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

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 Second Start, Concord, NH (Vendor Code 177224) to provide basic adult education/English as a Second Language (ESL) and high school equivalency test preparation services on their premises at 17 Knight Street in Concord, NH but will also be available at the Merrimack County House of Corrections and in students' homes for the period effective July 1, 2015 through June 30, 2016 in an amount not to exceed \$686,861.00. **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	\$240,401.35
06-56-56-566010-70040000-601-500931	State Fund Match	\$446,459.65

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. Two hundred sixty-five adults will be served by the program.

The Staff Development Project is responsible for providing staff training for two hundred fifty staff employed in adult basic education, adult high school, outreach, and Adult Learner Services Programs throughout the state.

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The Staff Development Project is responsible for providing staff training for two hundred fifty staff employed in adult basic education, adult high school, outreach, and Adult Learner Services Programs throughout the state.

The Adult Learner Services Program will provide training for volunteers to work one-on-one with ninety undereducated adults. Coordinators of these programs are responsible for recruiting students and tutors, training tutors, and providing instructional guidance.

Services at Second Start will be provided on their premises at 17 Knight Street in Concord, but will also be available at the Merrimack County House of Corrections, and in students' homes. Students receiving services will be from the City of Concord and twenty-eight surrounding communities.

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. Second Start 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 Second Start.

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

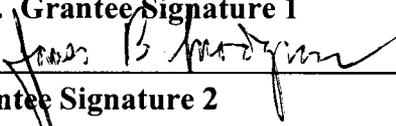
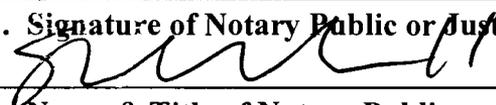
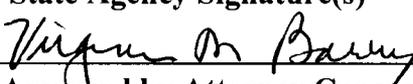
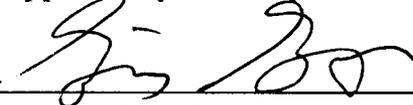
Dover School District
Exeter Region Cooperative School District
Fuller Public Library/Hillsboro
Governor Wentworth Regional School District
Keene School District
Laconia School District
Lebanon School District
Littleton School District
Nashua Adult Learning Center
North Country Education Services
Second 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 Second Start Town/City of (VC#)		1.4. Grantee Address 17 Knight Street, Concord, NH 03301	
1.5. Effective Date G&C Approval	1.6. Completion Date June 30, 2016	1.7. Audit Date N/A	1.8. Grant Limitation \$686,861.00
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 James B. Snodgrass, 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 <i>Merrimack</i> , on <i>5/15/15</i> , 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) 		SARAH HUNEWILL, Notary Public My Commission Expires October 3, 2017	
1.13.2. Name & Title of Notary Public or Justice of the Peace <i>Sarah Hunewill, Administrative Assistant</i>			
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: <i>8/10/15</i>	
1.17. Approval by Governor and Council			
By:		On: <i>/ /</i>	

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").

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.

4. EFFECTIVE DATE: COMPLETION OF PROJECT.

4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later (hereinafter referred to as "the effective date").

4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").

5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.

5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.

5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.

5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.

5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.

5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.

6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.

7. RECORDS and ACCOUNTS.

7.1. Between the Effective Date and the date three (3) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.

8. PERSONNEL.

8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.

9. DATA: RETENTION OF DATA: ACCESS.

9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,

computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.

9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

11. EVENT OF DEFAULT: REMEDIES.

11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

11.1.1 Failure to perform the Project satisfactorily or on schedule; or

11.1.2 Failure to submit any report required hereunder; or

11.1.3 Failure to maintain, or permit access to, the records required hereunder; or

11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.

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

11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and

11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and

11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and

11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

12. TERMINATION.

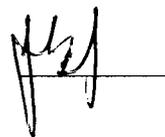
12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.

12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.

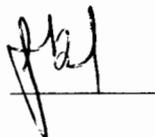
12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.

13. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or



- 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 intent 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.

Grantee Initials
Page 3 of 3



Date

5/15/15

EXHIBIT A

The Services

Second Start in Concord 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. Two hundred sixty-five adults will be served by the program.

Project No. 2

The Staff Development Project is responsible for providing staff training for two hundred fifty staff employed in adult basic education, adult high school, outreach and adult learner services programs throughout the state.

Project No. 3

The Adult Learner Services Program will provide training for volunteers to work one-on-one with ninety undereducated adults. Coordinators of these programs are responsible for recruiting students and tutors, training tutors and providing instructional guidance.

Services at Second Start will be provided from their building at 17 Knight Street in Concord, but will also be available at the Merrimack County House of Corrections and in students' homes. Students receiving services will be from the City of Concord and twenty-eight surrounding communities.

Grantee Initials

Date


5/15/15

EXHIBIT B

Estimated Budget: Limitation on Price: Payment

Estimated Budget: Project No. 1

Estimated Budget: Project No. 2

	FY 2016			FY2016
Salaries	\$178,097.00		Salaries	\$ 32,245.00
Health Insurance	18,061.00		Health Insurance	4,713.00
Social Security	13,624.00		Social Security	2,467.00
Unemployment	1,535.00		Unemployment	171.00
Workers Comp.	2,850.00		Workers Comp.	317.00
Professional Services	7,348.00		Presenters	115,370.00
Building	17,421.00		Building	5,790.00
Repair/Maintenance	1,311.00		Repair/Maintenance	874.00
Liability Insurance	979.00		Liability Insurance	527.00
Telephone	315.00		Telephone	273.00
Postage	375.00		Postage	375.00
Advertising	3,150.00		Travel	500.00
Supplies	2,400.00		Conferences	90,000.00
Instructional Materials	4,500.00		Consumables	2,400.00
Depreciation	10,106.00		Depreciation	5,442.00
Misc. Expenditures	250.00		Indirect Cost	26,146.00
Indirect Cost	26,232.00			
TOTAL	\$288,554.00		TOTAL	\$287,610.00

Estimated Budget: Project No. 3

	FY2016
Salaries	\$ 62,660.00
Health Insurance	11,380.00
Social Security	4,793.00
Unemployment	408.00
Workers Comp.	725.00
Professional Services	655.00
Building	6,217.00
Repair/Maintenance	713.00
Liability Insurance	1,507.00
Telephone	252.00
Postage	750.00
Advertising	1,350.00
Supplies	1,800.00
Instructional Materials	1,800.00
Depreciation	5,624.00
Indirect Cost	10,063.00
TOTAL	\$110,697.00

Limitation of Price:

This agreement will not exceed \$686,861.00.

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 5/15/15
 Date 5/15/15

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.

