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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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Concord, N.H. 03301  
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June 30, 2014

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

REQUESTED ACTION

Authorize the Department of Education to enter into a contract with the Southeastern Regional Education Center, Inc. (SERESC), (vendor code 154866) to develop and implement a statewide preschool special education technical assistance and professional development system. This contract will be effective upon Governor & Council approval through June 30, 2016 for an amount not to exceed \$370,000.00. 100% Federal Funds.

Funding for this request is available in account titled Preschool Federal Funds, pending legislative approval of the next biennium budget, as follows:

	<u>FY'15</u>	<u>FY'16</u>
06-56-56-562510-21840000-072-509073	\$185,000.00	\$185,000.00
Contracts Program Services		

EXPLANATION

The purpose of the contract is to improve educational outcomes for preschool children with disabilities and their families through the development and implementation of a regionally-based statewide preschool special education professional development technical assistance network. This network enhances State and local partnerships specific to early childhood special education, promotes high quality professional development for families of preschoolers with disabilities, school and community-based personnel who work with preschoolers with disabilities, and improves the quality of preschool special education in New Hampshire.

Her Excellency, Governor Margaret Wood Hassan  
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June 30, 2014  
Page Two

The Department of Education prepared and published a Request for Proposals (RFP) “*New Hampshire Preschool Special Education Technical Assistance and Professional Development Initiative*” in the Manchester Union Leader for the period May 11<sup>th</sup>, May 12<sup>th</sup> and May 13<sup>th</sup>, 2014; as well as posted on the Department website. Two (2) proposals were received by the deadline; and Southeastern Regional Education Center, Inc. (SERESC), has met the criteria of the Request for Proposals (see rubric).

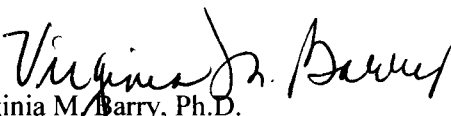
Preschool Technical Assistance Network is a statewide technical assistance and support network that promotes quality, developmentally appropriate and culturally competent early care and education/special education programs. It is a project of the Southeastern Regional Education Service Center (SERESC), a non-profit education collaborative in Bedford, New Hampshire.

Preschool Technical Assistance Network activities are directly responsive to the mission and vision of its funders, the Bureau of Special Education/NH Department of Education, the Child Development Bureau/NH Department of Health and Human Services and over forty school district’s statewide. Preschool Technical Assistance Network funders share infrastructure costs allowing each to focus maximum funds on their goals for improving outcomes for children and families.

This project will employ a comprehensive evaluation process to insure that all professional development activities and products promote the Bureau of Special Education’s priorities at the local level and ultimately result in improved outcomes for preschool children with disabilities and their families. The evaluators consist of the Project Director, the Preschool Technical Assistance Network Facilitators, and the Bureau of Special Education’s Project Coordinator. In addition to an annual survey, Preschool Technical Assistance Network will routinely evaluate the quality and impact and Project Development. Evaluation results will be provided to the Department in an annual report, or more often based upon the Department’s request.

In the event Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully Submitted,

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

New Hampshire Department of Education

New Hampshire Preschool Special Education Technical Assistance and Professional Development Initiative

Reviewer's Name: Rachael Borge, Bridget Brown, and Mary Lane

Applicant's Name: McCoy Educational Consulting

Criteria from RFP	Possible Points (10 points)	Points Earned	Comments
<p><b>7.2.1</b> Significance of Proposal: Description of applicant's capabilities to deliver the services, including a brief description of their personal experience and/or company's experience in developing and implementing a program of this type, to include references as applicable. Please identify the specific subsections of 1.0 as they are addressed (see 1.0 Minimum Requirements) (10 points)</p>	<p>Average score: 4</p>		<p>No letters of recommendation were included with the application. It was not clear how project personnel would work together. The overall proposal was vague and hard to follow. There was a general lack of detail so the reviewers were not sure what the project entailed. There was a focus on inclusive settings only (which indicates a limited understanding of Indicator 6 and Educational Environments for preschool children with disabilities). Individuals on the team have a lot of discipline/ field experience but no experience with professional development and state system (which is central to the work of the RFP). There was a lack of evidence of ability to perform the mission of the RFP. Multiple disciplines were represented as staff, including a secretary. The director has special education experience but not early childhood/preschool special education experience. There was no evidence of awareness of or experience with state systems. The proposal included building 2 additional databases that were not in the RFP. Reviewers were not sure what the multi-purpose tool was (page 17) and not sure what is meant by "value added". It was not clear who was designing the survey or what its focus would be. There was no mention of setting targets for indicators and the process to get stakeholder input for the SPP did not make sense. There was no evidence that the vendor knows who the state and national resources and partners are. No detail about reason for meeting, what the SPP is, or what needs to be done. No real follow through indicated. No evidence of skill with data. Make broad statements about skills of personnel but no specific around what skills actually are.</p>
<p><b>7.2.2</b> Quality of Services: Describe how you will accomplish the Services to be Provided in 2.0 of this RFP, including activities and strategies that will achieve the desired outcomes. Also identify roles, responsibilities and partners to be involved for the various activities/strategies. Please identify the subsection(s) of the Services to be Provided as you address them in your narrative.</p> <p><b>7.2.2.1</b> Content knowledge, including but not limited to, knowledge and expertise to promote efforts to improve child find, early transitions and FAPE in the LRE for preschool children with disabilities and their families through innovation and collaboration. (15 points)</p> <p><b>7.2.2.2</b> Technical Skills, including but not limited to: data collection and analysis, adult learning strategies and effective technical assistance, facilitation and communication skills. (15 points)</p>	<p>Average score: 12</p>	<p>(30 points)</p>	<p>Uses terms that are buzz words but no explanation of who will get what, when and why. Doesn't state how will work with NHDOE (just links on website).</p>

New Hampshire Department of Education

New Hampshire Preschool Special Education Technical Assistance and Professional Development Initiative

Reviewer's Name: Rachael Borge, Bridget Brown, and Mary Lane

Facilitated by Ruth Littlefield

Applicant's Name: \_SERESC\_

Date: June 17, 2014

Criteria from RFP	Possible Points	Points Earned	Comments
<p><b>7.2.1 Significance of Proposal:</b> Description of applicant's capabilities to deliver the services, including a brief description of their personal experience and/or company's experience in developing and implementing a program of this type, to include references as applicable. Please identify the specific subsections of 1.0 as they are addressed (see 1.0 Minimum Requirements) (10 points)</p>	<p><b>(10 points)</b></p>	<p>Averaged score: 9</p>	<p>Multiple references were provided. Vast experience specific to purpose of the RFP since 93. Staff resumes provide ample, relevant field experiences. Capabilities are backed by data and cited accomplishments. Application was well written, followed the sequence of RFP and gave many examples in varied ways. The application was thoughtful and well written. Reviewers could follow the proposal and get the vision.</p>
<p><b>7.2.2 Quality of Services:</b> Describe how you will accomplish the Services to be Provided in 2.0 of this RFP, including activities and strategies that will achieve the desired outcomes. Also identify roles, responsibilities and partners to be involved for the various activities/strategies. Please identify the subsection(s) of the Services to be Provided as you address them in your narrative. (30 points):</p>		<p>Averaged score: 27</p>	<p>Staff represent multiple decades of relevant experience, multiple degrees, awards, appointments and recognitions. The plan includes working with new district staff each fall to develop action plan for what they need to be successful.</p> <p>Extended the intensive TA (ECTA) to pre-service level.</p> <p>Explained that they knew what the NH Network was.</p> <p>The proposal could have included a little more about what is new and what will be done to move the work forward.</p> <p>Included plans and targeted strategies to accomplish the RFP. Well written and understandable with good detail backed up by data.</p>
<p><b>7.2.2.1 Content knowledge, including but not limited to, knowledge and expertise to promote efforts to improve child find, early transitions and FAPE in the LRE for preschool children with disabilities and their families through innovation and collaboration. (15 points)</b></p>	<p><b>(15 points)</b></p>		

Criteria from RFP	Possible Points	Points Earned	Comments
comprehensive plan for the evaluation of the proposed project's activities, effectiveness and impact (10 points).		Averaged score: 6	to collaborate with ECTA to create an evaluation plan. Intends to collaborate with Bureau/ECTA to develop plan. Talks about what has done in the past. Detail about what plan to do for evaluation is not strong.

Reviewer's total scores (273/300):

Reviewer's Averaged Score: 91 out of 100

Recommendation: Overall reaction of reviewers was that this is an excellent proposal that is aligned to RFP and well designed to achieve desired results. The committee strongly recommends that this be moved forward through the Governor and Council process.

Discussion to include: There was no identified need to conduct a follow up interview.

