylvania, May 1975

Certification: NH State Certification, Special Education Administration, June 2013

PROFESSIONAL EXPERIENCE

Adult Learning Center, Nashua, New Hampshire

- **Director, Clearway High School, 2001 – present**

Provide overall management of NH Dept. of Education and Special Education approved alternative high school, including staff supervision, curriculum development, maintenance of State certification standards, intake of students and implementation of Individualized Education Programs. Participate in community efforts to provide services for the at-risk population. Work with area special education personnel, parents, and support staff.

- **School Social Worker, Clearway High School, 1980 - 87; 1994 - 2001**

Provided support services to high-risk adolescents, including crisis intervention, referrals to area agencies, and individual and group counseling. Served as liaison and advocate to families, public schools, employers, probation and parole officers and various community agencies. Consulted regularly with teachers and staff. Responsible for interviewing and registering new students, maintaining attendance records, organizing field trips and scheduling guest speakers. Participated in developing and implementing Individualized Education Plans for students in Special Education. Served as Team Member for all meetings involving students in Special Education.

- **Single Parent Group Facilitator; 1994**

Facilitated an 8-session single parenting group for 13 single parents. Through mutual support and discussion, considered challenges and frustrations shared by single parents. Explored such issues as personal goals, changing and conflicting roles, societal and family perceptions and expectations, loneliness, dating, sexuality and AIDS.

Community Health and Counseling Services, Bangor, Maine, 1979 - 80

- **Home School Therapist**

Provided a variety of social work services to emotionally handicapped children and adolescents at a special education alternative school, the Southern Penobscot Regional Program for Exceptional Children. Duties included crisis intervention, individual, family and group therapy. Also functioned as a liaison and therapist for St. Michael's Center, a boy's residential facility in Bangor. As the Regional Program's only full time

social worker, was involved in caseload referral and coordination of additional part-time mental health services. Responsibilities further included client advocacy and consultation with special education and mental health professionals throughout southern Penobscot County. Supervised a practicum for an undergraduate psychology student enrolled at the University of Maine at Orono.

Graduate Internship, Holt School District, Holt, Michigan 1978-79

- **School Social Worker**

Provided individual and group counseling and academic support to at-risk and disabled students in elementary and secondary schools. Many students were foster children, and others were severely mentally or emotionally challenged adolescents. Worked with teachers on classroom management issues, and reported school status to local courts, when appropriate.

Graduate Internship, Ingham County Department of Social Services, Flint, Michigan, 1977-78

- **Foster Care Caseworker**

Worked with foster parents, foster children and biological parents. Provided supervision and weekly visitation. Provided case management services and direct counseling, when appropriate. Reported directly to courts on progress and status of families.

Committees, Memberships and Community Activities

- Member of the Nashua School District's Futures Committee
- Member of Nashua School District's Task Force on Alternative Education in Nashua, NH
- Participated during 2004-05 in Superintendent's Subcommittee on Secondary Alternative Education in Nashua, NH
- Former member of Mayor's Task Force on Youth Violence in Nashua, NH
- Supervised several Clearway internships for Psychology students attending Rivier College in Nashua, NH
- Member of Phi Alpha, a National Social Work Honorary Society that invites membership based on achievement in both scholarship and social work

Stephanie L. Cassidy, MFA

EDUCATION

Master of Fine Arts in Writing - Vermont College of Norwich University, Montpelier, VT, July, 1999

Master of Fine Arts candidate - The Naropa Institute, Writing and Poetics 20 MFA credits; Boulder, Colorado 1996-1997

Bachelor of Arts in English, University of Southern Maine 1993 Cum Laude, English Honors

CERTIFICATIONS

New Hampshire Department of Education Teacher of English 5-12

Maine Department of Education Teacher of English K-12

PROFESSIONAL EXPERIENCE

English Teacher, Clearway High School, Nashua NH, 2005-present.

Teach required and elective English courses for approximately 60 at-risk students in alternative high school setting. Develop course electives as needed, including courses in Literature of World Religions, Literature of the Holocaust and various writing electives. Participate in Special Education Team Meetings and implement Individual Education Plans in the classroom. Serve as Staff Development Coordinator, assisting with issues involving staff certifications, developing workshops and bringing guest speakers to the school as needed.

English Teacher, The Brentwood School, Merrimack, NH, 2000-2005.

Developed curriculum including high school Holocaust Studies and East Asian Studies. Awarded \$300 grant to begin East Asian Studies. Enhanced existing curriculum by providing content titles such as novels, poetry and short stories of ethnic, social, religious diversity. Explored current literatures that allow students of lower reading levels an opportunity to build their reading and writing skills in a consistently gratifying way. Offer at-risk students a program of studies designed for a self-contained classroom that includes arts-based enhancement of literature.

Bookmobile Services, Nashua Public Library, Summer, 2000.

Responsible for patron circulation throughout the greater Nashua area and fulfilling patron requests through the main library branch.

Shipping and Receiving/ Data Entry/ Shelving, Barnes & Noble Bookstore, Nashua, NH, 1997-2000.

Maintained and controlled in fast paced environment the input of shipments from various vendors and shipping companies. Multitasking of various sorts of media in new and expanding computer program. Distributed merchandise accurately, according to genre.

English Teacher, Merrimack High School, Grades 10-12, 1998-1999.

Provided students of various learning levels with an enriching curriculum consistent with the district's and state's frameworks.

Library Assistant, Allen Ginsberg Library: The Naropa Institute, Boulder, CO, 1996-97.

English Teacher, Lubec High School, Grades 9-12, 1994-1996.

Taught *Myths and Legends*, *Contemporary Poetry and Literature*, *American Literature and Drama*, *British Literature and Drama*, *Advanced Placement English*, and *Creative Writing* in both middle school and high school sections.

Teacher, Lubec Adult Education and Literacy Program, 1994-96.

Taught adult learners in courses including *College English, Grammar and Composition, Creative Writing, and Reading Group.*

Writing Workshop Leader, Downeast Young Authors Conference, University of Maine, Machias, April 6, 1996.

Student Assistant Librarian, University of Southern Maine, Gorham Campus, 1988-1993.

