



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

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

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

June 20, 2014

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

REQUESTED ACTION

Authorize the Department of Education to grant funds to the International Institute of Boston-NH, Manchester, NH (vendor code 177551) not to exceed \$100,209.96 effective August 1, 2014 or upon Governor and Council approval whichever is later through June 30, 2015 and authorize unencumbered payment of said grant with internal accounting control within the Department of Education. The funds granted by this action will be used to provide English as a Second Language and English Language/Civics Education classes at the International Institute of Boston-NH, 315 Pine Street, Manchester, NH. **40% Federal Funds, 60% General Funds.**

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

		<u>FY2015</u>
06-56-56-5666010-70040000-072-500575	Grants-Federal	\$36,307.55
06-56-56-5666010-70040000-601-500931	State Fund Match	\$54,461.32
06-56-56-5666010-70040000-072-500575	Grants-Federal	\$ 3,776.44
06-56-56-5666010-70040000-601-500931	State Fund Match	\$ 5,664.65

EXPLANATION

The funds granted by this action will be used to provide English as a Second Language and English Language/Civics Education classes at the International Institute of Boston-NH, 315 Pine Street, Manchester, NH. Approximately one hundred fifteen adults will be served by the program.

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

Funding for this grant comes from the Adult Education and Family Literacy Act. All grants are approved by the staff of the Bureau of Adult Education, NH Department of Education after a

Her Excellency, Governor Margaret Wood Hassan  
and The Honorable Council  
Page two  
June 20, 2014

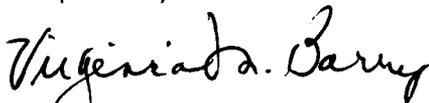
competitive application process open to all interested agencies. Agencies eligible for grants from the Bureau of Adult Education include school districts and private not for profit organizations. Applications are evaluated and funds granted based upon criteria ranging from per pupil cost to the quality of instruction provided.

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

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

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

Respectfully submitted,

A handwritten signature in black ink that reads "Virginia M. Barry". The signature is written in a cursive style with a large initial "V".

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

## Attachment A

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

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

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

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

### Criteria for Awarding Grants/Contracts to Local Agencies

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

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

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # \_\_\_\_\_  
CHANGE # \_\_\_\_\_  
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education / ESOL

FROM: International Institute of New Hampshire  
1850 Elm Street  
Manchester, NH 03104

TO: NH Department of Education  
Bureau of Adult Education  
101 Pleasant Street  
Concord, NH 03301

SAU/RA: 987

Proposed Project Title: ESOL Program  
\*\*\*The following information is required for all projects\*\*\*

PROJECT MANAGER:

NAME: Amadou Hamady  
ADDRESS: 1850 Elm Street, Manchester, NH 03104  
E-MAIL ADDRESS: ahamady@iinh.org

FINANCIAL CONTACT:

NAME: Rita McDonough  
E-MAIL ADDRESS: rmcdonough@iine.us

TITLE: Site Director  
TELEPHONE: 603-647-1500  
FAX: 603-669-5830

TELEPHONE: 617-695-9990  
FAX: 617-695-9191

Project Period: 8/1/2014 to: 6/30/2015

TYPE OF CHANGE
BUDGET
FUND AUTH
FISCAL AGENT
OTHER

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:

International Institute of NH  
315 Pine Street  
Manchester, NH 03103

APPROVED INDIRECT COST RATE: \_\_\_\_\_ 10 %

Carolyn Benedict-Drew CEO

PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS  
or RACHIEF FINANCIAL OFFICER

5/28/14

DATE

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS  
or RACHIEF FINANCIAL OFFICER

Carol Benedict-Drew



PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/PROJECT MANAGER

PROJECT # \_\_\_\_\_  
CHANGE # \_\_\_\_\_  
PAGE 1 of 2

Federal/State Program Title: Projects in English Language/Civics Education

FROM: International Institute of New Hampshire  
1850 Elm Street  
Manchester, NH 03104

TO: NH Department of Education  
Bureau of Adult Education  
101 Pleasant Street  
Concord, NH 03301

SAU/RA: 987  
Proposed Project Title: ESOL Program  
Project Period: 8/1/2014 to: 6/30/2015

\*\*\*The following information is required for all projects\*\*\*  
PROJECT MANAGER: NAME: Amadou Hamady  
ADDRESS: 1850 Elm Street, Manchester, NH 03104  
E-MAIL ADDRESS: ahamady@linh.org

FINANCIAL CONTACT: NAME: Rita McDonough  
E-MAIL ADDRESS: rmcndonough@line.us

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 AGENY AGREES AND CERTIFIES THAT:

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  - Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
- 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.
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FISCAL AGENT - MAKE CHECKS PAYABLE TO: APPROVED INDIRECT COST RATE: 10 %

International Institute of NH  
315 Pine Street  
Manchester, NH 03103

Carolyn Benedict-Drew, CEO  
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS  
or RACHIEF FINANCIAL OFFICER

  
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS  
or RACHIEF FINANCIAL OFFICER