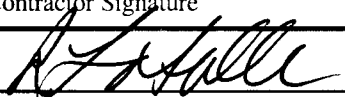
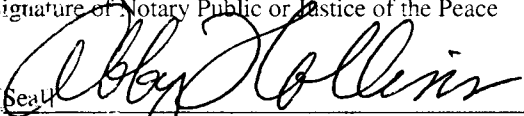
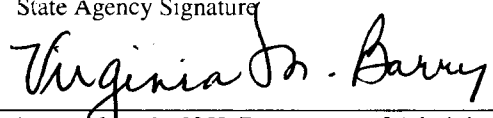
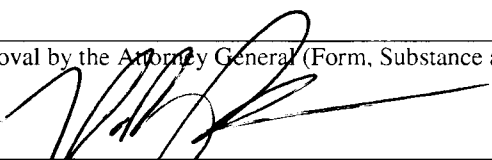
Subject: NH Preschool Special Education TA and PD Initiative

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH Department of Education, Bureau of Special Education		1.2 State Agency Address 101 Pleasant Street, Concord, NH 03301	
1.3 Contractor Name Southeastern Regional Education Service Center (SERESC)		1.4 Contractor Address 29 Commerce Drive, Bedford, NH 03110	
1.5 Contractor Phone Number 603-206-6800	1.6 Account Number see Exhibit B	1.7 Completion Date June 30, 2016	1.8 Price Limitation \$370,000.00
1.9 Contracting Officer for State Agency Santina Thibedeau, Administrator, Bureau of Special Education		1.10 State Agency Telephone Number 603-271-3741	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Richard LaSalle, Executive Director	
1.13 Acknowledgement: State of NH, County of Hillsborough On 7/1/14, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace 			
1.13.2 Name and Title of Notary or Justice of the Peace ABBY COLLINS, Notary Public My Commission Expires September 23, 2014			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Virginia M. Barry, Ph.D., Commissioner of Education	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By:  On: 7/15/14			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

**2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**  
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").  
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.** Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated 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 Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.**  
5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.  
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.  
5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision 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 Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**  
6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.  
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.  
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**  
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.  
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.  
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

Contractor Initials PK  
Date 7/1/14

**8. EVENT OF DEFAULT/REMEDIES.**

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder (“Event of Default”):

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

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

- 8.2.1 give the Contractor 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 Contractor notice of termination;
- 8.2.2 give the Contractor 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 contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

**9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

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, papers, and documents, all whether finished or unfinished.

9.2 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.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

**10. TERMINATION.** In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report (“Termination Report”) describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

**11. CONTRACTOR’S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers’ compensation or other emoluments provided by the State to its employees.

**12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.** The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

**13. INDEMNIFICATION.** The Contractor 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 or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. 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 in paragraph 13 shall survive the termination of this Agreement.

**14. INSURANCE.**

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be

Contractor Initials AK  
Date 7/1/14



attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

**15. WORKERS' COMPENSATION.**

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

**16. 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 of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default 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 Event of Default on the part of the Contractor.

**17. 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 given in blocks 1.2 and 1.4. herein.

**18. 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 Executive Council of the State of New Hampshire.

**19. CONSTRUCTION OF AGREEMENT AND TERMS.**

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

**20. 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.

**21. HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

**22. SPECIAL PROVISIONS.** Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

**23. SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

**24. 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.

## EXHIBIT A

### Services to be Provided

Southeastern Regional Education Service Center, Inc. (SERESC) will provide the following services to the New Hampshire Department of Education (NHDOE), Bureau of Special Education under the contract:

#### ***New Hampshire Preschool Special Education Technical Assistance & Professional Development Initiative***

for the period: FY'15 ~ upon Governor and Council approval through June 30, 2015 and FY'16 ~ July 1, 2015 to June 30, 2016.

Develop and implement a statewide technical assistance (TA) and professional development (PD) system designed to increase the implementation of effective practices and enhance outcomes for preschool children with disabilities and their families. The TA/PD system will align with the priorities of the NH Special Education State Performance Plan (SPP) relative to preschool special education, including Indicator 6: Preschool Settings, Indicator 7: Child Outcomes, Indicator 8: Parent Involvement, Indicator 12: Early Transitions and Indicator 17: State Systemic Improvement Plan.

The TA/PD system will be designed to: support the Bureau with educating and gathering input from a broad base of stakeholders; coordinate and provide TA/PD for administrators/decision makers and professionals to improve outcomes for preschool children with disabilities, based on adult learning methods and strategies; and promote coordination among Bureau preschool special education initiatives, cross-sector (Child Care, Head Start, FCESS, etc.) and with New Hampshire Institutes of Higher Education that prepare professionals to work with preschool children with disabilities.

- By September 15<sup>th</sup> each year, provide the NHDOE with an Excel database with contact information for key personnel, based on the questions outlined below, updating the database as needed. The database will be posted on the NHDOE website and may also be posted on the SERESC website, with a link to the NHDOE website. The database will serve as a resource for citizens of the State to identify preschool special education contact people. The database will be used to disseminate information, communicate with the field, and identify potential participants in project activities.
  - The database will identify preschool special education intake, referral and/or child find personnel for each town in New Hampshire. This database should be responsive to the family's question: "Who do I call about (educational) concerns about my preschool-age child?"
  - The database will also identify the special education decision-makers for preschool special education for each district in New Hampshire. The database should be responsive to the question: "Who is the point person for information dissemination and preschool special education leadership within the district?" This list may include special education directors if they serve as the lead in the preschool special education program for the district, but should not exclusively be special education directors.
- Collaborate with the Bureau, gathering stakeholder input to the State Performance Plan (SPP) and Annual Performance Report (APR) for Indicators 6: Preschool Settings; Indicator 7: Child Outcomes; Indicator 17: State Systemic Improvement Plan. To include reaching out to OSEP funded TA Centers, preparation of materials to educate stakeholders about the areas being addressed, support with conducting meetings and other outreach to stakeholders as well as follow-up activities.

## EXHIBIT A (cont'd)

### Services to be Provided

- In conjunction with other Bureau initiatives and the priorities established in the SPP, provide universal and targeted technical assistance and professional development opportunities to improve outcomes for preschool children with disabilities.
  - A mechanism for dissemination of information about evidenced-based practices, research and initiatives to be systemically disseminated to districts and others in the early childhood community, relative to preschool special education and early childhood, including but not limited to information on the NH Early Learning Standards and the Division of Early Childhood (DEC) Recommended Practices.
  - Utilize the New Hampshire Network as part of the PD/TA strategy.
  - Strategies to coordinate with other initiatives that promote PD/TA to improve outcomes for preschool children with disabilities.
  - Needs Assessment: a process to identify TA/PD needs across levels. (administration/preschool special education coordinators, case managers and practitioners (educators, providers, and specialists)).
  - Implementation Plan: Develop a plan to provide technical assistance and professional development based on identified needs, using adult learning methods and strategies.
  - Evaluation: Evaluations of each level of technical assistance will be conducted to assess the impact on local systems and changes in practice resulting in improved outcomes and compliance as well as building sustainability and capacity. An evaluation report, including a mid-year and annual report will be submitted to the Bureau.
  
- Innovation: Improve child engagement for preschool age children with disabilities in regular early childhood settings, based on adult learning methods and strategies. High quality engagement with people and objects is an important mediating variable in the growth and development of young children. Research shows that higher levels of child engagement with adults, peers, or tasks during the early childhood years facilitates the development of children with disabilities and without disabilities. Focus on increasing the level of children's engagement is a reasonable short term outcome that is likely to enhance their growth and development.
  - Provide training and coaching on the evidenced based practices that most align with improving child engagement (to be selected from the DEC Recommended Practices) through supporting and engaging a statewide Master Cadre of technical assistance professionals who can provide training and coaching to the field, leading to high fidelity implementation. The Master Cadre will, in turn, build the capacity of the workforce and support local implementation for children ages 3-5 years of age with a disability who are served in a regular early childhood setting.
  - At least four local programs will serve as demonstration sites to demonstrate the effectiveness of the DEC Recommended Practices and provide a model for others in the State. These sites will serve children ages 3-5 with disabilities in a regular early childhood setting.
  - Promote knowledge and skills regarding early childhood special education, specifically the DEC Recommended Practices, with early childhood degree faculty members, particularly at the associate and bachelor's degree levels (Recommendation 3 of The NH Early Childhood Higher Education Inventory).
  - Support the Bureau with: creating a system to evaluate the fidelity of implementation, outcomes and data-based decision-making strategies and development of a plan to scale up and sustain these efforts over time.