ADDITIONAL PROFESSIONAL AND COMMUNITY ACTIVITIES

Graduate, The Cohen Center for Holocaust Studies Summer Institute Summer, 2004

Graduate, Five College Center for East Asian Studies, Spring, 2004

Member, *School Violence and Safety Committee*, The Brentwood School., 2001-present

Member, *New England Association of Teachers of English*, 2001-present

Assistant Site Supervisor, Proctor, SAT I and II exams, The Brentwood School, 2000-present

Member, Co-Chair, *Staff Development Committee*, The Brentwood School, 2000-present

Member, *River Rising Poets*, Nashua, New Hampshire, 2000-present

Co-leader "Independent Thinkers" Essay Workshop: February 3, 2000 Barnes and Noble, Nashua

Merrimack High School *English Curriculum Committee*: 1998

Coach, Lubec Jr. High School Basketball: 1995; Coach, Lubec High School Chess: 1996

Lubec High School Scholarship Committee: 1994-1996

Advisor, Lubec Student Council: 1994-1996

Member, Lubec School Improvement Committee: 1994-1996

PUBLICATIONS AND ART SHOWINGS

Poet of the Year: New England Association of Teachers of English 2004

Finalist, Poet of the Year, *New England Association of Teachers of English* 2003

"Juxtaposition" (poem) "Church Spire I, II, III" (black & white photo) SNUJ 2003

"abandon all hope, ye who enter" graphite/charcoal, Southern New Hampshire University Journal 2002

"roots in west quoddy" black and white photograph, Southern New Hampshire University Journal 2002

First Place, Merrimack Public Library Poetry Contest, May 2002

"At Machias Seal Island" Photographs, Vintage Café, Spring, 2002

Finalist, Poet of the Year, *New England Association for Teachers of English*, 2001

"Into Pity" Graphite/Charcoal, Barnes and Noble Bookstore, Nashua, Summer 2001

"And Then Toward the Rain" *Compass Rose*, Summer, 2001

"I Wonder" *Grasslands Review*, Summer, 2000

"Being" *American Poets and Poetry*, Summer, 2000

"Of Fog" *Pine Island Journal of New England Poetry*, 1998

"Untitled Poem" *Persofonics* The Naropa Institute, 1997

"Aunna" *The Maine Scholar* University of Southern Maine Honors Program; 1996

Editor, *on a different hill*, poems by Roger Walls, 1994

First Place, Student Literary Contest "He Made the Pink Dog Bark For Me" University of Southern Maine; 1993

David W. Contant

Work History

Social Studies/Health Teacher

Adult Learning Center, Nashua, New Hampshire

Clearway High School, 2001 – present

Ungraded

Teach Social Studies and Health to at-risk teenagers in individualized and small group format. Provide support to enrichment activities; prepare students for the GED Test; provide structure and boundaries to identified students in a mainstream setting.

Social Studies Teacher

Brentwood School, Merrimack, New Hampshire, 1998 – 2001

Taught Social Studies, Applied Math and Biology to special education students. Managed Student of the Month awards presentations and designed program for juniors and seniors to discover alternative career paths available to them upon graduation. Grades 9-12

Youth Build GED Instructor

LUK, Inc., Fitchburg, MA. 1996 – 1998

Classroom teaching in GED areas of Math, Writing, Social Studies, Science and Literature to students, ages 17 – 24 who dropped out of high school. Provided ongoing counsel to all program participants; facilitated School-to-Work component. Taught employment preparation classes to assist students in acquiring interview skills and employment.

Paraprofessional

Litchfield Middle School, Litchfield, NH, 1995 – 1996

Provided individualized instruction to eighth-grade student. Designed and implemented an interdisciplinary project-driven curriculum which met middle school graduation requirements.

Education

Franklin Pierce College, Rindge, NH – BS, Business Management, 1995

Franklin Pierce, NH Teaching Certificate in Social Sciences, 1996

Student Teacher, Social Studies, Litchfield Middle School

KAREN J. STANLEY

PROFESSION

Instructor with excellent organizational skills. Proficient with software packages and experienced with teaching all ages and levels in a variety of settings. Strong interpersonal skills. Enthusiastic team player.

SUMMARY OF QUALIFICATIONS

- Instructed and developed courses for colleges, public schools and various companies
- Maintained a computer consulting practice since 1988
- Taught courses to customers on NBI WP systems and NBI PC's
- Provided customer support for all hardware and software concerns
- Supported sales staff in various capacities
- Frequented customer locations to ensure proper use of equipment and to provide on-going support
- Developed and implemented word processing courses
- Taught various courses in business and secretarial studies

WORK HISTORY

- 2000-2008 Acquire Media Ventures Inc., Roseland, NJ
Senior Content Editor
- Reviewed headline and story information
 - Reviewed topic queries regarding instructions, highlighted terms, and companies
 - Responsible for maintaining the integrity of topics and ensuring that the stories accurately reflected the industry or subject they represented
- 1995 – 2005 Nashua School District, Nashua, NH
Paraprofessional
- Taught grades K-6 in the computer lab
 - Personal assistant to special needs children in kindergarten
- 1989 – 1995 Daniel Webster College, Nashua, NH
Computer Instructor
- Responsible for developing all course material used for seminars
 - Taught various courses for the Computer Certification Program
 - Contributed to the planning/justification of the new computer building
- EDUCATION:** TechMarket, Nashua, NH, Pursuing MS Certification
B. S. in Business Education, Salem State College, Salem, MA
Various studies, including Health Sciences and Nutrition,
University of New Hampshire, Durham, NH

VICTORIA MCIVER

PROFESSIONAL EXPERIENCE

2000 – Present Adult Learning Center

Nashua, NH

Classroom Teacher

Responsible for teaching GED curriculum to adults on TANF who are working toward financial independence. Maintain learning-conducive environment, implement curriculum, teach five subject areas, organize enrichment activities, and evaluate students.

GED Teacher

Milford, New Hampshire, Adult Basic Education teacher in outreach program for Milford residents.

American Sign Language Instructor

Teach ASL to the general community and human service personnel.

1979-2000

Reading Area Community College

Reading, PA.

American Sign Language Instructor Levels I and II

Berks Deaf and Hard of Hearing Services

Reading, PA.

Programs and Services Coordinator/Staff Interpreter

Governor Baxter School for the Deaf

Presque Isle, ME.

Sign Language Interpreter

St. Mary's School

Houlton, ME.

Vice Principal

Houlton Adult Education Program

Houlton, ME.

American Sign Language Instructor, Levels I-IV

ABE and GED Instructor

St. Mary's School

Houlton, ME.

Language Arts Instructor, Grades 5-8

Gardner Adult Education Program

Gardiner, ME.

American Sign Language Instructor

EDUCATION

1972 -1977

Roberts Wesleyan College

North Chili, NY

B.A. English and Elementary Education

AWARDS RECEIVED

1981

Maine State "Adult Educator of the Year"

1991

Abnaki Council "Woman of the Year"

Alexis Eaton

Objective Seeking part time employment in education, human services, or related field

Work Experience **SHARE Outreach, Inc.**
1 Columbus Avenue
Milford, NH 03055
Case Manager
Met with clients to assess eligibility for financial assistance and to provide information on other available support, financial literacy, and job searching.
Coordinated with other social service agencies on behalf of clients
Maintained monthly statistics for Board of Directors
Assisted with fund raising and grant applications.
Set up Quickbooks program and completed nonprofit tax return.

Souhegan High School
Boston Post Road
Amherst, NH 03031
Learning Specialist
Served as case manager for students with educational handicaps.
Tutored students in all high school subjects.
Modified instructional materials to provide differentiated instruction
Coordinated services with outside agencies, such as Voc Rehab

Hollis/Brookline High School
Cavalier Court
Hollis, NH 03049
Special Education Teacher
In addition to duties described above, served as department chair, as well as chair of pupil personnel team (special educators, guidance counselors, administrators, school nurse and school psychologist) providing wrap around services for students in need of extra support.

