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Frank Edelblut  
Commissioner

Paul K. Leather  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
TEL. (603) 271-3495  
FAX (603) 271-1953

September 12, 2017

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the New Hampshire Department of Education to enter into a **sole source** contract with the New Hampshire College and University Council, Concord, NH (Vendor Code #154469) in an amount not to exceed \$270,000.00, to implement the NH Scholars Program by expanding professional development opportunities and improving teacher quality for secondary teachers and counselors regarding academic rigor and promotion of STEM (science, technology, engineering, and mathematics) studies, to promote high school student career and college-readiness through participation in a rigorous high school curriculum; and to encourage enrollment in postsecondary STEM studies, effective upon Governor and Council approval through September 30, 2019. 100% Other Funds

Funding is available in the accounts titled Career School Licensing and Administration Fees as follows:

	<u>FY 18</u>	<u>FY 19</u>
06-56-56-566510-18590000-102-500731 Contracts for Program Services	\$100,000.00	\$100,000.00
06-56-56-566510-67770000-102-500731 Contracts for Program Services	\$ 35,000.00	\$ 35,000.00

**EXPLANATION**

This is a **sole source** contract as the New Hampshire College and University Council is the only entity implementing the NH Scholars Program, which accomplishes the objectives above. The NH Scholars Program has been active in the State for ten years. This program has been implemented as an effort to substantially improve the course work taken by state high school students and to better prepare them for success in college and whatever careers they may pursue. In addition, the program builds upon an existing infrastructure to deliver programming, resources and direct services to increase access to postsecondary education for under-represented students. It is part of a nationwide collaboration of similar efforts often titled "Scholars" programs.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
September 12, 2017  
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The New Hampshire College and University Council has four objectives that must be accomplished under this contract: 1) Promote student participation in a rigorous high school curriculum to enhance preparation for college, 2) Enhance the quality and number of tools available for schools that encourage postsecondary education, 3) Develop and implement a new Scholars Career Pathway in collaboration with the Department's K-12 Career Pathway Committee, and 4) Expand professional development opportunities for middle and high school guidance personnel regarding academic rigor and areas relating to rigor to enhance college-going rates.

In the event that Other Funds become no longer available, General Funds will not be requested to fund this project.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read 'Frank Edelblut', written in a cursive style.

Frank Edelblut  
Commissioner of Education

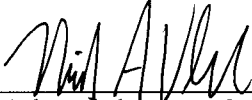
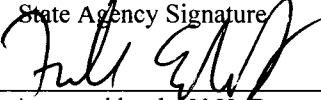

Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

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 New Hampshire College and University Council		1.4 Contractor Address 3 Barrell Court, Suite 100, Concord, NH 03301	
1.5 Contractor Phone Number 603-225-4199	1.6 Account Number See Exhibit B	1.7 Completion Date September 30, 2019	1.8 Price Limitation \$270,000.00
1.9 Contracting Officer for State Agency Heather Gage, Director, Division of Educational Improvement		1.10 State Agency Telephone Number 603-271-5992	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Mike Vlacich, President & CEO	
1.13 Acknowledgement: State of <i>NH</i> , County of <i>Merrimack</i> On <i>9-8-17</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 <i>Patricia M. Edes</i> [Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace <i>Patricia M. Edes, Notary Public</i>			
1.14 State Agency Signature  Date: <i>9-12-17</i>		1.15 Name and Title of State Agency Signatory	
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>9/13/17</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**

NH College & University Council (NHCUC) will provide the following services to the New Hampshire Department of Education (NHDOE) effective upon Governor and Council approval through September 30, 2019.

The New Hampshire Scholars Initiative builds the capacity of school districts to enhance personalized learning, individualized progress and encourages students to take more rigorous course work. This happens through various strategies, but most specifically by strengthening school/community partnerships. All students will graduate better prepared for college and career by exceeding high school graduation requirements and understanding the growing importance to attain high level skills. NH Scholars has a long tradition of encouraging students to be both college and workforce ready and is now ready to build and expand on this commitment.

Students are encouraged to take prescribed rigorous core courses in high school. Through ongoing reinforcement activities beginning in middle school, students understand the importance of gaining high level skills through challenging coursework. By completing the NH Scholars core courses, students are better prepared for college-level work, test out of remedial classes and attain 21<sup>st</sup> century skills necessary in today's competitive workforce. The Core Course of Study is patterned after the recommendations made by the National Commission on Excellence in Education. Other courses may qualify including CTE Programs, ELOs, online classes, etc.

