

893
176



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

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

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

May 14, 2013

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

*60% General Funds
40% Federal Funds*

REQUESTED ACTION

Authorize the Department of Education to grant funds to the Fuller Public Library, Hillsboro, NH (vendor code 177407) not to exceed \$55,581.84 upon Governor and Council approval for the period effective from July 1, 2013 through June 30, 2014 and authorize unencumbered payment of said grant with internal accounting control within the Department of Education. The funds granted by this action will provide training for volunteers to work one-on-one with undereducated adults in Hillsborough County. Also provide counseling services for ABE students, advanced ESOL students, and graduates transitioning to community colleges, 4-year colleges and universities. Pending legislative approval of the next biennium budget funding for this request is available as follows:

	<u>Amount</u>	Federal Funds (40%) Account No. <u>06-56-56-7004-072-0575</u>	General Funds (60%) Account No. <u>06-56-56-7004-601-0931</u>
<u>Fuller Public Library</u>			
<u>Hillsboro, NH</u>			
Adult Learner Services	\$51,705.84	\$20,682.34	\$31,023.50
Adult Ed/Postsecondary Transitions	<u>\$ 3,876.00</u>	<u>\$ 1,550.40</u>	<u>\$ 2,325.60</u>
	\$55,581.84	\$22,232.74	\$33,349.10

EXPLANATION

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

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

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council
Page two
May 14, 2013

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

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

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

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

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

Respectfully submitted,


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

VMB/AE:jc

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

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

FROM: Project LIFT Adult Learner Services
Fuller Public Library
PO Box 43, Hillsboro, NH 03244
TO: Art Ellison
NH Department of Education
Bureau of Adult Education
21 South Fruit Street, Suite #20
Concord, New Hampshire 03301

SAU/RA: 896

Proposed Project Title: Project LIFT - Adult Learner Services Project Period: 7/1/2013 to: 6/30/2014

The following information is required for all projects

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

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

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

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

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

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

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

APPROVED INDIRECT COST RATE: _____ %

Tamara h. McClure Library Director
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
Tamara S. McClure
SIGNATURE of SAU SUPERINTENDENT OF SCHOOLS
5-9-13
DATE
Library Director
of RA/GHIEF-FINANCIAL OFFICER
of RA/GHIEF-FINANCIAL OFFICER

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

OBM FORM 1
9/2005

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Fuller Public Library LIFT ALS

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

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

SAURA: 896

Proposed Project Title: College Transition Services

Project Period: 7/1/2013 to: 6/30/2014

The following information is required for all projects

PROJECT MANAGER: NAME: Judith E. Fournier
ADDRESS: PO Box 43, Hillsboro, NH 03244
E-MAIL ADDRESS: hillsboroadulted@hotmail.com

TITLE: Administrator/Coordinator
TELEPHONE: 603-464-5285
FAX: 603-464-4740

FINANCIAL CONTACT: NAME: Tamara McClure
E-MAIL ADDRESS: director@fullerlibrary.info

TELEPHONE: 603-464-3595
FAX: 603-464-4572

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

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 - b. Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
2. Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
3. Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
4. 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.
5. 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:

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

APPROVED INDIRECT COST RATE: _____ %

Tamara L. McClure, Director
PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS

Tamara L. McClure
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS

5-9-13
DATE

Library Director

ADULT BASIC EDUCATION GRANT

Needs Assessment

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

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

Program Narrative/Program Design:

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

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

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

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

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

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

- **Robert Woolner, chair 464-3826**
- **Patricia Mathison 464-5029**
- **Phil Daley 464-5239**
- **Michelle Matheson 547-9570**
- **Benjamin Ainslie 762-3795**

Directors Serve without Compensation

PROJECT LIFT
FULLER PUBLIC LIBRARY
PO BOX 43
HILLSBORO NH 03244

SCHOOL YEAR 2013-2014

Concord

Itemization of Anticipated Expenditures for Adult Basic Education

PERSONNEL SERVICES

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

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

Administrative ALS Coordinator - Judith E. Fournier

Base salary (30,500.00) Longevity (2,500.00)