Initials AK  
Date 7/1/14

## EXHIBIT B

### Budget and Payment Method

General Expenses:

Budget (period ending June 30, 2016)

Account: 06-56-56-562510-21840000-072-509073

<b>Description of Services</b>	<b>FY'15</b>	<b>FY'16</b>
Director: Salary	51,288.00	51,288.00
Director: Benefits	10,193.00	10,193.00
Project Assistant	19,537.50	19,537.50
Project Staff	37,895.00	37,895.00
ECTA Master Cadre	32,340.00	32,340.00
Other Consultants (including ECTA Master Cadre, Tier 2 consultation)	9,775.00	9,775.00
Supplies and Materials	550.00	550.00
Travel	4,300.00	4,300.00
Telephone	2,000.00	2,000.00
Subscriptions	100.00	100.00
Rent	3,318.00	3,318.00
Indirect Costs – 8%	13,703.50	13,703.50
<b>Total</b>	<b>185,000.00</b>	<b>185,000.00</b>

#### **Limitation on Price:**

Upon mutual agreement between the State Contracting Officer and the contractor, line items in this budget may be adjusted one to another, with +/- 10% of the indicated amount, but in no case shall the total budget exceed the price limitation of \$370,000.00.

#### **Method of Payment:**

Payment will be made on the basis of monthly invoices received by the 10<sup>th</sup> of the following month which are supported by a summary of activities that have taken place in accordance with the terms of the contract. If otherwise correct and acceptable, payment will be made.

Invoices will be submitted to:

Barbara Raymond  
NH Department of Education  
Bureau of Special Education  
101 Pleasant Street  
Concord New Hampshire 03301

Initials *RL*  
Date *7/1/14*

## EXHIBIT C

Any document(s) developed and published, as a project of the New Hampshire State Department of Education (NHDOE), Bureau of Special Education, will recognize the NHDOE, Bureau of Special Education as a sponsor. All documents created shall be the property of the Bureau of Special Education.

Initials *AK*  
Date *7/1/14*

# 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 SOUTHEASTERN REGIONAL EDUCATIONAL SERVICE CENTER is a New Hampshire nonprofit corporation formed August 6, 1974. 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 22<sup>nd</sup> day of October A.D. 2013

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

William M. Gardner  
Secretary of State



# SERESC

**Southeastern  
Regional  
Education  
Service Center, Inc.**

29 Commerce Drive  
Bedford, NH 03110  
Phone: (603) 206-6800  
Fax: (603) 206-6599  
www.seresc.net

**RICHARD LASALLE**  
Executive Director

*Inspiring innovation and excellence in education and professional practice.*

## CERTIFICATE OF AUTHORITY

The Board of Directors of the Southeastern Regional Education Service Center, Inc. do hereby certify that Richard LaSalle is the duly appointed Executive Director of the Southeastern Regional Education Service Center, Inc. (SERESC), a New Hampshire Corporation duly existing under the law and having a principal place of business in Bedford, New Hampshire.

The Board also certifies that Richard LaSalle is authorized by the Board of Directors of the Southeastern Regional Education Service Center, Inc. to sign on behalf of the corporation; all contracts, agreements, documents, application for payment from the NH Governor and Council, state bodies and all other individuals and entities.

The Board further certifies that Richard LaSalle is authorized to execute on behalf of the Corporation, all contracts, agreements and other similar documents.

October 17, 2013  
Date

Timothy Mayer  
Timothy Mayer, Chairperson  
SERESC Board of Directors

The foregoing resolution has not been amended or revoked and remains in full force and effect as of 7/1/14.

Timothy Mayer  
Timothy Mayer, Chairperson  
SERESC Board of Directors

Acknowledgement: State of NH, County of Hillsborough

On 7/1/14, before the undersigned officer, Mr. Timothy Mayer, Chairperson, satisfactorily identified himself and acknowledged that he executed this document in the capacity indicated above.

Abby Collins  
Signature of Notary Public

**ABBY COLLINS, Notary Public**  
**My Commission Expires September 23, 2014**  
Name, Title and Expiration of Commission

### MEMBER SCHOOL DISTRICTS

Auburn • Bedford • Candia • Hampstead • Hooksett • Hudson • Litchfield  
Londonderry • Merrimack • Pelham • Timberlane • Windham







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**RICHARD LASALLE**  
Executive Director

*Inspiring innovation and excellence in education and professional practice.*

## **Brief Overview of SERESC**

SERESC was established in 1974 in response to federal legislation that imposed new requirements for special education on school districts. Over the years, it has successfully provided school districts with an array of services that may have been otherwise unavailable or prohibitively expensive. SERESC employs approximately 100 consultants, teachers, therapists and support staff who provide direct and indirect services in the areas of science, math, general curriculum, educational technology, special education (including assessments and consultations for speech and language, auditory and visual challenges and behavioral issues), professional development, financial assistance and communications coordination. SERESC has been awarded a number of private, state and federal grants over its forty-year history and has consistently demonstrated the ability to implement high quality programs and manage requested funds with the highest degree of fiscal responsibility and accountability.

### **MEMBER SCHOOL DISTRICTS**

Auburn • Bedford • Candia • Hampstead • Hooksett • Hudson • Litchfield  
Londonderry • Merrimack • Pelham • Timberlane • Windham



**Southeastern Regional Education Service, Inc.**

*Inspiring innovation and excellence in education and professional practice.*

29 Commerce Drive  
Bedford, NH 03110  
Phone: 603-206-6800  
Fax: 603-434-3891  
[www.seresc.net](http://www.seresc.net)

**RICHARD LaSALLE**  
Executive Director

## SERESC's Mission

Inspiring innovation and excellence in  
education and professional practice.



## **Preschool Technical Assistance Network**

SERESC, 29 Commerce Drive, Bedford, NH 03110 • 603-206-6800 • <http://ptan.seresc.net/>

Joan M. Izen, MA, CCC/SLP, Project Director

# **PTAN's Mission**

Providing professional development that promotes quality, developmentally appropriate and culturally competent early care and education programs for NH's young children with special needs and their families.



*Inspiring innovation and excellence in  
education and professional practice.*

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## **SERESC 2014 Board of Directors**

*Each of the following Board Members, including the Chairperson, provides approximately one hour of service per week to SERESC. SERESC's Board Members do not receive compensation for their services.*

### **CHAIRPERSON**

**Mr. Timothy Mayes**  
103 County Road  
Bedford, NH 03110

### **SAU #25**

Ph: 472-3755 ext 224 Fax: 472-2567  
mayest@sau25.net

### **BOARD MEMBERS**

**Mr. Nathan Greenberg**  
268 Mammoth Road  
Londonderry, NH 03053

### **SAU #12**

Ph: 432-6920 ext 1102  
ngreenberg@londonderry.org

**Dr. Charles (Phil) Littlefield**  
90 Farmer Road  
Hooksett, NH 03106

### **SAU #15**

Ph: 622-3731 ext 15 Fax: 669-4352  
plittlefield@sau15.net

**Ms. Marjorie Chiafery**  
36 McElwain Street  
Merrimack, NH 03054

### **SAU #26**

Ph: 424-6200 ext 1111 Fax: 424-6229  
marge.chiafery@merrimack.k12.nh.us

**Amanda Lecaroz**  
59A Marsh Road  
Pelham, NH 03076

### **SAU #28**

Ph: 635-1145  
alecaroz@pelhamsd.org

**Dr. Earl Metzler II**  
30 Greenough Road  
Plastow, NH 03865

### **SAU #55**

Ph: 382-6119 ext 2217 Fax: 382-3334  
earl.metzler@timberlane.net

**Winfried Feneberg**  
P.O. Box 510  
Windham, NH 03087

### **SAU #95**

Ph: 425-1976 ext 114 Fax: 425-1719  
wfeneberg@windhamsd.org

# **Preschool Technical Assistance Network List of Personnel**

## **Salaried Positions**

Joan M. Izen, Project Director & Upper Valley Facilitator

## **Contracted Services**

Linda A. Trapane, Project Assistant

Michelle Lewis, North Country Facilitator

Mary Beth LaSalle, Lakes & Monadnock Facilitator

Pam Miller Sallet, Seacoast, South Central & Southeastern Facilitator

# Joan M. Izen, M.A., CCC-SLP

Highly skilled and experienced consultant committed to supporting individuals and groups with the knowledge and skills needed to achieve their goals.

## Summary

- Over thirty years experience in leadership and management positions within education and other non-profit environments.
- Expertise in assessment, meeting facilitation, strategic planning, change management, team development, process analysis and evaluation.
- Successful grant writer with a twenty-five year proven track record.
- Organized and articulate; strong written and verbal language skills.

## Professional Experience

### Organization Development Consultant

Southeastern Regional Education Service Center, Inc. (SERESC), Bedford, NH

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#### Jaffrey-Rindge School District, Jaffrey, NH [2009-2011]

- Engaged a team of special education administrators and preschool special education teachers and therapists in a two-year strategic planning and implementation process to promote improved education outcomes for the district's identified preschool children and their families.

#### SERESC Leadership Team [7/11-present]

- Ongoing facilitation to support the development of a comprehensive strategic plan with clearly articulated mission, vision and core values.

