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



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

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953**

November 29, 2016

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

REQUESTED ACTION

1. Authorize the Department of Education, Bureau of Integrated Programs, to enter into a contract with Rebecca Steinitz, Arlington, MA (Vendor code 275670), in an amount not to exceed \$40,000.00, to provide professional development in competencies and competency based assessment, effective upon Governor and Council approval through September 30, 2017. 100% Federal Funds.

Funding is available in the account titled Title II Prof. Development as follows:

	<u>FY 17</u>
06-56-56-563010-21830000-102-500731 Contracts for Program Services	\$40,000.00

2. Subject to Governor and Council approval, authorize the Department of Education to include a renewal option on this contract for up to one additional fiscal year, subject to the contractor's acceptable performance of the terms therein, and pending legislative approval of the next biennium budget.

EXPLANATION

The Department of Education would like to contract with Rebecca Steinitz in order for her to provide professional development and technical assistance in the development and implementation of high quality competencies and assessments to local schools, districts, professional organizations and school-based leadership groups.

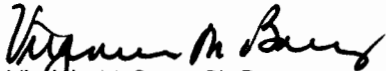
A request for proposals was posted on the Department website on August 2, 2016 through August 22, 2016 and in the Union Leader on August 8, 2016 through August 10, 2016. The Department was seeking an individual or entity with specific expertise and experience to provide professional development in competencies and competency based assessment. Only one proposal was received. It was reviewed and rated, using the attached scoring rubric, by an evaluation team consisting of the Supervisor, Office of School Counseling & Psychology; an Education Consultant, Bureau of Integrated Programs; the Assistant Superintendent in Hudson, a Curriculum Coordinator in Lebanon, and a Reading Specialist in Pembroke. The team recommended this vendor.

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Dr. Steinitz has a Ph.D. in English from the University of California, Berkeley, 1997 and a Bachelor's in English from Yale University, 1986. She has been an Instructor, Associate Professor, Write/Editor, Consultant, and, most recently, a Co-creator and Facilitator of the REAL Institute in Boston, Massachusetts. She is entering her ninth year as a consultant at the Boston Day and Evening Academy, which is a national model for competency-based education. She has trained and coached teachers; worked with departments to design and revise competencies, benchmarks, and rubrics; and co-created and led the REAL institute which trains administrators and teachers from all over the country in competency-based education.

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

Respectfully submitted,



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

VMB:emr

Attachment A

SCORES

Proposal #1727

Scorer 1 (DOE) Richard Feistman
Scorer 2 (non-DOE) Diane Eaton
Scorer 3 (non-DOE) Tracy Bricchi
Scorer 4 (DOE) Mariane Gfroerer
Scorer 5 (non-DOE) Mary Wilson

75
58
80
100
85
79.6

Proposal Average Score

The people responsible for the review of the proposal include the following individuals:

1. Richard Feistman, Education Consultant, Bureau of Integrated Programs
Former Classroom Educator
2. Dianne Eaton, Reading Specialist, Pembroke
Regularly works with teachers to develop curriculum and assessments
3. Tracy Bricchi, Curriculum Coordinator, Lebanon
Works with variety of staff members to develop and implement competencies and competency-based assessment
4. Mariane Gfroerer, Supervisor, Office of School Counseling & Psychology
Competency and PACE (Performance Assessment of Competency Education) role in her current position
5. Mary Wilson, Assistant Superintendent, Hudson
Works with variety of staff members to develop and implement competencies and competency-based assessment

The role of the reviewers was advisory in nature. The reviewers scored the application and provided recommendations to the Commissioner of Education. The Commissioner of Education reviews the information provided and makes the final decision to bring forward for G&C approval.

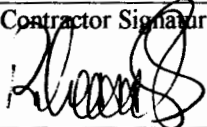

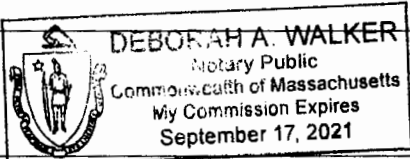
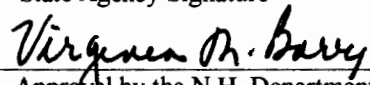
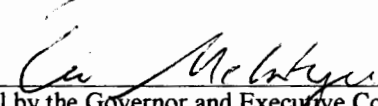
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

