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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
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June 3, 2016

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

REQUESTED ACTION

Authorize the Department of Education, Division of Career Technology and Adult Learning to grant funds to Southern New Hampshire Services, Inc. (Vendor Code 177198), Manchester, NH in the amount of \$359,563.75 to provide English as a Second Language and English for New Americans classes in the Manchester community and to provide Adult Basic Education, Postsecondary Transition Program, and English as a Second Language classes in the Seacoast area effective upon Governor and Council approval for the period July 1, 2016 through June 30, 2017. 35% Federal Funds, 65% General Funds.

Funding is available in the account titled Adult Education as follows:

		<u>FY17</u>
06-56-56-566010-70040000-072-500575	Grants - Federal	\$125,847.32
06-56-56-566010-70040000-601-500931	State Fund Match	\$233,716.43

EXPLANATION

The requested funds will be used to provide English as a Second Language classes at the Latin American Center, 521 Maple Street, Manchester, NH and English for New Americans at the First Congregational Church, 508 Union Street, Manchester, NH. Approximately one hundred forty-five adults will be served by this program.

The Adult Basic Education Program is a classroom based instructional program for adults with reading and math levels between the first and eighth grades. Educational services will be provided at the Community Campus, 100 Campus Drive, Portsmouth, NH. Students receiving services will be from the City of Portsmouth and the surrounding communities of New Castle, Greenland, Rye, and Newington. Upon completion of this program students go into review courses for the high school equivalency test. Approximately one hundred adults will be served by this program.

The Adult Basic Education and Postsecondary Transitions Programs will provide counseling services for Adult Basic Education students, advanced English for Speakers of Other Languages, and high school equivalency graduates transitioning to community colleges, four-year colleges, and universities.

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 8, 2016. (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. Southern New Hampshire Services, Inc. is an eligible organization that meets the funding criteria.

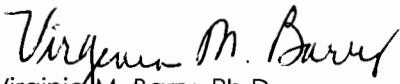
Funding for this grant comes from the Adult Education and Family Literacy Act and state funding for adult basic education. All grants are approved by the staff of the Bureau of Adult Education, NH Department of Education after a competitive application process open to all interested agencies.

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 Centralized Federal Funding System will be utilized to grant funds to Southern New Hampshire Services, Inc.

In the event that the 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

S:/dcta/bvr/vrco/common/g&c/SNHS GC 2016-2017

## Attachment A

A request for applications was released to eligible applicants (school districts, private not for profits and state agencies) on April 8, 2016.

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, or services provided during their program 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 2015-2016 under Workforce Opportunity Act – Title II are extended through the next fiscal year 2016-2017 under the Workforce Innovation and Opportunity Act.

This process is approved under the NH State Plan for Adult Education Extension – FY17 approved by the U.S. Department of Education, Office of Career Technical and Adult Education.

### **ADULT BASIC EDUCATION PROGRAMS – SCHOOL YEAR 2016-2017**

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 2016-2017**

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 2016-2017**

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 2016-2017**

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

**ADULT LEARNER SERVICES PROGRAMS – SCHOOL YEAR 2016-2017**


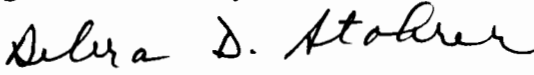
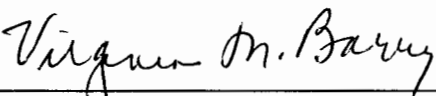

Dover School District  
Exeter Region Cooperative School District  
Fuller Public Library/Hillsboro  
Governor Wentworth Regional School District  
Keene School District  
Laconia School District  
Lebanon School District  
Littleton School District  
Nashua Adult Learning Center  
North Country Education 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.

<b>1.1. State Agency Name</b> Department of Education		<b>1.2. State Agency Address</b> 21 So. Fruit St., Suite #20, Concord, NH 03301	
<b>1.3. Grantee Name</b> Southern New Hampshire Services, Inc.		<b>1.4. Grantee Address</b> PO Box 5040, Manchester, NH 03108	
<b>1.5. Grantee Phone #</b> 603-668-6010	<b>1.6. Account Number</b> 06-056-70040000-072-500575 06-056-70040000-601-500931	<b>1.7. Completion Date</b> June 30, 2017	<b>1.8. Grant Limitation</b> \$359,563.75
<b>1.9. Grant Officer for State Agency</b> Art Ellison		<b>1.10. State Agency Telephone Number</b> 603-271-6698	
<b>1.11. Grantee Signature</b> 		<b>1.12. Name &amp; Title of Grantee Signor</b> Michael O'Shea, Fiscal Officer	
<b>1.13. Acknowledgment:</b> State of New Hampshire, County of Hillsborough, on 5/23/16, 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 <u>he</u> executed this document in the capacity indicated in block 1.12.			
<b>1.13.1. Signature of Notary Public or Justice of the Peace</b> (Seal) 			
<b>DEBRA D. STOHRER</b> Notary Public - New Hampshire My Commission Expires November 18, 2020			
<b>1.13.2. Name &amp; Title of Notary Public or Justice of the Peace</b> Debra D. Stohrer, Ex. Asst.			
<b>1.14. State Agency Signature(s)</b> 		<b>1.15. Name &amp; Title of State Agency Signor(s)</b> Virginia M. Barry, Ph.D. Commissioner of Education	
<b>1.16. Approval by Attorney General (Form, Substance and Execution)(if applicable)</b>  By:  Assistant Attorney General, On: 6/14/16			
<b>1.17. Approval by Governor and Council (if applicable)</b>  By: _____ On: / /			

**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"), 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 of approval of this Agreement by the Governor and Council of the State of New Hampshire, if applicable, or signature by the agency 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 seven (7) 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 seven (7) 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 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:
- 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate 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 18.1 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.

**EXHIBIT A**  
**The Services**

Southern New Hampshire Services, Inc. in Manchester will provide the following services:

Project No. 1

English as a Second Language classes will be held at the Latin American Center, 521 Maple Street, Manchester, NH and English for New Americans will be held at the First Congregational Church, 508 Union Street, Manchester, NH. Approximately one hundred forty-five adults will be served by this program.

Project No. 2

The Adult Basic Education Program is a classroom based instructional program for adults with reading and math levels between the first and eighth grades. Educational Services will be provided at the Community Campus, 100 Campus Drive, Portsmouth, NH. Students receiving services will be from the city of Portsmouth and the surrounding communities of New Castle, Greenland, Rye, and Newington. Upon completion of this program students go into review courses for the high school equivalency test. Approximately one hundred adults will be served by the program.

Project No. 3

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

Grantee Initials MNO  
Date 5-23-14

**EXHIBIT B**

**Estimated Budget: Limitation on Price: Payment**

**Estimated Budget: Project No. 1**

**Estimated Budget: Project No. 2**

	<b>FY 2017</b>			<b>FY 2017</b>
Instructional Salaries	\$ 99,087.70		Teacher Salaries	\$ 60,238.56
Instructional Benefits	12,039.15		Teacher Benefits	10,029.51
Rent/Utilities	4,750.00		Rental Space	15,000.00
Instructional Materials	8,901.00		Instructional Materials	5,000.00
Admin. Salary	10,500.00		Counselor Salary	36,540.00
Admin. Benefits	1,275.75		Counselor Benefits	19,368.11
Phone/Internet	1,200.00		Contracted Childcare	8,670.00
Office Supplies	6,140.00		Admin. Salary	10,000.00
Indirect Cost	14,389.36		Admin. Benefits	4,612.57
			Travel	500.00
			Supplies, Comm., Printing	4,600.00
			Indirect Cost	16,588.88
<b>TOTAL</b>	<b>\$158,282.96</b>		<b>TOTAL</b>	<b>\$191,147.63</b>

**Estimated Budget: Project No. 3**

	<b>FY 2017</b>
Student Travel	\$ 300.00
Instructional Materials	800.00
Counselor Salary	4,176.00
Counselor Benefits	1,003.49
Travel	200.00
Admin. Salary	1,690.00
Admin. Benefits	894.56
Supplies/Printing	200.00
Indirect Cost	869.11
<b>TOTAL</b>	<b>\$10,133.16</b>

**Limitation of Price:**

This agreement will not exceed \$359,563.75

**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 

Date 5-23-14

## EXHIBIT

### Special Provisions

The Contractor shall comply with the provisions of the US Code of Federal Regulations 34 CFR 364 and the following US Circular:

- a. OBM Circular A-110- "Uniform Administrative Requirements for Grants and Agreements with institutions of High Education, Hospitals and Other Non-Profit Organizations." Contractor/Vendor shall not make any award or permit any award (sub grant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under executive Order 12549, "Debarment and Suspension."

Grantee Initials *[Signature]*  
Date 5-23-16

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #  
CHANGE #  
PAGE 1 of 2

Federal/State Program Title: Adult Basic Education

FROM: Southern New Hampshire Services, Inc.  
PO Box 5040  
Manchester, NH 03108  
TO: Bureau of Adult Education  
NH Department of Education  
State Office Park South  
101 Pleasant Street  
Concord, New Hampshire 03301-3860

SAURA: 733

Proposed Project Title: English for New Americans

Project Period: July 1, 2016 to: June 30, 2017

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

PROJECT MANAGER:  
NAME: Greg Schneider  
ADDRESS: PO Box 5040, Manchester, NH 03108-5040  
E-MAIL ADDRESS: gschneider@snhs.org

TITLE: Planning and Grants Mgmt. Director  
TELEPHONE: (603) 668-8010 x6007  
FAX: (603) 645-6734

FINANCIAL CONTACT:  
NAME: Greg Schneider  
E-MAIL ADDRESS: gschneider@snhs.org

TELEPHONE: (603) 668-8010 x6007  
FAX: (603) 645-6734

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:

Southern New Hampshire Services, Inc.  
PO Box 5040  
Manchester, NH 03108

APPROVED INDIRECT COST RATE: 10 %

Michael O'Shea Fiscal Officer  
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS  
or RA/CHIEF FINANCIAL OFFICER

*[Signature]*  
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS  
or RA/CHIEF FINANCIAL OFFICER  
DATE



PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT #  
CHANGE #  
PAGE 1 of 1

Federal/State Program Title: Adult Basic Education

FROM: Southern NH Services  
40 Pine Street  
Manchester, NH 03108

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

SAU/JRA: 733

Proposed Project Title: Portsmouth Adult Education Program

Project Period: \_\_\_\_\_ to: 6/30/2017

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

PROJECT MANAGER:

NAME: Kristie Conrad  
ADDRESS: 100 Campus Drive, Suite 22, Portsmouth, NH 03801  
E-MAIL ADDRESS: kconrad@rcaction.org

TITLE: Director  
TELEPHONE: 603-422-8233  
FAX: 603-422-8234

FINANCIAL CONTACT:

NAME: Michael O'Shea  
E-MAIL ADDRESS: mike@snhs.org

TELEPHONE: 603-668-8010  
FAX: 603-645-6734

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

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FISCAL AGENT - MAKE CHECKS PAYABLE TO:

Southern New Hampshire Services, Inc.  
PO Box 5040  
Manchester, NH 03108

APPROVED INDIRECT COST RATE: 10 %

Michael O'Shea, Deputy Director/Fiscal Officer  
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS  
or RA/CHIEF FINANCIAL OFFICER

  
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS  
or RA/CHIEF FINANCIAL OFFICER

DATE

**BUDGET SUMMARY BY OBJECT AND FUNCTION CODES**

(See NH Financial Accounting Handbook 1999 Edition pages A-38 through A-75)

OBJECT CODE	1000 INSTRUCTION	2000 SUPPORT	2400 ADMIN	5000 INDIRECT	TOTAL
100	60,238.56	36,540.00	\$10,000.00	COST BELOW CANNOT	106,778.56
200	10,029.51	19,368.11	4,612.57	INCLUDE AUDIT FEES WHEN A	34,010.19
300		8,670.00		PROJECT LINE	8,670.00
400	15,000.00			ITEM INCLUDES	15,000.00
500			500.00	AUDIT FEES	500.00
600	5,000.00		4,600.00		9,600.00
700					-
800					-
900					-
<b>TOTALS</b>	<b>90,268.07</b>	<b>64,578.11</b>	<b>19,712.57</b>	<b>16,588.88</b>	<b>191,147.63</b>

**DETAIL OF PROPOSED BUDGET**

FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION	FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION
1000	120	\$60,238.56	Teacher Salaries				
	200	10,029.51	Payroll Related				
	400	15,000.00	Rental Space				
	600	5,000.00	Instructional Material				
2000	110	36,540.00	Counselor Salary				
	200	19,368.11	Payroll Rel/Benefits				
	300	8,670.00	Contracted Childcare				
2400	110	10,000.00	Administrative Salary				
	200	4,612.57	Payroll Rel/Benefits				
	580	500.00	Travel				
	600	4,600.00	Supplies, Communication, Printing				
5000	900	16,588.88	Indirect @ 10% (- \$8,670.00 childcare)				
<b>SUB TOTAL/TOTAL</b>		<b>191,147.63</b>	<b>//////////</b>	<b>SUB TOTAL/TOTAL</b>		<b>-</b>	<b>//////////</b>



PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

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

Federal/State Program ABE Postsecondary Transitions

FROM: Southern NH Services  
4 Cutts Street  
Portsmouth, NH 03801

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

SAU/RA: 733

Proposed Project Title: Portsmouth Adult Education Program

Project Period: 7/1/2016 to: 6/30/2017

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

PROJECT MANAGER: NAME: Kristie Conrad  
ADDRESS: 100 Campus Drive Suite 22, Portsmouth P, NH 03801  
E-MAIL ADDRESS: kconrad@rcaction.org

TITLE: Director  
PHONE: 603-422-8233  
FAX: 603-422-8234

FINANCIAL CONTACT: NAME: Michael O'Shea  
E-MAIL ADDRESS: mike@snhs.org

TELEPHONE: 603-668-8010  
FAX: 603-645-6734

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FISCAL AGENT - MAKE CHECKS PAYABLE TO:  
  
Southern New Hampshire Services, Inc.  
PO Box 5040  
Manchester, NH 03108

APPROVED INDIRECT COST 10 %

Michael O'Sh Deputy Director/Fiscal Officer  
PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS  
or RA/CHIEF FINANCIAL OFFICER

  
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS  
or RA/CHIEF FINANCIAL OFFICER

5-23-16  
DATE

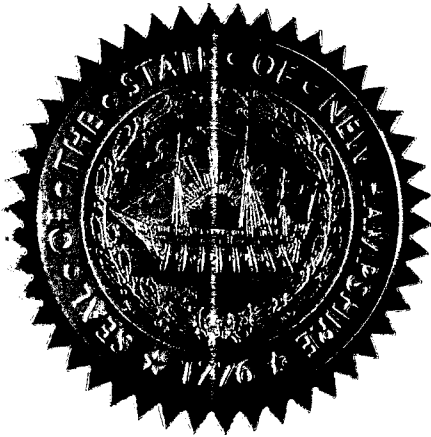
TYPE OF CHANGE	
BUDGET	
FUND AUTH	
FISCAL AGENT	
OTHER	



# 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 SOUTHERN NEW HAMPSHIRE SERVICES INC. is a New Hampshire nonprofit corporation formed May 28, 1965. 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 1<sup>st</sup> day of April A.D. 2016

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

William M. Gardner  
Secretary of State

**CERTIFICATE OF VOTES**

**(Corporate Authority)**

I, Orville Kerr, Clerk/Secretary of Southern New Hampshire Services, Inc.  
(name) (Corporation name)

(hereinafter the "Corporation"), a New Hampshire corporation, hereby certify that: (1) I am the duly  
(state)  
elected and acting Clerk/Secretary of the Corporation; (2) I maintain and have custody and am familiar with the  
minute books of the Corporation; (3) I am duly authorized to issue certificates with respect to the contents of such  
books; (4) that the Board of Directors of the Corporation have authorized, on December 7, 2015, such authority  
(date)  
to be in force and effect until June 30, 2017.  
(contract termination date)

The person(s) holding the below listed position(s) are authorized to execute and deliver on behalf of the  
Corporation any contract or other instrument for the sale of products and services:

Donnalee Lozeau  
(name)

Executive Director  
(position)

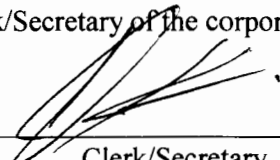
Michael O'Shea  
(name)

Fiscal Officer  
(position)

(5) the meeting of the Board of Directors was held in accordance with New Hampshire  
(state of incorporation)

law and the by-laws of the Corporation; and (6) said authorization has not been modified, amended or rescinded  
and continues in full force and effect as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the corporation this  
23<sup>rd</sup> day of May, 2016.


  
Clerk/Secretary

STATE OF NEW HAMPSHIRE  
COUNTY OF HILLSBOROUGH

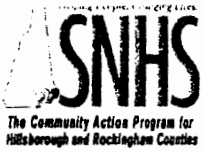
On this 23<sup>rd</sup> day of May, 2016, before me, Debra Stohrer the  
undersigned Officer, personally appeared Orville Kerr who acknowledged her/himself to be  
the Secretary of Southern New Hampshire Services, Inc., a corporation and that  
she/he as such Secretary being authorized to do so, executed the foregoing instrument for the  
purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

**DEBRA D. STOHRER**  
Notary Public - New Hampshire  
My Commission Expires November 18, 2020

  
Notary Public

Commission Expiration Date:



**SOUTHERN NEW HAMPSHIRE SERVICES, INC.**  
*The Community Action Agency for Hillsborough and Rockingham Counties*

Mailing Address: P.O. Box 5040, Manchester, NH 03108  
40 Pine Street, Manchester, NH 03103  
(603) 668-8010 Fax: (603) 645-6734

**RESOLUTIONS**

***(Approved by Board of Directors 9/22/14)***

**Resolved:** The Board of Directors of Southern New Hampshire Services, Inc. authorizes Gale F. Hennessy, Executive Director/Chief Executive Officer, Michael O'Shea, Fiscal Officer/Chief Financial Officer, Deborah Gosselin, Chief Operating Officer or, in their absence, Denise Vallancourt, Accounting Manager to sign contracts, checks and other documents on behalf of the Agency with the following:

The State of New Hampshire including the Department of Health and Human Services: Division of Family Assistance for TANF, NHEP, Workplace Success, CSBG, and Homeless Services; Division of Public Health Services for WIC/CSFP; Division for Children, Youth & Families for Child Care Resource and Referral Services; Office of Human Services/Bureau of Homeless and Housing Services for Homeless Programs; Office of Minority Health & Refugee Affairs for Refugee Social Services. The New Hampshire Office of Energy and Planning for the Weatherization Assistance Program, Heating, Repair and Replacement Program, Senior Energy Assistance Services, and the Fuel Assistance Program; the New Hampshire Department of Education for the Child & Adult Care Food Program, Summer Food Service Program, English as a Second Language, Portsmouth Adult Basic Education Program, and Adult Education/College Transitions at Portsmouth; the New Hampshire Department of Resources and Economic Development for the WIA Adult & Dislocated Worker Programs, and OJT National Emergency Grants; the New Hampshire Department of Safety for Interpretation Services for Non-English Speakers and the Deaf and Hard of Hearing at Specified Meetings.

The U.S. Department of Health and Human Services, Administration for Children and Families for Head Start; U.S. Department of Labor/ETA for the YouthBuild Program; Office of Community Services sponsored programs; the Corporation for National and Community Services for RSVP; United States Department of Housing and Urban Development for Housing and Homeless Program.

The United Way of Greater Nashua; Heritage United Way; Monadnock United Way; United Way of the Greater Seacoast; NH Charitable Foundation for the Western Hillsborough County Family Services Program; Community Action Program Belknap/Merrimack Counties, Inc. for the Emergency Food Assistance Program, (TEFAP), the HOME Investment Partnership Program, and the Senior Community Service Employment Program; New Hampshire utility companies for Neighbor Helping Neighbor, Electric Assistance Program (EAP), and NHSaves Home Energy Solution and Home Energy Assistance Programs; City of Manchester; City of Nashua; City of Nashua-Brownfield Fund; New Hampshire Housing Finance Authority; Manchester Housing and Redevelopment Authority; Nashua Housing Authority for housing and community development programs; New Hampshire Community Action Association; and any and all other Federal, State, Local, Public and Private Agencies seeking to provide services consistent with the Mission of Southern New Hampshire Services, Inc. through contractual relationships with Southern New Hampshire Services, Inc.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/27/2016

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 FIAI/Cross Insurance 1100 Elm Street  Manchester NH 03101	CONTACT NAME: <b>Karen Shaughnessy</b>	
	PHONE (A/C No. Ext): (603) 669-3218	FAX (A/C No.): (603) 645-4331
	E-MAIL ADDRESS: <b>kshaughnessy@crossagency.com</b>	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: <b>Philadelphia Ins Co</b>	
INSURED Southern NH Services Inc. P.O. Box 5040  Manchester NH 03108	INSURER B: <b>MEMIC Indemnity Company</b>	11030
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: **CL161359450** 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			PHPK1435688	12/31/2015	12/31/2016	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> Employee Benefits						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> Professional Liab						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						PRODUCTS - COM/POP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY			PHPK1435688	12/31/2015	12/31/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							Undennsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			PHUB525652	12/31/2015	12/31/2016	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			3102801290			<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	N/A	(3a.) ME & NH	12/31/2015	12/31/2016	E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below			All officers included			E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Crime			PHPK1435688	12/31/2015	12/31/2016	Fidelity: \$250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Refer to policy for exclusionary endorsements and special provisions.