**NH Scholars**

- \* 4 years of English
- \* 4 years of Mathematics
- \* 3 years of Lab-Science
- \* 3 ½ years of Social Science
- \* 2 years Foreign Language

**NH Scholars STEM**

- \* 4 years of English
- \* 4 years of Math
- \* 4 years of Science (3 labs)
- \* 3 ½ years of Social Study
- \* 2 years Foreign Language
- \* 1 yr or more STEM course
- \* Minimum 3.2 GPA

**NH Scholars Art**

- \* 4 years of English
- \* 4 years of Math
- \* 3 years of Lab-Science
- \* 3 ½ years Social Study
- \* 2 yrs Foreign Language
- \* 2 yrs Art-related course
- \* Minimum 3.2 GPA

We identified the following objectives for FY 2018-FY 2019:

1. Promote student participation in a rigorous high school curriculum to enhance preparation for college.
2. Enhance the quality and number of tools available for schools that encourage postsecondary education. We ensure that students hear a common message that today's competitive job market requires high level skills and additional training/education beyond high school.
3. Develop and implement a new Scholars Career Pathway in collaboration with the Department's K-12 Career Pathway Committee.
4. Expand professional development opportunities for middle and high school guidance personnel regarding academic rigor and areas relating to rigor to enhance college-going rates.

The NHCUC through participation in the promotion of STEM studies, career and college-ready preparation and the NH Scholars Program will provide secondary teachers with resources that they would not normally have access to. By providing them with these resources, the secondary teachers will be able to offer incentives and constant reinforcement to their students and implement a college-ready, STEM participation culture.

The NHCUC will assist business leaders in connecting with secondary teachers to provide workshops, activities and mentoring opportunities to both secondary teachers and students. Secondary teacher training from various business partners will range from college prep, interview skills, resume building, STEM career field-specific discussions, job shadowing, STEM internships, and informational interviews. Secondary school personnel will receive support to provide ongoing activities and constant reinforcement to their students. The NHCUC will work with schools to develop business partnerships and assist with coordinating STEM college outreach services.

Project implementation will begin in middle school with an early intervention model. Secondary teachers will be trained to present to middle school students. Presentations will be provided by either local business volunteers or trained secondary teachers. Secondary teachers will also be trained and prepared to offer additional activities for students such as STEM peer mentoring (STEM college students and current State Scholars), service learning opportunities and one-on-one counseling.

In grades 9-11, secondary teachers will be trained to provide constant reinforcement and ongoing incentives to students interested in STEM and other academic areas to help keep them on the appropriate path to graduate better prepared for college and careers, including STEM occupations. Constant communication from secondary guidance staff and secondary teachers is expected to assess whether additional resources need to be provided (tutoring, mentors, etc.).

NH Scholars will support 400+ business partnerships with participating secondary schools within the contract period and improve secondary teacher effectiveness by providing tools and resources necessary to relate classroom instruction with real-world learning.

The NHCUC will collaborate and provide ongoing training with secondary teachers, principals and guidance, and school-to-career staff in all of the following areas:

- Assistance developing business partnerships, including training of business presenters
- Ongoing communication of current trends and information regarding college admissions and financial aid specifically FAFSA, federal aid programs and local resources
- Assistance coordinating college outreach services, presentations and information on careers
- Regular newsletters communicating with secondary teachers, program opportunities and potential career connections
- Assistance with data collection
- Providing publications, handouts and materials, including information on career pathways
- Providing promotional banner, seals for diplomas and gold medallions, including special designation for various pathways

Training will occur in multiple ways including:

- Initial collaboration when a new secondary school district signs on
- Ongoing communication via email, phone and on-site meetings regarding curriculum, college admission, financial aid, current trends in Higher Ed, 21<sup>st</sup> century skills and career prep



- Training Business leaders and secondary school staff to present various workshops, including the 8<sup>th</sup> grade PowerPoint and various other programs, including encouragement and linkages to careers and postsecondary majors
- Providing regional NH Scholars College Access Conventions for secondary teachers, school faculty, personnel, partners and students to discuss academic rigor, relevance, relationships and career opportunities. Topics may include early awareness, financial aid, and how to encourage students to go beyond high school and prepare for careers.
- Providing regular newsletters to all participating school districts covering information on current trends in college admission, financial aid, outreach support, various college planning resources and postsecondary majors and career opportunities

The NHCUC will provide professional development to secondary teachers and guidance personnel to help them better understand the needs of their students. Professional development will be available in the form of workshops from several partner trainers including: Campus Compact for New Hampshire, The NHHEAF Network Organizations, the NH College & University Council and Project Lead the Way. Particular emphasis on enhancing understanding and value of pursuing higher education will be incorporated. Professional trainings will address issues such as socioeconomic challenges, how to better relate to students in the 21<sup>st</sup> century, strategies for increasing interest in STEM fields and tackling issues facing students, etc. These workshops may also provide forums on cultural competency and diversity learning.