Activities Volunteer at the Anne Marie House in Hudson, NH, a transitional housing facility for homeless families

Serve on the Outreach Committee at my church, making financial donations to local, national and international charities

Work as a substitute teacher at Clearway High School in Nashua

Education Fitchburg State College
Fitchburg, MA
Bachelor's Degree in Special Education
Master's Degree in Secondary Education

Various post graduate courses and workshops to maintain teacher certification

References Carolyn Momenee Brian Irwin Mary Pat Jackson

[REDACTED]

[REDACTED]

[REDACTED]

SUSAN G. FLANAGAN

Objective

To secure a position that draws on education, experience, and skills in teaching and administration.

Current Position

9/02-Present *Education Contractor* *Junior Achievement Worldwide, Colorado Springs, CO*
As an independent contractor, research and correlate state and national academic standards to Junior Achievement educational programs (with curricula focusing on economics and personal finance).

Teaching Experience

4/06-7/06 *ESL Teacher* *St. Anselm's Center for New Americans, Manchester, NH*
Taught English as a Second Language to adult students of varying abilities, first as a volunteer, then as a paid instructor.

9/05-12/05 *Volunteer Program Leader, Home ESL* *Manchester Refugee Volunteer Programs Committee, Manchester, NH*
Set up and administered a pilot program providing basic in-home ESL instruction to Somali refugees; taught ESL and trained ESL volunteers.

9/03-5/04 *Adult Education Teacher* *Newport News (Virginia) Division of Adult Education*
Taught beginning English as a Second Language to adult students.

1/01-2/01 *Substitute Teacher* *District 20 (Colorado Springs, CO) School District*

8/99-7/00 *Classroom Teacher* *Moriarty (NM) High School*
Taught English to 130 ninth graders-- regular and enriched levels-- in a rural public high school.

12/98-5/99 *Substitute Teacher* *Sandia Preparatory School; Albuquerque (NM) Public Schools*

8/97-5/98 *Teacher Intern* *Glen Burnie High School, MD*
Taught U.S. history to 80 juniors and seniors in a public high school.

10/97-12/97 *Substitute Teacher* *St. Mary's High School, Annapolis, MD*

Editorial Experience

3/01-6/02 *Editor* *Junior Achievement Worldwide, Colorado Springs, CO.*
Managed the development, writing and production of business and economics curricula for grades K-12 as part of an education team. Served as a curriculum resource and liaison between teams and outside business and education customers.

7/85-3/86 *Managing Editor* *The Las Vegas Magazine, Las Vegas, NV*
Managed editorial production for monthly city magazine: edited stories from freelance writers; oversaw layout and design; and wrote feature articles.

6/83-4/85 *Assistant Managing Editor* *Clovis News-Journal, Clovis, NM*
As the Lifestyle section editor, was responsible for the daily content and layout--including photography, feature writing and interviews. As assistant managing editor, was responsible for daily operations and supervision of newsroom staff, as well as layout and editing.

Administrative Experience

5/96-7/97 *Office Manager* *Navy-Marine Corps Relief Society, Annapolis, MD*
Managed two military relief agency offices staffed by volunteers; interviewed and provided assistance to needy families and individuals; counseled clients on financial management; and provided training for caseworkers.

1/96-4/96 *Legislative Clerk* *Maryland General Assembly, Annapolis, MD*
Compiled daily media synopsis for state legislators during the General Assembly and oversaw audiotope hearings program.

1/93-9/95 Gap in employment: Joined military spouse on assignment to the Royal Air Force Staff College in England; traveled extensively throughout Great Britain and Europe; volunteered with Meals on Wheels and animal rescue groups.

4/90-12/92 *Director* *Wayne County Museum, Goldsboro, NC*
Administered all facets of a county history museum from budgeting to recruiting: supervised volunteers and student interns; oversaw education program; presented informational programs to diverse civic and professional audiences; researched, planned and coordinated exhibits; and successfully guided museum through initial national accreditation steps.

3/86-4/90 *Claims Adjuster* *Farmers Insurance, Las Vegas, NV.; Gay & Taylor, Goldsboro, NC*
As a licensed property and casualty insurance field adjuster, investigated, negotiated and settled property claims; wrote construction repair estimates; and assisted with fraud and arson investigations.

5/80-4/83 *Publicity Manager* *USAF Morale, Welfare & Recreation, RAF Lakenheath, England*
Responsible for the creation and implementation of publicity programs for a three-base military community; designed a monthly leisure guide; and prepared press releases, military briefings and promotional mailings.

Civic Position:

5/05-Present *Secretary* *Amherst Area Newcomers Club*

Chronological Resume Recap:

5/80-4/83	<i>Publicity Manager</i>	<i>USAF Morale, Welfare & Recreation, RAF Lakenheath, England</i>
6/83-4/85	<i>Assistant Managing Editor</i>	<i>Clovis News-Journal, Clovis, NM</i>
7/85-3/86	<i>Managing Editor</i>	<i>The Las Vegas Magazine, Las Vegas, NV</i>
3/86-4/90	<i>Claims Adjuster</i>	<i>Farmers Insurance, Las Vegas, NV.; Gay & Taylor, Goldsboro, NC</i>
4/90-12/92	<i>Director</i>	<i>Wayne County Museum, Goldsboro, NC</i>
(1/93-9/95	<i>Gap in employment: Joined military spouse on exchange assignment overseas)</i>	
1/96-4/96	<i>Legislative Clerk</i>	<i>Maryland General Assembly, Annapolis, MD</i>
5/96-7/97	<i>Office Manager</i>	<i>Navy-Marine Corps Relief Society, Annapolis, MD</i>
8/97-5/98	<i>Teacher Intern (Social Studies)</i>	<i>Glen Burnie High School, MD</i>
10/97-12/97	<i>Substitute Teacher</i>	<i>St. Mary's High School, Annapolis, MD</i>
12/98-5/99	<i>Substitute Teacher</i>	<i>Sandia Preparatory School; Albuquerque (NM) Public Schools</i>
8/99-7/00	<i>Classroom Teacher (English)</i>	<i>Moriarty (NM) High School</i>
1/01-2/01	<i>Substitute Teacher</i>	<i>District 20 (Colorado Springs, CO) School District</i>
3/01-6/02	<i>Editor</i>	<i>Junior Achievement Inc., Colorado Springs, CO.</i>
9/02-Present	<i>Education Contractor</i>	<i>Junior Achievement Worldwide, Colorado Springs, CO</i>
9/03-5/04	<i>Adult Education (ESL) Teacher</i>	<i>Newport News (Virginia) Division of Adult Education</i>
9/05-12/05	<i>Volunteer Program Leader, Home ESL</i>	<i>Manchester Refugee Volunteer Programs Committee, Manchester, NH</i>
4/06-8/06	<i>ESL Teacher</i>	<i>St. Anselm's Center for New Americans, Manchester, NH</i>

Education: MA, Teaching (Secondary Social Studies), 1998, College of Notre Dame of Maryland
B.Sc., Psychology, 1982, University of Maryland (Overseas Division)

References: Available upon request.