## CERTIFICATE HOLDER

## CANCELLATION

NH Department of Education Bureau of Adult Education 21 So. Fruit Street 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  Karen Shaughnessy/KS5 <i>Karen Shaughnessy</i>

COMBINED STATEMENTS OF FINANCIAL POSITION

JULY 31, 2015 AND 2014

<i>ASSETS</i>		
	<u>2015</u>	<u>2014</u>
<b>CURRENT ASSETS</b>		
Cash	\$ 7,013,136	\$ 6,846,352
Investments	6,243,028	5,840,831
Contracts receivable	3,370,441	4,116,247
Accounts receivable	412,444	205,118
Prepaid expenses	197,061	212,989
Under applied overhead	289,945	179,371
Total current assets	<u>17,526,055</u>	<u>17,400,908</u>
<b>FIXED ASSETS</b>		
Land	7,235,523	6,689,735
Buildings and improvements	76,052,946	75,198,005
Vehicles and equipment	2,319,977	2,279,784
Total fixed assets	<u>85,608,446</u>	<u>84,167,524</u>
Less - accumulated depreciation	<u>(25,025,332)</u>	<u>(22,775,015)</u>
Net fixed assets	<u>60,583,114</u>	<u>61,392,509</u>
<b>OTHER ASSETS</b>		
Restricted cash	4,463,453	3,993,067
Miscellaneous other assets	408,506	418,455
Total other assets	<u>4,871,959</u>	<u>4,411,522</u>
<b>TOTAL ASSETS</b>	<u>\$ 82,981,128</u>	<u>\$ 83,204,939</u>
<i>LIABILITIES AND NET ASSETS</i>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 585,756	\$ 453,138
Accrued payroll and payroll taxes	1,055,747	966,976
Accrued compensated absences	647,031	622,124
Accrued other liabilities	806,045	1,056,004
Refundable advances	1,369,828	2,005,560
Tenant security deposits	306,989	294,450
Current portion of long-term debt	338,450	174,392
Total current liabilities	<u>5,109,846</u>	<u>5,572,644</u>
<b>LONG-TERM LIABILITIES</b>		
Long-term debt, less current portion	5,147,208	5,479,703
Capital advances	66,333,341	66,333,341
Total long-term liabilities	<u>71,480,549</u>	<u>71,813,044</u>
<b>TOTAL LIABILITIES</b>	<u>76,590,395</u>	<u>77,385,688</u>
<b>NET ASSETS</b>		
Unrestricted	<u>6,390,733</u>	<u>5,819,251</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 82,981,128</u>	<u>\$ 83,204,939</u>

See independent auditor's report and accompanying notes to the financial statements.

COMBINED STATEMENTS OF ACTIVITIES  
FOR THE YEARS ENDED JULY 31, 2015 AND 2014

	<i>2015</i>	<i>2014</i>
<b>REVENUES, GAINS AND OTHER SUPPORT</b>		
Grant and contract revenue	\$ 33,727,596	\$ 35,622,242
Program service fees	916,629	883,208
Local funding	421,481	341,237
Rental income	7,523,426	7,472,423
Gifts and contributions	251,460	361,142
Interest and dividend income	380,802	177,318
Unrealized gain on investments	24,840	532,490
Miscellaneous	855,581	936,178
<b>TOTAL REVENUES, GAINS AND OTHER SUPPORT</b>	<b>44,101,815</b>	<b>46,326,238</b>
<b>EXPENSES AND LOSSES</b>		
Program services:		
Child Development	7,063,817	6,554,799
Community Services	1,373,843	1,157,420
Economic and Workforce Development	8,383,373	10,023,206
Energy	11,598,625	11,525,400
Hispanic-Latino Community Services	397,120	441,488
Housing and Homeless	99,728	232,904
Nutrition and Health	2,383,084	2,328,252
Special Projects	1,140,853	1,908,834
Volunteer Services	128,210	144,840
SNHS Management Corporation	1,466,123	1,794,558
Housing Corporations	7,962,519	7,576,354
Total program services	41,997,295	43,688,055
Support services:		
Management and general	1,533,038	1,529,991
<b>TOTAL EXPENSES AND LOSSES</b>	<b>43,530,333</b>	<b>45,218,046</b>
<b>CHANGE IN NET ASSETS</b>	571,482	1,108,192
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>5,819,251</b>	<b>4,711,059</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 6,390,733</b>	<b>\$ 5,819,251</b>

See independent auditor's report and accompanying notes to the financial statements.



**SOUTHERN NEW HAMPSHIRE SERVICES, INC.**

PO Box 5040, Manchester, NH 03108 - (603)668-8010

The Community Action Agency for Hillsborough and Rockingham Counties

**BOARD OF DIRECTORS ~ as of April 19, 2016**

Public Sector	Private Sector	Low-Income Sector	HS Policy Council
<u>Representing Manchester</u> <b>Lou D'Allesandro</b> <b>Joseph Lachance</b>	<u>Representing Manchester</u> <b>German J. Ortiz</b> <i>Term: 9/15-9/18</i>	<u>Representing Manchester</u> <b>James Brown</b> <i>9/15-9/18</i>  <b>Orville Kerr, Secretary</b> <i>Term 9/15-9/18</i>	<b>Melissa Bryan</b> <i>Term: 12/15-12/17</i>
<u>Representing Nashua</u> <b>Kevin Moriarty</b>	<u>Representing Nashua</u> <b>Dolores Bellavance, Vice-Chairman</b> <i>Term: 9/15-9/18</i>  <b>Wayne R. Johnson</b> <i>Term: 9/15-9/18</i>	<u>Representing Nashua</u> <b>Bonnie Henault</b> <i>Term: 9/14-9/17</i>  <b>Shirley Pelletier</b> <i>Term: 9/14-9/17</i>	
<u>Representing Towns</u> <b>Thomas Mullins</b>	<u>Representing Towns</u> <b>Richard Delay, Sr., Chairman</b> <i>Term: 9/15-9/18</i>	<u>Representing Towns</u> <b>Martha Verville</b> <i>Term: 9/13-9/16</i>  <b>Deirdre O'Malley</b> <i>Term: 9/13-9/16</i>	
<u>Representing Rockingham County</u> <b>Jill Jamro, Treasurer</b>	<u>Representing Rockingham County</u> <b>Dan McKenna</b> <i>Term: 9/14-9/17</i>  <b>Carrie Marshall Gross</b> <i>Term: 12/14-9/17</i>	<u>Representing Rockingham County</u>	

Directors serve without compensation.

# SCHOOL YEAR 2016-2017

Manchester

## Itemization of Anticipated Expenditures for Adult Basic Education - English for New Americans program

### 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 Gregory Schneider

1 @ \$4,500 plus 12 classes at \$500 each *Total* **\$ 10,500**

Barbara A.F. DelloRusso - Claire Bergstrom - Vasiliki M. Canotas - Ginette Chandler -  
Teachers Jane E.M. Cooke - Sue Corby - Judith Elliott - Kathy Higgins-Consoli -  
Kelly-Ann Moran - Tika R. Subedi - Constance Van Houten

<u>32 weeks x 6 hrs wk; \$26.94/hr, 192 hours/teacher x 12 classes</u>	<u>\$5,172.48 x 12 =</u>	<u>62,069.76</u>
<u>30 weeks Pre-LNA teacher, 2 hrs wk = 60 hrs; \$26.94/hr</u>		<u>1,616.40</u>
<u>329 hours/lesson planning time x \$26.94/hr; = \$738.60 x 12 teachers</u>		<u>8,863.26</u>
<u>8.5 hours/lesson planning time x \$26.94 for pre-LNA teacher</u>		<u>228.99</u>

*Total* **\$ 72,778.41**

### Teacher Aides

<u>32 weeks, 1 Teacher/Office Aide – AM, 12 hrs a wk; 14.77 hr.</u>	<u>\$5,671.68</u>
<u>32 weeks, 1 Teacher/Office Aide – PM, 12 hrs a wk; 14.77 hr.</u>	<u>\$5,671.68</u>
<u>32 weeks, 1 Teacher/Office Aide – PM, 12 hrs a wk; 14.77 hr.</u>	<u>\$5,671.68</u>
<u>30 weeks, 1 Pre-LNA class teacher aide, 2.5 hrs. wk; 14.77 hr.</u>	<u>\$1,107.75</u>
<u>32 weeks, 1 Tutoring Coordinator, 5 hrs wk; 14.77 hr.</u>	<u>\$2,363.20</u>

*Total* **\$ 20,485.99**

Fall Registration for new students (12 hours) over a period of two days

To do this properly, we need coverage for 3 rooms as students register, pretest/ test meet with coordinator or teacher for oral test. Last year we had over 150 students at these events (am and pm)

Estimated cost for 2 Aides – 12 hours, (354.48) 1 Teacher, 8 hours (215.52), + Coordinator *Total* **\$ 570.00**

### Professional Development/Staff/Teachers

In-house year self-evaluation, meeting with coordinator **2** hours/per teacher

**5** hours personal PD per teacher. Staff meetings, 4x a year, **8** hours.

Total PD per teacher requested: 15 hrs x 13 teachers, 195 hours x 26.94 *Total* **\$ 5,253.30**

**Total for All Personnel Services \$109,587.70**

# Gregory Schneider

Experienced administrator, educator and business owner. Comfortable in both non-profit and for-profit sectors with a solid track record of managing complex projects through all phases from planning to implementation. Successful fundraiser, grant writer and coalition builder. Skilled manager with the capacity to engage diverse populations in community building, conflict resolution and strategic planning.

## Experience

2002 – Present Southern New Hampshire Services, Inc.