In partnership with the NHHEAF Network, the NHCUC will collaborate to implement professional training for secondary teachers and school personnel. This training will provide resources and tools for secondary teachers and personnel to assist their students in college planning and college applications. NHHEAF and NHCUC will lead these activities.

New Hampshire has joined the American College Application Campaign (ACAC) and will host *I Am College Bound* college application programs during the month of November. The purpose of the college application program is to provide training to teachers and guidance personnel to increase the number of students who pursue a postsecondary education. Particular emphasis will be placed on encouraging students to consider STEM majors and careers. Teachers will invite students to submit at least one college admission application during a particular day with the support of their school and local higher education professionals.

This is an example of the linkage to postsecondary education of the NH Scholars program and other projects such as “I Am College Bound, I Applied” and FAFSA Completion.

Publicity Plan:

The NHCUC will take advantage of:

- media outlets and promotional materials to students, families and businesses including New Hampshire companies
- a positive word of mouth approach to encourage increase interest in STEM and rigorous academic programs
- reaching out to all of the necessary groups to help create increased interest in career pathways
- continuing to develop and distribute regular newsletters to hundreds of secondary teachers, school administrators and business leaders encouraging increased awareness of educational opportunities and careers

- writing Op-Ed articles for local newspapers, promoting the expansion of the career pathways within NH Scholars
- reaching out to local communities to increase awareness of academic pathways and career opportunities

In the spring of 2018, the NHCUC will host a recognition event, called NH Scholars Day. This event will properly recognize all secondary teachers, principals, counselors, school personnel and students for their success and effectiveness in the program. Particular emphasis on students pursuing various pathways will be incorporated.

EXHIBIT B

BUDGET

Budget (through September 30, 2019)

Description:	FY 18	FY 19
Salaries & Wages Director	\$69,782.00	\$71,875.00
Employee Benefits	\$29,308.00	\$30,187.00
Travel	\$3,000.00	\$3,000.00
Materials & Supplies Medallions, Postage, etc.	\$25,000.00	\$26,000.00
Contracts/Services Audit, bookkeeping, PR, website, trainers, overhead	\$18,000.00	\$18,000.00
Event & Programming Outreach, recognition, conventions, events, etc.	\$42,000.00	\$45,000.00
<b>Funding Sources:</b>		
NHDOE Funding	\$135,000.00	\$135,000.00
Sponsorships	\$52,090.00	\$59,062.00
<b>Total Program Cost</b>	<b>\$187,090.00</b>	<b>\$194,062.00</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, but in no case shall the total budget exceed the price limitation of \$270,000.00 for the NH Department of Education.

**Funding Source:** Funding is available in the following accounts in FY 2018 and FY 2019 as follows: Career School Licensing and Administration Fees

	<u>FY 18</u>	<u>FY 19</u>
06-56-56-566510-18590000-102-500731 Contracts for Program Services	\$100,000.00	\$100,000.00
06-56-56-566510-67770000-102-500731 Contracts for Program Services	\$ 35,000.00	\$ 35,000.00

**Method of Payment:** Payment is to be made monthly on the basis of invoices which are supported by a summary of activities that have taken place in accordance with the terms of the contract, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payment will be made for 100% of the expenditures listed. Invoices and reports shall be submitted to:

Tamara Feener  
 Program Specialist  
 NH Department of Education  
 101 Pleasant Street  
 Concord, NH 03301

Contract between NHCUC and New Hampshire Department of Education

EXHIBIT C

None

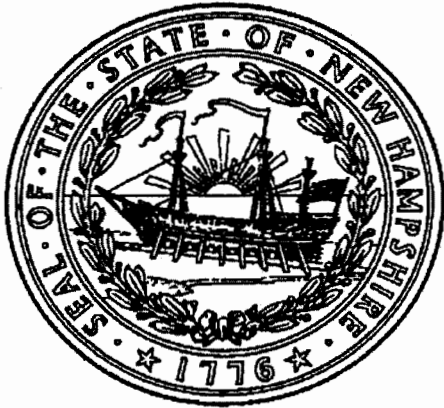
# State of New Hampshire

## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE COLLEGE AND UNIVERSITY COUNCIL is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on February 10, 1967. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 63842



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 7th day of September A.D. 2017.