[Handwritten signature] 7/28/2015

Grantee Initials

Date

[Handwritten initials]
[Handwritten date] 5/13/15

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

TYPE OF CHANGE
xxxxxx
BUDGET
FUND AUTH
FISCAL AGENT
OTHER

FROM: Second Start
17 Knight St
Concord NH 03301

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

SAURA: 519 Proposed Project Title: ABE Program at Second Start Project Period: 7/1/2015 to: 6/30/2016

The following information is required for all projects

PROJECT MANAGER: NAME: James B Snodgrass TITLE: Executive Director
ADDRESS: 17 Knight St Concord NH 03301 TELEPHONE: 603-228-1341 Ext 4216
E-MAIL ADDRESS: jsnodgrass@second-start.org FAX: 603-228-3852

FINANCIAL CONTACT: NAME: Dot Fournier TELEPHONE: 603-228-1341 Ext 4214
E-MAIL ADDRESS: dfournier@second-start.org FAX: 603-228-3852

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:
SECOND START
17 KNIGHT ST
CONCORD NH

APPROVED INDIRECT COST RATE: _____ 10 %

JAMES B. SNODGRASS EXECUTIVE DIRECTOR
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RACHIEF FINANCIAL OFFICER
James B. Snodgrass
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RACHIEF FINANCIAL OFFICER
August 15, 2015
DATE

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #
CHANGE #
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: Second Start
17 Knight St
Concord NH 03301

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

SAU/RA: 519

Proposed Project Title: Statewide Staff Development

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

The following information is required for all projects

PROJECT MANAGER:

NAME: James B Snodgrass
ADDRESS: 17 Knight St Concord NH 03301
E-MAIL ADDRESS: jsnodgrass@second-start.org

TITLE: Executive Director
TELEPHONE: 603-228-1341 Ext 4216
FAX: 603-228-3852

FINANCIAL CONTACT:

NAME: Dot Fournier
E-MAIL ADDRESS: dfournier@second-start.org

TELEPHONE: 603-228-1341 Ext 4214
FAX: 603-228-3852

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FISCAL AGENT - MAKE CHECKS PAYABLE TO:

SECOND START
17 KNIGHT ST
CONCORD NH

APPROVED INDIRECT COST RATE: 10 %

JAMES B. SNOODGRASS EXECUTIVE DIRECTOR
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RACCHIEF FINANCIAL OFFICER
James B. Snodgrass
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RACCHIEF FINANCIAL OFFICER
May 15, 2015
DATE

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: Second Start
17 Knight St
Concord NH 03301
TO: Bureau of Adult Ed
NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

SAURA: 519

Proposed Project Title: Adult Learner Services at Second Start Project Period: 7/1/2015 to: 6/30/2016

The following information is required for all projects

PROJECT MANAGER: NAME: James B Snodgrass TITLE: Executive Director
ADDRESS: 17 Knight St Concord NH 03301 TELEPHONE: 603-228-1341 Ext 4216
E-MAIL ADDRESS: jsnodgrass@second-start.org FAX: 603-228-3852

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FISCAL AGENT - MAKE CHECKS PAYABLE TO:

APPROVED INDIRECT COST RATE: 10 %

SECOND START
17 KNIGHT ST
CONCORD NH

JAMES B. SNODGRASS EXECUTIVE DIRECTOR
PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS

or SAU CHIEF FINANCIAL OFFICER

[Signature]
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS

or SAU CHIEF FINANCIAL OFFICER

Aug 15, 2015
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 SECOND START is a New Hampshire nonprofit corporation formed September 3, 1971. 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 1st day of April A.D. 2015

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

Certificate of Authority

I, George Pangakis, Clerk/Secretary of Second Start 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) (are) true and complete cop(y)(ies) of the resolution(s) adopted by the board of directors of the corporation at a meeting of that board on May 15, 2015, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation:

That: Second Start will enter into a contract with the NH Department of Education to provide adult education services. This resolution shall remain in effect until specifically revoked.

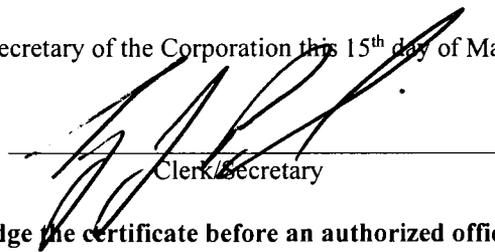
That: Second Start's Board of Directors has named James Snodgrass as having authority to sign the contract with the New Hampshire Department of Education.

- (4) The following is a true and complete copy of a by-law adopted at a (shareholder)(organizational) meeting on May 15, 2015.
- (5) The foregoing resolution(s) and by-law are in full force and effect, unamended, as of the date hereof; and
- (6) The following person(s) lawfully occupy the office(s) indicated below:

- Deb Shea, President
- James Snodgrass, Executive Director
- Dodd Griffith, Vice President
- George Pangakis, Secretary
- Matt Nadeau, Treasurer

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation this 15th day of May, 2015.

(Corporate Seal if any)



Clerk/Secretary

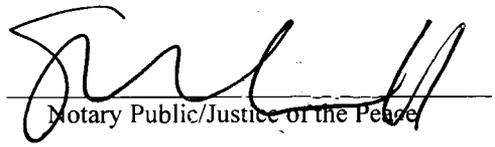
(If the corporation has no seal, the Clerk/Secretary shall acknowledge the certificate before an authorized officer below)

STATE OF NEW HAMPSHIRE

COUNTY OF Merrimack

On May 15, 2015, before the undersigned officer personally appeared the person identified in the foregoing certificate, know 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.



Notary Public/Justice of the Peace



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/29/2015

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).

PRODUCER E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425		CONTACT NAME: Pat Mack PHONE (A/C No. Ext.): (603) 293-2791 FAX (A/C No.): (603) 293-7188 E-MAIL ADDRESS: pat@esinsurance.com	
INSURED Second Start 17 Knight Street Concord NH 03301		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Co INSURER B: AmTrust INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 2014-2015

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			[REDACTED]	12/31/2014	12/31/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			[REDACTED]	12/31/2014	12/31/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			[REDACTED]	12/31/2014	12/31/2015	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	[REDACTED]	1/1/2015	1/1/2016	WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Employee Theft				12/31/2014	12/31/2015	Per occurrence \$325,000 Deductible \$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Co. A: Computer Fraud Policy PHPK1273119 12/31/2014 to 12/31/2015 Per occurrence \$325,000, Deductible \$5,000
 Co. A: Funds Transfer Fraud PHPK1273119 12/31/2014 to 12/31/2015 Per occurrence \$325,000, Deductible \$5,000

CERTIFICATE HOLDER**CANCELLATION**

State of New Hampshire Department of Education Bureau of Adult Education 21 So. Fruit Street, Suite 20 Concord, NH 03301	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 Pat Mack/PAT <i>Pat Mack</i>
--	---