Katherine T. Deschenes

OBJECTIVE English as a Second Language Teacher

SUMMARY

- Adept at creating a comfortable, accepting environment
- Appreciate and enjoy people of diverse cultures
- Creative in approach to presenting curriculums which foster interest and cultural pride
- Skilled at motivating people with diverse needs
- Respectful of life experiences that adult learners bring to class

EDUCATION University of Maine (Orono)
Bachelor of Arts, Elementary Education

HIGHLIGHTED EXPERIENCE

Teaching

- Effectively managed a Religious Education Program that grew from 15 families to 200 In a three year period; supervised a staff of fifteen
- Coordinated and implemented a Family Education Series for Community Mental Health Center; revamped and restructured program as needs changed
- Taught grade three and grade five at an elementary and middle school in Pelham, NH

Curriculum Development

- Planned lessons around students' individual needs
- Developed a unique approach to Religious Education that focused on the family as a unit
- Provided a variety of learning experiences to spark student interest including group work, frequent review and individual tasks
- Created artifacts and activities that enhanced specific areas of the curriculum

Communication

- Regularly published newsletters to enhance communication and keep families focused and updated
- Conducted monthly meetings to provide support and offer resources
- Spoke on a local radio program to educate and heighten listener awareness regarding mental illness
- Facilitated meeting of Regional Planning Board that included representatives of over twenty human resource organizations

Community Involvement

- President, Alliance for the Mentally Ill (1993 – 1996)
- Parent Representative, Character Development Committee, Main Dunstable Elementary School

AWARDS

- New Hampshire Woman of the Year
- All Maine Woman

WORK HISTORY

- English as a Second Language teacher, Adult Learning Center, Nashua, New Hampshire 1997 – Present
- Family Ministry Coordinator, Immaculate Conception Parish (1987 – 1995)
- Teacher, Grade Three, E. G. Sherburne School (1972 – 1974)
- Teacher, Grade Five, Pelham Memorial School (1971 – 1972)

LAUREN OSOWSKI

SUMMARY

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

EDUCATION

Global TESOL College

Professional TESOL Certificate, 2006

University of New Hampshire, Durham, NH – 2003

BA, Sociology, minor – Criminal Justice and Spanish

Universitat de Barcelona, Barcelona, Spain

International Student, Spring 2002

WORK EXPERIENCE

SELT Hungary, Budapest, Hungary

February 2009-present

English Teacher

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

Start Language School, Kosice, Slovakia

September 2007-January 2009

English Teacher

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

NTE Language School, Kosice, Slovakia

October 2006- September 2007

English Teacher

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

EF Education, Cambridge, MA

May 2004-October 2006

Travel Operations Coordinator

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

Justiceworks, University of New Hampshire, Durham, NH

September 2000-April 2004

Research Assistant

- Implemented methodology for investigating interoperability through case studies.

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

Tom and Mary-Anne Pasquarella, Nashua, NH

Summer 2001 & Summer 2002

Nanny

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

Mark Osowski Pro Basketball Camp, Leominster, MA

Summer 1999-2000

Coach

- General supervision of approximately 120 campers, ages 8-15, with other counselors.
- Instructing a team of 10 campers on the fundamentals of basketball.
- Organized games, line-ups and plays for the team.
- Responsible for campers whereabouts throughout the day. Not one camper lost at any point.

Referee

Summer 1997-1998

- Assisted with teams of approximately 10 campers, instructing them in the fundamentals of basketball. Assisted team coaches as needed.
- During games, it was my responsibility, as the referee, to tell the kids when they did something wrong, and explain briefly how to do it correctly.

VOLUNTEER EXPERIENCE

Edwards Middle School, Charlestown, MA

2004-2006

Volunteer Math Tutor

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

Hollis/Brookline Middle School

2003

Volunteer Assistant Volleyball Coach

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

Kuusisto
ERYKA SELLERS

PROFESSIONAL OBJECTIVE

Graduate Assistant seeking opportunity to offer her enthusiasm and strong interpersonal and academic skills to support English-learning adults in New Hampshire.

EDUCATION

- SOUTHERN NEW HAMPSHIRE UNIVERSITY, MANCHESTER NH APRIL 2013
Master of Science in Teaching English as a Foreign Language (TEFL)
- BUCKNELL UNIVERSITY, LEWISBURG PA JANUARY 2010
Bachelor of Arts in Japanese and Linguistic Studies
- LEHIGH CARBON COMMUNITY COLLEGE, SCHNECKSVILLE PA AUGUST 2007
Associate of Arts in Liberal Arts and English as a Second Language

RELEVANT WORK EXPERIENCE

- GRADUATE ASSISTANT AND WRITING TUTOR JANUARY 2012 – PRESENT
- Current Writing Tutor for the English as a Foreign Language Department at Southern New Hampshire University.
 - Proactively provisions writing instruction and support to all international graduate students in the form of individually scheduled tutoring, walk-in tutoring and classroom assistance.
- TEACHING ASSISTANT FOR LINGUISTICS AUGUST 2009 – DECEMBER 2009
- Teaching Assistant for Linguistics 105: Phonetics and Phonology at Bucknell University.
 - Responsible for attendance records, classroom assistance, tutoring and office hours.
 - Provided support in analyzing and correcting homework, midterm and final examinations.

Writing & Tutoring at Southern New Hampshire University

Teaching Assistant for Linguistics 105 at Bucknell University

7/99
Days

SARA McGEE

Objective

To obtain a challenging and rewarding job in the field of education.

Experience

1995 – Present

Merrimack School District Merrimack, NH

Thorntons Ferry Elementary School

Classroom Volunteer

- Reading/Writing/Language Development
- Writing/Editing Projects

Coordinator – Growing Up Series

Substitute Teaching

Homeroom Parent

1993 – 1995

Weight Watchers Bedford, NH

Group Leader

- Facilitate Meetings
- Provide support and encourage strategies to promote weight loss and maintenance

Jan 1986 – Feb 1989

Main Dunstable Elementary School Nashua, NH

Classroom Teacher

- 1986 – Grade 5
- 1986-1989 – Grade 3

1984 – 1986

Nashua Public School System Nashua, NH

Substitute Teacher

Education

1980 – 1984

Saint Michael's College Winooski, VT

Bachelor of Arts, Elementary Education

Dean's List – 1983/1984

Summer 1982

Rivier College Nashua, NH

Women in American History Course

References

Available Upon Request

ES32

Kirby Snow

6/14/81

NANCY MCAVEENEY

WORK EXPERIENCE

Computer skills

- 1986-Present James C. McAveeney, DMD,PC Amherst, NH Receptionist, Office Manager, currently part-time Bookkeeper in Pediatric Dental Office with staff of eleven. Plenty of experience dealing with parents under stress in a busy atmosphere.
- 1980-1986 Full-time Mother to two daughters. Daughters are currently ages 20 and 17. They are healthy, intelligent and well-adjusted.
- 1979-1980 Fitz-Inn Auto Parks, Inc. Boston, MA Receptionist/Bookkeeper for owner of multiple parking garages in Boston.
- September-December, 1978 Bedford High School Bedford, MA Permanent substitute English teacher grades 9-12. (Covered maternity leave.)
- 1978 Spring Semester CETA Program, Northern Essex Community College, Haverhill, MA English teacher for state-run program with vocational focus for 16-20 year olds who had not finished high school.
- 1977-1978 school year Temp-Ed Services Substitute teacher for various school systems, mainly Bedford, MA and Minuteman Regional Vocational High School in Lexington, MA
- 1976-1977 school year Canaan Memorial High School Canaan, VT Bilingual aide in Title VII program. Assisted in English, Math and Science classes and provided individual tutoring. Grades 7-12. Approximately one half of the students spoke French as their primary language.