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

William M. Gardner  
Secretary of State

**CERTIFICATE**

(Corporation Without Seal)

I Stephanie Lesperance, Clerk/Secretary of the New Hampshire College & University Council, do hereby certify that: (1) I am the duly elected and acting Clerk/Secretary of the, a New Hampshire corporation (the "Corporation"); (2) I maintain and have custody and am familiar

(State of incorporation)with the minute books of the Corporation; (3) I am duly authorized to issue certificates with respect to the contents of such books; (4) the following are true, accurate and complete copies of the resolutions adopted by the Board of Directors of the Corporation at a meeting of the said Board of Directors held on the 8<sup>th</sup> day of September, 2017, which meeting was duly held in accordance with New Hampshire law and (State of incorporation)

the by-laws of the Corporation:

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting by and through the Department of Education, providing for the performance by the Corporation of certain services, and that the President (and Vice President) (and the Treasurer) ( or any of them acting singly) be and hereby (is) (are) authorized and directed for and on behalf of this Corporation to enter into the said contract with the State and to take any and all such actions and to execute, acknowledge and deliver for and on behalf of this Corporation any and all documents, agreements and other instruments (and any amendments, revisions or modifications thereto) and (she) (he) (any of them) may deem necessary, desirable or appropriate to accomplish the same;

RESOLVED: That the signature of any officer of this corporation affixed to any instrument or document in or contemplated by these resolutions shall be conclusive evidence of the authority of said officer to bind this Corporation thereby;

(5) the foregoing resolutions have not been revoked, annulled, or amended in any manner whatsoever, and remain in full force and effect as of the date hereof; (6) the following person(s) (has) (have) been duly elected to and now occupy the office(s) indicated below:

Michael Vlacich President  
Sister Paula Marie Buley Vice President  
Steven DiSalvo Treasurer

and; (7) the corporation has no seal.

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation this 8<sup>th</sup> day of September, 2017.

*Stephanie Lesperance*  
Clerk/Secretary

STATE OF New Hampshire  
COUNTY OF Merrimack

*Patricia M. Edes*

On this the 8<sup>th</sup> day of September, 2017, before me, Stephanie Lesperance, the undersigned, personally appeared Stephanie Lesperance, who acknowledged her/himself to be the Clerk/Secretary of New Hampshire College & University Council, a corporation, and that she/he as such Clerk/Secretary being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by her/himself as Clerk/Secretary.

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

(SEAL)

*Patricia M. Edes*  
Notary Public/Justice of the Peace

My Commission expires:





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/8/2017

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**  
 HPM Insurance  
 101 Ponemah Road, Suite 1  
  
 Amherst NH 03031

**INSURED**  
 New Hampshire College and University Council

**CONTACT NAME:** Mary Fredette  
**PHONE (A/C, No, Ext):** (603) 673-1201 **FAX (A/C, No):** (603) 673-4825  
**E-MAIL ADDRESS:** maryf@hpminsurance.com

**INSURER(S) AFFORDING COVERAGE** **NAIC #**  
 INSURER A: Philadelphia Insurance Companies  
 INSURER B:  
 INSURER C:  
 INSURER D:  
 INSURER E:  
 INSURER F:

**COVERAGES** **CERTIFICATE NUMBER: CL1731516002** **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 SUBR INSD. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			3/1/2017	3/1/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR		3/1/2017	3/1/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE OTH-ER 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)**  
 Nonprofit organization promoting higher education in NH

**CERTIFICATE HOLDER**  
 lesperance@compactnh.org  
  
 NH Department of Education  
 101 Pleasant Street  
 Concord, NH 03301

**CANCELLATION**  
 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**  
 Mary Fredette/FREDET

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The NH College & University Council (NHCUC) Board of Directors consists of the president from each member institution. The Chancellor of the University System and the Chancellor of the NH Community College System serve as ex officio members. The Board provides oversight and approval of all Council activities, meets four times each academic year, and hosts regular Presidential Retreats.