5/28/14  
DATE

TYPE OF CHANGE	
BUDGET	
FUND AUTH	
FISCAL AGENT	
OTHER	





INTERNATIONAL INSTITUTE  
OF NEW ENGLAND  
BOSTON LOWELL NEW HAMPSHIRE

BOSTON  
One Milk Street  
Boston, MA 02109  
617 695 9990

LOWELL  
155 Merrimack Street  
Lowell, MA 01852  
978 459 9031

NEW HAMPSHIRE  
1850 Elm Street  
Manchester, NH 03103  
603 647 1500

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President & Founder  
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275 Grove St. Suite 2-400  
Newtown, MA 02466

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1 Milk Street  
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82 Devonshire Street, R7B  
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Business Affiliation: N/A

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Business Affiliation: N/A

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Westford, MA 01866

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Business Affiliation: N/A

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Chief Financial Officer  
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Boston, MA 02109

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Boston, MA 02118

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Boston, MA 02210

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*Director*  
Partner  
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125 High Street  
Boston, MA 02110

Directors serve without compensation.



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**School Year 2014 - 2015**  
**International Institute of New Hampshire d/b/a International Institute of New England**  
**New Hampshire Department of Education**  
Concord

PERSONNEL SERVICES

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

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

Administrative	Hours per Week	Weeks	Hourly Rate	Total
Vanessa Rashid ESL Teacher/Project Manager 1 at	9	\$ 39.00	\$ 23.00	\$ 8,073.00
<b>Total for Administrative Personnel</b>				<b><u>\$ 8,073.00</u></b>

Teachers	Instruction & Prep Hours/Week	Weeks	Hourly Rate	Total
Vanessa Rashid ESOL Teacher	8	36	\$ 23.00	\$ 6,624.00
Jennifer Zoller and new one to be hired ESOL Teacher Part-Time Daytime 2 at	14	36	\$ 21.00	\$ 21,168.00
Nathalie Gignac work place Literacy Teacher Part-Time Daytime 1 at	20.5	36	\$ 21.00	\$ 15,498.00
Laura Harwood & Irina Lopukhina Von Becker ESOL Teacher Part-Time Evening 2 at	5.75	36	\$ 21.00	\$ 8,694.00
<b>Total for Teachers</b>				<b><u>\$ 51,984.00</u></b>

Teacher Aides N/A	<b>Total for Teacher Aides</b>	\$ -
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Guidance and Counseling N/A	<b>Total for Guidance and Counseling</b>	\$ -
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Other Personnel (please specify) i.e., Reading Consultant, Secretary, etc. Interpretors - contract no fringe benefit needed	<b>Total for Other Personnel</b>	\$ 1,200.00 <b><u>\$ 1,200.00</u></b>
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**Total for All Personnel Services \$ 61,257.00**

**International Institute of New Hampshire d/b/a International Institute of New England**  
**New Hampshire Department of Education**  
 Concord

PERSONNEL SERVICES

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

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

Administrative	Hours per Week	Weeks	Hourly Rate	Total
Amadou Hamady Site Director	1	\$ 36.00	\$ 36.25	\$ 1,305.00
<b>Total for Administrative Personnel</b>				<b><u>\$ 1,305.00</u></b>
Teachers	Instruction & Prep Hours/Week	Weeks	Hourly Rate	Total
Vanessa Rashid Educ/Civics Teacher 1 at	1.5	36	\$ 23.00	\$ 1,242.00
<b>Total for Teachers</b>				<b><u>\$ 1,242.00</u></b>
Teacher Aides				
N/A				
<b>Total for Teacher Aides</b>			\$	-
Guidance and Counseling				
N/A				
<b>Total for Guidance and Counseling</b>			\$	-
Other Personnel (please specify) i.e., Reading Consultant, Secretary, etc.				
Interpretors - contract no fringe benefit needed			\$	3,000.00
<b>Total for Other Personnel</b>				<b><u>\$ 3,000.00</u></b>
<b>Total for All Personnel Services</b>				<b><u>\$ 5,547.00</u></b>

# Vanessa Rashid

## Summary

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Accomplished ESL teacher with extensive experience in developing curriculum for English language and cultural classes. Exceptional background in designing meaningful and effective coursework that engages students and expedites learning specifically in the areas of reading and writing.

## Highlights

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NH Certified ESL Instructor  
Program developer  
Certified examiner for IELTS  
English language proficiency test

Creative learning strategies  
Knowledge of refugee and  
immigrant experience  
Proficient speaker of Italian

## Accomplishments

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Collaborated with department and faculty members to design a year-round standard-based curriculum.

Implemented a creative art/literacy writing curriculum to reach across all language levels for student success.

Coordinated with school leadership team to develop and implement school-wide goals for improvement.

## Experience

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12/2013-Present International Institute of NH – Manchester, NH  
ESL Coordinator

Assessed and enrolled newly arrived refugees and immigrants for adult ESL day and evening program. Coordinated and advertised for enrollment in citizenship program. Supervised staff of four highly qualified ESL educators. Expanded ESL curriculum to include English language, workplace and computer literacy. Provided outreach to community members to engage partnerships with our program. Advised and exposed students to community resources and employment programs.

11/2011-11/2013 ESL-Plymouth State University – Plymouth, NH  
IELTS Examiner

Performed and rated speaking portion of international English language tests for language learners. Rated written portion of language tests. Maintained professional approach while creating comfortable environment for testing.