### Community and Multi-Cultural Services Director, EEO Officer

- Contact person for the Agency with state CSBG office
- Development and management of programs serving low-income populations, especially linguistic and cultural minorities
- Provide administrative oversight including staff, budgets and operations of community programs, including Homeless Outreach, B.R.I.N.G.I.T.!!!, English for New Americans, Eileen Phinney Multi-Cultural Center, Ethnic Self-Help Program, Cultivating Community Agricultural Program, and North Peterborough Family Program,
- Grant development and reporting, program development and monitoring, and staff supervision
- Represent the Agency on the NHCAA Technology Committee

1996 – 2006 Sound Body Connection, LLC, Manchester, NH

### Owner

Co-owned a business focused on providing services for healing and allowing people a forum to discover and express their spirituality through musical performance. Built and maintained a massage therapy practice providing services in an office setting as well as seated massage in the workplace. Directly responsible for all of the public relations, financial and managerial components associated with the performances and on-going activities of the musical groups which were part of the business.

1990 – 1996 New Horizons for New Hampshire, Inc., Manchester, NH

### Executive Director

- Responsible for overall day-to-day operation of non-profit organization with annual budget of \$350,000 and 5 programs to aid those in need.
- Managed staff of 15 employees and made personnel decisions relative to hiring and dismissal of employees.
- Developed annual budget and managed public relations/solicitation process including acting as spokesperson for the organization and implementing fundraising activities.
- Represented New Horizons in coordinating programs and services with other private and public entities.
- Responsible for developing and overseeing programs to further the mission of the organization and better serve the target population.

1986 – 1990 Amoskeag Bank Shares, Inc., Manchester, NH

### Senior Product Manager

- Oversaw product development, implementation and tracking for retail lending products in a holding company environment with 4 member banks.
- Coordinated on-going activities for lending products among operations, sales and marketing divisions.
- Participated in developing collateral materials for product advertising and marketing.

1984-1986 New Hampshire Catholic Charities, Inc., Manchester, NH

**Administrator**

- Developed state-wide program of surplus food solicitation, retrieval and distribution.
- Managed daily operations of warehousing and distribution program.
- Recruited, trained and supervised volunteers responsible for evaluation and handling of donated food
- Coordinated activities of national, regional and local programs involved in food distribution throughout the state

1981 - 1984 Diocese of Manchester, Manchester, NH

**Community Liaison Staff**

- Developed and implemented educational programs on Catholic Church's social mission for churches and groups throughout the state
- Researched issues, prepared and delivered testimony regarding Church's position on important social issues to state legislative leaders on behalf of the Bishop of Manchester.
- Conducted seminars on Church teaching and social issues to church and religious groups.

1980 - 1981 New Horizons for New Hampshire, Inc. Manchester, NH

**Soup Kitchen Coordinator**

Responsible for daily operation of state's first soup kitchen program, including recruiting and training volunteers, soliciting food and cash donations, and managing daily meal operation.. Function required interaction with homeless and low-income individuals, as well as volunteers, donors, members of the business community and city department personnel and elected officials.

**Education** 1979 M.A. Theology Christ the King Graduate School of Theology Buffalo, NY

1976 B.A. Philosophy St. John's Seminary College Boston, MA  
Graduated Magna Cum Laude

**Certifications**

Certified Community Action Professional

**Community Involvement**

New Horizons for New Hampshire  
Kiwanis International

# Professional Profile

Barbara A.F. DelloRusso

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## *Summary of Qualifications*

- M.Ed. in Adult Learning and TESOL.
- Experienced ESL Instructor for all levels including a College Bridge class. Taught at Second Start, the ENA program, and as an Adjunct Instructor at NHTI.
- Prior ESL/Cross Cultural Project Coordinator/Tutor/Instructor, Second Start and at NHTI.
- Currently, Program Coordinator, English for New Americans Program
- Previously, Director/Program Coordinator, WorkReadyNH at NHTI. Manage day to day operations. Experienced Academic Advisor/Career Counselor/Case Manager.
- Collaborate easily with local non-profit partners, schools/colleges, and the community keeping abreast of ever changing resources for students.
- Experienced with outreach and marketing efforts.
- Ability to manage and produce promotional material.
- Attend collaborative non-profit community meetings in the Concord/Manchester and Nashua area.
- Experienced interviewer and facilitator, supervisor, collaborator, and team player.
- I have incredible energy, enthusiasm, a wide variety of interests, compassion, understanding, flexibility, can change directions easily, and have continued to expand my leadership abilities.
- Love variety and working with people and am open to new challenges!

## *Education/Membership*

- **M.Ed.** May 2008. *Plymouth State University*. Adult Learning and TESOL. *GPA: 4.0.*
- **TESOL Certificate.** March 2004. *School of International Training*, Costa Rica.  
Month-long intensive course. Teaching English to Speakers of Other Languages.
- **B.A.** May 1994. *University of Southern Maine*, Anthropology/geography major with an emphasis in Biology, *GPA: 3.64 summa cum laude.*

## *Professional Work Experience*

### **Program Coordinator/Manager/Instructor**

*English for New Americans Program, Manchester, NH 8/2015 - present*

### **Program Director/Coordinator – WorkReadyNH at NHTI, Concord’s Community College, Concord, NH**

July 2013 – July 2015. Grant funded

### **Academic Advisor/Career Counselor (Case Manager), Lutheran Social Services (now Ascentria),**

May 2011- July 2013. Grant funded

### **Employment and Educational Counselor (Work Resource Specialist), Southern New Hampshire Services,**

September 2008 – July 2009 and October 2010 – May 2011. Grant ended

### **Academic Resource and Information Coordinator, Granite State College**

July 2009 – September 2010

## *ESL Instruction*

### **ESL Instructor, English for New Americans Program.**

10/2010 – 3/2011 and 10/2012 – 5/2013

- Taught Intermediate ESL Step Forward 2 Curriculum.
- Developed Workplace curriculum. Instructed 3 hour beginner to intermediate class weekly.  
Managed teacher assistant and materials for non-literate students (2010)

### **Adjunct Instructor, New Hampshire Technical Institute. Spring 2008 and Spring 2009.**

- LS 202 Clear Speech and Communication. Upper-level ESL students.

### **ESL Instructor, Tutor, Project Coordinator, Second Start Adult Education.**

**Academic Advisor, NH Works and NHTI Advising office (2 years), ESL/Cross Cultural Project Coordinator/Tutor (2 years),**  
Community Education, New Hampshire Technical Institute, Concord, NH 2001-2006 (part-time, Grant funded)

# CLAIRE BERGSTROM

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## EDUCATION

Master of Education, Teaching English as a Second Language, Notre Dame College, Manchester, NH  
Bachelor of Science, Business Administration/Minor, Spanish, College of St. Elizabeth, Morristown, NJ

## TEACHING EXPERIENCE

**ESL teacher, English for New Americans, Manchester, NH.** Spring 2016.

**ESL teacher, English for New Americans, Manchester, NH.** Instructed high beginning, intermediate and advanced classes of adult students with diverse language backgrounds and varied education levels, in a community education program. Emphasis was on communicative, learner centered activities that related to real life needs and creative activities that engaged students and promoted learner persistence. Developed learning centers to promote student independence and self-determination in class.

Established a class Facebook account that functioned as a blog and recapped classroom lessons, linked to supplemental content and allowed students to build community with classmates and which also facilitated communication between students and myself. Incorporated music, literature, and real life reading to supplement the text. Maintained creative and best practices classroom by engaging in workshops, conferences and mentoring programs. (9/2010- 3/2015)

**ESL tutor, Hillside Middle School, Manchester, NH. (Volunteer)**

Assisted veteran teachers with students in ESL language arts, reading and math classes. Worked with individuals and small groups on activities which supported language acquisition and content assimilation. (12/08 – 6/09)

**ESL teacher, Adult Learning Center. Nashua, NH**

Taught two separate classes of beginning level, adult, ESL students with diverse language backgrounds, varied educational levels and abilities. Learned how to manage large multi-level groups and design or adapt activities to meet a broad range of needs. Initial emphasis was on communication and survival skills. School years culminated in self-published books and presentations of student writings about their lives, cultures and experiences.

**ESL teacher, Nashua School District. Title 1 Program**

Taught adult second language learners who had children in the Title 1 Nursery program.

**Student teacher, Milford School District. Milford, NH**

Worked with a variety of ESL in mostly one-on-one settings.

**Mentor, Central High School. Manchester, NH** Mentored teams of ESL/native English speakers in a federally funded writing project.

# VASILIKI M CANOTAS

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## Experience

### ESL Instructor

*English for New Americans, Southern New Hampshire Services, Manchester NH*  
2014 - Present

Responsible for teaching English as a Second Language (Level 3) to adult immigrants and refugees in a classroom setting. Introduce and explain American culture and community resources to students.

### Previous Professional Experience

2006 - 2009

*Attorney/ Of Counsel, Alfano, Baroff & Kasten, PA, Bedford, NH* 2006 – 2009  
Advised clients and prepared documentation in areas of commercial financing and real estate transactions. Drafted and negotiated commercial loan documents, leases, and miscellaneous contracts.

*Title 1 Instructor, Henry Wilson Elementary School, Manchester, NH* 2004  
Responsible for teaching reading and math to elementary school students in small groups.

*Teacher Manchester Central High School, Manchester, NH*  
Responsible for teaching five social studies classes to high school students in three subject areas: Social Issues and the Law (L3/4), Sociology (L2/3) and Civics (L2).