SECOND START
FY 2015
AGENCY - BALANCE SHEET
Period Covering: May 2015

ASSETS	LIABILITIES & FUND BALANCE																																																																												
<p>Current Assets</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Cash</td><td style="text-align: right;">\$245,601</td></tr> <tr><td>Petty Cash</td><td style="text-align: right;">747</td></tr> <tr><td>Accounts Receivable</td><td style="text-align: right;">132,339</td></tr> <tr><td> Allowance for Doubtful Accounts</td><td></td></tr> <tr><td>Grants Receivable</td><td style="text-align: right;">109,383</td></tr> <tr><td>Accounts Receivable - Others</td><td style="text-align: right;"><u>0</u></td></tr> <tr><td>Total Current Assets:</td><td style="text-align: right;">488,070</td></tr> </table> <p>Property, Plant and Equipment</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Building & Improvements</td><td style="text-align: right;">1,852,566</td></tr> <tr><td> Accumulated Depreciation</td><td style="text-align: right;">(909,114)</td></tr> <tr><td>Furniture & Equipment</td><td style="text-align: right;">612,160</td></tr> <tr><td> Accumulated Depreciation</td><td style="text-align: right;">(544,562)</td></tr> <tr><td>Leasehold Improvements</td><td style="text-align: right;">305,801</td></tr> <tr><td> Accumulated Depreciation</td><td style="text-align: right;">(200,239)</td></tr> <tr><td>Land</td><td style="text-align: right;"><u>210,000</u></td></tr> <tr><td>Total Property, Plant & Equipment, Net:</td><td style="text-align: right;">1,326,612</td></tr> </table> <p>Other Assets</p> <table style="width: 100%; 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SECOND START

FY 2015 - Profit & Loss Statement
Adult Basic Education (600)
For the Eleven Months Ending May 31, 2015

	Actuals			
	Month		Year-to-Date	
	FY2015 MAY	FY2014 MAY	FY2015 YTD	FY2014 Prior YTD
REVENUES				
Grant - United Way	1,700	1,629	20,311	20,565
Grant - State of NH DOE SSD	14,597	24,210	204,236	213,839
Grant - State of NH DOE ABE/ESL	23,702	26,223	252,975	261,584
Grant - NAA	0	0	0	(2,160)
Concord HiSet Prep	1,910	2,556	22,200	21,208
Tutoring - School Districts	3,390	4,435	28,705	38,763
Restricted Contributions	0	0	0	3,493
Unrestricted Contributions	0	500	0	600
Fee for Service - House of Corrections	810	2,016	15,020	16,947
Books	15	20	420	430
HiSet Fees	955	2,250	7,185	10,663
Miscellaneous Income	1,685	1,768	11,018	6,246
TOTAL REVENUES	48,764	65,607	562,070	592,178
EXPENSES				
STAFF EXPENSES				
Salaries & Wages	21,722	25,761	252,657	257,785
Payroll Taxes	1,691	1,930	19,264	19,387
Fringe Benefits	2,215	2,119	23,278	24,469
Workers' Compensation Ins	251	315	3,050	3,889
Unemployment Expense	146	471	2,031	4,356
Total Staff Expenses	26,025	30,596	300,280	309,886
PROGRAM EXPENSES				
Professional Services - Computers	673	623	6,649	6,366
Professional Services - Non Computer	5,897	17,227	106,232	111,784
Consumable Supplies	200	203	1,782	2,893
Printing & Reproduction	0	0	0	300
Non-expendable Supplies	195	0	195	250
Telephone	50	47	558	527
Postage	0	34	527	789
Vehicle	68	640	3,716	4,460
Conferences & Workshops	3,015	870	37,835	45,322
Dues, Fees & Subscriptions	0	0	305	90
Advertising	287	161	2,945	2,278
Instructional Materials	191	257	5,404	3,497
HiSet Testing Materials	0	0	56	38
Rent & Maintenance of Equipment	444	392	2,256	1,434
Liability Insurance	126	118	1,336	1,267
HiSet Certificates	540	720	5,590	5,225
Total Program Expenses	11,686	21,292	175,386	186,520
OPERATING EXPENSES				
Utilities	449	427	7,178	6,986
Building Supplies	227	310	2,996	3,087
Building Maintenance & Repairs	36	774	2,475	2,311
Trash Removal	119	105	1,292	1,030
Plowing	0	0	1,338	1,169
Building Insurance	80	73	837	774
Total Operating Expenses	911	1,689	16,116	15,357
OTHER EXPENSES				
G & A Allocation	6,209	6,580	83,400	87,497
Depreciation	1,114	1,190	12,426	15,839
Total Other Expenses	7,323	7,770	95,826	103,336
TOTAL EXPENSES	45,945	61,347	587,608	615,099
GAIN / (LOSS) FROM OPERATIONS	2,819	4,260	(25,538)	(22,921)

SECOND START

FY 2015 - Profit & Loss Statement

Adult Tutorial (700)

For the Eleven Months Ending May 31, 2015

	Actuals			
	Month		Year-to-Date	
	FY2015 MAY	FY2014 MAY	FY2015 YTD	FY2014 Prior YTD
REVENUES				
Grant - United Way	177	142	2,029	1,717
Grant - State of NH DOE ALS	8,214	8,966	94,223	92,682
Unrestricted Contributions	0	0	161	150
Books	0	0	160	40
Miscellaneous Income	0	0	100	0
TOTAL REVENUES	8,391	9,108	96,673	94,589
EXPENSES				
STAFF EXPENSES				
Salaries & Wages	4,648	4,722	55,528	53,840
Payroll Taxes	346	351	4,142	4,070
Fringe Benefits	831	732	8,678	7,722
Workers' Compensation Ins	56	65	684	805
Unemployment Expense	0	0	161	444
Total Staff Expenses	5,881	5,870	69,193	66,881
PROGRAM EXPENSES				
Professional Services - Computers	75	69	739	668
Consumable Supplies	100	47	843	2,167
Printing & Reproduction	0	0	0	200
Telephone	30	28	335	316
Postage	0	118	500	460
Advertising	76	53	694	592
Instructional Materials	273	610	2,925	2,501
Rent & Maintenance of Equipment	148	131	964	523
Liability Insurance	126	118	1,336	1,267
Travel Compensation	0	0	0	170
Total Program Expenses	828	1,174	8,336	8,864
OPERATING EXPENSES				
Utilities	179	171	2,871	2,794
Building Supplies	91	124	1,211	1,235
Building Maintenance & Repairs	14	309	990	924
Trash Removal	48	42	517	412
Plowing	0	0	335	292
Building Insurance	32	29	335	310
Total Operating Expenses	364	675	6,259	5,967
OTHER EXPENSES				
G & A Allocation	1,014	979	13,620	13,024
Depreciation	395	432	4,382	4,849
Total Other Expenses	1,409	1,411	18,002	17,873
TOTAL EXPENSES	8,482	9,130	101,790	99,585
GAIN / (LOSS) FROM OPERATIONS	(91)	(22)	(5,117)	(4,996)

SECOND START

FY 2015 - Profit & Loss Statement
Special Education (200)
For the Eleven Months Ending May 31, 2015