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		1.2 State Agency Address 101 Pleasant Street, Concord, NH 03301	
1.3 Contractor Name Rebecca Steinitz		1.4 Contractor Address 33 Cleveland Street, Arlington, MA 02474	
1.5 Contractor Phone Number 339-368-0803	1.6 Account Number See Exhibit B	1.7 Completion Date September 30, 2017	1.8 Price Limitation \$40,000.00
1.9 Contracting Officer for State Agency Christopher Motika, Administrator, Bureau of Integrated Programs		1.10 State Agency Telephone Number 603-271-6052	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Rebecca Steinitz	
1.13 Acknowledgement: State of <i>MA</i> , County of <i>Middlesex</i> On <i>Nov. 18, 2016</i> , 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 [Seal] 			
1.13.2 Name and Title of Notary or Justice of the Peace <i>Deborah A. Walker, Notary</i>			
1.14 State Agency Signature  Date: <i>11/30/16</i>		1.15 Name and Title of State Agency Signatory <i>VIRGINIA M. BARRY</i> <i>Commissioner of Education</i>	
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) (if applicable) By:  On: <i>12/7/16</i>			
1.18 Approval by the Governor and Executive Council (if applicable) 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, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("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. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. 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.

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 notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and 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 \$1,000,000 per occurrence and \$2,000,000 aggregate; and

14.1.2 special cause of loss coverage form 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 thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) 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 unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

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

SCOPE OF SERVICES

Rebecca Steinitz will provide the following services to the New Hampshire Department of Education effective upon approval of the Governor and Council through September 30, 2017:

- Provide support to local school districts for the development and implementation of NH College and Career Ready Standards, Competencies and Performance Indicators at the local level using NH Model Competencies.
- Provide technical assistance to school and curriculum leaders in the effective design of high quality competencies
- Provide local and regional support for effective competency based assessment design through face-to-face trainings and online using a variety of state supported platforms
- Collaborate with other groups taking leadership roles in the development of performance assessments based on the NH Model Competencies.
- Provide assistance to professional organizations, school-based leadership groups and educators in designing and validating high quality competencies, using the NH Department of Education Competency Validation rubric (based on content alignment, cognitive demand, enduring nature, and "assessability").
- Provide technical assistance to districts, schools, and curriculum leaders in the development of competency-based education, as requested by the Department.
- Attend other assigned meetings that support the Department.
- Provide a report of activities on a monthly basis, to be attached to an invoice, as well as a final summary report of all services provided.

**EXHIBIT B
BUDGET**

Budget (through September 30, 2017)

Professional services (\$850.00 per day,
to include travel expenses) not to
exceed \$40,000.00. **FY 17**

06-56-56-563010-21830000-102-500731 \$40,000.00

Method of Payment: Payments shall be made on invoices submitted monthly accompanied by a description of services for that period. Please submit invoices to:

Christopher Motika
Administrator
Bureau of Integrated Programs
NH Department of Education
101 Pleasant Street
Concord, NH 03301

EXHIBIT C

Subject to Governor and Council approval, authorize the Department of Education to include a renewal option on this contract for up to one additional fiscal year, subject to the contractor's acceptable performance of the terms therein, and pending legislative approval of the next biennium budget.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/12/2016

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

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

PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007		FAX (A/C, No):
	E-MAIL ADDRESS: contact@hiscox.com		
INSURED Rebecca Steinitz	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Hiscox Insurance Company Inc		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

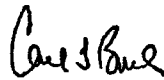
REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	N			10/11/2016	10/10/2017	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

New Hampshire Department of Education 101 Pleasant Street Concord, NH 03301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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Rebecca Steinitz

A. Professional Qualifications, Experience, References

Experienced education consultant with strong expertise in literacy, competency-based education, secondary education, coaching, training, and facilitation

TEACHING, SCHOOLS, AND YOUTH

Co-Creator and Facilitator, REAL Institute, Boston, Massachusetts. 2011-present

- Design, coordinate, and lead annual four-day training in competency-based education for administrators and teachers across the country
- Support school teams in creating plans for implementing competency-based education

Consultant, Boston, Massachusetts. 2007-present

- Coach high school teachers (all content areas) in literacy strategies, competency-based education, curriculum and lesson planning, competency design, assignment design, assessment design, data, teaching strategies, classroom management
- Design and implement professional development plans, from one-time workshops to multi-year initiatives
- Support administrators in academic planning
- Develop curriculum programs, materials, and resources
- Long-term clients include Boston Day and Evening Academy (2007-present), Greater Lawrence Technical School (2011-present), WriteBoston (2007-14), Boston International Newcomers Academy (2008-11)

Writer/Editor

Write, edit, and compile executive summaries for white papers and reports on education topics, including competency-based education and deeper learning
Clients include Nellie Mae Foundation (2012-present), Jobs for the Future (2014-present)