- 08/1999-06/2013 Manchester School District – Manchester, NH**  
**ESL Educator**  
Employed kinesthetic, visual, and auditory approaches to make lessons interesting and interactive. Taught English language skills to students from kindergarten age through adulthood. Organized supplementary materials in English for all students. Integrated technology as an instructional tool, including the Smartboard. Attended professional development workshops focused on learning goals and classroom management. Conducted small group and individual classroom activities based on differentiated learning needs.
- 09/2000-12/2003 Manchester Community College – Manchester, NH**  
**ESL Adjunct Instructor**  
Taught lessons encompassing a range of skill-building activities for speaking, reading, writing, and listening. Created daily lesson plans for multi-level adult ESL classes.
- 01/1997-08/1999 International Institute of NH – Manchester, NH**  
**Refugee Resettlement Coordinator**  
Performed essential services for newly arriving refugees including: housing, community orientations, medical appointments, school enrollments, clothing and food needs, as well as adult language class enrollment and employment services. Supervised multilingual and multi-cultural staff.

## **Education**

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- 1997**                      **Notre Dame College – Manchester, NH, USA**  
**Master of Education: TESOL**  
Coursework in English grammar, linguistics, and language development  
NH State ELL instructor
- 1991**                      **University of NH – Durham, NH, USA**  
**Bachelor of Arts: Art History**  
Minor in Italian language  
Graduated Magna Cum Laude  
Completed a year of intensive art and language study in Italy

## Nathalie Gignac's Resume

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### Education

<b>Masters in TESOL</b> One more course to be completed in fall 2013 <ul style="list-style-type: none"><li>• 4.0 GPA</li></ul>	Graduation February 2014 Southern New Hampshire University
<b>ESOL Certification K-12</b>	Certification conferred February 2012 Southern New Hampshire University
<b>Master of Education</b> Elementary Education- Certification K-8 <ul style="list-style-type: none"><li>• HQT Middle School Math</li><li>• 3.92 GPA</li></ul>	Certified May 2010 Southern New Hampshire University
<b>Bachelor of Business Administration</b> Concentration in Finance	May 1994 Université du Québec à Montréal

### Work Experience

<b>ESL Teacher</b> Manchester Community College <ul style="list-style-type: none"><li>• Teaching academic writing to adult ESL</li><li>• Increasing academic vocabulary of students</li><li>• Developing essay and paragraph writing skills</li></ul>	November 2013 to present Part-time
<b>ESL Teacher</b> International Institute <ul style="list-style-type: none"><li>• Teaching early literacy and conversational English</li><li>• Fostering writing, reading, listening, speaking and life skills development</li><li>• Developing necessary materials: websites list, financial and workplace literacy curriculum</li></ul>	August 2012 to present Part-time
<b>Title I Certified Instructor</b> Manchester School District (Beech Street Elementary) <ul style="list-style-type: none"><li>• Teaching English to English Language Learner students, while fostering the four language domains: speaking, listening, writing and reading</li><li>• Instructing students using different writing genres</li><li>• Fostering the students' math sense</li></ul>	October 2011 to 2012 Manchester, New Hampshire
<b>Title I Instructor</b> Manchester School District (Beech Street Elementary) <ul style="list-style-type: none"><li>• Teaching reading skills and strategies</li><li>• Instructing groups using the Leveled Literacy Intervention (LLI)</li><li>• Helping students construct different texts such as: persuasive essay, book report, autobiography and reflective writing</li></ul>	Nov. 2010 to June 2011 Manchester, New Hampshire
<b>Title I Instructor Long-Term Substitute</b> Manchester School District (Bakersville Elementary) <ul style="list-style-type: none"><li>• Fostering specific math skills</li><li>• Implementing guided reading</li></ul>	Sept. 2010 to October 2010 Manchester, New Hampshire

### Relevant Experience

<b>ESL tutor</b> Tutor a new student from Haiti (one month contract)	Derry Middle School November 2013
<b>ELL magnet classroom</b>	Completed October 2011
<b>Student-Teaching internship in 4<sup>th</sup> grade</b>	Beech Street Elementary School

**ELL Summer program**  
**Student-Teaching internship in middle school**

Completed July 2011  
Hillside Middle School

**Student-Teaching**

Jan. 2010 to May 2010  
Bakersville Elementary

- Planning five units
- Collaborating with many experienced teachers

**Field Hours (Observation)**

Sept. 2008 to Dec. 2010

- 170 hours completed in various school districts throughout Southern New Hampshire
- Observed and facilitated teachers in a wide range of subjects and grades K-12

**Volunteer**

**Classroom Volunteer**

Sept. 2003 to June 2009

Riddle Brook School

Bedford, NH

- Instructed monthly art class through Great Artist Series program
- Graded weekly math assignment through the Math Super Star program
- Provided support to the homeroom teacher

**Languages**

French (Native Speaker)  
English (Advanced Proficiency)  
Spanish (High Beginner Proficiency)

**Professional Affiliation**

Teaching English to Speakers of Other Languages (TESOL)

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# JENNIFER ZOLLER

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## EDUCATION AND CREDENTIALS

NH K-12 State Certification in ESOL (Jan 2012)

M.S. in Teaching English as a Foreign Language—Southern New Hampshire University (Dec 2011)—GPA: 3.94