	Actuals			
	Month		Year-to-Date	
	FY2015 MAY	FY2014 MAY	FY2015 YTD	FY2014 Prior YTD
REVENUES				
Tuition - Concord	17,060	15,627	198,450	182,637
Tuition - Deerfield	0	0	10,809	29,478
Tuition - Bow	0	0	4,922	0
Tuition - Pembroke	0	0	32,331	0
Tuition - Penacook	0	0	18,433	42,505
Transportation	20	930	10,104	8,775
Miscellaneous Income	1,072	0	1,072	0
TOTAL REVENUES	18,152	16,557	276,121	263,395
EXPENSES				
STAFF EXPENSES				
Salaries & Wages	14,098	14,145	166,296	168,341
Payroll Taxes	972	940	11,513	11,425
Fringe Benefits	2,519	1,890	25,894	25,350
Workers' Compensation Ins	170	199	2,070	2,459
Unemployment Expense	27	76	776	1,533
Total Staff Expenses	17,786	17,250	206,549	209,108
PROGRAM EXPENSES				
Professional Services - Computers	194	180	1,921	1,737
Professional Services - Non Computer	0	0	87	60
Consumable Supplies	252	86	1,448	1,594
Non-expendable Supplies	0	0	0	253
Telephone	45	45	493	501
Postage	0	8	131	168
Vehicle	229	1,796	6,807	8,817
Dues, Fees & Subscriptions	0	0	1,438	1,378
Staff Development	0	0	0	678
Instructional Materials	0	0	1,860	360
Rent & Maintenance of Equipment	44	39	526	141
Liability Insurance	126	118	1,336	1,267
Total Program Expenses	890	2,272	16,047	16,954
OPERATING EXPENSES				
Utilities	138	134	2,588	2,424
Building Supplies	86	100	1,316	1,386
Building Maintenance & Repairs	61	239	1,406	1,756
Trash Removal	39	32	409	573
Plowing	0	0	535	468
Building Insurance	33	30	343	317
Total Operating Expenses	357	535	6,597	6,924
OTHER EXPENSES				
G & A Allocation	2,869	2,775	38,537	36,895
Depreciation	1,014	998	11,080	12,039
Total Other Expenses	3,883	3,773	49,617	48,934
TOTAL EXPENSES	22,916	23,830	278,810	281,920
GAIN / (LOSS) FROM OPERATIONS	(4,764)	(7,273)	(2,689)	(18,525)

SECOND START

FY 2015 - Profit & Loss Statement

T.E.T. (300)

For the Eleven Months Ending May 31, 2015

	Actuals			
	Month		Year-to-Date	
	FY2015 MAY	FY2014 MAY	FY2015 YTD	FY2014 Prior YTD
REVENUES				
Tuition - Concord	15,179	7,423	130,365	81,649
Tuition - Deerfield	0	0	8,128	11,019
Tuition - Pembroke	0	0	18,310	0
Tuition - Penacook	0	0	14,802	11,019
Transportation	0	0	116	53
TOTAL REVENUES	15,179	7,423	171,721	103,740
EXPENSES				
STAFF EXPENSES				
Salaries & Wages	5,003	5,207	59,986	61,129
Payroll Taxes	340	355	4,094	4,212
Fringe Benefits	618	620	7,354	7,390
Workers' Compensation Ins	61	73	739	894
Unemployment Expense	6	18	226	636
Total Staff Expenses	6,028	6,273	72,399	74,261
PROGRAM EXPENSES				
Professional Services - Computers	45	42	443	401
Consumable Supplies	226	161	1,447	1,145
Telephone	20	20	266	226
Postage	0	7	112	144
Vehicle	38	491	3,968	2,592
Dues, Fees & Subscriptions	97	0	172	48
Staff Development	0	0	45	(2)
Instructional Materials	0	0	0	72
Rent & Maintenance of Equipment	30	26	311	94
Liability Insurance	126	118	1,336	1,267
Travel Compensation	0	0	89	78
Training Stipends & Supplies	1,026	1,185	8,828	7,312
Total Program Expenses	1,608	2,050	17,017	13,377
OPERATING EXPENSES				
Utilities	52	50	971	909
Building Supplies	21	28	370	395
Building Maintenance & Repairs	23	90	527	658
Trash Removal	15	12	153	215
Plowing	0	0	468	409
Building Insurance	12	11	129	119
Total Operating Expenses	123	191	2,618	2,705
OTHER EXPENSES				
G & A Allocation	1,122	1,199	15,073	15,945
Depreciation	193	190	2,113	2,466
Total Other Expenses	1,315	1,389	17,186	18,411
TOTAL EXPENSES	9,074	9,903	109,220	108,754
GAIN / (LOSS) FROM OPERATIONS	6,105	(2,480)	62,501	(5,014)

SECOND START

FY 2015 - Profit & Loss Statement

Alternative High School (400)

For the Eleven Months Ending May 31, 2015

	Actuals			
	Month		Year-to-Date	
	FY2015 MAY	FY2014 MAY	FY2015 YTD	FY2014 Prior YTD
REVENUES				
Grant - United Way	531	567	6,524	7,147
Unrestricted Contributions	0	0	23,956	18,649
Tuition - Concord	8,653	16,017	124,967	176,191
Miscellaneous Income	0	0	513	737
TOTAL REVENUES	9,184	16,584	155,960	202,724
EXPENSES				
STAFF EXPENSES				
Salaries & Wages	9,268	8,461	107,670	105,645
Payroll Taxes	658	575	7,647	7,325
Fringe Benefits	1,291	1,060	13,207	14,838
Workers' Compensation Ins	105	131	1,275	1,609
Unemployment Expense	32	73	637	1,174
Total Staff Expenses	11,354	10,300	130,436	130,591
PROGRAM EXPENSES				
Professional Services - Computers	75	69	739	668
Professional Services - Non Computer	0	0	52	40
Consumable Supplies	680	169	2,947	2,824
Non-expendable Supplies	0	0	0	168
Telephone	45	45	493	501
Postage	0	8	131	168
Vehicle	58	656	2,364	3,061
Dues, Fees & Subscriptions	180	480	1,022	3,304
Staff Development	0	0	0	343
Instructional Materials	0	17	1,036	305
Rent & Maintenance of Equipment	44	39	397	141
Liability Insurance	126	118	1,336	1,267
Travel Compensation	152	0	166	16
Staff Child Care Discount	72	0	702	0
Total Program Expenses	1,432	1,601	11,385	12,806
OPERATING EXPENSES				
Utilities	138	134	2,588	2,424
Building Supplies	86	100	1,320	1,386
Building Maintenance & Repairs	61	239	1,406	1,756
Trash Removal	39	32	409	573
Plowing	0	0	535	468
Building Insurance	33	30	343	317
Total Operating Expenses	357	535	6,601	6,924
OTHER EXPENSES				
G & A Allocation	1,783	1,863	23,948	24,773
Depreciation	595	579	6,463	6,790
Total Other Expenses	2,378	2,442	30,411	31,563
TOTAL EXPENSES	15,521	14,878	178,833	181,884
GAIN / (LOSS) FROM OPERATIONS	(6,337)	1,706	(22,873)	20,840