### Project Director, Grant Writer, Consultant

Southeastern Regional Education Service Center, Inc. (SERESC), Bedford, NH

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#### NH Preschool Technical Assistance Network [1990-present]

- Conceived, designed and developed the Preschool Technical Assistance Network (PTAN), a statewide professional development system that promotes quality programs for New Hampshire's young children with special needs and their families.
- Ongoing grant writing responsibilities to secure local, state and federal funding
- Designed and ongoing maintenance of project website: <http://ptan.seresc.net/>
- Hire, supervise and support project staff and associated consultants
- Facilitate interagency groups; provide individual and group consultation; develop training curriculum; and train small and large groups
- Produce annual reports documenting achievement of project goals with substantive outcome data

#### The Regional Preschool Improvement Project [1998-2008]

- Annually redesigned this collaboratively funded project to meet the needs of the participating school districts.
- Provided consultation and training to promote programs' ongoing efforts to improve their services for young children with disabilities and their families.

#### The Early Childhood Training Project [1992-1996]

- Annually designed this collaboratively funded statewide training project.
- Responsible for all aspects of this annual conference including: program design, grant writing, selection of presenters, brochure design, site selection, registration process, exhibit hall and coordination of paid and volunteer staff.

#### The Regional Child Find Project [1989-1992]

- Designed this regional child find program for school districts to identify children, birth to 6 years old who may be eligible for special education programming.

### **Project SET (Smooth and Efficient Transitions) [1990-1992]**

- Designed and implemented this collaboratively funded project to improve the transition of young children and families from early supports and services to preschool special education.

### **Speech-Language Pathologist/Developmental Specialist [1988-1990]**

Private practitioner working with families of very young children, birth through age 3

### **Director of Program Development, Speech/Language Pathologist [1981-1987]**

The Early Intervention Program at Southern New Hampshire Medical Center, Nashua NH

### **Speech-Language Pathologist [1980-1981]**

Crotched Mountain Rehabilitation Center, Greenfield, NH

### **Education**

O.D. Certification	Leadership NH, 2010 Organization Development, 2008 Antioch University New England, Keene, New Hampshire
M.A.	Speech Communication, 1980 University of Maine, Orono, Maine
B.S.	Communication Disorders, 1977 Emerson College, Boston, Massachusetts

### **Appointments and Achievements**

- *Lake Kanasatka Watershed Association*, Board of Directors [8/13-present]
- *Girls At Work, Inc.*, Chair, Board of Directors [9/10-6/13]
- *Gwen and Henry Morgan Award* recipient, New Hampshire Department of Health and Human Services/Child Development Bureau, “*in recognition of your achievement in professional development and commitment to improving the quality of care and education in New Hampshire*”
- Presentation at the OSEP National Early Childhood Conference, “Preschool Inclusion: Fortunately It Only Gets Better. Here’s Why...” [12/08]
- *Mary Stuart Gile Award* recipient, New Hampshire Department of Health and Human Services/Child Development Bureau, “*in recognition of your commitment to the development of the next generation of early childhood professionals*” [4/06]
- New Hampshire Department of Health and Human Services/Child Development Bureau, Early Childhood Credential Level 3: Trainer, Mentor, Faculty, 2002-2008; Early Childhood Master Professional: Program Consultant, 10/11
- New Hampshire Child Care Advisory Council, 1996-present (Secretary, 1998-2002, Vice-Chair, 2002-2008, Co-Chair, 2011-2013)
- The Council for Exceptional Children/Division for Early Childhood Information and Technology Committee, 2004-2006

### **Professional Affiliations**

- The Organization Development Network
- New Hampshire Center for Nonprofits
- The American Speech-Language-Hearing Association
- New Hampshire Early Education and Intervention Network
- The Council for Exceptional Children - Division of Early Childhood
- The National Association For The Education Of Young Children
- Zero to Three

# Linda A. Trapane

## Employment History:

- 2000 – Present      Southeastern Regional Education Service Center: PTAN Project Assistant  
Responsible for supporting the project director, facilitators and consultants involved in the **Preschool Technical Assistance Network** project. NH Department of Education responsibilities include but are not limited to: management of all activities for meetings, trainings and conferences; data collection and reporting to project director for funder reports; database maintenance and upload to project website; electronic dissemination of all project communication throughout the state; participate in and document monthly staff meetings; coordinate and oversee the revenue and expenses of school administrative unit yearly contributions; processing all invoices; balancing expenses and communication with the business manager regarding the submission of invoice to funder. NH Child Development Bureau responsibilities include but are not limited to: management of the statewide Child Care Inclusion HELP! line; communication with child care providers regarding the immediate help requested; processing of information collected and creation of reports for project director and consultants' response to requested help; management of early childhood professional development trainings offered to child care providers throughout the state; processing evaluation data and reporting to the project director for reporting to funder, participate in quarterly project consultants' meetings; processing all invoices; and communication with business manager regarding monthly submission of invoice to funder.
- 1999 – 2000      Southeastern Regional Education Service Center: Administrative Assistant/Office Manager  
Daily activities included working directly with the executive director in the full operation of this not for profit educational service center. Direct support to the executive director and educational consultants, quarterly management of the CHILDFIND screening project for member districts, monthly management of the NHASEA project, and documentation of monthly Board of Directors/Executive Board meetings were only part of the duties required in this position.
- 1995 – 1999      Jen-Bill Co., Inc.: Business Administrator/Buyer  
Responsible for all aspects of this Retail, Wholesale and Auction business. Daily activities include retail management, hiring, firing, scheduling, accounts receivable, accounts payable, advertising, customer service, travel and purchasing.
- 1993 – 1995      Southern New Hampshire Community School for the Arts: Office Manager  
Reported to the Executive Director and directly responsible for the daily operation of a not for profit music school.

## Education:

- Candidate for B.S.      Southern New Hampshire University  
Manchester, NH, ABA
- Certificate      Wilfred Academy, 1982  
Malden, MA  
Certificate in Hair Design & Business Management  
Class 1 Operator's License
- Massachusetts College of Pharmacy, 1981  
Boston, MA
- Diploma      Revere High School, 1979  
Revere, MA

- References:**      Personal and professional furnished upon request.



# Michelle L. Lewis

## DEGREE

May 2009 Plymouth State University, M.Ed. School Counseling  
1996 University of Maine at Farmington, Bachelor of Science in Rehabilitation Services

## EMPLOYMENT

January 2013-present Executive Director, NH Parent Information Center (PIC)  
July 2012-January 2013 Interim Executive Director, NH Parent Information Center  
August 2009-present PTAN Region 1 Facilitator, Parent Information Center contract through SERESC  
August 2002-present Project Director, NH Parent Information Center  
August 2005-present Project Director, Supporting Successfully Early Childhood Transitions at PIC  
December 2007- present Project Director, Parent Training and Information Center at PIC  
02/04-10/06 Project Director, Parents Involved in Education at PIC  
08/02-10/03 Project Director, Parent Information and Resource Center  
07/00-06/02 Treatment Foster Care Worker, Family Works, Inc., Madison, Wisconsin  
10/96-07/00 Youth Offender Response Team Worker, Larimer County Department of Human Services, Fort Collins, Colorado

## SCHOOL COUNSELING EXPERIENCE

02/09-05/09 Intern, Belmont Elementary School, Belmont, NH  
08/08-01/09 Intern, Inter-Lakes High School, Meredith, NH  
08/08-12/08 Intern, Inter-Lakes Middle Tier – 7<sup>th</sup> & 8<sup>th</sup> Grade, Meredith, NH  
03/08-05/08 Practicum Student, Inter-Lakes Middle Tier – 5<sup>th</sup> & 6<sup>th</sup> Grade, Meredith, NH

## PROFESSIONAL DEVELOPMENT

IDEA Leadership Summer 2013  
Early Childhood Advisory Council Strategic Planning Day 03/13  
Watch Me Grow Stakeholder Day 03/13  
Multi-Tiered Systems of Support: Teamwork, Leadership and Data-Based Decision-Making Summer 2012  
IDEA Leadership Summer 2012  
Diversity Journey: Beyond the Comfort Zone 04/12  
Building a System of Care for NH Children: A Statewide Leadership Summit 04/12  
Common Core State Standards 09/12  
Mental Health and Schools Conference 10/12  
Implementing Common Core State Standards Fall 2012  
Mental Health and Schools Conference 10/11  
Response-to-Intervention (early literacy and behavior) Two-Day Training Spring 2011  
Delivering a State Early Childhood System 02/10  
Improving Relationships and Results: Building Family-School Partnerships 10/10  
PIC Volunteer Advocate Training Spring 2009  
Worried about Your Worrier, Early Childhood Anxiety, Lynn Lyons 03/2009  
Child Care Inclusion, Preschool Technical Assistance Network 11/2009  
WrightsLaw Special Education Law Conference 10/2008  
Early Childhood Outcomes Conference, Early Childhood Outcomes Center 08/2008