**Board of Directors (2015-2018)**

**Chair**

**Todd Leach**

Chancellor  
University System of New Hampshire

**Vice-Chair**

Sr. Paula Marie Buley  
President  
Rivier University

**Treasurer**

Steven DiSalvo  
President  
Saint Anselm College

**Members**

**Barbara Andrews**  
Interim Provost/CEO  
Antioch University New England

**Michele Perkins**  
President  
New England College

**Susan Stuebner**  
President  
Colby-Sawyer College

**Kim Mooney**  
President  
Franklin Pierce University

**Mark Rubinstein**  
President  
Granite State College

**Ross Gittell**  
Chancellor  
Community College System of NH

**Lucille Jordan**  
President  
Nashua Community College

**Donald Birx**  
President  
Plymouth State University

**Sr. Paula Marie Buley, IHM**  
President  
Rivier University

**Steven DiSalvo**  
President  
Saint Anselm College



**Leonidas Koskos**  
President  
Hellenic American University

**Melinda Treadwell**  
Interim President  
Keene State College

**Charles F. Monahan, Jr.**  
President  
MCPHS University

**Kent Devereaux**  
President  
New Hampshire Institute of Art

**Paul LeBlanc**  
President  
Southern New Hampshire University

**Mark Huddleston**  
President  
University of New Hampshire

**Todd Leach**  
Chancellor  
University System of New Hampshire

**NEW HAMPSHIRE COLLEGE  
& UNIVERSITY COUNCIL**

**FINANCIAL STATEMENTS**

**JUNE 30, 2016**

NEW HAMPSHIRE COLLEGE & UNIVERSITY COUNCIL

STATEMENT OF FINANCIAL POSITION

As of June 30, 2016  
(with comparative totals for 2015)

	ASSETS			
	Unrestricted	Temporarily Restricted	2016	2015
Cash and cash equivalents	\$ 74,164	\$ 2,500	\$ 76,664	\$ 77,975
Accounts receivable	49,206	-	49,206	48,144
Grants receivable	16,832	-	16,832	99,044
Prepaid expenses	5,811	-	5,811	12,846
Investments	1,279,292	-	1,279,292	1,237,564
Property and equipment, net	3,303	-	3,303	6,970
Deposits	3,032	-	3,032	3,032
Total assets	<u>\$ 1,431,640</u>	<u>\$ 2,500</u>	<u>\$ 1,434,140</u>	<u>\$ 1,485,575</u>
	LIABILITIES AND NET ASSETS			
Accounts payable	\$ 3,163	\$ -	\$ 3,163	\$ 49,693
Accrued expenses	96,624	-	96,624	80,486
Deferred compensation	191,227	-	191,227	-
Deferred revenue	3,450	-	3,450	15,000
Total liabilities	<u>294,464</u>	<u>-</u>	<u>294,464</u>	<u>145,179</u>
Unrestricted	1,137,176	-	1,137,176	1,302,646
Temporarily restricted	<u>-</u>	<u>2,500</u>	<u>2,500</u>	<u>37,750</u>
Total net assets	<u>1,137,176</u>	<u>2,500</u>	<u>1,139,676</u>	<u>1,340,396</u>
Total liabilities and net assets	<u>\$ 1,431,640</u>	<u>\$ 2,500</u>	<u>\$ 1,434,140</u>	<u>\$ 1,485,575</u>

See notes to financial statements.

## NEW HAMPSHIRE COLLEGE &amp; UNIVERSITY COUNCIL

## STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2016  
(with comparative totals for 2015)

	Unrestricted	Temporarily Restricted	2016	2015
Revenue				
Dues	\$ 460,700	\$ -	\$ 460,700	\$ 447,000
Grants	101,013	-	101,013	270,605
Other revenues	122,415	-	122,415	81,927
Investment income	40,246	-	40,246	43,566
Contract revenue	4,800	-	4,800	39,600
Net assets released from restrictions	35,250	(35,250)	-	-
Total revenue	<u>764,424</u>	<u>(35,250)</u>	<u>729,174</u>	<u>882,698</u>
Expenses				
State Scholars Initiative	205,622	-	205,622	218,813
Forum	126,895	-	126,895	100,787
Admissions	114,212	-	114,212	80,441
Career counseling	98,684	-	98,684	78,261
Academic affairs	84,198	-	84,198	64,210
Library project	83,120	-	83,120	56,031
NH Coalition for Business Education	-	-	-	16,512
Total program expenses	<u>712,731</u>	<u>-</u>	<u>712,731</u>	<u>615,055</u>
General administration	<u>256,452</u>	<u>-</u>	<u>256,452</u>	<u>182,902</u>
Total expenses	<u>969,183</u>	<u>-</u>	<u>969,183</u>	<u>797,957</u>
(Decrease) increase in net assets before realized and unrealized gains (losses)	(204,759)	(35,250)	(240,009)	84,741
Realized gains on investments	-	-	-	119,221
Unrealized gains (losses) on investments	<u>39,289</u>	<u>-</u>	<u>39,289</u>	<u>(91,902)</u>
(Decrease) increase in net assets	(165,470)	(35,250)	(200,720)	112,060
Net assets, beginning of year	<u>1,302,646</u>	<u>37,750</u>	<u>1,340,396</u>	<u>1,228,336</u>
Net assets, end of year	<u>\$ 1,137,176</u>	<u>\$ 2,500</u>	<u>\$ 1,139,676</u>	<u>\$ 1,340,396</u>

See notes to financial statements.