SECOND START

FY 2015 - Profit & Loss Statement
 Student Assistance Program (500)
 For the Eleven Months Ending May 31, 2015

	Actuals			
	Month		Year-to-Date	
	FY2015 MAY	FY2014 MAY	FY2015 YTD	FY2014 Prior YTD
REVENUES				
Grant - State of NH BDAS I	4,525	6,049	43,028	49,323
Grant - State of NH BDAS II	3,072	0	19,968	0
Fee for Service - Concord	7,296	0	62,592	0
Fee for Service - Hopkinton	2,640	2,553	19,870	18,703
Fee for Service - Merrimack Valley HS	3,520	4,200	35,150	30,825
Fee for Service - Pittsfield	1,910	2,040	16,700	16,430
Miscellaneous Income	0	0	0	400
TOTAL REVENUES	22,963	14,842	197,308	115,681
EXPENSES				
STAFF EXPENSES				
Salaries & Wages	12,585	9,354	125,003	88,138
Payroll Taxes	945	709	9,395	6,690
Fringe Benefits	1,727	293	13,115	3,101
Workers' Compensation Ins	91	105	1,109	1,296
Unemployment Expense	43	194	925	1,803
Total Staff Expenses	15,391	10,655	149,547	101,028
PROGRAM EXPENSES				
Professional Services - Computers	15	14	148	134
Professional Services - Non Computer	0	0	863	1,695
Consumable Supplies	144	239	976	1,166
Non-expendable Supplies	0	0	0	170
Telephone	2	2	25	25
Postage	0	2	37	48
Dues, Fees & Subscriptions	0	0	691	1,319
Staff Development	180	0	695	410
Advertising	0	0	0	615
Instructional Materials	0	0	34	16
Rent & Maintenance of Equipment	30	26	223	94
Liability Insurance	42	39	445	422
Travel Compensation	89	0	950	1,400
Total Program Expenses	502	322	5,087	7,514
OPERATING EXPENSES				
Utilities	17	17	324	303
Building Supplies	11	13	165	173
Building Maintenance & Repairs	8	30	176	219
Trash Removal	5	4	51	72
Plowing	0	0	134	117
Building Insurance	4	4	43	40
Total Operating Expenses	45	68	893	924
OTHER EXPENSES				
G & A Allocation	1,245	739	16,719	9,822
Depreciation	34	33	370	520
Total Other Expenses	1,279	772	17,089	10,342
TOTAL EXPENSES	17,217	11,817	172,616	119,808
GAIN / (LOSS) FROM OPERATIONS	5,746	3,025	24,692	(4,127)

SECOND START

FY 2015 - Profit & Loss Statement

Day Care I (800)

For the Eleven Months Ending May 31, 2015

	Actuals			
	Month		Year-to-Date	
	FY2015 MAY	FY2014 MAY	FY2015 YTD	FY2014 Prior YTD
REVENUES				
Grant - United Way	248	248	2,994	3,247
Unrestricted Contributions	0	0	1,875	25
Private Parent Fees	39,921	32,621	368,042	383,277
Partial Parent Fees	4,252	5,490	43,706	50,002
Scholarship	7,952	10,684	83,069	106,079
Summer Program Registrations & Fees	345	210	765	480
USDA	2,292	2,914	23,833	25,547
License Plus	495	495	4,326	4,834
NSF Fees	56	98	520	915
Miscellaneous Income	0	150	435	888
TOTAL REVENUES	55,561	52,910	529,565	575,294
EXPENSES				
STAFF EXPENSES				
Salaries & Wages	22,971	22,738	262,635	277,972
Payroll Taxes	1,672	1,658	19,249	20,453
Fringe Benefits	4,075	4,530	45,529	43,931
Workers' Compensation Ins	289	348	3,512	4,291
Unemployment Expense	166	478	1,564	3,891
Total Staff Expenses	29,173	29,752	332,489	350,538
PROGRAM EXPENSES				
Professional Services - Computers	150	139	1,478	1,336
Professional Services - Non Computer	0	0	230	43
Consumable Supplies	225	1,750	3,027	4,553
Printing & Reproduction	0	0	188	261
Non-expendable Supplies	0	0	352	566
Telephone	40	38	446	422
Postage	0	6	99	120
Summer Programs	149	385	3,149	2,686
Dues, Fees & Subscriptions	140	0	820	514
Staff Development	7	126	592	381
Advertising	171	91	1,686	1,279
Rent & Maintenance of Equipment	148	131	1,321	658
Liability Insurance	126	118	1,336	1,267
Bad Debt	0	0	0	79
Travel Compensation	62	0	149	59
Diapers	80	79	709	704
Food	1,713	1,809	18,053	18,693
Staff Child Care Discount	437	159	2,499	2,271
Total Program Expenses	3,448	4,831	36,134	35,892
OPERATING EXPENSES				
Utilities	471	448	7,537	7,335
Building Supplies	186	247	2,227	2,239
Building Maintenance & Repairs	108	812	3,815	3,783
Trash Removal	125	110	1,356	1,082
Plowing	0	0	669	585
Building Insurance	84	76	879	813
Total Operating Expenses	974	1,693	16,483	15,837
OTHER EXPENSES				
G & A Allocation	4,861	4,521	65,293	60,114
Depreciation	1,501	1,373	16,561	15,946
Total Other Expenses	6,362	5,894	81,854	76,060
TOTAL EXPENSES	39,957	42,170	466,960	478,327
GAIN / (LOSS) FROM OPERATIONS	15,604	10,740	62,605	96,967

SECOND START

FY 2015 - Profit & Loss Statement

Day Care II (900)