## PROFESSIONAL CAPABILITIES

### Leadership

- Successfully span the divide between regular education and special education, earning the trust and respect of PIC staff across multiple programs, helping the agency to work more effectively together
- Simultaneously manage multiple projects with both federal and state grant funding
- Successfully manage \$1.3M in grant funding for PIC, adhering to federal and state grant guidelines
- Skilled at resolving interpersonal and interagency conflicts, successfully mediating between co-workers and amongst agencies and school districts
- Built effective partnerships with NH Department of Education, Department of Health and Human Services, school districts, Family Centered Early Supports and Services staff, and families thereby helping children succeed
- Ability to relate well to diverse groups, families, and individuals

### State and National Presentations

- Co-presented with NH Department of Education at the IDEA Leadership Conference on *Beyond the Data-Increasing Parent Engagement and Developing Partnerships in Action* in 2013
- On-going, engaging dynamic presenter at *Welcome to Family-Centered Early Supports and Services*, a two-day training all early intervention service coordinators must attend
- Co-presented with NH's Part C Coordinator at the IDEA Leadership Conference on the Effective Collaboration between Parent Centers and Early Childhood Part C Agencies in 2011
- Highlighted NH's work by presenting *Engaging Families in NH's Part C Child and Family Outcomes System* in August 2008 at the Early Childhood Outcomes National Conference
- Co-developed and presented *No Child Left Behind* with Mary Heath, Deputy Commissioner of Education at NH's Partnerships for Education Conference in March 2007
- Assisted other states in developing outcomes systems by presenting at *Engaging All Stakeholders: NH's Early Childhood Outcomes System* in December 2005 at the National Early Childhood Technical Assistance Center Annual Conference
- Develop and present early childhood transition workshops and other special education workshops
- Develop and present workshops on building strong family/school partnerships

### Communication Skills

- Organized, clear and concise federal and state reports that highlight project successes
- Provide information at multiple levels, ensuring the staff and/or audience understands before moving forward
- Consult and advise NH Department of Education and Bureau of Developmental Services on early childhood transition and other early intervention and special education issues important to families
- Create family-friendly newsletter articles on topics related to early childhood, special education, and the importance of family involvement in education
- Co-authored, designed and published engaging, family-friendly brochures such as *Family Centered Early Supports and Services: A Guide for Families*, *Transition from Family-Centered Early Supports and Services: A Guide for Families and Staff*, *A Family Guide to Response-to-Intervention*, *A Family Guide to the Special Education Process in NH*, and *Life After High School: A Tool-Kit for families*
- Provide high quality technical assistance to school personnel, early intervention providers, and families focused on enhancing the collaboration between schools, families and communities
- Successfully facilitated the development of regional interagency agreements for early transitions in all 10 Area Agency regions of NH

### Project Development

- Designed and coordinated multiple projects, expanding and enhancing the work of PIC
- Organized, developed, implemented and marketed the Parents Involved in Education project, a fee for service program in order to continue the work of the Parent Information and Resource Center (PIRC) when funding was lost in October 2003

- Oversaw the development of *Let's Read Together* video for families
- Coordinated the development of *Talk with Me, Read with Me, Sing with Me*; a multi-stakeholder production in which PIC was the main partner
- Streamlined the early transition interagency agreement process, making NH one of the leading states in the area of early childhood transitions
- Developed multi-stakeholder advisory board and hold regular meetings to advise the work of the SSECT Project
- Envisioned and successfully secured multiple grants through grant writing
- Through successful collaboration with evaluators, created data collection tools to assess program effectiveness

#### Systems Change and Policy Development

- Facilitate the communication between state systems to enhance early childhood transition and other special education related issues
- Supervised the development and co-authored two brochures given to all families participating in early intervention
- Assisted with the creation of NH's early intervention Child Find Notification System and co-authored the guidance document
- Managed the development of NH's Early Childhood Outcomes System for Part C and Part B/619
- Support school districts and early intervention programs in moving from policy and compliance to practice and quality
- Assists NH DOE with data review and determine technical assistance needs for local school districts

#### State and National Advisory Boards/Workgroups

- NH's Early Childhood Advisory Council (SPARK NH) - September 2011-present
- Interagency Coordinating Committee (ICC) – Past Chair and Current Member, November 2005- present
- Early Childhood Outcomes National Advisory Board- February 2009-present
- Parent Involvement Survey Committee- Bureau of Special Education – December 2007-present
- Preschool Technical Assistance Network – September 2006-present
- Child Care Advisory Council – September 2007-present
- Procedural Safeguards Committee- October 2008-January 2009

# Creative Educational Consulting, LLC

## Mary Beth LaSalle

### QUALIFICATIONS SUMMARY

- Experienced, highly motivated, well organized, results driven individual with an ability to interface with diverse groups to effect positive changes and outcomes.
- Comprehensive knowledge of local, state and federal special education laws.
- Knowledge of local, state and alternative assessment.
- Experience with IEP, IFSP development.
- Working knowledge of RTI development and implementation.
- Experience with procedure development, presentations, consultation, coaching and mentoring.
- Knowledge of preschool through high school priorities and initiatives.
- Extensive knowledge of Preschool Outcomes Measurement, Indicator 7 and work with the State Performance Plan (SPP) and Annual Performance Report (APR).
- Ability to work with various organizations and agencies in order to coordinate supports, services and transitions.
- Ability to see the big picture and how decisions made today impact tomorrow.
- 35+ years in the educational field as a teacher, administrator and consultant.

### PROFESSIONAL EXPERIENCE

#### **PTAN – SERESC**

**2011-Present**

##### **Region 2 Facilitator**

- Facilitate Lakes Region meeting for Preschool providers encompassing initiatives set forth by the NHDOE.
- Determine needs and interests of the Lakes Region unique to the area as well as in relation to the state as a whole.
- Provide information to the Lakes Region regarding NHDOE initiatives, changes in current practices, and enhancements to programming.
- Disseminate information to the Lakes Region as appropriate in order to keep the area aware of current practices, opportunities for professional development and changes.

#### **Creative Educational Consulting, LLC**

**2009-Present**

##### **Owner/Consultant**

- Developed and presented workshops/trainings on a variety of Special Education topics to professional and Para-professional staff
- Worked on scheduling difficulties to enable more efficiency for staff and better programming opportunities for students
- Provided team building activities to school districts to achieve positive outcomes for staff, administration and in turn, students
- Devised data collection tools which are usable and efficient in the school setting
- Provided consultative services for schools regarding difficult to reach students
- Provided training to school districts relating to alternatively placed students and court involved student

#### **New Hampshire Department of Education**

**2008-Present**

##### **Technical Assistance Consultant**

- Worked on Indicator 7 through Preschool Outcomes Measurement process, collecting and analyzing data.
- Provided support to SAU's regarding Preschool Outcome Measurements to ensure accurate reporting data.
- Coordinated and organized Roundtable discussions and staff training with publishers of POM's tools.
- Provided trainings to school districts, DOC, alternative schools and PTAN Regions in the area of Measurable Goals and

Objectives; Students with Emotional Difficulties; and POMs information.

- Participated in working sessions for POMs next steps in NH with PTAN and ECO.
- Participated in LRE discussion and guidelines for NH Preschool population
- Researched "*Developmental Delay*" definition of various states and worked on NH definition.
- Worked on class-size guidelines for preschool population and language in the NH Rules.
- Provided technical assistance to districts as a result of complaint decisions and as directed by NHDOE consultants.
- Researched complaint processes in all states and worked on Complaint Manual for public information in NH.
- Worked on corrections and new language to NH Rules for rulemaking session.
- Worked on Catastrophic Aid requests from school districts.
- "Consultant on Call" at Department of Education.
- POMS Technical Assistance Consultant at NHDOE.