COLA Town of Hills = \$34,374.00

Total **\$ 34,374.00**

Teachers

- 1) **@ \$18.54 x 5 hrs./wk x 26 wks = \$2,410.20** Patricia Welch Bush
1) **@ \$15.45 x 5 hrs/wk x 26 wks = \$2,008.50** Constance M. Oehlert

Total **\$ 4,418.70**

Teacher Aides

Total \$ _____

Guidance and Counseling

Total \$ _____

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

Total \$ _____

Total for All Personnel Services **\$ 38,792.70**

PROJECT LIFT
FULLER PUBLIC LIBRARY
PO BOX 43
HILLSBORO NH 03244

SCHOOL YEAR 2013-2014

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

PERSONNEL SERVICES

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

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

Administrative

Total \$ _____

Teachers

2-Teachers @ \$18.00/hr. x 5 hr/wk x 26 wks. \$3,744.00

Patricia Welch Bush
Constance M. Oehlert

Total **\$ 3,744.00**

Teacher Aides

Total \$ _____

Guidance and Counseling

Total \$ _____

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

Total \$ _____

Total for All Personnel Services **\$ 3,744.00**

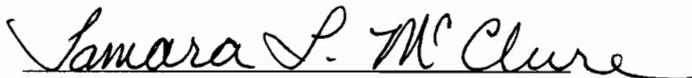
Fuller Public Library
29 School Street, P.O. Box 43, Hillsborough, NH 03244
(603) 464-3595

CERTIFICATE OF AUTHORITY

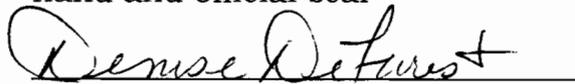
I, Tamara L. McClure, hereby certify that my position as director for Fuller Library and Project LIFT Adult Learner Services, 29 School Street, Hillsborough, NH 03244 is a true and valid statement. I certify that Fuller Library serves as fiscal agent for Project LIFT. All operations are examined by a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

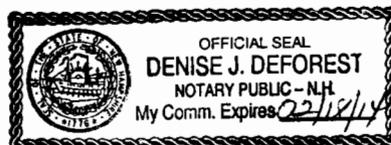
I testify that Fuller Library adheres to all assurances rules and regulations required by the State of New Hampshire, Bureau of Adult Education, 21 S. Fruit Street, Concord, NH 03301.

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


Tamara L. McClure

On 5/9/2013 before the undersigned officer, personally appeared the person identified in the foregoing certificate, known to me (satisfactorily proven) to be the Director of Fuller Public Library and Project LIFT, Adult Learner Services of 29 School Street, Hillsborough, NH 03244. I acknowledge and identify the assigned as who they state to be in order to execute the foregoing certificate. In witness whereof I hereunto set my hand and official seal


Notary Public



Judith E. Fournier M.S., CFLE, CPS

RESUME

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

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

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

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

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

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

Certified Prevention Specialist-State of New Hampshire July 2010

NH Prevention Certification Board of Directors, Manchester, NH.
Participate in all roles and responsibilities of maintaining credibility
and certification process of prevention specialist certification.
Currently serving as board secretary. March 2010-Present

**Human Services
Experience/
Trainings**

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

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

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

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

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

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

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

(References Supplied Upon Request)
04/07/2013

Patricia Welch Bush

PROFESSIONAL EXPERIENCE

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

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

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

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

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

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

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

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

- Responsible for all aspects of managing a small business.