Editor, *Teen Voices*, Boston, Massachusetts. 2007-2009

- Edited print and online magazine written by, for, and about teen girls
- Ran journalism mentoring program, including training and supervision of college student mentors and teen editors from Boston high schools

High School Program Director/Associate Professor, Lesley University School of Education, Cambridge, Massachusetts. 2006-2007

- Designed and managed licensure and professional development programs
- Developed partnerships with local high schools and non-profits
- Coordinated Humanities Institutes for Boston Public Schools humanities teachers
- Served on Educational Leadership Team, Liberal Arts Council, Lesley College Curriculum Committee

Associate Professor, Ohio Wesleyan University, Delaware, Ohio. 2001-

2005 Assistant Professor, Ohio Wesleyan University, Delaware, Ohio. 1997-2001

- Designed and taught writing, literature, and Women's Studies courses at all levels of undergraduate curriculum, including Independent Studies, Honors Projects, Senior Portfolio
- Mentored student teachers in Secondary Education program
- Recipient of Special Scholarly Faculty Leave, three Thomas E. Wenzlau Fund Scholarly Grants, Five Colleges of Ohio Information Literacy Faculty Grant
- Served on Academic Policy Committee, Women's Studies Committee, Committee on the Status of Women (Chair), Freshman Writing Steering Committee, search committees

Director of Freshman Writing, Ohio Wesleyan University, Delaware, Ohio. 2001-03

- Hired, trained, and supervised instructors
- Developed and maintained curriculum
- Organized pedagogy workshops

Instructor, University of California, Berkeley, California. 1994-97

- Designed and taught beginning and advanced freshman composition courses

Director, Indian Brook, Farm & Wilderness Foundation, Plymouth, Vermont 1993-95

- Oversaw all aspects of Quaker wilderness summer camp for girls
- Empowered, challenged, and nurtured 120 girls ages 9-14
- Hired, trained, and supervised 60 staff members
- Designed and implemented educational and social programming
- Monitored camp-wide adherence to health and safety procedures and regulations

WRITING, RESEARCH, AND DEVELOPMENT

Writer and Editor. 1993-

- Write essays, articles, reviews (*New Republic*, *Utne Reader*, *Salon*, *Boston Globe*, *Huffington Post*, *Washington Post*, *The Millions*, *The Rumpus*, *Literary Mama*, *Women's Review of Books*, *Publisher's Weekly*, *BookPage*, academic journals, etc.)
- Wrote *Time, Space, and Gender in the Nineteenth-Century British Diary* (Palgrave Macmillan 2011)
- Edit books, articles, dissertations (Seal, Palgrave Macmillan, Teacher's College Press, University of Illinois Press, American Psychological Association, UC Press, Columbia, Penn, Berkeley, UMass, etc.)

- Coach authors of books, articles (*Yoga Journal, Salon, Brain Child, etc.*)
- Write compelling promotional materials and successful private and federal grant proposals of all sizes

Senior Program Officer for the Humanities, American Academy of Arts and Sciences, Cambridge, Massachusetts. 2005-2006

- Managed qualitative and quantitative research program on the state of the humanities
- Wrote and edited research papers, articles, grant proposals and reports
- Participated in Academy administration, including fundraising, hiring, training, supervision

Development Associate, The Youth Project, Washington, D.C. 1988-89

- Implemented foundation fundraising strategy that raised \$600,000 annually
- Wrote grants, reports, Annual Report
- Provided fundraising and grantwriting technical assistance to community organizations

Executive Assistant, The Ottinger Foundation, Washington, D.C. 1987-88

- Reviewed grant proposals and managed office

EDUCATION

Ph.D. in English, University of California, Berkeley. 1997

Humanities Research Grant, Graduate Division Fellowship, Mellon Dissertation Fellowship, Huntington Library Dissertation Fellowship, Benjamin Putnam Kurtz Essay Prize, Jacob Javits Fellowship, Outstanding Graduate Student Instructor Award

B.A. in English, Yale University. 1986

summa cum laude, Distinction in the Major, Phi Beta Kappa

COMMUNITY SERVICE

Trustee, Farm and Wilderness Foundation, Plymouth, Vermont

Board President (2010-14), Arlington Education Foundation, Arlington, Massachusetts

REFERENCES

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Alison Hramiec, Headmaster, Boston Day and Evening Academy, ahramiec@bostonpublicschools.org, 617-635-6789

Larry Myatt, Founder, Education Resources Consortium, larrymyatt1@gmail.com, 781-854-6937