For the Eleven Months Ending May 31, 2015

	Actuals			
	Month		Year-to-Date	
	FY2015 MAY	FY2014 MAY	FY2015 YTD	FY2014 Prior YTD
REVENUES				
Grant - United Way	885	956	10,910	11,831
Unrestricted Contributions	0	0	1,875	25
Private Parent Fees	27,261	26,511	307,311	322,915
Partial Parent Fees	3,048	2,578	39,503	19,901
Scholarship	6,337	7,568	81,510	76,479
USDA	1,234	1,569	12,832	13,756
License Plus	410	352	3,960	3,632
NSF Fees	56	98	520	915
Miscellaneous Income	0	150	435	888
TOTAL REVENUES	39,231	39,782	458,856	450,342
EXPENSES				
STAFF EXPENSES				
Salaries & Wages	25,427	25,098	303,569	293,711
Payroll Taxes	1,834	1,805	21,969	21,231
Fringe Benefits	5,933	5,720	60,511	55,252
Workers' Compensation Ins	289	341	3,512	4,202
Unemployment Expense	233	621	2,120	4,758
Total Staff Expenses	33,716	33,585	391,681	379,154
PROGRAM EXPENSES				
Professional Services - Computers	90	83	887	802
Professional Services - Non Computer	0	0	57	14
Consumable Supplies	196	414	2,294	2,246
Printing & Reproduction	0	0	25	112
Non-expendable Supplies	0	0	309	462
Telephone	40	38	446	422
Postage	0	6	93	120
Dues, Fees & Subscriptions	0	0	435	253
Staff Development	0	0	743	746
Miscellaneous	0	105	0	105
Advertising	171	91	1,686	1,159
Rent & Maintenance of Equipment	148	131	954	664
Liability Insurance	126	118	1,336	1,267
Bad Debt	0	0	0	79
Travel Compensation	27	0	64	25
Diapers	1,258	1,239	11,102	11,027
Food	1,176	949	11,721	12,563
Staff Child Care Discount	83	38	669	1,651
Total Program Expenses	3,315	3,212	32,821	33,717
OPERATING EXPENSES				
Utilities	471	448	7,537	7,335
Building Supplies	167	247	2,207	2,239
Building Maintenance & Repairs	68	812	3,120	3,097
Trash Removal	125	110	1,356	1,082
Plowing	0	0	669	585
Building Insurance	84	76	879	813
Total Operating Expenses	915	1,693	15,768	15,151
OTHER EXPENSES				
G & A Allocation	4,926	4,719	66,165	62,756
Depreciation	1,354	1,299	15,068	14,536
Total Other Expenses	6,280	6,018	81,233	77,292
TOTAL EXPENSES	44,226	44,508	521,503	505,314
GAIN / (LOSS) FROM OPERATIONS	(4,995)	(4,726)	(62,647)	(54,972)

SECOND START

FY 2015 - Profit & Loss Statement

Private (020)

For the Eleven Months Ending May 31, 2015

	Actuals			
	Month		Year-to-Date	
	FY2015 MAY	FY2014 MAY	FY2015 YTD	FY2014 Prior YTD
REVENUES				
Unrestricted Contributions	0	0	989	1,356
Annual Campaign	298	200	4,068	3,515
Vending - Knight Street	0	194	979	1,794
Miscellaneous Income	39	0	2,726	2,516
TOTAL REVENUES	337	394	8,762	9,181
EXPENSES				
STAFF EXPENSES				
Salaries & Wages	0	0	6,649	6,391
Total Staff Expenses	0	0	6,649	6,391
PROGRAM EXPENSES				
Professional Services - Non Computer	0	0	147	315
Consumable Supplies	0	0	3,278	2,606
Vending - Knight Street	152	84	1,056	917
Miscellaneous	223	(505)	901	(72)
Total Program Expenses	375	(421)	5,382	3,766
OPERATING EXPENSES				
OTHER EXPENSES				
TOTAL EXPENSES	375	(421)	12,031	10,157
GAIN / (LOSS) FROM OPERATIONS	(38)	815	(3,269)	(976)

SECOND START

FY 2015 - Profit & Loss Statement

Welcome Concord (620)

For the Eleven Months Ending May 31, 2015

	Actuals			
	Month		Year-to-Date	
	FY2015 MAY	FY2014 MAY	FY2015 YTD	FY2014 Prior YTD
REVENUES				
Grant - Endowment for Health	0	0	10,000	0
TOTAL REVENUES	0	0	10,000	0
EXPENSES				
STAFF EXPENSES				
Salaries & Wages	769	0	769	0
Payroll Taxes	59	0	59	0
Unemployment Expense	8	0	8	0
Total Staff Expenses	836	0	836	0
PROGRAM EXPENSES				
Travel Compensation	22	0	22	0
Total Program Expenses	22	0	22	0
OPERATING EXPENSES				
OTHER EXPENSES				
TOTAL EXPENSES	858	0	858	0
GAIN / (LOSS) FROM OPERATIONS	(858)	0	9,142	0

SECOND START

FY 2015 - Profit & Loss Statement
 General & Administrative (040)
 For the Eleven Months Ending May 31, 2015

	Actuals			
	Month		Year-to-Date	
	FY2015 MAY	FY2014 MAY	FY2015 YTD	FY2014 Prior YTD
REVENUES				
EXPENSES				
STAFF EXPENSES				
Salaries & Wages	16,332	14,271	205,751	193,502
Payroll Taxes	1,206	1,070	15,326	14,487
Fringe Benefits	1,386	1,254	18,457	16,322
Workers' Compensation Ins	208	236	2,532	2,940
Unemployment Expense	36	143	992	2,227
Total Staff Expenses	19,168	16,974	243,058	229,478
PROGRAM EXPENSES				
Professional Services - Computers	179	166	4,973	4,960
Professional Services - Non Computer	0	450	12,951	11,115
Consumable Supplies	73	402	1,468	3,650
Non-expendable Supplies	0	0	587	205
Telephone	135	105	1,464	1,483
Internet Expenses	5	5	126	45
Postage	0	(117)	448	453
Conferences & Workshops	0	10	0	10
Dues, Fees & Subscriptions	379	246	6,913	6,710
Staff Development	0	0	249	70
Advertising	0	0	0	492
Rent & Maintenance of Equipment	444	392	2,123	1,412
Liability Insurance	126	118	1,336	1,268
Travel Compensation	38	0	66	0
Staff Child Care Discount	0	0	0	105
Total Program Expenses	1,379	1,777	32,704	31,978
OPERATING EXPENSES				
Utilities	673	640	10,767	10,478
Building Supplies	308	435	4,142	4,235
Building Maintenance & Repairs	54	1,161	3,713	3,467
Trash Removal	178	158	1,938	1,545
Plowing	0	0	2,008	1,754
Building Insurance	120	109	1,255	1,161
Total Operating Expenses	1,333	2,503	23,823	22,640
OTHER EXPENSES				
G & A Allocation	(24,027)	(23,375)	(322,755)	(310,825)
Interest Expenses	0	0	88	1,118
Depreciation	2,147	2,122	23,083	25,612
Total Other Expenses	(21,880)	(21,253)	(299,584)	(284,095)
TOTAL EXPENSES	0	1	1	1
GAIN / (LOSS) FROM OPERATIONS	0	(1)	(1)	(1)

Second Start Board of Directors

Updated January 2015

Deb Shea	Business Owner/Management Training Educator by Profession The Barley House Restaurant & Tavern 132 North Main Street Concord, NH 03301 228-6363 [REDACTED]	President Member since 2009
Dodd Griffith	Attorney Gallagher, Callahan & Gartrell 214 North Main Street PO Box 1415 Concord, NH 03302 545-3610 Fax: 228-8396 [REDACTED]	Vice President Member since 2014
George Pangakis	Director of Safety and Security St. Paul's School 325 Pleasant Street Concord, NH 03301 229-4639 Fax: 229-4655 [REDACTED]	Secretary
Matt Nadeau	Associate Accountant Nathan Wechsler & Company 70 Commercial Street, Suite 401 Concord, NH 03301-5031 224-5357 Ext. 327 Fax: 224-3792 [REDACTED]	Member since 2012 Treasurer Member since 2012
John Malmberg	Attorney Orr & Reno, PA PO Box 3550 Concord, NH 03302-3550 223-9125 Fax: 223-9025 [REDACTED]	Member since 2002
Tom Bazos	Retired Educator [REDACTED]	Member since 2003

Directors serve without compensation.