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

*Quality Assurance Analyst (1991 – 1994)

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

*Quality Assurance Specialist (1989 – 1991)

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

*Administrative Assistant (1988 – 1989)

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

** EDUCATION & TRAINING **

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

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

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

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

Constance M. Oehlert

Experience

- Project Lift – Hillsboro Adult Education, Hillsboro, New Hampshire
Volunteer August 2011 to February 2012
Part Time February 2012 to Present
Teacher Assistant
- The Scott Farrar Home, Peterborough, New Hampshire
Full Time November 2007 to February 2010
Cook and Events Manager
Gardener
Activities Volunteer
- Collins Flowers, Nashua, New Hampshire
Full Time December 2003 to February 2005
Floral Design
Retail Sales
- Buyindies.com (out of business)
Part Time 1999 to 2003
Web Content Management
Database Programming

Education

- Granite State College, Concord New Hampshire
B.S. Applied Studies 2011 Major/Concentration: Education and Training
- New Hampshire Community College, Nashua New Hampshire
A.S. General Studies
- University of Massachusetts, Amherst Massachusetts
A.S Landscape Contracting

Other

- Volunteer Experience at The Adult Learning Center in Nashua tutoring ESOL
- Vendor at the Jaffrey Farmer's Market selling plants and flowers from my own garden
- Certified 'ServSafe Food Protection Manager' by the Restaurant Association Educational Program.

CERTIFICATE OF COVERAGE

This certificate evidences the limits of liability in effect at the inception of the Member Agreement(s) described below. This certificate is issued as a matter of information only and confers no rights on the certificate holder and does not amend, extend or alter the coverage afforded by the Member Agreement(s); except to the extent provided in the additional covered party box or loss payee box below, if checked.

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

Participating Member: Town of Hillsborough Member Number: 254-040197 - 14		Company Affording Coverage (the "Company"): Local Government Center Property-Liability Trust, LLC P.O. Box 617, Concord, NH 03302-0617	
Coverage (Occurrence basis only):	Effective Date (mm/dd/yy)	Expiration Date (mm/dd/yy)	Limits (subject to applicable NH statutory limits)
<input checked="" type="checkbox"/> General Liability (Member Agreement Section III.A)	7/1/2013	6/30/2014	Each Occurrence \$ 5,000,000
			General Aggregate \$
			Personal & Adv Injury \$
			Med Exp (any one person) \$
			Products -Comp/Op Agg \$
<input checked="" type="checkbox"/> Automobile Liability (Member Agreement Section III.A) <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Other _____	7/1/2013	6/30/2014	Each Occurrence \$ 5,000,000
			Bodily Injury (per person) \$
			Bodily Injury (per accident) \$
			Property Damage (per accident) \$
			Excess Liability
			Aggregate \$ N/A
<input checked="" type="checkbox"/> Property (All Risk including Theft) (Member Agreement Section I) Deductible: \$1,000	7/1/2013	6/30/2014	\$Per scheduled limits and Member Agreement
<input checked="" type="checkbox"/> Workers' Compensation (Coverage A) Employers' Liability (Coverage B)	7/1/2013	6/30/2014	Coverage A: Statutory
			Cov. B: Each Accident \$ 2,000,000
			Disease - Each Employee \$ 2,000,000
			Disease - Policy Limit \$ 2,000,000
Description: Proof of Coverage			

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

	<input type="checkbox"/> Additional Covered Party	<input type="checkbox"/> Loss Payee, as his, her or its interests appear
<i>Coverage for the Additional Covered Party is limited to "bodily injury" or "property damage" caused by, and only to the extent of, the sole negligence of the "Member," and no protection is available for the negligence of others, including the Additional Covered Party and its directors, officers, employees or agents. Available limits of coverage are shared between the "Member" and the Additional Covered Party.*</i>		
Certificate Holder: State of New Hampshire Department of Education Adult Education 21 South Fruit Street, Suite 20 Concord NH 03301	Companies By: <u>Debra A Lewis</u> Authorized Representative Date Issued: _____ 5/9/2013	Please direct inquiries to: Debra A. Lewis 603.224.7447 x3332

*Terms in quotes are defined in the Member Agreement.

MAP OF
NEW HAMPSHIRE
COUNCILOR DISTRICTS
AS LAID OUT IN 1981