EDUCATION

- 1976 Plymouth State College Plymouth, NH
B.S. English Education
- Spent one semester of senior year tutoring 17 year old Vietnamese girl, individually. Also group tutoring involving entire family.
- 1999 -present Hesser College Nashua, NH
- *Associates Degree in Business Administration and Business Computer Applications* (Completing December 2001)

LANGUAGES

- Some French, one year of college Spanish

JOAN E GIBSON

OBJECTIVE

Instructor in English as a Second Language, Adult Learning Center,
Nashua, NH.

EMPLOYMENT

- 1998 Current Status: Retired, July 1, 1998
- 1978-1998 Nashua Senior High School, Nashua, NH 03062
English Instructor, grades 10-12
- 1968-1977 Saint Cecilia's Academy, Washington, D.C.
Principal, English Instructor, grades 9-12

EDUCATION

- 1964-1965 Catholic University of America, Washington, D.C.
Master of Arts: English Major, 18th C. Concentration
- 1963 Dunbarton College, Washington, D.C.
Bachelor of Arts, English Major

INTERESTS

Travel: Most recently to Ireland and Scotland

Reading, music, spectator sports

Active in church and social organizations

CERTIFICATION

Teacher Certification for the State of New Hampshire in the field of English

Sharone Hardesty

Professional Experience

December 2010-Present-Director, Education & Training
WWW.SHEBI.org

July 2011 Dhaka & Chittagong, Bangladesh
Teacher/Trainer for Special Needs Teachers

December/January 2010/11 Khulna & Dhaka, Bangladesh
Teacher/Trainer for Special Needs Teachers

Summer 2008 (SABEH) Fujhou, China
ESL Teacher

- Adult teacher population
- Student population ages 8-18 beginner & intermediate levels

Summer 2007 (ECC) Tsukuba, Japan

ESL Teacher

- Population ages 8-13 years
- Beginner & intermediate levels

Summer 2005 Oxford Intensive School of English (OISE) Boston, MA
ESL Teacher

- High school & adult population
- Advanced level

Aug 04-Present Burlington Public Schools Burlington, MA
Special Education & ELL Teacher

- Grades 9-12
- Self-contained & Inclusion classrooms

1997-2004 Twinsburg City Schools Twinsburg, Ohio

ESL Teacher/Administrator

- Designed & implemented the 1st ESL program in the district
- Administrate departmental issues such as ordering/organizing all materials & disseminating information regarding state & federal regulations
- Service K-12 students in language acquisition (auditory, oral, reading, & written expression) as well as content areas & proficiency preparation.
- Service high school students for TOEFL & SAT/ACT

Special Needs Teacher Twinsburg City Schools Twinsburg, Ohio

- Designed, implemented, & serviced SED & SLD students in an alternative academic program

1993-2003 Solon Summer School Solon, Ohio

Special Needs/ESL Lead Teacher

- Math, reading, & writing remediation grades 1-3
- A 5 week, 5 day, 5 hours per day program of intense study

1990-2004 Private Tutoring Service (PTS)

- ESL grades K-12
- ESL adult population
- SPED grades 1-12

1996-1997 Orange School District Pepper Pike, Ohio

ESL & Special Needs Teacher

- ESL K-2
- Title I Math Remediation K-2

1995-1996 Solon city Schools Solon, Ohio

Interventionist Grade 3

- Inclusion & ESL classrooms: math, reading, & written expression
- Preparation for state mandated math & writing competency

1995-1996 Lawrence School Broadview Hts, Ohio

SLD Teacher

- LD population
- Grades 5-8 math, language arts, science, social studies

1993-1994 Solon School District Solon, Ohio

Substitute Teacher

- ESL & SLD population grades 5-12

Teacher Aide

- Kindergarten ESL population

1969-1972 Millbury School District Millbury, MA

Speech & Language Pathologist/ESL Grades K-6

Education

- Emerson College Boston, MA
- **B.S. Speech & Language Pathology**
Boston University Boston, MA
- **M.Ed. Counselor Education**
Kent State University Kent, Ohio
- **M.Ed. Specific Learning Disabilities**

Massachusetts certifications

ESL Instruction 5-12
Education of Handicapped K-12
Specific LD K-12
Speech K-12
English 7-12

Additional Graduate Academics

Cambridge College, Cambridge, MA
Level 2 ELL Instruction
Fitchburg State College, Fitchburg, MA

TEFL Certificate August 2005

University of Akron, Akron, Ohio
**Language & Literature Acquisition in Multi-
Cultural Settings
ESL in Content Areas**

Ashland University, Ashland, Ohio
**ESL Instruction
Certified Pathwise Mentor**

Bridgewater College, Bridgewater, MA
Psychology of Exceptional Children
Bridgewater College Bridgewater, MA
Diagnosis & Correction of Reading Disabilities
Bridgewater, College, Bridgewater, MA
Clinical Practice in Remedial Reading

Additional Professional Experience

Mentor Teacher 2010/11, 2008/09, 2007/08, 2006/07

Workshop presenter at Ohio TESOL Conference: 2003, 2002, 2000, 1999
Human Resource 1988-1993 Ohio Transmission & Pump Columbus, Ohio
Human Resource 1980-1982 General Electric Co. Cleveland, Ohio
Staff Psychologist 1972-1980 Mass. Dept. of Mental Health Boston, MA

Hanna Vandiver

ESOL

6/12
X

Summary

Dedicated and creative English teacher with over ten years of experience teaching English to a wide variety of students in various settings in Eastern Europe.

Core Qualifications

- Equivalent of MA of English Education from Uzhgorod National University, Ukraine
- 11 Years teaching experience
- Additional experience as a professional translator
- Excellent classroom management skills
- Experience teaching students of all proficiency levels
- Experience with large classroom and one-on-one format.

Achievements

Administration:

Started and managed two ESL Schools in Uzhgorod, Ukraine which are still functioning today.

Curriculum Development:

Created curriculum for young adult and adult learners targeting novice through advanced proficiency levels.

Organization:

Led and assisted in the development of total immersion summer programs for young adults and children.

Lesson Planning:

Introduced innovative learning methods to ensure total comprehension for all students.

Teaching:

Taught a variety of students from various backgrounds in both classroom and one-on-one settings resulting in marked improvement in the students' proficiency level.

Professional Experience

October 1999
to
May 2006

Nehemiah English School

Uzhgorod, Ukraine

Director

Organized the founding and was responsible for the management of the Nehemiah English School.

Developed curriculum targeting all proficiency levels.

Oversaw an average of four teachers at any given time.

Personally taught three groups of approximately 10 - 15 students per semester.

October 1999

NGO Nehemiah

Uzhgorod, Ukraine

to
May 2006

Professional Translator

Regularly translated for groups and speakers from the United States and Europe in settings ranging from large audiences to private conversations.

Was responsible for training young translators in the skills necessary to clearly and accurately pass on information both from the local language into English and from English into the local language.