*Attorney/ Of Counsel, Cook, Little, Rosenblatt & Manson, PLLC,*  
*Manchester, NH*  
*Attorney/ Shareholder, Sheehan, Phinney, Bass + Green, PA, Manchester, NH*

## Education

J.D. Northeastern University School of Law, Boston, MA

M.S., Mass Communications, Boston University,  
School of Public Communication, Boston, MA

A.B., Political Science, Brown University, Providence, RI

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*Member, New Hampshire and American Bar Associations*  
*Trustee, Granite YMCA, Manchester NH*  
*Trustee, Greater Manchester Hellenic Scholarship Fund, Manchester NH*

# GINETTE CHANDLER

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## TEACHING AND TRAINING EXPERIENCE

- Adult ESOL Instructor** 2015 – Present  
English for New Americans, Manchester, NH
- Teach semester-long basic English language classes to pre-literacy and beginning literacy adult English language learners
- ESL Citizenship Instructor** 2015 – Present  
English for New Americans, Manchester, NH
- Taught a 10-week course to adults on the Naturalization process
- Transition Coordinator** 2016 – Present  
Manchester Adult and Community Learning, Manchester, NH
- Schedule advising meetings and assist learners with creating goal setting plans
  - Guide and support learners as they transition to new goals
- Adult English Speaker of Other Languages (ESOL) Instructor** 2015 – May 2016  
Adult Learner Services of Greater Derry, Derry, NH
- Teach semester-long basic –to- intermediate English language classes to adult English language learners
- Adult Continuing Education Program Instructor** 2015 – April 2016  
Derry Center for Adult Studies, Derry, NH
- Designed and delivered a 3-week course entitled “Get Hired!-Resumes & Cover Letter for the 21<sup>st</sup> Century” to 6 adult education learners
- Tax School Instructor** 2014 – 2015  
Liberty Tax, Derry, NH
- Taught a 10- week tax instruction course to 16 adults, resulting in 12 learners becoming tax professionals
  - Taught an 8- week tax instruction course to 4 adults, resulting in 1 learner becoming a Liberty Tax professional and 2 learners recertifying

## EDUCATION

- Doctor of Education**  
Specialization in Adult Education, Capella University, Minneapolis, MN Expected 2016
- Master of Arts in Teaching**, Kaplan University, Davenport, IA 2013
- Bachelor of Arts, Psychology** University of Southern Maine, Gorham, ME 2000





# SUE CORBY

## EXPERIENCE

- Leadership Team*: Manchester Immigrant Integration Initiative; Manchester, NH 9/2013 – present  
Design and coordinate Conversation Cafes in order to bring immigrants and members of the receiving community together in casual situations that promote integration
- ESOL Teacher*, English for New Americans, ENA; Manchester, NH 1/2004 – present  
*Program Coordinator*, ENA 6/2007 – 8/2015  
Managed students, teachers, volunteers, curriculum, daily operations, budget, professional development for teachers and volunteers, designed and implemented Citizenship classes for adults at all levels  
special interest in beginning level, students without literacy in their native languages, newly arrive adult ELLs
- Outreach Coordinator*, ENA 9/2005 – 6/2007  
liaison to community programs and agencies; designed and coordinated community education speaker series and cultural adjustment activities

### **Previous Experiences includes:**

- Volunteer*, Manchester School District – library assistant, tutor, enrichment coordinator, event planner and fundraiser
- Psychotherapist*, Souhegan Valley Counseling Services, Amherst, NH
- Clinical Counselor*, Milwaukee, WI
- Reading Specialist*, Brookfield High School Brookfield, WI
- Teacher*, Adult Basic Education (literacy) to adults in night program
- Teacher Corps*, University of Wisconsin, Intern – worked with team to develop alternative high school with emphasis on basic skills for disengaged Hispanic youth.

## TEACHING CERTIFICATIONS

- Social Studies, State of Wisconsin, 1974 (expired)  
Reading Specialist, State of Wisconsin, 1974 (expired)

## EDUCATION

- M.S., Educational Psychology/Counseling – 8/76 – University of Wisconsin-Milwaukee  
B.A., Sociology – 6/66 – Syracuse University; Syracuse, NY

## Judith Elliott

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- Education:** School for International Training Brattleboro, VT  
**TESOL Certificate** 2010
- Northeastern University Boston, MA  
**MA in Economics - Focus on workforce issues** 1993
- Kalamazoo College Kalamazoo, MI  
**BA in Business and Economics** 1975
- Experience:** English for New Americans/Southern NH Services Manchester, NH  
**ESOL Teacher August 2009 - Present**  
Teach ESOL (English for Speakers of Other Languages) to adult immigrant and refugee students. Develop supplementary teaching materials and supervise volunteer teachers' aides.
- NH Coalition for Occupational Safety and Health Hooksett, NH  
**Immigrant-Refugee Trainer August 2009 - Present**  
Teach worker safety and worker rights to immigrants and refugees in ESOL classes throughout New Hampshire. Develop curriculum, graphic materials, and worksheets.
- International Institute of New Hampshire Manchester, NH  
**Trainer for Refugee Farmers (Consultant) 2009 - Present**  
Teach farm-related English to refugees in agricultural program. Plan lessons, create graphic materials, and design reading materials.
- NH Coalition for Occupational Safety and Health Concord, NH  
**Director June 1999 - August 2009**  
Designed and led training program for immigrant and low-income workers. Carried out administrative, training, and fundraising responsibilities. Co-founded and coordinated NH Immigrant Rights Task Force.
- NH AFL-CIO Pembroke, NH  
**School-to-Work Outreach Coordinator August 1997 - June 1999**  
Coordinated participation in New Hampshire School-to-Work Program. Wrote curriculum, organized teachers' conference, and conducted public outreach.
- Elliott Economic Research Canterbury, NH  
**Independent Researcher 1995-1998**  
Conducted research, writing, and public education on employment issues affecting low and moderate-income workers.

Manchester Listening Project on Jobs  
**Project Coordinator** Manchester, NH  
**May 1996 - May 1997**  
Coordinated community-based research project exploring employment issues through worker interviews.

NH Citizen Action  
**Campaign Finance Reform Organizer** Concord, NH  
**July 1995 - February 1996**  
Carried out public education to advocate campaign finance reform.

New England College  
**Adjunct Instructor of Economics** Henniker, NH  
**Sept 1990 - June 1994**  
Specialized in globalization of economy and issues confronted by US workers and families.

Community Services Council of Merrimack County  
**Finance Director** Concord, NH  
**August 1984 - March 1990**  
Directed accounting systems for human services agency.

NH Energy Management  
**Energy Auditor** Newmarket, NH  
**1982 - 1983**  
Performed energy efficiency audits of residential and commercial buildings.

NH Public Utilities Commission  
**Energy Analyst** Concord, NH  
**1980-1981**  
Developed policy recommendations to improve energy efficiency of public utilities.

Clamshell Alliance  
**Bookkeeper** Portsmouth, NH  
**1978 -1979**  
Maintained financial records for grassroots anti-nuclear organization.

**Volunteer:** **ESOL Teacher**, New American Africans, Concord, NH – 2010 to present.

**Master Gardener**, UNH Cooperative Extension Education Center, Manchester – 2009 to present.

**Languages:** Proficient in conversational Spanish.

**Awards:** **NH Martin Luther King Award, 2006** - For work on behalf of immigrant rights

# Kathy Higgins-Consoli

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## EDUCATION

**St. Michael's College**, Winooski, VT  
Bachelor of Arts Degree, Spanish – summa cum laude  
Valedictorian

**Institute for Responsive Education**, Cambridge, MA  
Certificate of Family Involvement

**Experiencia**, Cuernavaca, Morelos, Mexico  
Summer study of language and culture.

## CERTIFICATIONS

**State of New Hampshire Department of Education**  
Alternative IV certification: ESOL, Spanish, Italian, General Special Education

**American Board for Certification of Teacher Excellence**, Washington, D.C.  
Certificate to teach and *Highly Qualified* status for Elementary Education

## EXPERIENCE

**English for New Americans, Southern NH Services, Manchester, NH** July 2006 - Present  
*ESOL Instructor*

- Construct curriculum for multi-level adult ESL class including pre-literate level
- Individualize lesson plans according to each student's needs and learning styles
- Administer state-wide standardized CASAS assessments
- Build rapport and community within a multicultural classroom of 15-25 students
- Instruct students in life-skills learning with a goal of employment
- Maintain and implement digital platforms for students to continue learning outside the classroom
- Adjust curriculum and teaching style based on formative and summative assessments

**Manchester School District, Manchester, NH** January 2002 - June 2010  
*Substitute Teacher*

- Maintain the standard of classroom instruction and discipline
- Utilize experience to construct additional material for time management constraints
- Lead multi-level reading, math, and other instructional groups
- Implement cultural based instructional units within ELL and mainstream classrooms as a long-term substitute

**Westat National Assessment of Educational Progress (NAEP)** January 2009 - April 2009  
*Field Staff Tester*

- Administer national assessment tests following standardized practices
- Categorize student tests based on information given
- Accommodate tests for students with special needs
- Document any testing deviations
- Evaluate recent procedures and testing schools

# Kelly-Ann Moran

## Education

Salem State College, Salem, MA Massachusetts Reading Certification

Boston University, Boston, MA

Master of Education, May 2003

Massachusetts certification in TESOL grades 5-12; NH License in TESOL

Teaching English to Speakers of Other Languages (TESOL)

Cumulative GPA: 3.7/4.0

Michigan State University, East Lansing, Michigan

Master of Arts, December 1999

Russian Language and Literature

Cumulative GPA: 3.95/4.0

College of Holy Cross, Worcester, MA

B.A., Double Major in Russian Language/Literature and Political Science

## Teaching Experience

**ESL Instructor** – Tentative: Fall 2016/2017 – English for New Americans, Manchester, NH

**ESL Teacher**, Nashua High School North, Nashua, NH 8/2010 – present

**ESL Teacher**, Nashua Community College, Nashua, NH 6/2015 – present

**ESL Teacher**, Manchester Community College Workforce Development, Manchester, NH 2/2014 – present

**ESL Teacher**, Southern New Hampshire Services, Manchester, NH 9/2014 – 6/2015

**ESL Teacher**, Southern NH University, Manchester, NH 6/2014 – 8/2014

**ESL Teacher**, Chelsea Community Schools, Chelsea, MA 2008 – 2010

**ESL Teacher**, Chelsea High School, MA 8/2003 – 2010

## Membership

TESOL, MATSOL, Secondary SIG Rep., MATSOL, MA

# TIKA R. SUBEDI

## Education:

M.A., Sociology: Tribhuvan University, Katmandu, Nepal	2002-2004
Bachelor of Arts: North Bengal University	1999-2001
Trained Interpreter , SNHAHEC	2010

## Service and Employment History:

<b>ESL Teacher</b>	Sept. 2010 - present
English for New Americans (ENA)	
<b>Bilingual Parent Liaison</b>	Jan. 2011 - present
International Institute, Manchester, NH	
<b>Education Coordinator</b>	
Bhutanese Community Of NH	Dec. 2012 – Jan 2016
<b><u>Assistant-Principal (The Blue Moon School) Nepal</u></b>	2001-2004
<b><u>ECA In-charge/Counselor (Universal Higher Secondary School), Nepal</u></b>	2005-2008
<b><u>In-School Resource Teacher</u></b>	1998-2000
Green Vale Academy (Refugee Camp School), Damak, Nepal	

## **Constance Van Houten**

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### **Instructor of English as a Second Language to Adult Learners**

