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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 11, 2017

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

REQUESTED ACTION

Authorize the Department of Education, Division of Educational Improvement to exercise a renewal option to a cooperative project agreement with Keene State College (Vendor Code 177865), by increasing the price limitation by \$263,185.00 from \$182,543.68 to \$445,728.68, to support the Title IIA State Agency for Higher Education (SAHE) initiative for Improving Teaching Quality by providing high quality, sustained professional development opportunities to teachers and educational leaders, effective October 1, 2017 through September 30, 2018. This cooperative project agreement was originally approved by Governor and Council on January 18, 2017 (Item #42). 100% Federal Funds

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

	<u>FY 18</u>
06-56-56-562010-25100000-082-500599 Education Grants	\$263,185.00

EXPLANATION

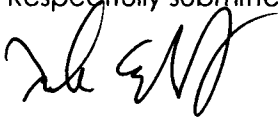
SAHE projects must increase teachers' knowledge of core academic subjects and instructional strategies, to maximize achievement for all students. The Federal government has established strict criteria for awarding sub-grants to eligible partnerships. An eligible partnership must be comprised of at least (1) one institution of higher education (IHE) including its division that prepares teachers and principals, (2) one school of arts and sciences, and (3) one high-need local education agency (LEA). The partnerships must use the funds to conduct professional development activities in core academic subjects to ensure that teachers, highly qualified paraprofessionals, and principals have a deep understanding of content and computer-related technology to enhance instruction.

His Excellency, Governor Christopher T. Sununu
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September 11, 2017
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The Department is requesting to continue this cooperative project agreement because of the need in the state to develop strong leaders, build higher education partnerships with local school districts, and build capacity in schools. The increase in award is to allow for the continued scope of services with additional participants.

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

Respectfully submitted,



Frank Edelblut
Commissioner of Education

FE:af:emr

AMENDMENT #1 to
COOPERATIVE PROJECT AGREEMENT
between the
STATE OF NEW HAMPSHIRE, Department of Education
and the
Keene State College of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

The Cooperative Project Agreement, approved by the State of New Hampshire Governor and Executive Council on 1/18/17, item # 42, for the Project titled “**Improving Teacher and Leader Quality**,” Campus Project Director, **Stephen Bigaj**, is and all subsequent properly approved amendments are hereby modified by mutual consent of both parties for the reason(s) described below:

Purpose of Amendment (Choose all applicable items):

- Extend the Project Agreement and Project Period end date, at no additional cost to the State.
- Provide additional funding from the State for expansion of the Scope of Work under the Cooperative Project Agreement.
- Other: Renew the Cooperative Project Agreement and Project Period

Therefore, the Cooperative Project Agreement is and/or its subsequent properly approved amendments are amended as follows (Complete only the applicable items):

- Article A. is revised to replace the State Department name of _____ with _____ and/or USNH campus from _____ to _____.
- Article B. is revised to replace the Project End Date of **9/30/17** with the revised Project End Date of **9/30/18**, and Exhibit A, article B is revised to replace the Project Period of **effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement – 9/30/17** with **10/1/17 – 9/30/18**.
- Article C. is amended to expand Exhibit A by including the proposal titled, “ _____ ,” dated _____.
- Article D. is amended to change the State Project Administrator to **Heather Gage** and/or the Campus Project Administrator to _____.
- Article E. is amended to change the State Project Director to _____ and/or the Campus Project Director to _____.
- Article F. is amended to add funds in the amount of **\$263,185.00** and will read:

Total State funds in the amount of **\$263,185.00** have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.
- Article F. is amended to change the cost share requirement and will read:

Campus will cost-share _____ % of total costs during the amended term of this Project Agreement.
- Article F. is amended to change the source of Federal funds paid to Campus and will read:

Federal funds paid to Campus under this Project Agreement as amended are from Grant/Contract/Cooperative Agreement No. _____ from _____ under CFDA# _____. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New

Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as **revised** Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

- Article G. is exercised to amend Article(s) _____ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, as follows:

Article _____ is amended in its entirety to read as follows:

Article _____ is amended in its entirety to read as follows:

- Article H. is amended such that:
 - State has chosen **not to take** possession of equipment purchased under this Project Agreement.
 - State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.
- Exhibit A is amended as attached.
- Exhibit B is amended as attached.

All other terms and conditions of the Cooperative Project Agreement remain unchanged.

This Amendment, all previous Amendments, the Cooperative Project Agreement, and the Master Agreement constitute the entire agreement between State and Campus regarding the Cooperative Project Agreement, and supersede and replace any previously existing arrangements, oral and written; further changes herein must be made by written amendment and executed for the parties by their authorized officials.

This Amendment and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire or other authorized officials approve this Amendment to the Cooperative Project Agreement.

IN WITNESS WHEREOF, the following parties agree to this **Amendment #1** to the Cooperative Project Agreement.