NEW HAMPSHIRE COLLEGE & UNIVERSITY COUNCIL

STATEMENT OF CASH FLOWS

For the Year Ended June 30, 2016  
(with comparative totals for 2015)

	<u>2016</u>	<u>2015</u>
Cash flows from operating activities		
Change in net assets	\$ (200,720)	\$ 112,060
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities		
Depreciation	3,667	4,218
Realized (gains) on investments	-	(119,221)
Unrealized (gains) losses on investments	(39,289)	91,902
(Increase) in accounts receivable	(1,062)	(9,189)
Decrease (increase) in grants receivable	82,212	(80,335)
Decrease (increase) in prepaid expenses	7,035	(8,954)
(Decrease) increase in accounts payable	(46,530)	45,985
Increase (decrease) in accrued expenses	16,138	(6,787)
Increase in deferred compensation	191,227	-
(Decrease) increase in deferred revenue	(11,550)	12,025
	<u>1,128</u>	<u>41,704</u>
Net cash provided by operating activities		
	<u>1,128</u>	<u>41,704</u>
Cash flows from investing activities		
Cash paid for investments	(40,231)	(819,643)
Cash received from investments	37,792	849,643
	<u>(2,439)</u>	<u>30,000</u>
Net cash (used in) provided by investing activities		
	<u>(2,439)</u>	<u>30,000</u>
Net (decrease) increase in cash and cash equivalents	(1,311)	71,704
Cash and cash equivalents, beginning of year	<u>77,975</u>	<u>6,271</u>
Cash and cash equivalents, end of year	<u>\$ 76,664</u>	<u>\$ 77,975</u>

See notes to financial statements.

NEW HAMPSHIRE COLLEGE & UNIVERSITY COUNCIL

STATEMENT OF FUNCTIONAL EXPENSES

For the Year Ended June 30, 2016  
(with comparative totals for 2015)

	State Scholars Initiative	Forum	Admissions	Career Counseling	Academic Affairs	Library Project	General Administration	2016	2015
Salaries and wages	\$ 70,870	\$ 47,683	\$ 47,684	\$ 47,684	\$ 47,684	\$ 47,684	\$ 158,946	\$ 468,235	\$ 248,443
Staff benefits	22,527	7,276	7,277	7,277	7,277	7,277	24,256	83,167	83,896
Payroll taxes	5,163	1,324	1,323	1,323	1,323	1,323	4,410	16,189	14,360
Salaries and related benefits	98,560	56,283	56,284	56,284	56,284	56,284	187,612	567,591	346,699
Program support	86,156	44,673	41,966	26,290	14,101	12,807	10,817	236,810	264,236
Office supplies and expense	1,235	4,585	4,664	4,669	4,586	4,588	15,285	39,612	45,250
Travel and meetings	1,621	3,503	4,598	4,194	2,930	3,146	16,622	36,614	36,190
Professional fees	6,512	8,210	410	410	410	410	16,967	33,329	33,675
Marketing and promotion	1,119	7,079	3,734	3,434	3,434	3,434	1,146	23,380	43,975
Office rental	10,356	1,048	1,048	1,048	1,048	1,046	3,492	19,086	18,670
Miscellaneous	63	1,074	1,068	1,915	965	965	3,044	9,094	5,043
Total expenses before depreciation	205,622	126,455	113,772	98,244	83,758	82,680	254,985	965,516	793,738
Depreciation	-	440	440	440	440	440	1,467	3,667	4,219
Total expenses	\$ 205,622	\$ 126,895	\$ 114,212	\$ 98,684	\$ 84,198	\$ 83,120	\$ 256,452	\$ 969,183	\$ 797,957

See notes to financial statements.

# MICHAEL A. VLACICH

## PROFESSIONAL EXPERIENCE

---

*Interim State Director*  
Senator-Elect Maggie Hassan

Manchester, NH  
(11/16-)

*State Director*  
HILLARY FOR AMERICA

Manchester, NH

- Managed Hillary Clinton's NH Primary and General Election Campaign (04/15-11/16)
- Constructed New Hampshire earned and digital media strategies
- Supervised Scheduling, Communications, Digital Media Department heads & 127 field staff
- Provided direction in creating principal and surrogate event planning and messaging
- Wrote briefing memos and talking points for Secretary Clinton and surrogates
- Conducted media interviews with local and national print, television, radio and digital media

*Senior Advisor*  
OFFICE OF UNITED STATES SENATOR JEANNE SHAHEEN

Manchester, NH  
(01/15-04-15)

*Campaign Manager*  
SHAHEEN FOR SENATE 2014

Manchester, NH  
(01/14 – 11/14)

- Ran re-election campaign for US Senator Jeanne Shaheen.