#### **Skills Highlights as an Instructor of English as a Second Language to Adult Learners:**

Served as a lead teacher  
Taught literacy, intermediate, and advanced level classes  
Team-taught across instructional levels and co-taught with the state mentor for ESL  
Substitute taught in all levels of instruction and, for one summer, at Temporary Assistance for Needy Families (TANF), a multilevel program  
Designed and taught multilevel classes in conversation, writing, and writing/citizenship  
Utilized speakers, field trips, Connections program, and other community support  
Conducted student registration  
Administered the (CASAS) testing program for classes and for registration  
Participated in interviewing and hiring of teachers and provided support for new teachers  
Supervised a student teacher and worked with and oversaw classroom aides and volunteers  
Assisted with preparation of classrooms, coordination of volunteers, and text recommendations  
Participated in extensive professional development and in CASAS certification training  
Crafted the program mission statement for the Manchester Adult Learning Center with two colleagues  
Served on state Community Liaisons and Advocacy committees and coordinated school efforts

#### **Career Highlights:**

Teacher of adult students of English as a second language for more than six years  
Second-term Ward 12 representative on the Manchester School Board  
Adjunct professor of writing, speech, and reading at several colleges for more than ten years  
Teacher of English at Manchester Memorial High School for thirty-six years (retired)  
Teacher of secondary students in remedial to honors levels and in special education programs  
Graduate of a certificate program in education of the gifted and talented at the advanced graduate level

#### **Employment Highlights:**

English for New Americans, Manchester, NH 2012 – present  
teacher of English as a second language to adult learners

Manchester Community College, Manchester, NH 2007 - present  
adjunct professor of English

5 years teaching at the Manchester Adult Learning Center at MST, ESL Program, Manchester, NH

36 years as English teacher, department coordinator, Honors Program Coordinator, and special education team teacher in the Manchester (NH) School District

#### **Education Highlights:**

Notre Dame College, Manchester, NH 1986  
MEd., Language/Learning Disabilities

University of New Hampshire, Durham, NH 1971  
B. A., English/Education



# Portsmouth Adult Education Program

## SCHOOL YEAR 2016-2017

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      Kristie A. Conrad

\$26/hour x 65 hours = \$1,690.00

Total    \$ 1,690.00

Teachers

Total    \$ \_\_\_\_\_

Teacher Aides

Total    \$ \_\_\_\_\_

Guidance and Counseling      Rachel K. Owens

\$29/hour x 144 hrs. = \$4,176.00

Total    \$ 4,176.00

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

Total    \$ \_\_\_\_\_

Total for All Personnel Services      \$ 5,866.00

# **Kristie A. Conrad**

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## ***Professional Experience:***

### **Southern NH Services, Inc. (June 2011 – Present)**

**Program Director**

**July 1996 to present**

#### **Portsmouth Adult Education Program**

100 Campus Drive, Suite 22, Portsmouth, NH 03801

603.422.8233

Responsible for comprehensive oversight of an adult education program serving learners 18 years and older in need of academic skills instruction, high school equivalency preparation and English language instruction for speakers of other languages in the greater Portsmouth, NH area. Work began in 1996 under Rockingham Community Action, which merged with Southern NH Services in 2011 – the non-profit, anti-poverty agency serving Rockingham and Hillsboro counties in New Hampshire.

Specific work responsibilities have included such areas as:

- program design and scheduling;
- recruitment, registration, referrals and retention of adult learners;
- community outreach, advocacy and collaborations;
- public relations – planning and implementation;
- fundraising and grant writing;
- maintaining contact with local, state and federal offices and officials;
- recordkeeping, fiscal accountability and report preparation;
- hiring, training, ongoing development and evaluation of staff and volunteers;
- development and oversight of Post-Secondary Transitions grant;
- overall program evaluation, among other responsibilities.

### **Southern NH Services, Inc. (June 2011 – present)**

**Literacy Services Coordinator**

**November 1991 to December 2015**

#### **Rockingham Community Action Literacy Services**

4 Cutts Street, Portsmouth, NH 03801

603.431.2911

Responsible for all aspects of oversight, operation, implementation, evaluation and expansion of multiple literacy services focusing on children and families, adolescents and adults in poverty. Work began in 1991 under Rockingham Community Action, which merged with Southern NH Services in 2011 – the non-profit, anti-poverty agency serving Rockingham and Hillsboro counties in New Hampshire.

Specific work responsibilities have included, among other activities, such areas as:

- creating, operating and expanding new and current programs;
- researching, coordination and implementation of all fundraising and grant writing;
- recruiting, hiring, training and evaluating staff and volunteers;
- direct service delivery with program participants - including registration, counseling support and referrals;
- modeling reading and literacy behaviors with participants, staff and volunteers;
- materials development; recordkeeping; report preparation; program evaluation;
- establishing, coordination and implementation of public relations;
- public advocacy of poverty and literacy related issues;
- developing and fostering varied community collaborations;
- interaction with local, state and federal offices and officials;
- participating in professional development related to areas of service delivery and program management;
- general office management and maintenance.

Literacy Services program involvement has included:

The Gift of Reading, The Gift of Reading Storytime at WIC Clinics, The Family Literacy Project, AmeriCorps\*VISTA, AmeriCorps - NH Reads, Tales to Go Summer and Child Care Provider traveling literacy van projects, Reading is *Fundamental*, and the Portsmouth Adult Education Program

**Rockingham Community Action, Inc. (November 1991 – Present)**

**Program Coordinator (September 2007 to September 2010)**

**RCA-COMPASS Youth Program**

100 Campus Drive, Suite 22  
Portsmouth, NH 03801

Responsible for oversight of at-risk youth (ages 16-25) support program - supervising COMPASS Youth Advisor, grant writing, recruitment, case consultation, advocacy, community collaboration and outreach, recordkeeping and reporting to funding sources. Program funding ended September 2010.

***Education:***

B.A., Sociology, cum laude, University of New Hampshire

***Computer Skills Experience:***

MS Word, MS Publisher; MS Excel; MS Access; MSOffice; World Wide Web

# Rachel K. Owens

## *Professional Experience:*

**Program Counselor - Portsmouth Adult Education**      *November 2013 - Present*  
*Southern New Hampshire Services, 100 Campus Drive, Portsmouth, NH*

**Family Advocate/Case Manager – Early Head Start**      *April 2010 – November 2013*  
*Community Action Inc., Haverhill / Newburyport, MA*

- Provide counseling, education, advocacy, referral, and support services to enrolled families
- Outreach, recruitment, enrollment, and retention of families for program participation
- Schedule, plan, conduct, and record all visits and community involvement opportunities
- Administer and interpret surveys, screenings, evaluations, and assessments
- Strategize with enrolled families to identify strengths, needs, barriers, resources, and goals
- Assist in program and curriculum development for Early Head Start program
- Develop case plans - counsel, review, and periodically evaluate plans
- Support and empower families to meet education, employment, and health goals
- Obtain input and feedback to monitor and document performance and progress
- Schedule, plan, implement, and document all client meetings and quarterly conferences
- Collaborate with advocates and agencies to identify area services and resources
- Maintain accurate records including confidential files, databases, and reports
- Conduct and complete all clerical and administrative duties; copy, file, fax, phone, ordering
- Data entry and documentation into Child Plus, Octopia, and TS Gold
- Plan and facilitate meetings, workshops, activities, open houses, and other events
- Initiate and maintain communication with all appropriate agency personnel
- Participate in staff trainings, events, meetings, and professional development opportunities
- Comply with all federal, state, and agency standards, procedure, and protocols

**District Tutor**      *1995 – 2013 (part-time)*  
*Triton Regional School District, Byfield, MA*

- Initiate and maintain tutor/student/school communications and relationships
- Schedule, implement and document all daily and weekly appointments
- Organize daily and weekly lesson plans and instructional materials
- Participate in curriculum development for at-home students
- Administer individualized, one-on-one instruction and assign homework
- Administer quizzes and tests and submit all work as assigned
- Document all appointments, assignments, homework and communications
- Evaluate and report student attendance, participation, progress and performance
- Advise, counsel, educate, and support students and families
- Maintain and submit all required forms, records and documentation
- Attend conferences, meetings, and trainings as required
- Maintain licensure and adhere to all school, state, and federal guidelines

**District Tutor** *1995 – 2013 (part-time)*  
*Exeter Area School District, Exeter, NH*  
*Nashua Public Schools, Nashua, NH*

Same duties as detailed above

**Classroom Teacher** *Aug 1986 - Oct 1989*  
*Nashua Brookside Psychiatric Hospital, Nashua, NH*

- Classroom teacher in self-contained classroom
- Develop and implement individualized curriculum
- Develop daily and weekly lesson plans
- Provide individual and small group instruction
- Administer and evaluate quizzes and tests
- Participate in group counseling sessions

***Education:***

**Master of Education / School and Community Counseling**  
*Salem State College, Salem, MA* May 1989  
Graduated Cum Laude with a 3.77 GPA

**Bachelor of Science in Education**  
*Plymouth State University, Plymouth, NH* May 1983  
Member - Kappa Delta Pi - Honor Society in Education

***Volunteer Experience:***

*Exeter Area School District Exeter, NH* Sep 1994 - Jun 2010  
Extensive volunteer experience in local schools, community, and church  
Chairperson Exeter High School Jr. Prom Committee 2005, 2006, 2009  
Committee Member EHS Project Sr. Prom/Graduation 2006, 2007, 2010  
Chairperson/Vice Chair/Secretary and Publicity - EHS Football, Boys and Girls Basketball,  
Girls Soccer, Girls Ice Hockey, Track and Field, Lacrosse & Tennis  
East Kingston Recreation Department Committee Member and Coach  
East Kingston Old Home Days Chairperson  
Chairperson, Vice Chair, Secretary and Publicity EKES PTO  
Chaperone - numerous student activities and events on and off site  
Member, Principal Search Committee and Strategic Planning Committee  
Teacher, CCD classes - St. Michael's Parish (five years)  
Volunteer - SMP Religious Education office (seven years)

# SCHOOL YEAR 2016-2017

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 Kristie A. Conrad

Base Pay = \$4,500.00

11 classes @ \$500/class = \$5,500.00

Teachers Jessica Schoppe Moisan - Johanna McPhee - Maureen Megan Donnelly  
 Elaine Pridham - Maggie McCormick - Maureen Genakos - Anne Darragh