B.S. English—Maranatha Baptist Bible College (Watertown, WI May 2006)—GPA: 3.79

## EXPERIENCE

### ESL Teacher

**International Institute of New Hampshire, Manchester, NH (Jan 2014-present)**

Teach beginning, intermediate, and advanced ESL students; equip clients with literacy, computer, workforce skills, acclimate students to American language, life, and culture

### ESL Teacher

**Institute for Language Education, Southern New Hampshire University (Jan 2012-present)**

Teach academic writing, grammar, speaking skills, learning techniques, American culture to intermediate and advanced international students; cover research and documentation and emphasize organization and structure in writing and speaking

### ESL Teacher

**Ledge St. Elementary School, Nashua NH (Apr-Dec 2012)**

Planned and taught reading, writing, vocabulary to 2<sup>nd</sup>-5<sup>th</sup> grade ELLs at a variety of nationalities (mostly Latino) and English proficiencies in a pull-out classroom, occasional push-in; collaborated with teams; interacted with students' families

### Student Teacher

**Manchester West High School (Nov-Dec 2011) and Beech St. Elementary School (Sep-Oct 2011)**

Planned lessons and taught ELLs of a variety of grade levels, nationalities (Nepali, African, Latino), and English proficiencies under the guidance of mentor teachers; interacted with students' families; collaborated with other teachers and after-school program leaders

### Graduate Assistant / International Student Writing Tutor

**Southern New Hampshire University (Mar 2011 - Dec 2012)**

Assisted international students one-on-one in writing research papers, essays, and other writing assignments; helped students with organization, structure, self-editing, grammar, etc.

### English Teacher

**Yunnan Normal University Business School, Kunming, China (Summer 2010 and 2012)**

Taught speaking, listening, vocabulary, and American culture to university students and elementary students; taught teaching techniques to Chinese middle school English teachers as part of a Chinese-American summer camp

## LANGUAGE SKILLS:

Conversational Spanish



**INTERNATIONAL INSTITUTE  
OF NEW ENGLAND**  
BOSTON LOWELL NEW HAMPSHIRE

**BOSTON**  
One Milk Street  
Boston, MA 02109  
Tel 617 695 9990

**LOWELL**  
155 Merrimack Street  
Lowell, MA 01852  
Tel 978 459 9031

**NEW HAMPSHIRE**  
1850 Elm Street  
Manchester, NH 03104  
Tel 603 647 1500

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The International Institute of New England is a dynamic, forward-looking, smart and rapidly growing non-profit organization. We seek well-qualified, solutions-focused candidates who are experts in their respective fields. Candidates need to approach issues creatively and thoughtfully. In addition, all candidates should possess the following set of qualifications:

- ❖ Excellent verbal and oral communication skills
- ❖ Excellent organizational and time management skills
- ❖ Detail oriented, able to multitask and meet deadlines
- ❖ Self-motivated, able to work in a team and independently

**Note:** All positions require great flexibility and willingness to travel to and from Institute offices in Boston, Lowell and Manchester, NH. All positions also require a valid driver's license and proof of insurance.

**Position:** ESOL Instructor  
**Status:** Full/Part-Time  
**Reports to:**  
**Primary Office:** Location

**Duties and Responsibilities:**

- Plan a course of instruction appropriate to assigned class level and prepare all classroom materials and keep copies of materials and lesson plans.
- Contribute to the on-going curriculum development process including reviewing materials and making regular contributions of lesson plans, handouts and text suggestions.
- Evaluate and document student progress and make placement recommendations.
- Refer student and classroom issues/needs to Director in a timely manner. Ensure that events and opportunities are communicated to students via a regularly scheduled announcement time in class and administer/distribute all surveys and questionnaires within the time limit given.
- Coordinate ESOL and ESOL Literacy course of instruction with other program components specifically job readiness and provide guidance to class/lab volunteers and interns.
- Maintain records and reports, as required including documentation of student progress, monthly reports, timesheets, etc.
- Attend regularly scheduled program meetings, planning sessions and periodic professional training.
- Assist with administering and scoring evaluations
- All other duties assigned by supervisor/manager

**Qualifications:**

- Bachelor's Degree in related field required; related MA preferred
- Ability to model accurate American English pronunciation and grammar required
- At least one year of adult ESOL teaching experience preferably with immigrant populations; experience with non-literate learners is helpful
- Outstanding communication skills including written, verbal, and presentation skills
- Demonstrated organizational and logistical experience
- Excellent computer skills including Microsoft Word and Excel required
- Bilingual/bicultural candidates are encouraged to apply

**Physical Demands:**

- Use of manual dexterity, tactile, visual, and audio acuity.

- Use of repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands.
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying.

*The International Institute is an Equal Opportunity Employer.*

**Job Description Acknowledgement:**

I understand that I am expected to fulfill the functions and responsibilities of this job description in accordance with the performance requirements stated in the description. I also understand that this job description may be added to, amended or rescinded by the International Institute of New England at any time. Additionally, I understand that this job description is provided for informational purposes and is neither an implicit or explicit agreement of employment or continuing employment.

I understand that after I have read and signed this statement, it will be placed in my personnel file.