**Rivier College**

**2009-2010**

**Adjunct Professor – Undergraduate Special Education**

**SAU #28, Windham, NH**

**1989-2008**

**Special Education District Coordinator**

- Assistant to Special Education Director providing support to Preschool – High School teams
- Out of District Coordinator

**SAU#28, Windham, NH**

**1978-1989**

**Special Education Teacher**

#### **PRODUCT DEVELOPMENT**

- Attention Deficit Disorder Guidelines
- Learning Disability Guidelines
- Speech/Language Impairment Guidelines
- Autism Spectrum Disorder Guidelines
- NLD Guidelines
- Discipline Procedures for Identified Students
- Instructional Assistant Handbook
- Accessing the General Curriculum Manual
- LEA Policies and Procedures Manual for School Districts
- Special Education Diagnostic Manual

#### **COMMITTEE WORK**

Staff Development Committee  
Project SET  
Systems Change  
SCANS  
Goals 2000  
Beyond Access

#### **INSERVICE PRESENTATIONS TO PARA & PROFESSIONAL STAFF**

- Including ALL Students
  - Students with Behavioral Challenges
  - Executive Functioning Disorder
  - Nature of Language Learning Disabilities
  - Consultative/Collaborative Model of Instruction
  - Fostering Independence in Children with Disabilities
- Discipline Procedures  
Special Education Process  
Non-verbal Learning Disabilities  
Written Prior Notice  
Writing Measurable Goals & Objectives  
PLAAFP

#### **EDUCATION**

- 1977 - Masters of Science - College of New Rochelle Special Education - Learning Disabilities
- 1974 - Bachelor of Science - College of White Plains of Pace University Elementary Education N-6

# PAMELA MILLER SALLET

## EDUCATION

**University of New Hampshire/Institute on Disabilities**, Durham, NH  
MCH Fellowship, Leadership Education in Neurodevelopmental Disabilities Program, 2012-2013  
**NH Department of Health and Human Services, Child Development Bureau**, Concord, NH  
Early Childhood Master Professional credential, Workshop Trainer endorsement, 2013  
Trainer, Mentor, Faculty--Level III credential, 2005-2012  
**Springfield College**, Manchester, NH  
MS in Human Service Administration, December, 1991  
**Wheelock College**, Boston, MA  
MS in Education, focus: Early Intervention, December, 1984  
**University of Maine**, Orono, ME  
BA in Psychology, minors: Communication Disorders and Developmental Disabilities, May, 1983

## EMPLOYMENT

**SERESC/Preschool Technical Assistance Network (PTAN)**, Bedford, NH  
**Early Childhood Facilitator/Consultant**—Facilitates a variety of state and regional early childhood planning meetings; provides technical assistance to preschool special education coordinators; facilitates childcare trainings and collaboration; collaborates with early childhood/special education higher education faculty; coordinates with a variety of early childhood grants and efforts; and provides input to funding agencies. (2002-present)

**Early Education and Intervention Network of NH**, Concord, NH  
**Program Coordinator/Board Member** – Oversees mentoring program for professionals working with children birth to five years with disabilities, including: marketing; recruiting; matching participants; evaluating; researching mentorship models; collaborating with other training initiatives; and reporting to funders, advisory board and board of directors. (1998 – present)

**The Upper Room, A Family Resource Center**, Derry, NH  
**Families Reaching Our Goals Program Coordinator/Educator/Volunteer** – Provides parent education for families of young children through: workshops; weekly support group facilitation; field trips; resources sharing; referrals; and collaboration with state and local agencies. Volunteers with fund raising and other program needs. (1998 – present)

**Self-Employed Consultant**, Stratham, NH  
**Private Contractor** – Provides planning, facilitation and instruction for a variety of NH organizations involved in early childhood/special education and family support. (1998 – present)

**NH DHHS: Bureau of Developmental Services**, Concord, NH  
**Director/Program Specialist** – Implemented the Individuals with Disabilities Education Act in NH for infants and toddlers, including: writing federal grants; overseeing model demonstration projects; collaborating with state and local leaders; providing training and technical assistance; and representing NH at national meetings. (1994 – 1998)

**United Developmental Services: Early Intervention Program**, Hanover, NH  
**Program Coordinator**– Supervised staff, initiated community outreach efforts, and facilitated service coordination for all families; collaborated with local and state resource providers on early childhood initiatives. (1991 – 1994)

**Anne Sullivan Center: Early Intervention Program**, Tewksbury, MA  
**Group Coordinator/Developmental Educator** –Consulted to center-based groups for infants/toddlers regarding curriculum and supervision of interns; assessed children in all areas of development and provided home-visits in a multi-cultural community. (1987 – 1991)

**Cambridge-Somerville Early Intervention Program**, Cambridge, MA  
**Developmental Educator** –Taught classrooms of toddlers with disabilities, assessed children, provided home-visits in a multi-cultural community. (1984 – 1987)

**AFFILIATIONS**

**St. Thomas Aquinas High School, Dover, NH:** *volunteer*, 2013 to present  
**Seacoast Charter School, Kingston, NH:** *School Committee member*, 2009-2010  
**Seacoast Science Center, Rye, NH:** *volunteer/member*, 2007-present  
**St. Teresa's Catholic Church, Rye, NH:** *Religious Education teacher*, 2004-2006  
**National Association for the Education of Young Children**—*member*, 2004-present  
**Stratham Memorial School Parent-Teacher Organization, Stratham, NH:** *member*, 2003-2007  
**Early Education and Intervention Network of NH**—*member/former BOD member/Education and Training Committee Chair* 1991-present

**SOUTHEASTERN REGIONAL EDUCATION  
SERVICE CENTER, INC.**

Financial Statements

For the Year Ended June 30, 2013

(With Independent Auditors' Report Thereon)

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of  
Southeastern Regional Education Service Center, Inc.

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Southeastern Regional Education Service Center, Inc., which comprise the statement of financial position as of June 30, 2013, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting

policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Southeastern Regional Education Service Center, Inc. as of June 30, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Report on Summarized Comparative Information**

We have previously audited the Organization's fiscal year 2012 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 18, 2012. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2012 is consistent, in all material respects, with the audited financial statements from which it has been derived.

### **Other Matters**

#### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Functional Expenses is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated April 28, 2014 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws,

regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

April 28, 2014

**SOUTHEASTERN REGIONAL EDUCATION SERVICE CENTER, INC.**

Statement of Financial Position  
June 30, 2013  
(with comparative totals as of June 30, 2012)

<u>ASSETS</u>	Operating Fund	Unrestricted Board Restricted	Total Unrestricted	Temporarily Restricted	2013 Total	2012 Total
Current Assets:						
Cash and cash equivalents	\$ 64,669	\$ 184,204	\$ 248,873	\$ 106,196	\$ 355,069	\$ 892,993
Restricted short-term investments	157,709	-	157,709	-	157,709	136,473
Short-term investments	326,758	-	326,758	-	326,758	325,343
Accounts and grants receivable	969,056	-	969,056	-	969,056	933,814
Prepaid expenses	18,724	-	18,724	-	18,724	20,958
Total Current Assets	1,536,916	184,204	1,721,120	106,196	1,827,316	2,309,581
Property and equipment, net	6,625,624	-	6,625,624	-	6,625,624	6,801,260
<b>TOTAL ASSETS</b>	<b>\$ 8,162,540</b>	<b>\$ 184,204</b>	<b>\$ 8,346,744</b>	<b>\$ 106,196</b>	<b>\$ 8,452,940</b>	<b>\$ 9,110,841</b>
 <u>LIABILITIES AND NET ASSETS</u>						
Current Liabilities:						
Accounts payable	\$ 109,931	-	\$ 109,931	-	\$ 109,931	\$ 126,238
Accrued expenses	82,236	-	82,236	-	82,236	151,895
Other liabilities	16,245	-	16,245	-	16,245	11,902
Deferred revenue	2,594	-	2,594	-	2,594	2,594
Line of credit	200,000	-	200,000	-	200,000	-
Current portion of long term debt	4,625,000	-	4,625,000	-	4,625,000	190,000
Total Current Liabilities	5,036,006	-	5,036,006	-	5,036,006	482,629
Long term debt net of current portion	-	-	-	-	-	4,625,000
Net Assets	3,126,534	184,204	3,310,738	106,196	3,416,934	4,003,212
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 8,162,540</b>	<b>\$ 184,204</b>	<b>\$ 8,346,744</b>	<b>\$ 106,196</b>	<b>\$ 8,452,940</b>	<b>\$ 9,110,841</b>

The accompanying notes are an integral part of these financial statements.

**SOUTHEASTERN REGIONAL EDUCATION SERVICE CENTER, INC.**

Statement of Activities

For the Year Ended June 30, 2013  
(with comparative totals for the year ended June 30, 2012)

	Operating Fund	Unrestricted		Temporarily Restricted	2013 Total	2012 Total
		Board Restricted	Total Unrestricted			
<b>Support and Revenue:</b>						
Support:						
Governmental grants	\$ 1,551,790	\$ -	\$ 1,551,790	\$ -	\$ 1,551,790	\$ 1,703,267
Grants and contributions	-	-	-	73,665	73,665	163,250
Revenue:						
Tuition revenue	572,252	-	572,252	-	572,252	974,879
Consulting revenue	3,110,946	-	3,110,946	-	3,110,946	3,023,128
Membership revenue	87,194	-	87,194	-	87,194	90,997
Other services	1,126,831	536,301	1,663,132	-	1,663,132	1,811,774
Investment income:						
Interest income	1,826	-	1,826	18	1,844	3,266
Net assets released from restriction	149,573	-	149,573	(149,573)	-	-
<b>Total Support and Revenue</b>	<b>6,600,412</b>	<b>536,301</b>	<b>7,136,713</b>	<b>(75,890)</b>	<b>7,060,823</b>	<b>7,770,561</b>
<b>Expenses:</b>						
Program services	6,131,329	453,951	6,585,280	-	6,585,280	6,239,238
Administration and fundraising	1,061,821	-	1,061,821	-	1,061,821	1,214,228
<b>Total Expenses</b>	<b>7,193,150</b>	<b>453,951</b>	<b>7,647,101</b>	<b>-</b>	<b>7,647,101</b>	<b>7,453,466</b>
<b>Change in net assets</b>	<b>(592,738)</b>	<b>82,350</b>	<b>(510,388)</b>	<b>(75,890)</b>	<b>(586,278)</b>	<b>317,095</b>
<b>Net Assets, Beginning of Year, as restated</b>	<b>3,719,272</b>	<b>101,854</b>	<b>3,821,126</b>	<b>182,086</b>	<b>4,003,212</b>	<b>3,686,117</b>
<b>Net Assets, End of Year</b>	<b>\$ 3,126,534</b>	<b>\$ 184,204</b>	<b>\$ 3,310,738</b>	<b>\$ 106,196</b>	<b>\$ 3,416,934</b>	<b>\$ 4,003,212</b>

The accompanying notes are an integral part of these financial statements.