- 1 Day ABE Math/Science @ \$24.72/hr. x 9 hrs./wk. x 34 wks. = \$7,564.32
- 1 Day ABE Reading/Writing/SS @ \$24.72/hr. x 9 hrs./wk. x 34 wks. = \$7,564.32
- 1 Eve ABE @ \$24.72/hr. x 5 hrs./wk. x 34 wks. = \$4,202.40
- 1 Guided Instruction @ \$24.72/hr. x 2 hrs./wk. x 30 wks. = \$1,483.20
- 1 Day Level 1 ESOL @ \$24.72/hr. x 6 hrs./wk. x 34 wks. = \$5,042.88
- 1 Day Level 2 ESOL @ \$24.72/hr. x 6 hrs./wk. x 34 wks. = \$5,042.88
- 1 ESOL Conversation @ \$24.72/hr. x 2 hrs./wk. x 32 wks. = \$1,582.08
- 1 ABE/ESOL Book Club @ \$24.72/hr. x 2 hrs./wk. x 32 wks. = \$1,582.08
- 1 Eve Level 1 ESOL @ \$24.72/hr. x 5 hrs./wk. x 34 wks. = \$4,202.40
- 1 Eve Level 2 ESOL @ \$24.72/hr. x 5 hrs./wk. x 34 wks. = \$4,202.40
- 1 Computer Skills@ \$18.58/hr x 3 hrs./wk. x 32 wks. = \$1,783.68

Total \$ 10,000.00

Total \$ 44,252.64

Teacher Aides

1 Day ABE/ESOL @ \$18.58/hr. x 12 hrs./wk. x 34 wks. = \$7,580.64

Total \$ 7,580.64

Guidance and Counseling Rachel K. Owens

1 Counselor @ \$29/hr. x 35 hrs./wk. x 36 wks. = \$36,540.00

Total \$ 36,540.00

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

Staff Development 6 staff @ \$24.72hr. x 12 hrs. = \$1,779.84  
1 staff @ \$18.58/hr. x 12 hrs. = \$222.96

Prep Time 1814hrs. + 7 = 259 hrs x \$24.72/hr = \$6402.48

Total \$ 8,405.28

Total for All Personnel Services \$ 106,778.56

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## Jessica Schoppe Moisan

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### Summary of Qualifications

- Excellent Communication Skills both oral and written: experienced with creative, educational and professional editing/writing
- Detail-oriented, creative, flexible, self-motivated, mature
- Familiarity with both the higher education sector and management of Study Abroad & English Language Learning and academic counseling
- Excellent interpersonal and organizational skills: advanced editorial skills, experiencing managing a small staff of two accredited ESL programs, high level administration skills
- SEVIS (Student and Exchange Visitor Information System) trained and experience as secondary DSO (Designated School Official)
- TEFL/TESOL certified: Experienced English Language instructor to various languages of all levels. Have worked with Arabic, Japanese, Chinese, Korean, Spanish, and Haitian/French students.
- Quick to learn company specific computer software programs
- IWB (Interactive White Board) savvy
- Notebook 10 software certification

### Education

Bachelor of Arts in English, University of Utah      Salt Lake City, UT      2003

### Relevant Employment

**September 2014 – Present**

**ESOL Instructor**

Southern New Hampshire Services – Portsmouth Adult Education      Portsmouth, NH

To teach and create lesson plans for an Evening Level 2 English language class. I strive to maintain student satisfaction and attendance by engaging students with relevant course material to help them in their daily lives.

**March 2009 – August 2011**

**Head of Teaching**

Embassy CES Pacific Lutheran University      Tacoma, WA

Embassy CES is an international English language school. Along with the Lead Teacher position, my responsibilities were to ensure customer satisfaction in the delivery of two academic programs; to organize and manage the academic timetable; organize and manage testing, placement and student induction; to manage appropriate

use of materials and resources; support and guide teachers through lesson observations, feedback and workshops; maintain staffing levels; teach two core classes; establish a positive working environment, and to support other managers when required; manage SEVIS when the head DSO is absent. Served as interim Academic Director for three months.

**June 2009 – March 2009**                      **Lead Teacher**  
Embassy CES Pacific Lutheran University   Tacoma, WA

This position was a two part administrative and teaching position. The primary duties were to create lesson plans and teach two core classes; to maintain student attendance percentages and records; council students on various academic issues such as low scores or appropriate level placement; maintain class ratios, record and report numbers; order academic materials, maintain materials budget, and to manage faculty schedules and lesson plans.

**February 2008 – June 2008**                      **ESL Teacher**  
Embassy CES Pacific Lutheran University   Tacoma, WA

To teach and create lesson plans for two core classes and two elective class in addition to maintaining student satisfaction and attendance.

**2007-2008**    **Master Teacher**  
Oxford Academy                      Draper, Utah

I taught phonics (one on one) at a K-12 curriculum in addition to elementary social studies and science, which required a weekly lesson plan.

## **Volunteer Experience**

2008-11	Mentor, Children of Promise (Volunteers of America), Tacoma, WA
2006	Tutor for ESL and refugee students at Mountain View Elementary, UT
2003	Youth Organic Garden Assistant, SLC, UT
2002	English Department Student Advisory Committee, University of Utah
2002	Arts for Youth, Bennion Elementary SLC, UT
2001	Horizonte: Assistant to an adult ESL classroom. SLC, UT



# Johanna McPhee

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## Objective

My objective is to support and encourage students on their way to English proficiency, and aid in their integration into the local community in a creative manner that is appropriate and sensitive to the group or individual involved.

## Experience

2015 – present      Portsmouth Adult Education Program      Portsmouth, NH

### **Evening Level 1 ESOL Teacher**

- Develop and implement curriculum to work with basic to low intermediate adult English language learners
- Create class activities to improve proficiency in speaking, listening, reading and writing content areas
- Advocate for immigrant populations
- Complete documentation and record keeping as required by program

2001- present      Hampton School District SAU # 90      Hampton, NH

### **ESOL Coordinator/Teacher - Grades K-8**

- NH DOE certified ESOL Teacher – current
- Worked with children, throughout the grade levels, with varying levels of proficiency
- Scheduled services and developed, planned, and executed curriculum, instruction, and assessment throughout three schools
- Provided translation and interpretation services for ESOL families
- Worked in conjunction with local outreach to make important connections for new immigrant families
- Assisted with management of the District's Title III grant funding and participated in the multi-year project of the alignment of the English Language Proficiency Standards with the NH Content Standards

2007-Present      Private

### **Private Tutor/Instructor**

- Provided private English lessons at the beginning and intermediate levels
- Developed and instructed a small group, beginner-level Spanish conversation class designed to individual student needs
- Provided tutoring for high school level intermediate Spanish student

2001-2005      Exeter Adult Education SAU #16      Exeter, NH

### **ESOL Teacher**

- Developed and implemented curriculum for classes of up to fifteen students
- Provided basic literacy instruction and conversation practice
- Worked with Beginner and Intermediate level students
- Advocated for immigrant populations
- Administered standardized and self-developed assessments

2000-2001                      Venture Corporation                      Seabrook, NH

**ESOL Teacher**

- Developed curriculum and provided ESOL instruction to multi-level classes
- Taught early literacy skills
- Focus on workplace English and occupational safety

**Education**

2011-2013                      Grand Canyon University                      Phoenix, AZ

- Masters of Education Teaching English to Speakers of Other Languages
- High Honors

1995-2005                      University of New Hampshire                      Durham, NH

- B.A. in Linguistics
- Extensive Minor in Spanish
- Full year study in both French and German

2001- Present                      Professional Development

- I have participated in numerous professional development activities with the NH DOE, TESOL, SERESC, Tufts, and several other organizations. Typically, the focus of my professional development includes ESOL and immigrant rights and resources, literacy and special learning needs or preferences including Multiple Intelligence theory, technology integration, co-teaching and collaboration, grant management, as well as language acquisition, and curriculum development and alignment to ELL proficiency.

# MAUREEN MEGAN DONNELLY

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## Professional Experience

**February, 2012-present** Southern New Hampshire Services, Inc.  
Portsmouth Adult Education Program, Portsmouth, NH  
*Instructor, English for Speakers of Other Languages (ESOL)*

Plan and implement curriculum for Level 1 and Level 2 Adult ESOL classes. Work with students and program administrators to create a supportive, comfortable learning environment in which adult language learners can improve their English language skills, gain self-confidence, and reach their professional and personal goals. Collaborate with teaching assistants and classroom volunteers to promote meaningful one-on-one instruction when appropriate. Employ a variety of teaching methods to accommodate different learning styles. Conduct field trips in the community to strengthen real-life language skills and increase student awareness of resources in the Portsmouth community and in neighboring states.

**2003-2011** Sanborn Regional School District, Kingston, NH  
*Certified ESOL Teacher, Grades K-12*

Provided one-on-one and small group English language instruction in listening comprehension, speaking, reading, and writing to students in grades K-12. Responsibilities included designing curriculum for individual student needs, working with classroom teachers to assure content was modified to meet language proficiency level of students, and conducting informal and formal assessments (ACCESS for ELLs) to measure student progress.

## Education

University of New Hampshire, Durham, NH  
Master's Degree, English Language and Linguistics, 2003

Yale University, New Haven, CT  
B.A., Russian and East European Studies, 1989

## Language Skills

Proficient speaker of Russian.  
Working knowledge of French and Spanish.

## Volunteer Experience

2009-2010 South Central NH ESOL Teachers Network,  
*Co-Facilitator* at monthly network meetings.

2006-2009 Northern New England Teachers of English To Speakers of Other Languages (NNETESOL) Board, *Publishers' Liaison*

# **Elaine Pridham**

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## **Professional Experience**

**05/2014 – Current:**        **Great Northern Builders, South Berwick, ME**  
Administrative Assistant

**04/2012 – Current:**        **Portsmouth Adult Basic Education Program,  
Portsmouth, NH**  
Teacher Aide; Teacher Basic Computer Skills

**04/2007 – 10/2010:**        **New England Life Care, South Portland, ME**  
Vice President of HR, Corporate Compliance & Performance  
Improvement

New England Life Care is a non-profit home infusion company with 175 full and part time employees providing specialty drug and nursing services to patients living throughout northern New England and eastern Massachusetts. As VP of Human Resources, I was responsible for all aspects of the human resources function company-wide. Additionally, held a leadership role in the corporate compliance, quality assurance, safety and performance improvement processes.