By An Authorized Official of:

Keene State College

Name: Penny J Miceli

Title: Director, Sponsored Projects & Research

Signature and Date: *Penny J Miceli* 9/11/17

By An Authorized Official of: the New Hampshire Office of the Attorney General

Name: *Eric McIntyre*

Title: *Attorney*

Signature and Date: *Eric McIntyre* 9/12/17

By An Authorized Official of:

NH Department of Education

Name: Frank Edelblut

Title: Commissioner of Education

Signature and Date: *Frank Edelblut* 9-11-17

By An Authorized Official of: the New Hampshire Governor & Executive Council

Name: _____

Title: _____

Signature and Date: _____

EXHIBIT A

- A. Project Title:** Improving Teacher and Leader Quality
- B. Project Period:** October 1, 2017 through September 30, 2018. Authorize the Department of Education, Division of Educational Improvement to exercise a renewal option to a cooperative project agreement with Keene State College (Vendor Code 177865), by increasing the price limitation by \$263,185.00 from \$182,543.68 to \$445,728.68, to support the Title IIA State Agency for Higher Education (SAHE) initiative for Improving Teaching Quality by providing high quality, sustained professional development opportunities to teachers and educational leaders.
- C. Objectives:** The Improving Teacher and Leader Quality project is a partnership between Keene State College (KSC), Winchester School (principal LEA partner), Hopkinton School District, Jaffrey-Rindge School District, Keene High School, Lempster Community School, Monadnock Regional School District, Contoocook Valley Regional School District, and the Southwest NH Principals Collaborative. The project will continue to: provide high quality professional development to teachers and leaders to increase Science/STEM content knowledge and instructional effectiveness of teachers and improve student achievement in STEM content areas; design and implement principal leadership activities in the Southwest NH region to help districts build capacity for highly effective leaders with the skills necessary to support student success and school transformation; and provide professional development activities to teachers and leaders in partner schools and local agencies related to student mental health issues including substance misuse and use.
- D. Scope of Work:** First Objective: Continue to provide high quality professional development to teachers and leaders to increase Science/STEM content knowledge and instructional effectiveness of teachers and improve student achievement in STEM content areas - 1. Develop SW STEM Professional Learning Community (PLC) monthly meeting schedule by project director and PLC facilitator; 2. Disseminate SW STEM PLC information to teachers and leaders in regional public and private schools; 3. Hold PLC meetings to include training in alignment of Next Generation Science Standards and other STEM topics; 4. Provide CEUs, PD certificates, notes for meeting participants; 5. Use results of needs assessment with Winchester teachers to identify attitudes toward STEM and instructional needs; 6. Build upon the KSC/Winchester partnership for teacher preparation and STEM co-teaching immersion model based on identified needs; 7. Provide materials and supplies to expand STEM and makerspace curriculum and classrooms in regional school districts; 8. Provide training and consultation in STEM content areas based on specific needs to teachers and leaders in partner districts; and 9. Hold a Summer Institute at KSC in 2018 as a culminating professional learning event to include participation by partner LEAs, KSC faculty, project consultants, and experts in the STEM and student wellness/substance misuse and use fields.

Second Objective: Continue to design and implement principal leadership activities in the Southwest NH region to help districts build capacity for highly effective leaders with the skills necessary to support student success and school transformation - 1. Identify Steering Committee members for a Southwest (SW) regional consortium for principal leadership; 2. Ongoing refinement with the Steering Committee of the vision and mission for a SW regional consortium; 3. Design a framework, budget and timeline for a two or three year graduate program in principal leadership using a regional consortium model; 4. Develop policies and procedures for the nomination and selection of potential cohort students from participating districts; 5. Identify additional students from participating LEAs to participate in the program; and 6. Expand the SW Principals Collaborative web presence, to include opportunities for sharing of resources and serve as an educational leadership clearinghouse.

Third Objective: Continue to provide professional development activities to teachers and leaders to partner schools and local agencies related to student mental health issues including substance misuse and use - 1. Identify specific training topics related to substance misuse and use by disseminating a needs assessment survey to educators/LEAs in the region; 2. Offer professional development activities to teachers and leaders based on identified needs; and 3. Attend regularly scheduled State Opioid Task Force meetings; share information and resources with teachers and educational leaders and regional groups.

- E. Deliverables Schedule:** The Project Director will submit monthly financial reports for reimbursement to the Department of Education, quarterly reports of activities completed to the NH DOE Project Director and an evaluation upon completion of the grant.
- F. Budget and Invoicing Instructions:** Grand Total: \$263,185.00. The Project Director will submit monthly invoices to the Department of Education. Invoices will be based on actual project expenses incurred during the invoicing period and shall show current and cumulative expenses by major cost categories. Campus will submit its final invoice and report not later than 60 days after the Project Period end date. See attached budget narrative and breakdown.