**SOUTHEASTERN REGIONAL EDUCATION SERVICE CENTER, INC.**

Statement of Cash Flows  
For the Year Ended June 30, 2013  
(with comparative totals for the year ended June 30, 2012)

	<u>2013</u>	<u>2012</u>
<b><u>Cash Flows From Operating Activities:</u></b>		
Change in net assets	\$ (586,278)	\$ 317,095
Adjustments to reconcile change in net assets to net cash from operating activities:		
Depreciation	246,214	245,512
(Increase) decrease in:		
Restricted cash and short term investments	(21,236)	16,416
Accounts and grants receivable	(35,242)	45,055
Prepaid expenses	2,234	(3,587)
Other assets	-	1,120
Increase (decrease) in:		
Accounts payable	(16,307)	(98,093)
Accrued expenses	(69,659)	9,204
Other liabilities	4,343	502
Deferred revenue	-	(87,814)
Net Cash from Operating Activities	<u>(475,931)</u>	<u>445,410</u>
<b><u>Cash Flows From Investing Activities:</u></b>		
Purchases of investments	(1,415)	(2,392)
Purchase of fixed assets	<u>(70,578)</u>	<u>(59,196)</u>
Net Cash from Investing Activities	<u>(71,993)</u>	<u>(61,588)</u>
<b><u>Cash Flows From Financing Activities:</u></b>		
Line of credit, net advances	200,000	-
Principal payments of long term debt	<u>(190,000)</u>	<u>(180,000)</u>
Net Cash from Financing Activities	<u>10,000</u>	<u>(180,000)</u>
Net Change in Cash and Cash Equivalents	(537,924)	203,822
Cash and Cash Equivalents, Beginning	<u>892,993</u>	<u>689,171</u>
Cash and Cash Equivalents, Ending	<u>\$ 355,069</u>	<u>\$ 892,993</u>
<b>SUPPLEMENTAL INFORMATION:</b>		
Interest Paid	<u>\$ 243,521</u>	<u>\$ 248,390</u>

The accompanying notes are an integral part of these financial statements.

## **SOUTHEASTERN REGIONAL EDUCATION SERVICE CENTER, INC.**

### Notes to the Financial Statements

#### **1. Organization**

Southeastern Regional Education Service Center, Inc. (the Organization), is a New Hampshire nonprofit corporation that is funded through Federal revenues and tuition from local school districts. The Organization provides education services to local school districts and educators throughout New Hampshire.

#### **2. Summary of Significant Accounting Policies**

The following is a summary of significant accounting policies of the Organization used in preparing and presenting the accompanying financial statements.

##### Accounting for Contributions and Financial Statement Presentation

The Organization follows *Accounting for Contributions Received and Contributions Made* and *Financial Statements of Not-for-Profit Organizations* as required by the Financial Accounting Standards Board Accounting Standards Codification (FASB ASC). Under these guidelines, the Organization is required to distinguish between contributions that increase permanently restricted net assets, temporarily restricted net assets, and unrestricted net assets. It also requires recognition of contributions, including contributed services, meeting certain criteria at fair values. These reporting standards establish standards for financial statements of not-for-profit organizations and require a Statement of Financial Position, a Statement of Activities and a Statement of Cash Flows.

##### Basis of Accounting

Revenues and expenses are reported on the accrual basis of accounting. Under this basis, revenues, other than contributions, and expenses are reported when incurred, without regard to the date of receipt or payment of cash. Contributions are reported in accordance with FASB ASC *Accounting for Contributions Received and Contributions Made*.

##### Restricted and Unrestricted Revenue

Contributions received are recorded as increases in unrestricted, temporarily restricted, or permanently restricted net assets, depending on the existence and/or nature of any donor restrictions.

### Cash and Cash Equivalents

For purposes of the Statement of Cash Flows, the Organization considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

### Investments

The Organization's investments are comprised of certificates of deposit with maturities of greater than three months. Restricted short-term investments are comprised of money market mutual funds.

### Allowance for Doubtful Accounts

The adequacy of the allowance for doubtful accounts for receivables is reviewed on an ongoing basis by the Organization's management and adjusted as required through the provision for doubtful accounts (bad debt expense). In determining the amount required in the allowance account for the year ended June 30, 2013, management has taken into account a variety of factors.

### Property and Equipment

Property and equipment is recorded at cost or, if donated, at estimated fair market value at the date of donation. Major additions and improvements are capitalized, while ordinary maintenance and repairs are charged to expense. Depreciation is provided using the straight-line method over the estimated useful lives of the related assets. Assets not in service are not depreciated.

### Functional Expenses

The costs of providing various programs and activities have been summarized on a functional basis in the Statement of Activities and in the Schedule of Functional Expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

### Donated Services

The Organization receives donated services from a variety of unpaid volunteers assisting the Organization in its programs. No amounts have been recognized in the accompanying Statement of Activities because the criteria for recognition of such volunteer effort under generally accepted accounting principles have not been satisfied.

Contributions of donated services that create or enhance nonfinancial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at their fair values in the period received.



### Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual amounts could differ from those estimates.

### Tax Status

Southeast Regional Education Service Center, Inc. is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3). The Organization has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions.

The Organization follows FASB ASC 740-10, *Accounting for Uncertainty in Income Taxes*, which clarifies the accounting for uncertainty in income taxes and prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of tax positions taken or expected to be taken in a tax return. FASB ASC 740-10 did not have a material impact on the Organization's financial statements.

The Organization's Federal Form 990 (Return of Organization Exempt From Income Tax) is subject to examination by the IRS, generally for three years after filing.

The Organization recognizes interest related to unrecognized tax benefits in interest expense and penalties that are included within reported expenses. During the year ended June 30, 2013, the Organization had no interest or penalties accrued related to unrecognized tax benefits.

### Reclassifications

Certain accounts in the prior-year financial statements have been reclassified for comparative purposes to conform to the presentation in the current-year financial statements.

### Subsequent Events

In accordance with the provisions set forth by FASB ASC, *Subsequent Events*, events and transactions from July 1, 2013 through April 28, 2014, the date the financial statements were available to be issued, have been evaluated by management for disclosure. Management has determined that

there were no material events that would require disclosure in the Organization's financial statements through this date.

**3. Concentration of Credit Risk - Cash and Cash Equivalents**

The carrying amount of the Organization's deposits with financial institutions was \$355,069 at June 30, 2013. The difference between the carrying amount and the bank balance represents reconciling items such as deposits in transit and outstanding checks, which have not been processed by the bank at June 30, 2013. The bank balance is categorized as follows:

Insured by FDIC	\$ 380,451
Uninsured and uncollateralized	<u>102,215</u>
Total Bank Balance	<u>\$ 482,666</u>

**4. Short-term Investments**

The Organization's short-term investments consist of certificates of deposit with maturities greater than three months. The Organization's certificates of deposit held at Centrix Bank and ING Direct are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At June 30, 2013, balances exceeded the FDIC insurance coverage limit by \$19,078.

In compliance with the terms of the bond agreement, the Organization maintains restricted short-term investments. These restricted short-term investments consist of money market mutual funds which are covered under the Securities Investor Protection Corporation (SIPC) program up to \$500,000 and by excess SIPC program for amounts over \$500,000. The Organization's balance as of June 30, 2013 did not exceed the SIPC coverage limit.

**5. Property, Equipment and Depreciation**

A summary of the major components of property and equipment is presented below:

	<u>2013</u>	<u>2012</u>
Land and land improvements	\$ 1,058,330	\$ 1,058,330
Buildings and improvements	7,335,614	7,306,764
Furniture, fixtures and equipment	1,313,593	1,271,865
Vehicles	<u>13,960</u>	<u>13,960</u>
Subtotal	<u>9,721,497</u>	<u>9,650,919</u>
Less: accumulated depreciation	<u>(3,095,873)</u>	<u>(2,849,659)</u>
Total	<u>\$ 6,625,624</u>	<u>\$ 6,801,260</u>

Depreciation expense for the year ended June 30, 2013 totaled \$246,214.