May 2006
to
July 2011

Hope and Life Charity Organization

Uzhgorod, Ukraine

Director

Managed the affairs of the Hope and Life International Charity Organization relating to the distribution of finances to charity activities, the organization of projects to help ethnic minorities and orphanages in the Transcarpathian Region of Ukraine.

Oversaw the organization of a low cost English School to benefit the university students of Uzhgorod, Ukraine by providing them with a high quality education in the English language.

Education and Training

1999

Uzhgorod National University

Uzhgorod, Transcarpathia, Ukraine

Specialist in English Education English Language

Teacher of the English Language and Literature.

Studied full time for five years. Degree was evaluated in 2009 as a Masters of Arts according to the system used in the United States.

Community Involvement

Beginning in 1999, assisted in establishing a program to provide assistance and support to Holocaust survivors in the Transcarpathian Region of Ukraine. Regularly participated in the work of the program until June of 2011.

Beginning in 2002 regularly participated in and oversaw the organization of programs to assist the Romani ethnic minority in the Transcarpathian Region of Ukraine. Specific projects include organizing humanitarian aid and medical personnel for the Romani camps, providing clean water for villages that previously had no access, overseeing construction projects to improve Romani communities. Involvement in these projects continued until June of 2011.

Beginning in 2004, regularly participated in and oversaw the organization of programs to benefit orphanages in the Transcarpathian Region. Specific programs were targeted to improve the living conditions in the orphanages, provide education regarding basic hygiene, and assist in the transition from the orphanage to adult life.

Beginning in 2010 worked with a government run trade school in conducting lessons designed to encourage the betterment of ethics and morality of students soon to enter the workforce.

112
6/12 BB teacher

Rosemary E. Daly

Career Objective: To teach English as a Second Language in a community college or adult learning environment.

AREAS OF EXPERTISE:

- TESOL/TESL/TEFL Certified (Oxford Seminars, July 2009)
- In summer 2009, instituted an ESOL tutoring program in the Nashua area open to all interested immigrants and refugees through H30 Ministries Program (Immaculate Conception Parish)
- Wide range of experience in marketing, development, advertising, customer training and trade show management
- Public Relations, multi media planning and buying, copywriting and public speaking expertise
- Experience in customer service, corporate training, project management and secondary education
- Strategic, long-term planning and budget experience
- Corporate, community, major donor relations and grant writing experience
- Proficient and effective written and oral communication skills

PROFESSIONAL EXPERIENCE:

Assistant ESOL Teacher/Teacher's Aide

Adult Learning Center – Nashua, NH

Sept. 1999 – Present

Work with Lead Teacher to instruct adults in Basic Beginner Level ESOL (part-time evenings). Perform tasks related to registration of students; preliminary placement, CASAS testing, and ongoing testing throughout the school year. Introduce students to basics of the English language and cover language skills related to greetings; work and school; family and friends; health care and more. Instruction includes reading, writing, and verbal communication skills. Completed ongoing professional training by attending seminars covering the following topics: Adult ESL Workshops I & II; Strategies for Multi-Level Classes; Integration of Skills; Lesson Planning; Adult Learning Styles & Multiple Intelligences; Adult Literacy Strategies; Pronunciation Strategies; Phonemic Awareness; National Institute for Literacy Learning To Achieve Modules I (Definition of Learning Disabilities), II (Self-Determination) and VIII(Content Learning). Completed LINC course entitled: *Multiple Intelligences and Adult Literacy (Summer 2011)*. Enrolled to take NCC Beginner Spanish course (non-credit) (Summer 2012) and ESOL Seminar entitled "Teaching Adult ESOL Learners Without Prior Literacy."

Assistant to Director of Institutional Advancement/Public Relations Coordinator

Academy of Notre Dame – Tyngsboro, MA

Aug. 1999 – Aug. 2009

Interact with faculty and administration to obtain development and marketing collateral for publication. Create, write, and manage production of school related marketing materials including: Annual Giving Report, Gateway Alumnae Newsletter, PR Express, special event programs, and brochures. Manage and generate media placement for advertising and press releases. Coordinate and promote fundraising events including: Annual Auction, Golf Tournament, Medallion Awards for Leaders of Distinction Gala, 150th Gala Celebration, Alumnae Mass and Tea. Track and maintain database information related to projects and budgets. Photograph all major school events. Chair of the Mission Committee for the NEASC accreditation process. Member: Golf, Auction, Medallion Awards, Marketing Long Range Planning and Vision Committees. Research and write grant proposals. Conducted market research for capital campaigns.

Accomplishments:

- Managing editor of Gateway Alumnae Newsletter – biannual publication sent to 3,600 individuals
- Coordinated school fundraising programs to achieve Advancement Office financial goals of \$360,000+ annually.
- Researched and implemented data mining software programs to augment fundraising and capital campaign projects.

Marketing Project Manager

Boston University Corporate Education Center – Tyngsboro, MA

1995-1999

Interacted with program directors in the design, production, and management of direct mail campaigns. Responsible for management of multiple profit centers regarding direct mail. Promotions included brochures, catalogs, show guides, postcards and lead generators. Targeted, selected and coded mailing lists and provided post mailing list analysis for target specific markets for education center programs. Coordinated and strategized advertisement placement in area newspapers, magazines and trade journals. Tracked advertising costs and profit center budget information. Generated quarterly reports including: Marketing Co-op Fund, Profit Center monthly and quarterly budgets, postal reconciliation, and forecasted quarterly and yearly budgets for each profit center.

Accomplishments:

- Managed details related to multiple direct mail campaigns totaling 1 million direct mail pieces annually.
- Managed print production schedules for three profit centers.
- Arranged weekly and monthly advertising placements with area newspapers, trade journals and periodicals.
- Forecast and maintained marketing budgets for three profit centers. (Budget responsibilities of \$1.3 million per year)

OTHER EXPERIENCE (1978-1995):

Ricoh Corporation – Salem, NH – Sr. Sales Administrator

Centigram Corporation - San Jose, CA - Customer Service/Training Representative

Commterm, Inc. – Burlington, MA - Administrative Assistant/Customer Training

Digital Equipment Corporation – Merrimack, NH - Corporate Training Administrative Assistant

Bishop Guertin High School/Mt. Saint Mary Seminary – Nashua, NH – Full-time Substitute Teacher: English I & II, Latin I-IV, Old Testament Themes.

EDUCATION:

Chestnut Hill College, Philadelphia, PA – B.A. English.

Oxford Seminars: TESOL/TESL/TEFL Certification (awarded July 2009).

Rivier College, Nashua, NH - Philosophy of Education, Introduction to Marketing

Boston University Corporate Education Center, Tyngsboro, MA – Coursework in Project Management, Microsoft Project, Introduction to Access, Intermediate Access Training, and Introduction to Web Design.

Bentley College, Waltham, MA – E-Commerce seminar.

Other Seminars: Introduction to Grant Writing; E-Commerce; Introduction to Auction Pro; Creative Marketing; The Development Process; Prospect Research; Maximizing Your Auction; Major Gifts Processes; Capital Campaigns; Public Relations; Supervisory Skills; Crisis Intervention; EEOC Regulations, Negotiation Strategies; and Time and Stress Management Techniques.