**08/2005 – 04/2007:**        **Glenwood Consulting and Coaching**  
Self-employed as independent Human Resource Consultant and  
Professional Coach

**10/1988 – 05/2005:**        **Harvard University, Cambridge, MA**

1997 –2005:                    Office of Human Resources, Labor and Employee Relations, Associate Director

Responsible for providing consultation and subject matter expertise in a broad array of generalist, policy and program development and labor and employee relations- related issues to executives leading the human resource function for University schools and central organizational units representing a diverse range of academic, research and business functions within a world premier institution employing over 16,000 staff and faculty.

1988 – 1997:

Harvard Medical School, Office of Human Resources, Assistant Director

Responsible for providing all aspects of human resources within a medical research and teaching organization employing 1,000 non-faculty staff located on a central urban campus and remote facilities.

***Other Relevant Professional Experience: Social Services***

**Somerville – Cambridge Elder Services (SCES), Somerville, MA**

SCES is part of a statewide system of private, non-profit human service agencies providing case management and in-home services to eligible elderly; held a variety of positions: direct service; supervisory; program manager.

**NH Division of Welfare, Portsmouth District Office, Portsmouth, NH**

Child and Family Services: Held positions of increased responsibility from technical to supervisory.

**Education**

- B.A., University of New Hampshire, Durham, N.H., Sociology
- University of Connecticut School of Social Work, West Hartford, CT., Graduate Studies; Concentration: Administration/Policy and Planning

*Professional Honors:*

- Fellowship: Selected Vogt Leadership Fellow, 2004-2005, Boston Consortium of Higher Education

*Volunteer:*

- Town of South Berwick, Chair, Library Advisory Board;
- CASA NH Program; Court Appointed Special Advocate/Guardian Ad Litem; Peer Coordinator

# MAGGIE MCCORMICK

## EXPERIENCE

### **EVENING ACADEMIC SKILLS/HISET PREPARATION TEACHER 2015 – PRESENT**

Portsmouth Adult Education Program, Portsmouth, NH

- Develop and implement curriculum for adult learners in reading, writing, social studies, science and math content areas
- Adapt class activities to a range of skill levels from most basic to advanced learners
- Provide instruction, preparation and pre-testing targeted to HiSET high school equivalency
- Utilize real-life materials and best practices in direct instructional environment
- Complete record keeping as required by program

### **FIFTH GRADE TEACHER 2012-2013**

Weilenmann School of Discovery; Park City, UT

- Collaborated effectively with fifth grade colleagues to design engaging curricula for an arts and science focused K-8 school
- Served as school Gifted and Talented Coordinator
- Participated in and guided numerous professional learning opportunities (i.e., educational neuroscience, Gifted and Talented education, math, language arts)
- Developed diverse assessment tools to determine growth and learning goals for individual students
- Taught small-group math enrichment for lower school students
- Worked closely with students to create goals and systems for feedback
- Coordinated and led fifth grade educational trip to Washington D.C.

### **FIFTH AND THIRD GRADE TEACHER 2011-2012**

Park City Schools; Park City, UT

- Served on school Leadership Team
- Differentiated instruction to meet the needs of a diverse student population
- Participated in ongoing SIOP professional development and implemented SIOP-based pedagogies
- Successful performance on all JPAS evaluations
- Participated in weekly oral Spanish class with other teachers in the district
- Worked cohesively with grade-level teams to understand student needs and design instructional strategies

### **SECOND GRADE TEACHER/TEACHER LEADER 2006-2011**

Aurora Public Schools; Aurora, CO

- Created, implemented and assessed units and lessons in all elementary content areas
- Mentored and coached primary teachers in mathematics
- Planned and led professional development in reading, math and Gifted and Talented education
- Scaffolded, sheltered and diversified instruction to meet the needs of English Language Learners (SIOP)
- Completed Colorado ELA (English Language Acquisition) Program with the University of Colorado, Denver
- Facilitated a district designated Laboratory Classroom for Mathematics
- Served on school Instructional Advisory Team (Rtl adherence) and Leadership Team
- Taught daily class to develop oral language skills for beginning English speakers
- Created and facilitated an after-school arts enrichment group with the Museum of Contemporary Art in Denver
- Served as school Gifted and Talented Leader—coordinated student identification and special programs

**LITERACY/ESL TEACHER 2006**

Denver Public Schools; Denver, CO

- Created and implemented lessons for small, heterogeneous literacy groups
- Tutored individual students for extra assistance in oral, reading, and written language proficiency
- Implemented sheltered instruction for a diversity of language needs

**READING TUTOR 2006**

Colorado Reading Center; Englewood, CO

- Tutored students with Dyslexia and other processing disorders to help increase reading proficiency

**ENVIRONMENTAL EDUCATION COORDINATOR 2002-2004**

Winooski Valley Park District; Burlington, VT

**AMERICORPS NCCC VOLUNTEER 2001-2002**

Southeast Regional Campus; Charleston, SC

**EDUCATION**

- Creighton University, Omaha, NE — Graduated magna cum laude in Art History, 2001
- University of Colorado, Boulder, CO — Master's in Elementary Education, 2006
- University of Colorado Denver, Denver, CO — Completed Colorado ELA (English Language Acquisition) Certification, 2009

**SKILLS**

- Excellent writing skills
- Proficient in Microsoft Office programs, interactive digital whiteboard software, social media, and many educational WebTools (blogs, Wikis, GoogleDocs, Animoto, Glogster, etc.)
- Completed Love and Logic training, Junior Great Books training, ELAchieve, and Utah Core Academy (Math)
- Posses Utah Teaching License with ESL Endorsement and New Hampshire Licensure with ESOL Endorsement
- Understanding of Common Core Standards
- Functional Spanish language skills

# **Maureen Genakos**

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## **Professional Experience**

- 9/2013 - present Academic Skills/HiSET Preparation Instructor (Math & Science), Southern NH Services, Portsmouth Adult Education Program, Portsmouth, NH
- 9/2011 - 3/2012 IT Aide, Substitute Teacher, Milton School District, Milton, NH
- 5/2009 - 11/2010 Bookkeeper, LTG Counseling Associates
- 10/2008 - 6/2009 Tutor, freelance (ages 14 - adult)
- 9/1987 - 6/2008 Mathematics Teacher, Dover High School, Dover, NH
- 10/1986 - 6/1987 Vocational Support Tutor/ In-School Suspension Teacher, Dover High School, Dover, NH
- 1984 - 1986 Mathematics Teacher, Methuen High School, Methuen, MA
- 1981 - 1984 Tutor, freelance (ages 12 - adult)
- Spring, 1983 Mathematics Teacher, Talent Search Program, Research Foundation, University of Lowell, Lowell, MA
- 1978 - 1980 Mathematics Teacher, Methuen High School, Methuen, MA
- 1976 - 1977 Middle School Teacher, Methuen Middle School, Methuen, MA

## **Other Experiences In Education**

Math Team Coach

Class Advisor

Educator in The Workplace, summer program sponsored by the University of NH

## **Education**

- 1971 - 1976 University of Lowell, Lowell, MA  
Bachelor of Science, Mathematics, Secondary Education
- 1982 -1985 Post-graduate work - 9 credits: mathematics and computer science

## **Professional Development**

As a Secondary Mathematics Teacher, I attended numerous professional workshops over my 26+ years in education. Workshop Topics included methods, learning styles, classroom management, human development, mathematical concepts, school law, computer software programs and technology integration for the classroom to name a few.

I continue to attend professional development opportunities and conferences for adult educators sponsored by the State of NH Bureau of Adult Education.



# Anne Darragh

## Teaching Experience:

### **Reading/Writing Instructor**

*Southern NH Services, Portsmouth, NH 2015 – present*

- Plan and implement Reading and Writing curriculum to meet individual adult learner needs in group or 1:1 settings
- Teach Reading and Writing subject areas in preparation for HiSET test
- General classroom management in co-teaching setting
- Maintain appropriate record keeping as required by program

### **ABE/GED/ESOL Instructor**

*Southern NH Services, Portsmouth, NH 2008-2013*

- Planned and implemented curriculum to meet individual adult learner needs
- Taught essay writing skills for the GED test
- Worked with ESOL students to become more proficient in written/spoken English
- Taught all subject areas in preparation for the GED test
- Managed and oversaw classroom aide and volunteers

### **7th and 8th Grade English Instructor**

*Ellis School, Fremont, NH 2001-2005*

- Created and taught literature based English curriculum
- Developed a poetry unit for 7th grade students which concluded with students creating their own poetry anthologies
- Designed a media unit for 8th grade students which included comparing news stories, identifying violence in cartoons and a history of media from Guttenberg to the Internet
- Worked collaboratively with a team of five educators
- Compiled a classroom library of Young Adult literature
- Advised student yearbook committee

### **Long-Term Substitute Teacher**

*Cooperative Middle School, Stratham, NH 1999-2001*

- Assumed all teaching responsibilities for 6th grade Reading and English classes
- Worked collaboratively with a team of five educators
- Worked closely with Special Education case manager to implement IEP goals

### **Child- Specific Para-Professional**

*Mast Way Elementary School, Lee, NH 2000*

- Collaborated with Kindergarten teacher, Special Education Case Manager, school Psychologist and Speech Language Pathologist to plan and implement strategies for two students with special needs
- Worked with Kindergarten teacher to support whole class instruction

**Administrative Experience:**

**Account Manager**

*Nobart, Chicago, IL 1988-1995*

*Harrison Services, New York, NY*

*Commercial Graphics, New York, NY*

- Primary liaison with client
- Managed all stages of catalogue production including: scheduling, budgeting, coordinating merchandise to be photographed, hiring freelance talent, overseeing photography and proofreading
- Coordinated and planned all on-location photography including: travel and hotel arrangements, merchandise to be photographed, hiring and supervising a crew of approximately 10-12 people
- Clients included: *Spiegel, Family Dollar, Target, JC Penney, Fortunoff, Bloomingdale's, Tweeds, Chadwicks of Boston.*

**Photography Studio Manager**

*Elizabeth Zeschin Photography 1985-1988*

*Jerry Friendman Studio/Paradise Films*

- Compiled bids for prospective still photography and television commercial projects
- Handled all billing
- Managed day-to-day operations of busy photography and film studio
- Provided front desk support

**Education:**

**Lesley University, Cambridge, MA**

BA, American Studies, Minor in Education K-8

**UNH, Durham, NH**

Summer Literacy Institutes. Graduate courses included: *Teaching the Writing Process, Thinking It Through, Extending the Literacy Spectrum* and *Memoir Writing with Meredith Hall*

**New School, New York, NY**

Classes in Film Production and Art Direction for Film

**UNC-Greensboro, Greensboro, NC**

Liberal Arts