*State Director*  
OFFICE OF UNITED STATES SENATOR JEANNE SHAHEEN

Manchester, NH  
(12/08 – 01/14)

- Created and instituted the Senator's constituency outreach strategy.
- Worked closely with Senator's Washington D.C. staff to ensure policy decisions were aligned with the Senator's values and state's needs.
- Coordinated local, state, federal, business and non-profit organizations on strategic initiatives and programs relative to the Senator's priorities.

*State Director*  
NEW HAMPSHIRE DIVISION OF ECONOMIC DEVELOPMENT

Concord, NH  
(12/06 – 12/08)

- Oversaw 30 people in Division comprised of the state's Business Resource Center, Marketing Office, Office of International Commerce, Layoff Aversion Team and Procurement and Technical Assistance Program.

*Campaign Manager*  
JOHN LYNCH FOR GOVERNOR '06

Manchester, NH  
(08/06 – 11/06)

*Deputy Chief of Staff & Policy Director*  
OFFICE OF GOVERNOR JOHN LYNCH

Concord, NH  
(12/04 – 08/06)

- Managed critical Governor's Office staff functions including Legislative and Policy Advisory team.
- Served as Governor's primary representative to state business and civic leaders, first responders, homeland security officials, labor, education, and non-profit organizations.

*Campaign Manager and Executive Director*  
NEW HAMPSHIRE DEMOCRATIC COORDINATED CAMPAIGN

Concord, NH  
(7/03 – 12/04)

*Business Retention and Expansion Specialist*  
NEW HAMPSHIRE DIVISION OF ECONOMIC DEVELOPMENT

Concord, NH  
(1/03 – 6/03)

- Managed accounts with business clients and organizations throughout New Hampshire.

*Special Assistant*  
OFFICE OF GOVERNOR JEANNE SHAHEEN

Concord, NH  
(3/97 – 1/03)

- Advised the Governor on economic development policy, international trade, information technology, telecommunications, and workforce development issues.

## **HONORS & RECOGNITION**

---

UNH ALUMNI MERITORIOUS AWARD	(2015)
BUSINESS NH MAGAZINE INFLUENCER INDEX	(2012, 2014)
NH BUSINESS AND INDUSTRY ASSOCIATION ABOVE AND BEYOND AWARD	(12/09)
NH BUSINESS REVIEW BUSINESS EXCELLENCE AWARD	(10/08)
BUSINESS NH MAGAZINE PACE SETTER	(11/07)
DRED COMMISSIONER'S AWARD FOR EXCELLENCE <i>Given to leadership team involved in reviving Berlin / Gorham mills.</i>	(12/02)
MANCHESTER UNION LEADER 40 UNDER FORTY <i>Recognized as one of state's most accomplished young achievers.</i>	(2/02)

## **VOLUNTEER & CIVIC ACTIVITIES**

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UNIVERSITY SYSTEM OF NEW HAMPSHIRE BOARD OF TRUSTEES MEMBER  
CONCORD NORTHEAST BASEBALL & SOFTBALL LEAGUE BOARD MEMBER

## **EDUCATION**

---

UNIVERSITY OF NEW HAMPSHIRE  
B.A., Political Science

Durham, NH  
(9/91 – 5/95)



# Scott C. Power

## SUMMARY

Highly skilled business management professional with extensive experience in education administration, including college planning and event management. Proven ability to successfully interact with a broad range of clientele. Excellent organizational and presentation skills that consistently elicit positive feedback from clients. Personable and adaptable with a strong business sense.