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Employee Signature

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Date

## **Laura B. Harwood**

### **Greatest Strengths:**

Organized, patient and persistent. Responsible for the maintenance of special education files, communication with parents, staff and administrators, as well as the supervision of paraprofessionals and supervisory mentor. Have extensive experience in testing and evaluation, instruction of students in large and small groups, as case manager and the preparation of Individual Educational Plans. I have a positive approach to behavioral and classroom management and have great rapport with children. Extensive knowledge of special education law and the operation of public schools.

### **Education:**

Bachelor of Science; Family and Consumer Studies, Lehman College, Bronx, New York.  
Master of Education: Vocational Home Economics; Pennsylvania State University, University Park, Pennsylvania.  
Certification Special Education (Learning Disabled Child), University of South Florida, Ft. Myers, Florida.  
Certification Emotional Handicapped, Keene State College, Keene New Hampshire.  
Certification Paralegal, New Hampshire Technical Institute, Concord, New Hampshire.

### **Employment:**

**ESL Teacher (Parttime) International Institute of New Hampshire, Manchester, NH**

**Special Education Teacher**; Rochester Public Schools, Rochester, New Hampshire.  
Case Manager, Classroom/Resource Room Teacher, Supervisor of Paraprofessionals, Preparation of Individual Educational Plans, Development of Curriculum and Behavioral Management, Design and Implementation of School Student Council and School Store.

**Private Tutor**; Club Z Tutoring Service, Manchester, New Hampshire.

**Adjunct Instructor**; Granite State College, Rochester, New Hampshire.

**Adjunct Instructor**; New Hampshire Community College, Manchester and Stratham, New Hampshire.

**Adjunct Instructor**; Southern New Hampshire University, Laconia, New Hampshire.

**Adult Education Teacher**; English as a Second Language, Claremont, New Hampshire

### **Continuing Education**

Attend workshops in all certified areas.

**Certification**

Certified New Hampshire HQT- General Special Education, Emotional Handicapped, and Family and Consumer Studies, Expiration June 30, 2015.

Completed all coursework for ESOL certification. I am certifiable in Alt.4 and Alt.5 certification

**Community**

Concord Citizens' Police Academy  
NAMI

**Nominations/Awards**

Honors English Classes-High School

Special Education Elementary Teacher Employee of the Month -February, 2013

**Other**

Student Council Advisor

# Irina Lopukhina von Becker

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## Summary of Qualifications:

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- ◆ Decisive, energetic, multi-tasking counselor/teacher with expertise in developing and implementing programs, curriculum, lessons, and achieving desired results
- ◆ 6 years of successful case management of approximately 110 clients with a consistent record of meeting the NHEP (New Hampshire Employment Program) 50% participation rate requirement and exceeding into the mid. 60%
- ◆ 17 years of professional experience in teaching, interpreting, tutoring and career/job counseling with diverse students and clients (10-65 years old)
- ◆ Excellent research and analytical skills using program data and supported by knowledge of computer applications; promoted problem solving within the teams using available resources
- ◆ Solid understanding of TANF and WIA regulations and policy (federal and state), and knowledge of local CAP programs
- ◆ Knowledgeable in age and behavioral psychology, familiarity with CLAS standards
- ◆ Awareness of and compassion for diverse body of clients, promotes a culture of proactive improvement, innovation, creativity and learning
- ◆ Articulate presenter with strong written, verbal and interpersonal skills
- ◆ Multilingual (English, Russian, Ukrainian, German)

## Professional Experience:

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### Employment Counseling

- 2008 - 2014                    **State of NH DHHS NHEP /Southern NH Services, Manchester, NH**  
*Employment Counselor Specialist*
- 2007 - 2008                    **Workforce Investment Act/ Southern NH Services, Manchester, NH**  
*Employment Counselor*

- Conducted intakes, orientations, applications, interviews, eligibility determination and ongoing case management services for diverse population of Refugees, TANF, Dislocated and Food stamp customers
- Assessed and evaluated individuals' skills, aptitudes, work experience, education, personality traits, cultural factors, language barriers, and degree of physical, social and emotional limitations
- Collected, analyzed and reported data on the performance of clients assigned to different program activities; created reports as required
- Evaluated, integrated and applied changing policies and procedures of NHEP and WIA to maximize services to participants; monitored programs and policies to meet the healthcare and human service needs of disadvantaged and refugee population
- Administered, interpreted and scored standardized tests of NHEP and WIA participants to determine their abilities and skills
- Developed and maintained relationships with employers, training vendors, local resettlement agencies, service providers, educational institutions and community organizations, officials to coordinate services to customers. Advocated for the development of services to address the needs of disadvantaged clients
- Entered and maintained accurate and up-to-date data on all participants and program services using New Heights, Bridges, Eteams (the computerized data management system), tracking individual progress and compliance with the state and federal regulations and requirements

## Professional Experience (continued):

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### Teaching

2013 – Present      **ESOL Instructor**, International Institute of NH, Manchester, NH  
1994 - 2010      **Private Tutor**, Ukraine/USA  
2003 - 2007      **Substitute Teacher**, Manchester School District, Manchester, NH  
1996 - 2002      **Instructor**, Zaporizhzhya State University, Zaporizhzhya, Ukraine  
1996 - 2002      **Teacher**, Zaporizhzhya Lyceum # 15, Zaporizhzhya, Ukraine