Frank Lemay
President
Milestone Engineering & Construction, Inc.
1 Horseshoe Pond Lane
PO Box 2279
Concord, NH 03302-2279
226-3877 Fax: 226-3361
Member since 2005

Helmut Koch
President
Exacom, Inc.
99 Airport Road
Concord, NH 03301
228-0706 ext. 535 Fax: 228-0254
Member since 2008

Will Brunkhorst
Software Consultant
Member since 2008

Tom Painchaud
Senior VP of Distribution Services
New Hampshire Distributors
65 Regional Drive
PO Box 267
Concord, NH 03302-0267
410-1823
Member since 2012

Maria del Mar Acebron
Senior Teller
Merrimack County Savings Bank
Business Center
190 North Main Street
Concord, NH 03301
545-6030 Fax: 223-0641
Member since 2012

Budget Narrative FY 2016
 Adult Basic Education
 July 1, 2015 to June 30, 2016

A. Personnel Services

Administrative

J Snodgrass	Executive Director	/hr	x	10.5 hrs/wk	x	52 weeks	\$	28,501.20
J DeiDeo	Coordinator	/hr	x	28 hrs/wk	x	52 weeks	\$	42,224.00
S Turner	Teacher	/hr	x	10 hrs/wk	x	46 weeks	\$	14,260.00
	Prep time						\$	2,037
V Dunn	Counselor	/hr	x	16 hrs/wk	x	32 weeks	\$	14,720.00
V Dunn	program support specialist	/hr	x	4 hrs/wk	x	32 weeks	\$	2,496.00
E Terry	GED days	/hr	x	12 hrs/wk	x	31 weeks	\$	10,713.60
							\$	1,531
Culbertson	Teacher	/hr	x	6 hrs/wk	x	31 weeks	\$	4,045.50
Mulligan	Teacher	/hr	x	6 hrs/wk	x	31 weeks	\$	4,045.50
C Shepard	Counselor	/hr	x	7 hrs/wk	x	31 weeks	\$	5,425.00
E Karmen	Teacher	/hr	x	13 hrs/wk	x	32 weeks	\$	10,712.00
	Prep time						\$	1,530
E Karmen	program support specialist	/hr	x	8 hrs/wk	x	32 weeks	\$	4,992.00
Mollano	Teacher	/hr	x	6 hrs/wk	x	35 weeks	\$	4,567.50
	Prep time						\$	653
Earle	Teacher	/hr	x	6 hrs/wk	x	35 weeks	\$	4,567.50
	Prep time						\$	653
Olson	Teacher	/hr	x	6 hrs/wk	x	31 weeks	\$	4,045.50
	Prep time						\$	578
Bitner-Shuey	Teacher	/hr	x	6 hrs/wk	x	31 weeks	\$	4,045.50
	Prep time						\$	578
Garvanovic	Teacher	/hr	x	6 hrs/wk	x	31 weeks	\$	4,464.00
Garvanovic	Teacher (college bridge)	/hr	x	6 hrs/wk	x	24 weeks	\$	4,320.00
	Prep time						\$	638
Registrar	Registrar	/hr	x	24.0 hrs/wk	x	1 weeks	\$	600.00
	Salary Total						\$	168,744.80
	Prep time total						\$	9,352
	Total for all Personnel Services						\$	178,097.17

Budget Narrative FY 2016
 Adult Learner Services
 July 1, 2015 to June 30, 2016

A. Personnel Services										
	J DelDeo									
		ABE Program Coordinator	\$29.00	/hr	x	8 hrs/wk	x	52 weeks	\$	12,064
	S Bulp	ALS Coordinator	\$27.80	/hr	x	35 hrs/wk	x	52 weeks	\$	50,596
									\$	<u>62,660</u>
									\$	62,660

Salary Total
 Total for all Personnel Services

Budget Narrative FY 2016
 Statewide Staff Development
 July 1, 2015 to June 30, 2016

A. Personnel Services

S O'Brien	Controllor	\$33.50	/hr	x	6 hrs/wk	x	52 weeks	\$	10,452
S Hunewill	Administrative Support	\$18.75	/hr	x	14 hrs/wk	x	52 weeks	\$	13,650
J Snodgrass	Exec Director	\$52.20	/hr	x	3 hrs/wk	x	52 weeks	\$	8,143
								\$	<u>32,245</u>
								\$	32,245

Salary Total
 Total for all Personnel Services

JAMES B. SNODGRASS

EMPLOYMENT

05/75 to Present Executive Director
Second Start, Concord, NH

09/74 to 05/75 Resident Counselor
Franklin Pierce College,
Rindge, NH

01/72 to 06/73 Teacher
Services for Education and
Rehabilitation in Addiction
1065 University Avenue
Bronx, NY

EDUCATION

1973 to 1974 Antioch Graduate School, 1 Elm Street, Keene,
NH, M. Ed. Administration

 Assistant to Director of Admissions and Work
Study Coordinator

1967 to 1971 Miami University, Oxford, Ohio
B.S. in Education, Major in Political Science

CERTIFICATION

Social Studies Teacher, Grades 7-12, State of New Hampshire

Administration and Supervision, State of New Hampshire

REFERENCES

Available on Request

Stephen Turner

Professional Experience:

- 2001- present Second Start, Concord, NH
Adult Education Teacher at Merrimack County House of Corrections
- 1997- 1998 The Research Foundation, State University of New York, Albany, NY
Research Associate and Development Officer
- 1994- 1997 Harbor Counseling
Educational/Psychological Consultant
- 1989-1994 First New Hampshire Bank, Manchester, NH
Vice President of Business Development and Trust Officer
- 1986-1989 New England Mutual Life, Bedford, NH
Regional Marketing Manager and Investment Specialist

Education:

University of Wisconsin
Madison, WI
Master of Science (1975), Behavioral Disabilities

Columbia University
New York, NY
Master of Arts (1978), Educational Psychology

Harvard University
Cambridge, MA
Certificate of Advanced Studies (1983), Planning and Social Policy

Vigdis Dunn

Professional Experience:

- 2001- present Second Start
Concord, NH
Adult Education Student Advisor
- 1999- 2001 Bancroft Employment Services
Concord, NH
Staffing Coordinator, Out of Site Training
Coordinator, Projects with Industry Program
Coordinator/Instructor, Project Entry Program
- 1997-1998 New Hampshire Job Training Council, Jobs for NH Graduates Program
Laconia, NH
Youth Specialist
- 1997 Seminole Point Hospital
Sunapee, NH
Case Manager
- 1996-1997 Seaborne Hospital
Dover, NH
Primary Therapist
Counselor 1

Education:

- Northeastern University
Boston, MA
Bachelor of Science (1992), Psychology
- Quinnipiac College
Hamden, CT
Bachelor of Arts, Psychology (3 years completed)

Edwin Terry

Professional Experience:

2004- current	Second Start, Concord, NH Adult Education Instructor
1989-2004	James H. Eldredge School, East Greenwich, RI Classroom Teacher- Grade 6 Math/Science
1988-1999	Bristol Community College, Fall River, MA Adult Basic Education Instructor
1983-1989	East Greenwich High School, East Greenwich, RI Reading Specialist/ Instructor
1979-1983	Pembroke Academy, Pembroke, NH (Grades 9-12) Teacher of Modified Classes; Resource Room Program Coordinator & Teacher; Case Manager

Education:

Providence College
Providence, RI
Graduate Coursework (School Administration)

Rhode Island College
M .Ed.- Reading
Additional Coursework (School Administration)

Roger Williams College
Bristol, RI
BA- History/English

James Culbertson

Professional Experience:

2014- present	Second Start Concord, NH Adult Basic Education Teacher
2014	Lamprey River Elementary School- SAU #33 Student Teacher
2012-2014	Lamprey River Elementary School- SAU #33 Paraprofessional
2012	SAU #15 and SAU #19 Substitute Teacher

Education:

2014	Southern New Hampshire University Manchester, NH Master of Elementary Education
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Colleen Mulligan

Professional Experience:

- | | |
|---------------|--|
| 2014- present | Second Start
Concord, NH
Adult Basic Education Teacher |
| 2007-2014 | Lakes Region Community College
Laconia, NH
Instructor, Adjunct Faculty |
| 1996- present | Winnisquam Regional High School
Tilton, NH
English Teacher |

Education:

- | | |
|------|---|
| 1987 | Plymouth State College
Plymouth, NH
B.A., English/Writing |
| 1989 | Franklin Pierce College
Secondary School Teacher's Certification |

Christina Shepard

Professional Experience:

2011- present	Second Start Concord, NH Student Advisor
2009-2011	Denali Family Services Foster Care Licensing Specialist
2007-2009	Acadia Hospital Access Center Associate Clinical Associate Psychiatric Associate
2006-2007	Fed Ex Ground Office Assistant
2005-2006	Penobscot Job Corps Residential Advisor
2004-2005	Shaw House- Mason Place Residential Counselor

Education:

2007	University of Maine Bachelors of Social Work Child and Family Development Minor
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EMILY KARMEN

Professional Experience:

- 2006- present Second Start
Concord, NH
English as a Second Language Instructor
- 2004- 2006 London School of English, Computing and Business Management
London, United Kingdom
Teacher of English
- 2000- 2003 Public School 50, Vito Marcantonio School
New York, NY
Elementary Classroom Teacher

Education:

Institute of London, University of London
London, United Kingdom
MA Education (2004) School Effectiveness and School Improvement

Trinity College, Windor Institute
Barcelona, Spain
Certificate in TESOL (2004)

Columbia University, Center for Environmental Research and Conservation
New York, NY
Certificate in Conservation Biology (2004)

Barnard College, Columbia University
New York, NY
Bachelor of Arts (2000), Art History

Kara Mollano

Professional Experience:

2013- present	Second Start Concord, NH English as a Second Language Teacher
2009-2012	Second Start Concord, NH Tutor
2000-2001	University of Rochester, Center for Academic Support Rochester, NY Academic Advisor

Education:

University of Iowa
Iowa City, IA
Master of Arts in History

Columbia University
New York, NY
B.A., Arts

Sarah Earle

Professional Experience:

- | | |
|---------------|--|
| 2014- present | Second Start
Concord, NH
English as a Second Language Teacher |
| 2014 | The Language Company
Fairfax, VA
ESL Instructor |
| 2013-2014 | Winnisquam Regional School District
Tilton, NH
ESOL Instructor |
| 2010-2013 | Freelance Writer |

Education:

Southern New Hampshire University
Manchester, NH
M.Ed., Teaching English to Speakers of Other Languages

Bob Jones University
Greenville, SC
B.A., English

Noella Olson

Professional Experience:

- | | |
|---------------|---|
| 2014- present | Second Start
Concord, NH
English as a Second Language Teacher |
| 2014 | Worcester Community Action Council
Southbridge, MA
ESOL/Literacy Teacher |
| 2013- present | Southern New Hampshire University
Manchester, NH
Adjunct Professor- Graduate Language Studies |
| 2013 | Southern New Hampshire Services, English for New Americans
Manchester, NH
ESOL/Literacy Teacher |
| 2010- 2013 | International Institute of New England
Manchester, NH
ESOL/Literacy Teacher |

Education:

- | | |
|------|---|
| 2013 | Southern New Hampshire University
Manchester, NH
M.S., Teaching English as a Foreign Language |
| 1994 | Notre Dame College
Manchester, NH
B.A., Elementary Education |

Manuela Bittner-Shuey

Professional Experience:

2014- present	Second Start Concord, NH ESOL Teacher
2001- 2005	Pembroke Hill Elementary School Pembroke, NH Student Support Program Assistant
2000-2001	Jobs for New Hampshire Graduates Manchester, NH Program Director
1990-2000	Jobs for New Hampshire Graduates Manchester, NH Youth Services Coordinator
1987-1990	Salem High School, Pinkerton Academy and Pembroke Academy Youth Specialist

Education:

2010	Plymouth State University Plymouth, NH Reading and Writing Specialist Certification
2004	Plymouth State University Plymouth, NH M.Ed., General Special Education
	University of New Hampshire Durham, NH B.S., Business Administration

Yulia Garvanovic

Professional Experience:

2010- present	Second Start Concord, NH English as a Second Language Instructor
2004- 2008	Private ESL Tutor Russia

Education:

2010- present	Southern New Hampshire University Manchester, NH Masters in TESOL (Teaching English as a Second Language)
2008	N. Novgorod State Linguistic University Russia Bachelors in Linguistics

Susan Bubp

Professional Experience:

1983- present	Second Start Concord, NH Adult Learner Services Coordinator Adult Basic Education Teacher
1999- 2001	NCSALL/ World Education, Practitioner Dissemination Network Boston, MA NH Practitioner Leader
1988-1995	Concord School District Concord, NH ESL tutor
1976-1982	New Hampshire State Prison Concord, NH English Instructor

Education:

Pennsylvania State University
Bachelor of Science (1975), Law Enforcement and Corrections

New Hampshire Teacher's Certification- English