## PROFESSIONAL EXPERIENCE

### **State Scholars Initiative, The NH College & University Council (NHCUC) 2007 - present**

*Director, New Hampshire Scholars (2007 – present)*

- Lead statewide initiative encouraging high school students to take a rigorous core course of study
- Expanded project from four pilot schools to more than 84 school districts
- Work closely with school guidance and curriculum coordinators to ensure rigorous courses and appropriate class options are available in participating districts
- Lead on-going discussions with NH Department of Education officials and the Governor's office pursuing legislative measures to sustain program longevity and success
- Serve as liaison between business partners and school coordinators
- Increased business/community partners from 18 to 400
- Successfully manage a \$300,000 federal grant budget
- Effectively write marketing materials, press releases and grant proposals (RFPs)
- Have established networks with national organizations to bring credibility and distinction to the success of the program (*College Ready New England, College Board, etc*)
- Coordinate annual convention for New Hampshire Scholar school administrators and partners
- Develop and write monthly e-newsletter distributed to hundreds of school officials and business leaders (*NH Scholars Scoop*)
- Serve on GEAR UP NH Team providing programming and resources to underserved populations (Access Conventions, ESL Fair, Multicultural Affairs, etc)
- Successfully manage and coordinate New Hampshire Scholars web site, [www.NHscholars.org](http://www.NHscholars.org)
- Work directly with college admissions, career directors and Campus Compact for NH on events, projects and steering committees

### **Center for College Planning, The NHHEAF Network Organizations 2002 - 2007**

*Department Manager (2005 – 2007)*

- Expanded college outreach to 95% of the public high schools in New Hampshire
- Coordinated 450 outreach programs to K-16 community in 2006-2007 academic year (35,000 individuals)
- Launched NH's FAFSA Completion Program as part of National College Goal Sunday campaign
- Managed 10 college counselors and 2 part-time assistants. Responsibilities included interviewing, training, mentoring, and evaluating
- Governed an annual \$500,000 college planning budget
- Served on NHASFAA's Finance Committee and General Council (NH Association of Student Financial Aid Administrators)
- Acted as State Coordinator for NT4CM Program (National Training for Counselors & Mentors)
- Performed as the primary contact for students and their families utilizing services
- Worked directly with college admission and financial aid counselors on special events, projects and steering committees
- Developed and led various trainings and workshops for guidance professionals annually
- Produced and implemented an extensive evaluation plan measuring department's ongoing success

*Program Manager* (2004 – 2005)

- Increased attendance at annual *Destination College<sup>SM</sup>* convention from 1,000 to 1,400 between '03-'06
- Coordinated all aspects of this large scale event, including: presenters, volunteers, moderators, schedule, sponsors, budget, materials, college fair and registration.
- Wrote and produced monthly college planning e-newsletter distributed to over 4,000 families and guidance counselors (*Guidance Gazette, Dean's List & Varsity Letter*)
- Managed and coordinated department's outreach calendar and counselor schedules
- Served as main point of contact for all school districts throughout NH to schedule outreach programs
- Led Homeschooling initiative for 3 consecutive years, and hosted annual Homeschool College Fair

*College Counselor* (2002 –2004)

- Assisted students & parents with college selection and application process
- Read and critiqued hundreds of college essays
- Performed community outreach presentations at high schools for students and parents
- Skilled in *Choices, ExPan, Access, PowerPoint, Publisher, Excel, Word, Outlook, etc.*
- Successfully coordinated *Center for College Planning* IntraNet site
- Produced numerous publications and materials for department

## MEMBERSHIPS AND AFFILIATIONS

- Member of NHSCA (NH School Counselor Association)
- Member of NH Coalition for Business & Education (NHCBE)
- Member of State Scholars Board of Directors
- Member of NHCUC College Admission Director Committee
- Member of NCAN (Nat'l College Access Network) and EFC (Education Finance Council)
- President of Board of Directors for Hudson Youth Baseball, Hudson, New Hampshire

## EDUCATION

**Master of Education**, Administration/Supervision

Antioch University New England, Keene, New Hampshire

**Bachelor of Arts**, Journalism

**Associate in Science**, Chemical Dependency

Keene State College, Keene, New Hampshire

## RELATED WORK, ACTIVITIES AND INTERESTS

**Alvirne High School – Hudson, NH** 2002

*Baseball Pitching Coach*

- Proficient in player and personal development; supervised academic progress; assisted in college planning with upperclassmen. Also work player and coaches camps with Hudson Youth Baseball

**Fidelity Investments – Merrimack, NH** 2001 - 2002

*Associate Service Trader*

- Performed customer service in retirement, brokerage, and investment planning

**Northern Essex Community College – Haverhill, MA** 1999 - 2001

*Athletic Administrator & Head Baseball Coach*

- Managed entire capacity of baseball program including schedule, budget, travel arrangements, fundraising, day-to-day operations, recruiting, hiring assistants and student academic support

**Keene State College – Keene, NH** 1996 - 1999

*Athletic Administrator & Assistant Varsity / Head JV Coach*

- Developed first-ever sub-varsity program at Keene State College