- Coordinated and presented training seminars to more than 100 university students and high-school teachers
- Created and delivered courses in languages, social studies and history to university and high-school students
- Performed research projects on Literature, History, Political Science, job/career counseling and orientation
- Taught and tutored individuals in ESOL, English, Russian, Theory and Practice of Translation, History and Literature

### Interpreting

1992 - Present      **Interpreter/Translator**, Zaporizhzhya, Kiev, Ukraine / Manchester, NH

- Provided Russian/Ukrainian/English interpreting and translation services in business, healthcare and social service settings
- Collaborated with international development organizations
- Networked and built relationships with key contacts of organizations and companies
- Conducted interviews with potential interpreters and volunteers

### Education

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Zaporizhzhya State University      Ukraine  
*Bachelor of Education- English Language and Literature (Summa Cum Laude)*

Zaporizhzhya State University      Ukraine  
*Bachelor of Education- History and Social Studies (Summa Cum Laude)*

### Certificates:

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- Motivational Interviewing Training 2013
- Teaching Civics and Citizenship to Immigrants 2012
- Families and Addiction 2011
- Enhancing Motivation for Change 2008
- Assertiveness - Skills for Managers and Supervisors 2007
- How to Handle Conflict and Confrontation 2007
- Business Grammar for Busy Professionals 2007
- State of New Hampshire Experienced Educator Certificate in History and Social Studies 2006

# Amadou Hamady

## EDUCATION

### **Master of Social Work (MSW)**

University of New Hampshire, Durham

### **Bachelor Degree (BS) in Business Administration**

Faculty of Science and Economic, Nouakchott- Mauritania

### **Fluent in French, Arabic, Fulani and Wolof**

## Qualifications

### Staff and Organizational Management

- Manage and oversee all resettlement services.
- Ensure that all clients receive high quality services in compliance with all contracts.
- Supervise staff members and interns and conduct annual performance evaluations.
- Lead weekly staff and disposition meetings.
- Provide appropriate training, coaching, professional development, and supervision for all staff and interns.
- Review work flow of staff and makes organizational changes as appropriate to maintain quality services to new refugees.

### Program Management

- Ensure case files and time sheets are maintained and adhere to all contract requirements in a timely fashion.
- Conduct regular case file reviews.
- Submit quarterly, semi-annual, and annual reports for grants.
- Ensure accountability at all levels of the program.

### Financial Management

- Oversee the implementation, management and tracking for all refugee expenditures.  
With refugee team, track monthly R&P and Matching Grant direct assistance.
- Track and ensure sufficient cash and in-kind match donations.
- Conduct monthly financial reconciliation.

### Other Skills

- Day to day social service operations, encompassing skills and responsibilities for supporting a broad scope of cultural and educational programs, including information to health care providers, schools, after school programs, colleges/universities as it relates to serving refugee/immigrant students and their families in Manchester, NH.
- Experience with coordinating language interpretation services, in addition to making referrals and appointment related to accessing schools and other social services programs
- Provide support and information on college/university admissions and referral services to prospective minority student applicants to colleges
- Organize and coordinate field trips for newcomer students to local college fairs and conventions

- Collaborating with ELL teachers, guidance counselors, nurses, school psychologists and other school administrators on social, emotional and academic well-being of minority students
- Effective organizational, interpersonal and communication skills, strong leadership abilities and motivational management skills, successful project coordinator; collaborative project management; familiarity with Windows 95/98/XP/Vista, MS-Word, Excel, PowerPoint, outlook and Data Entry.

## **Employment History**

### **International Institute of New England Manchester, NH**

**2010 – Present**

Director

August 21 - Present

Refugee School Impact Program Coordinator

October 2010-August 2013

- Provide social, emotional, psychological, adjustment, cultural and academic services to more than 300 refugee/immigrant students (K1-12) and their families
- Run an after school program that provides services such as homework help, literacy skills, college access workshops, Art, parent empowerment, and leadership skills to refugee/immigrant students (k1-12) and their families
- Serve as parent liaison between schools, community agency providers and refugee/immigrant families

### **Saint Anselm College, Manchester, NH, 2010 – May 2013**

Part-time Program Coordinator for the Humanities after -School Program

- Coordinate the Humanities After School Program where St. Anselm college students work with Manchester School District's high school students on portraits of human greatness from countries that send refugees/immigrants in the U.S
- Recruit yearly 40 high school students from Manchester's Public High Schools to participate in the Humanities program at St. Anselm college

### **Manchester School District, Webster Elementary School**

September – Mars, 2010: Paraprofessional

- Implement Individual Education Plan
- Supported teachers and special needs students, trained new staff
- Determined and managed classroom coverage of Special Education staff

### **MSW Intern, 2009-2010**

Beech St Elementary School (Title 1 program), and Hillside Middle School, Manchester, NH