#### 6. **Accrued Expenses**

Accrued expenses consist primarily of payroll related liabilities.

#### 7. **Long-term Debt**

Long-term debt as of June 30, 2013 consisted of the following:

Bond payable due in varying monthly installments and interest at 2.8% due semiannually, paid by the Organization on a monthly basis, payable over 30 years, and secured by a letter of credit.	\$ <u>4,625,000</u>
Total	4,625,000
Less amount due within one year	<u>(200,000)</u>
Long-term debt, net of current portion **	<u>\$ 4,425,000</u>

\*\* Presented as a current liability due to noncompliance with financial covenants.

The following is a summary of future payments on the previously mentioned long-term debt.

<u>Year</u>	<u>Amount</u>
2014	\$ 200,000
2015	210,000
2016	225,000
2017	235,000
2018	115,000
Thereafter	<u>3,640,000</u>
	<u>\$ 4,625,000</u>

On December 29, 2011, the Organization and the purchaser of the bond agreed to a new multi-annual rate agreement under which the bond will be subject to mandatory remarketing on October 31, 2016. The bond is backed in full by a letter of credit, expiring on November 14, 2016.

The Organization is subject to financial covenants that require the maintenance of minimum and maximum liquidity ratio, debt service coverage ratio and debt to tangible net worth ratio. In fiscal year 2013, certain financial covenants were not met, and the Organization did not receive a waiver from the bank for such noncompliance. As a result, and in accordance with Generally Accepted Accounting Principles (GAAP), the entire amount of the bond has been reported in these financial statements as a current liability.

**8. Line of Credit**

The Organization has available a revolving line of credit with a bank in the amount of \$250,000. The outstanding balance on this line at June 30, 2013 was \$200,000. This line is payable on demand and requires monthly interest only payments calculated on the outstanding balance from the previous month. Interest is variable, based on Wall Street Prime adjusted daily. Said rate is subject to a floor of 4.00%. The current rate at June 30, 2013 was 4.00%.

**9. Temporarily Restricted Net Assets**

Temporarily restricted net assets are available for the following purposes at June 30, 2013:

	<u>2013</u>
New Hampshire Assistive Technology Loan Fund	\$ 19,645
Scholarship Fund	5,816
Preschool Technical Assistance Network - District Funds	34,066
Preschool Technical Assistance Network - Private Grants	<u>46,669</u>
Temporarily restricted net assets	<u>\$ 106,196</u>

**10. Net Assets Released from Restriction**

Net assets are released from program restrictions by incurring expenses satisfying the restricted purpose.

**11. Board-Designated Net Assets**

Board designated net assets are comprised of two programs, the Center for Effective Behavioral Interventions and Supports (CEBIS) program and SMS services by speech pathologists. Funds represent net earnings from CEBIS workshops, consulting and SMS insurance payments. The CEBIS funds are to be used to offset expenses that are not funded by grants. The SMS funds are to be used to service speech patients after the yearly grant funds from the NH Bureau of Special Medical Services have been expended.

**12. Employee Benefit Plan**

Defined Contribution Plan

The Organization sponsors a defined contribution plan (the Plan) covering all employees age 18 and over, with at least one consecutive year of service who agree to make contributions to the Plan. The Organization has the option of making a discretionary matching contribution. No matching contributions were made by the Organization for the year ended June 30, 2013.

**13. Operating Leases**

The Organization leases office equipment under various lease agreements. Equipment rental expense totaled \$21,376 for the year ended June 30, 2013.

**14. Fair Value Measurements**

FASB ASC, *Fair Value Measurements*, provides guidance for using fair value to measure assets and liabilities. *Fair Value Measurements* applies whenever

other standards require or permit assets or liabilities to be measured at their fair market value. The standard does not expand the use of fair value in any new circumstances. Under *Fair Value Measurements*, fair value refers to the price that would be received from the sale of an asset or paid to transfer a liability in an orderly transaction between market participants as of the measurement date. *Fair Value Measurements* clarifies the principle that fair value should be based on the assumptions market participants would use when pricing the asset or liability and establishes a fair value hierarchy that prioritizes the information used to develop those assumptions.

Under *Fair Value Measurements*, the Organization categorizes its fair value estimates based on a hierarchical framework associated with three levels of price transparency utilized in measuring financial instruments at fair value. Classification is based on the lowest level of input that is significant to the fair value of the instrument. The three levels are as follows:

- Level 1 - Quoted prices (unadjusted) in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date. The types of financial instruments included in Level 1 are highly liquid instruments with quoted prices;
- Level 2 - Inputs from active markets, other than quoted prices for identical instruments, are used to model fair value. Significant inputs are directly observable from active markets for substantially the full term of the asset or liability being valued; and
- Level 3 - Pricing inputs significant to the valuation are unobservable. Inputs are developed based on the best information available; however, significant judgment is required by management in developing the inputs.

The estimated fair value of the Organization's financial instruments is presented in the following table:

	<u>Carrying Value</u>	<u>Fair Value</u>	<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
Restricted short-term investments	\$ 157,709	\$ 157,709	\$ 157,709	\$ -	\$ -
Short-term investments	<u>326,758</u>	<u>326,758</u>	<u>326,758</u>		
Total assets	<u>\$ 484,467</u>	<u>\$ 484,467</u>	<u>\$ 484,467</u>	<u>\$ -</u>	<u>\$ -</u>
Line of credit	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ -
Bond payable	<u>4,625,000</u>	<u>4,625,000</u>	<u>-</u>	<u>4,625,000</u>	<u>-</u>
Total liabilities	<u>\$ 4,825,000</u>	<u>\$ 4,825,000</u>	<u>\$ 200,000</u>	<u>\$ 4,625,000</u>	<u>\$ -</u>

The carrying amounts of cash and cash equivalents approximate fair value because of the short maturity of those financial instruments.

**15. Related Party Transactions**

The Organization's Board of Directors is comprised of superintendents and school board representatives from member New Hampshire school districts. The Organization provides a variety of services to these entities.

**16. Concentrations of Risk**

A material part of the Organization's revenue is derived from services provided to member districts, the loss of which would have a materially adverse effect on the Organization. During the year ended June 30, 2013, 24% of the Organization's program service revenue was from the Merrimack School District (SAU #26), and an additional 12% was from the Bedford School District (SAU #25).

**17. Beginning Net Assets Restatement**

Prior to fiscal year 2013, the Organization had received temporarily restricted contributions or grants that had been reported as deferred revenue. As a result, the beginning net assets of the Organization have changed from the previous fiscal year. Accordingly, the following reconciliation is provided:

	<u>Deferred Revenue</u>	<u>Support and Revenue: Grants and Contributions</u>	<u>Temporarily Restricted Net Assets</u>
As previously reported	\$ 158,417	\$ 7,427	\$ 26,263
Temporarily restricted net assets	<u>(155,823)</u>	<u>155,823</u>	<u>155,823</u>
As restated	<u>\$ 2,594</u>	<u>\$ 163,250</u>	<u>\$ 182,086</u>

**SOUTHEASTERN REGIONAL EDUCATION SERVICE CENTER, INC.**

Schedule of Functional Expenses  
 For the Year Ended June 30, 2013  
 (with comparative totals for the year ended June 30, 2012)

	Program Services	Administration and Fundraising	2013 Total	2012 Total
Personnel expense:				
Salaries and wages	\$ 2,995,583	\$ 321,983	\$ 3,317,566	\$ 3,206,987
Employee benefits	460,803	49,530	510,333	486,639
Payroll taxes	215,411	36,938	252,349	276,597
Retirement plan contributions	-	-	-	4,000
Contract services	1,687,140	327,686	2,014,826	1,978,899
Supplies	307,380	31,422	338,802	457,548
Communications	125,211	129,466	254,677	90,844
Depreciation	239,211	7,003	246,214	245,512
Interest	182,926	5,356	188,282	217,353
Repairs and maintenance	69,217	116,341	185,558	150,409
Travel	120,531	4,176	124,707	105,218
Utilities	29,381	68,639	98,020	98,552
Insurance	6,000	33,545	39,545	26,376
Rent	2,586	18,790	21,376	32,142
Professional fees	-	16,324	16,324	26,809
Miscellaneous	11,469	3,769	15,238	16,205
Advertising	11,358	1,496	12,854	9,041
Postage	770	4,705	5,475	1,701
Equipment	3,480	1,475	4,955	20,478
Printing	-	-	-	2,156
Indirect costs	116,823	(116,823)	-	-
Total Functional Expenses	<u>\$ 6,585,280</u>	<u>\$ 1,061,821</u>	<u>\$ 7,647,101</u>	<u>\$ 7,453,466</u>

See Independent Auditors' Report.