Computer Literacy: Windows Vista; Windows XP; Windows 2000; Windows 98; Windows 97; Word for Windows 6.0; Microsoft Office; Microsoft Excel; Microsoft Publisher; Power Point; Outlook; Netscape; Paradigm; Adobe Photoshop Elements; Microsoft Access; Microsoft Project; Word Perfect 5.0 (DOS and Windows versions); and Wealth Engine. Some experience with Quark.

Reference will be furnished upon request.

Objective: To obtain a teaching position working with adult English Language Learners through the Nashua Adult Learning Center.

Education:

Rivier College	9/04-9/07	Nashua, NH
	School Principal Certification Program (CAGS)	
UNH	9/95-5/01	Durham, NH
	Social Work BSW	
	Masters in Social Work:MSW	
Up With People		Denver, CO
	International Education Performing Arts Program, With Emphasis on Community Service And Leadership Development.	

Additional Certifications: NH Certification 003 (School Principal); 0607 (ELL); 0040 (Guidance Counselor), 0049 (School Social Worker); CPI (Crisis Intervention Prevention Protocol)

Related Work Experience:

School Social Worker

2010-Present, Fairgrounds Middle School; Nashua, NH

- *Provide Parent and Family Outreach services including Home visits.*
- *Provide Individual and small group counseling services.*
- *Manage FMS Mental Health and Schools Counseling Program.*
- *Participate on school leadership, Focused Monitoring and RTI teams.*
- *Serve on the school attendance team.*
- *Facilitate Fairground Middle School Data Team.*
- *Serve as Fairgrounds Middle School NAEP (National Achievement on Educational Progress) Testing Coordinator.*
- *Provide consultation and professional development with teachers, guidance counselors and administration on social/emotional needs of students and families.*
- *Serve as School Emergency Preparedness Plan facilitator*

Elementary School Assistant Principal

2008-2010, Mount Pleasant/Broad Street School; Nashua, NH

- *Facilitated Building Level CHAT Teams at both schools.*
- *Served as 504 Coordinator at both schools.*
- *Conducted Teacher Observations/Evaluations/Literacy Walk-through.*
- *Served as Special Education LEA for Special Ed referral and assessment meetings.*

English Language Learning (ELL) Teacher

2007-2008, Nashua High School North/South; Nashua, NH (Department Head)

2005-2007, Elm Street Middle School; Nashua HH

- *Facilitated scheduling and program needs for ELL students and teachers.*
- *Facilitated the development and implementation of the ELL Academic Competencies.*
- *Provided Case management of all ELL monitored Students at Nashua High School North/South*
- *Served as ELL Testing Coordinator for NECAP testing/ ACCESS Testing.*
- *Facilitated the Nashua Secondary ELL Summer School Program 2006-Present.*

School Guidance Counselor

2002-2005, Elm Street Middle School: Nashua NH

2002- Amherst Street Elementary School (Continuing Sub)

- *Supported academic, emotional and social needs of middle school students through comprehensive guidance program.*
- *Connected outside services with the students and families to foster success in school.*
- *Developed and maintain school schedules.*
- *Co-facilitated 'Push Up Day' event to support transition to middle school.*

Additional Activities:

- January 2011-Present – Nashua DMC (Disproportionate Minority Contact) Committee.
- June 2008: Boys and Girls Club of Greater Nashua *Volunteer of the Year*
- April 06: Javits Investigative Team for Gifted Education
- Dec 06-Jan 2011: Program Based Budgeting (Curriculum/Special Services Program Team.
- February 06-March 07: Nashua Ethnic Awareness Committee (Community Dialogue Facilitator)

Related Skills:

- Proficient in Spanish Language and Hispanic Cultures
- Basic Understanding of American Sign Language
- Understanding of Computer Operations Including Word Processing, performance tracker Spread Sheets, Data Base and Star Base. (Advanced queries, reports, scheduling. X2 Aspen Fundamentals, Grading, Scheduling, Conduct, Assessment
- Highly Qualified Language Arts (6/06)

Publications:

- Jaquith, Scott M.; (2012). Accepting The Challenge. Xlibris Publishing: Bloomington, IN

Carol A. Gookin

Work History

1991 to Present: Paraprofessional, Nashua Adult Learning Center

*Job Responsibilities: Assist the classroom teacher in
Specific Duties: Assist in educational activities, maintenance
of records, maintenance of the classroom, assume where
possible, the duties of the teacher in her absence, substitute
in other classrooms, if necessary*

1967 to 1968 Clerk, Stuart's Department Store

1966 to 1967 Clerk, Woolworth's Store

1962 to 1964 Assembler, Ratheon Co.

1961 to 1962 Assemble, Symphonic Corp.

Education

1991 GED, Nashua Adult Learning Center

References

Furnished upon request

ELIZABETH H. POOLE

PROFESSIONAL EXPERIENCE

Vocational Counseling

Managed large caseload of individuals seeking work -- presenting with wide range of disabilities in outcome based system

- Worked closely with mental health and area agencies to help clients obtain services and support
- Guided people dealing with disabilities through state vocational rehabilitation system to obtain needed services to reach employment goals
- Counseled those with physical/mental health disabilities to seek accommodations in work-place

Therapeutic Counseling

Provided therapeutic counseling to college-age and adult clients presenting with wide range of psychological issues

- Dealt with mental health issues including depression, anxiety, adjustment disorders, substance abuse, bipolar disorder, PTSD, phobias, panic disorder, chronic pain
- Prepared assessment, diagnosis, treatment planning to address clients' concerns
- Utilized a variety of treatment methods -- while focusing on clients' strengths
- Worked with multi-cultural population and gay/lesbian young adults

Teaching/Education

- Taught required public speaking classes taking students from fear to confidence and poise
- Expanded psychology course to include topics of current interest to students -- adolescence, stress, eating disorders, alcohol/drug abuse

EMPLOYMENT HISTORY

2004-present	Dept. of Education/Vocational Rehabilitation, Nashua, NH -- Counselor
2002-2003	University of Massachusetts, Lowell, MA -- Counseling Center Intern
2001-2002	Capital Region Family Health Center, Concord, NH -- Behavioral Health Intern
1997-2000	Alvirne High School, Hudson, NH -- School Based Learning Coordinator
1990-1997	Presentation of Mary Academy, Methuen, MA -- High School Teacher
1986-1990	Presentation of Mary Academy, Hudson, NH -- High School Teacher
1981-1983	Pennsylvania State University, State College, PA - Instructor

EDUCATION

M.A., Counseling Psychology, Antioch New England Graduate School, Keene, NH
M.A., Communication, Pennsylvania State University, State College, PA -- 3.9 GPA
B.A., Sociology, Fairleigh Dickinson University, Teaneck, NJ
Teacher Certification, Rivier College, Nashua NH, 1990

Objective To continue to learn and explore new things

Experience Quality Inspector
Dec 2009- present Hitchiner Manufacturing Co., Inc., Milford, NH

- Dimensional Inspection
- Visual Inspection
- Use of hand held gages (calipers, micrometer, drop gage... etc.)
- Reading blueprints
- Use of Statistical Process Control software
- Communication with Engineering

Injection/ Assembly Operator
Sept 2005 – Dec 2009 Hitchiner Manufacturing Co., Inc., Milford, NH

- Operate wax press
- Assemble parts
- Visually inspect parts
- Maintain required quota

Education Santhormork High School, Phnom Penh, Cambodia
1985 - 1997

- High School Diploma

Interests Enjoy teaching people with English as their second language, Enjoy learning to gain experience.