- Provided case management to students and families through school interactions and home visits
- Facilitated support groups of Immigrant and Refugee kids of grade 1 to from grade 3
- Provided counseling to immigrant and refugee school kids Africa and Central Asia.
- Participated in the volunteering training program to enhance parental participation in the on-going school volunteer program
- Coordinated services between students/families and other health care providers.
- Worked as a Student Assistance program (SAP) counselor and worked with 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade children of diverse socio-economic, cultural and ethnic background.
- Facilitated two support groups of refugee and immigrant kids on issues such as, Self-esteem, Social Skills, Cultural transition, Grief/loss, Substance Abuse Education/Prevention, Communication, Family issues, Immigration related stresses.
- Provided information, referrals and support to promote healthy coping alternatives

### **MSW Intern, 2008-2009**

Frannie Peabody Center, Portland, Maine

- Performed comprehensive diagnosis for clients, including intakes, bio-psychosocial assessment, and annual client assessments
- Provided case management services to a caseload of 10 clients, including referrals, transportation, housing, coordination of care, advocacy, and helped clients meet their medical, psychological, legal, and physical needs.
- Worked with the support services and outreach teams to help clients combat the isolation and stigma of HIV/AIDS, help increase awareness, prevention of HIV/AIDS among African immigrants living in Portland
- Worked with therapists, physicians, and other health care providers on clients' diagnosis, evaluation, treatment, and continuity of care.
- Provided adherence and counseling to HIV/AIDS clients

### **MSW intern, 2006- 2007**

Lutheran Social Services of Northern New England, Concord, NH

- Provided services to newly immigrant and refugee families on legal services, transportation, housing, medical appointments, and follow-ups services.
- Assisted refugee families in their transition to their new lives in America, job trainings, referrals to English Language Learning Centers
- Provided interpreters, and life skill trainings.
- Made home visits to newly settled refugees

### **Research Experience/Professional Development**

#### **University of New Hampshire, Durham, NH**

- Exploring Gender and race difference in quality of life of forty HIV positive clients at Frannie Peabody Center, using the Medical Outcomes HIV (MOS-HIV) instrument of measure.
- Worked as a graduate assistant with Professor's Susan Lord and Patrick Shannon in the Department Social Work at the University of New Hampshire, respectively on Non-responsiveness of mailed surveys among professional social workers, and Child Welfare and Developmental disabilities.

#### **Carsey Institute, University of New Hampshire, May 31-June 11, 2010**

Successfully completed a training in Micro-finance, Sustainable Micro-enterprise and Development Programs

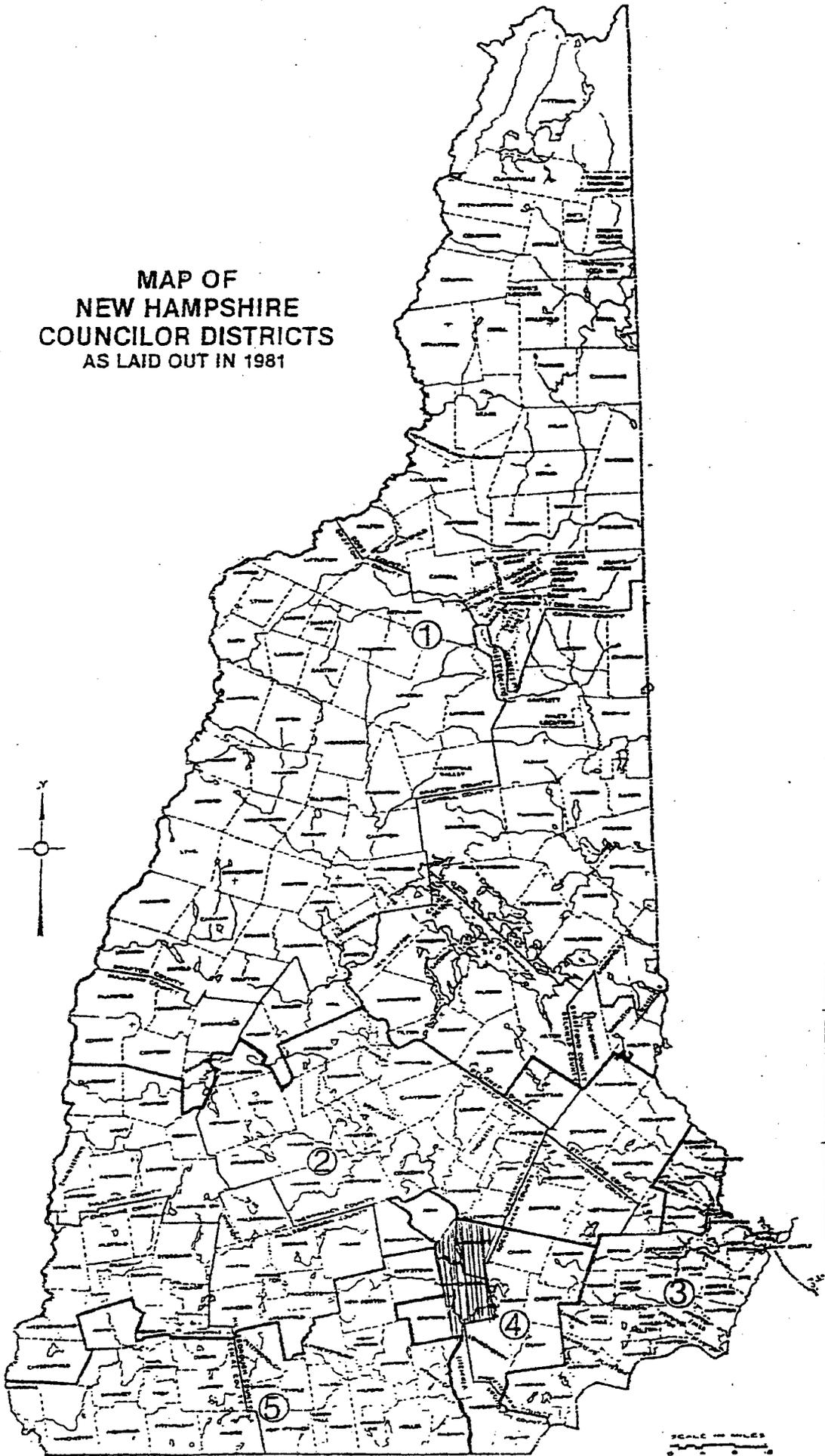
#### **Strafford County Jail, Dover, NH and Concord State prison, Concord, NH**