References References are available on request.

Sharon Dalton

EDUCATION

M.Ed., Counseling
Rivier College, Nashua New Hampshire, 1994

SUMMARY

Comprehensive experience in Social Work, particularly young families. Worked with this population exploring values, responsibilities, academics, personal, and career goals, followed by assisting them in goal achievement. Currently working with Adult Learners assisting them in overcoming barriers that may be preventing them from reaching their academic and employment potential.

WORK HISTORY

Adult Learning Center, Nashua, New Hampshire

September 2008 – present

Counselor

Provide assistance to Adult Basic Education and English for Speakers of Other Languages adult learners. Referrals to community agencies; represent the Adult Learning Center on committees that focus on the needs of undereducated adults; guidance on post-secondary opportunities; participate in Adult Learning Center initiatives such as the Persistence Study. Advocate for adult education on the local, state, and national levels; provide encouragement and opportunities for student advocacy.

- Provide orientation to new students
- Arrange guest speakers and field trips
- Maintain library of current community services and college information
- Organize and publicize annual Career Fair
- Provide career and post-secondary guidance to students
- Manage advocacy opportunities for staff and students through the Department of Education

September 2000 - 2008

Even Start Coordinator

Overall managerial and case management responsibility for the Even Start program. Work with Even Start partners to implement an innovative, client-centered community based program for family literacy. Oversee recruitment, intake, screening, Family Education Plans, home visits and evaluation of program. Specific responsibilities include:

- Ensure implementation of program standards, policies, and procedures that reflect the needs of the families and the principles of Even Start.
- Provide coordination between the Even Start and partners, particularly Dr. Crisp Developmental Preschool, and Adult Learning Center early childhood and adult education programs.
- Work with outside evaluator to evaluate the program and implement change.

OTHER RELATED EXPERIENCE

Literacy Advocate	Peace Corps, Belize, Central America	2004-2005
Counselor/Case Manager	New Hampshire Catholic Charities	1996–2000
Counselor/Case Manager	TWIG, Derry, New Hampshire	1989-1996
ESL Tutor/Math Tutor	Grades 5-8, Windham/Pelham School District	1987-1989

COMMUNITY INVOLVEMENT

- Family Support New Hampshire
- Granite State Organizing Project
- Gate City Health and Wellness Initiative
- Manchester Immigration Center Advisory Board
- Infant Mental Health Task Force
- Vice-chair, Mayor's Ethnic Awareness Committee Task Force
- Hispanic Network
- Organized parents to advocate for their families and influence lawmakers at local and state levels.
- Served on various committees, representing Catholic Charities that explored ways to better meet the needs of the Manchester community (i.e., Manchester Health Department, Makin' it Happen, School to Work Program, etc.).
- Organized an ecumenical volunteer/ mentor pilot program that increased community involvement and awareness.

PROFESSIONAL SKILLS

Administrative Skills

- Provide staff training in crisis intervention management, creative problem solving.
- Assist parents in goal setting and development of reasonable process to achieve goals.
- Ensure that client-centered philosophy informs all program decisions.
- Collaborate with area agencies that provide services to clients.

Counseling Skills

- Interview and support adult learners in determining goals.
- Facilitate parent education groups in parenting, career development, time management, and stress reduction techniques.
- Refer clients to resources for assistance.

Additional Skills

- Developed Family Literacy Center in Maskall Village, Belize.
- Established a library at the Maskall Village School, Belize.
- Volunteerism: Chosen to be part of a committee to develop New Hampshire Catholic Charities documentation.
- Taught GED preparation, assisted clients with college interviews and financial aid forms; developed English Second Language program for Pelham Junior High students.
- Assisted in refuge resettlement projects; worked with immigration office to provide citizenship education.

Scott F. Webber

Philosophy of Education: At its root, education is “personication,” the becoming of the individual student. This becoming is accomplished through the avenues of the student’s inquiry, reflection and passion.

Professional Experience

Lexington Public Schools

Lexington, Massachusetts

English Teacher

Department Head

September, 1991 to Present

September, 2004 to Present

September , 1991 to June, 2003

Major Accomplishments: Created a new, expectations-oriented curriculum, 6-12
Reduced grouping levels
Created choice-driven curriculum for seniors

Winchester Public Schools

Winchester, Massachusetts

Director of English and Reading, K-12

September, 1988 to June, 1991

Major Accomplishments: Designed, wrote and taught a sixth-grade study skills course

Supervised and evaluated reading specialists

Swampscott Public Schools

Swampscott, Massachusetts

Director, English and Reading, K-12

English Teacher

September , 1974 to June, 1988

Major Accomplishments: Introduced literature-based reading instruction;
Introduced process writing throughout the curriculum
Introduced writing process and writing throughout the curriculum

Bedford Public Schools

1974

September, 1969 to June

Bedford, Massachusetts
Teacher of English and Drama coach, 9-12

Education

Salem State College
Salem, Massachusetts
Fifteen Graduate credits beyond Masters

Fordham University
Bronx, New York
Six Credits, NEH grant

Boston College
Chestnut Hill, Massachusetts
Fifteen Ph.D. level credits

Salem State College
Salem, Massachusetts
MAT degree

Oxford University
Oxford, England
Six Graduate credits

Boston College
Chestnut Hill, Massachusetts
B.A. degree, Magna Cum Laude graduate, Alpha Sigma Nu (National Honor Society) Alpha and Omega Honor Society, Honors program, 1966-
Jesuit
1969

Veda A. Henry

RK EXPERIENCE

Nashua Adult Learning Center, Nashua, NH
Adult Basic Education Teacher/Coordinator

1982-Present

Teach adult students who are below fifth grade reading level, students who are learning disabled, ESOL students with minimum formal education.

Coordinate the Adult Basic Education program, which includes GED preparation, supervise and evaluate instructors, ensure adequate materials and environment appropriate for adult learners to thrive.

Orange County Juvenile Hall

1972-1973

Responsible for teaching GED classes on a monthly, rotating basis.

Vermont Teacher Corps, Team Leader

1970-1972

This federally sponsored program was based at the University of Vermont. Its goal was to bring innovative programs to communities who qualified at the Alburg, Vermont, site. My responsibility was to supervise the interns and the programs in which they were involved. Some projects included setting up the school's library and organizing a recreational center for teens.

York City Schools, Teacher, Grade 6

1968-1970

In addition to my regular classroom duties, I organized the school's Science Fair and had an after-school girls' sports club.

Baltimore County Schools, Teacher, Grade 4

1964-1968

West York Area Schools, Teacher, Grade 4

1963-1964

EDUCATION

M.Ed., Elementary Education, 1972

University of Vermont

B.S., Elementary Education, 1963

Millersville University, Millersville, PA