- Volunteer at the Strafford County Correctional Jail in Dover and at Concord State prison, working with minority inmates in many areas, including counseling, visiting inmates in Community Hospitals, Mental Health Units, Behavioral Adjustment Units, and other restricted units.

#### **Awards:**

- **Saint Anselm College 2011 pioneer in Service Award**, in recognition of outstanding efforts made to link refugee youth to Humanities and community.
- **2013 Campus Compact University President's Community Partner Award** from the University of NH and the NH Southern University-
- USCRI Certified MG and R&P 2014

MAP OF  
NEW HAMPSHIRE  
COUNCILOR DISTRICTS  
AS LAID OUT IN 1981



**CERTIFICATE OF AUTHORITY**  
*(For Corporations Only)*

May 28, 2014  
(Current Date)

At a meeting duly called and held in accordance with the by-laws of the INTERNATIONAL INSTITUTE OF BOSTON, INC. on the 28 day of May 2014 , at which it was VOTED, that CAROLYN BENEDICT-DREW, the PRESIDENT and CEO of this corporation, is hereby authorized and empowered to make, enter into, sign, seal and deliver on behalf of this corporation a contract for Adult Basic Education – Projects in Adult Education with NEW HAMPSHIRE DEPARTMENT OF EDUCATION, STATE BUREAU OF ADULT EDUCATION.

I do hereby certify that the above is a true and correct copy of the record, that said vote has not been amended or repealed and is in full force and effect as of this date, and that Carolyn Benedict-Drew is the duly elected President and CEO of this corporation.

Attest:  
(Affix Corporate Seal Here)

  
\_\_\_\_\_  
(Clerk) (Secretary) of the Corporation  
TEA PEARSON

**CERTIFICATE OF LIABILITY INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

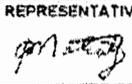
<b>PRODUCER</b> Willis of Massachusetts, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 1-877-945-7378 E-MAIL ADDRESS: certificates@willis.com	FAX (A/C, No): 1-888-467-2378
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> International Institute of Boston, Inc. 1 Milk Street Boston, MA 02109	<b>INSURER A:</b> Philadelphia Indemnity Insurance Company      NAIC # 19058	
	<b>INSURER B:</b> Tokio Marine Specialty Insurance Company      23850	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** WJ61296      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>		PNPK1170391	05/05/2014	05/05/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 20,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LOG					GENERAL AGGREGATE \$ 3,000,000
	<b>AUTOMOBILE LIABILITY</b>					PRODUCTS - COMPOP AGG \$ 3,000,000
	ANY AUTO					\$
	ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				COMBINED SINGLE LIMIT (EA accident) \$
	HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per person) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR	PIND458241	05/05/2014	05/05/2015	BODILY INJURY (Per accident) \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				PROPERTY DAMAGE (Per accident) \$
	DED <input checked="" type="checkbox"/> RETENTION \$10,000					\$
	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b>					EACH OCCURRENCE \$ 5,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A				AGGREGATE \$ 5,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					\$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101. Additional Remarks Schedule, if more space is required)**  
 Named Insured includes International Institute of New Hampshire, Inc. and International Institute of Lowell, Inc.

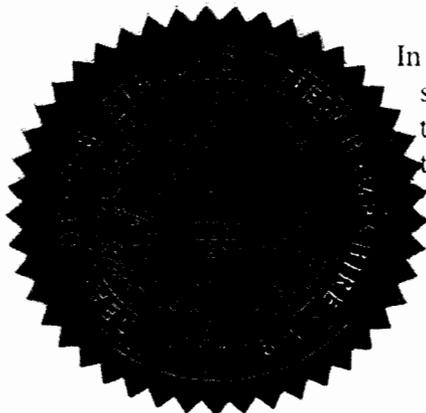
<b>CERTIFICATE HOLDER</b>  NH Department of Education State Bureau of Adult Education 21 South Fruit Street, Suite #20 Concord, NH 03301	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  



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 INTERNATIONAL INSTITUTE OF BOSTON, INC., a(n) Massachusetts nonprofit corporation, registered to do business in New Hampshire on May 4, 2011. I further certify that it is in good standing as far as this office is concerned, having 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 29<sup>th</sup> day of May, A.D. 2014

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

William M. Gardner  
Secretary of State