Invoices and reports shall be submitted to: Ashley Frame, NH Department of Education, 101 Pleasant Street, Concord, NH 03301

BUDGET
10/1/17 to 9/30/18

REQUEST	
1. Salaries and Fringe Benefits	
A. Professional	\$94,487.59
B. Classified	
C. Student	
D. Consultant	\$38,400
E. Other (Explain)	
F. Fringe Benefits	\$20,673
Total Personnel Costs	\$153,560.59
2. Travel (Attach explanation as appropriate)	
A. In-State	\$3,742
B. Out-of-State	
Total Travel Costs	\$3,742
3. Operating	
A. Office Copying/Supplies/ Expenses(for special purposes only)	\$34,689.41
B. Instructional	
C. Equipment	
D. Printing	\$1,500
E. Other (Explain) (Continuing Education Administrative Support Services; SI facilities and IT support)	\$13,000
Total Operating Costs	\$49,189.41
SUBTOTAL	\$206,492.00
Indirect costs (60% salary/wages - \$94,487.59)	\$56,693.00
GRAND TOTAL COSTS	\$263,185.00

V. Budget Narrative

Salaries & Wages (\$94,487.59 total)

- Steve Bigaj - 7% of time during the academic year (\$7,364.29) and 15 days during summer 2018 (\$7,890.32) = \$15,254.61
- Lizabeth Buoro – 20% of time during the academic year = \$14,000.00 (estimated)
- RSLC adjunct faculty TBD - \$40/hour x 150 hours = \$6,000.00
- S/SS faculty/staff TBD - 10% of time during the academic year = \$10,241.29
- Debbie Black (PGS Faculty) - 7% of time during the academic year (\$7,411.16) and 15 days in the summer (\$7,940.53) = \$15,351.69
- Project Coordinator TBD - \$20/hour x 8 hours/week x 40 weeks = \$6,400.00
- Ed McCaul (Project Assistant) - \$30/hour x 7 hours/week x 48 weeks = \$10,080.00
- Betsy Street (Project Support/Web Development) - \$35/hour x 4.5 hours/week x 48 weeks = \$7,560.00
- Heather Pelkey (Adjunct Faculty) - \$40/hour x 8 hours x 15 days in the summer = \$4,800.00
- Lauren Elliott (Adjunct Faculty) - \$40/hour x 8 hours x 15 days in the summer = \$4,800.00

Fringe Benefits (\$20,673 total requested; *rounded downward from base calculations*)

- Full Rate (41.9%) for faculty academic year and full time staff: Base \$39,016.74
- Partial Rate (7.8%) for part-time personnel and faculty during the summer period:
Base \$55,470.85

Supplies (\$34,689.41 total)

\$26,689.41 - supplies and materials to design and expand STEM and MakerSpace curriculum and classrooms in regional school districts

\$8,000.00 - supplies for STEM, Substance Misuse and Leadership professional development (to include 2018 SW NH Summer Educators Institute)

Travel (\$3,742.00 total)

\$510.00 - In-state travel by project personnel for project-related meetings (1,000 miles at .51/mile)

\$1,632.00 – Consultant/RSLC mileage (40 trips @ 80 miles per trip x .51/mile)

\$600.00 – Summer Institute presenter lodging and meals (\$200.00 per day x 3 presenters)

\$1,000.00 – Teacher conference attendance (\$250.00 per person for registration and mileage x four attendees)

Consultant Costs (\$38,400.00 total)

Consultants will be hired to deliver 40 days of professional learning experiences in all grant areas for in-service and preservice educators (40 days x \$600/day = \$24,000)

Presenters and consultants will be hired to provide approximately 30 days of professional learning experiences in all grant areas for in-service and preservice educators. (24 days x \$600/day = \$14,400.00)

Other Direct Costs (\$14,500.00)

\$1,500 – Faculty work and workshop/institute printing and copying

\$10,000 – Continuing Education PD administrative support services (purchasing, hiring, contracting, marketing, online support, summer institute planning, registration and staffing)

\$3,000 – 2018 SW NH Summer Educators Institute (\$2,000 facilities and \$1,000 IT support)

Indirect (F&A) Costs (\$56,693.00 total)

60% (indirect costs) x \$94,487.59 (salaries and wages) (per Keene State's current negotiated rate with our cognizant agency DHHS on July 14, 2016)

Total Budget - \$263,185.00

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN: 0226000937A1

DATE:07/14/2016

ORGANIZATION:

FILING REF.: The preceding agreement was dated 07/22/2013

Keene State College
229 Main Street
Keene, NH 03435-1505

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: Facilities And Administrative Cost Rates

RATE TYPES:		FIXED	FINAL	PROV. (PROVISIONAL)	PRED. (PREDETERMINED)
<u>EFFECTIVE PERIOD</u>					
<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2016	06/30/2020	60.00	On-Campus	All Programs
PRED.	07/01/2016	06/30/2020	20.30	Off-Campus	All Programs
PROV.	07/01/2020	Until Amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2020.

*BASE

Direct salaries and wages including vacation, holiday, sick pay and other paid absences but excluding all other fringe benefits.

ORGANIZATION: Keene State College

AGREEMENT DATE: 7/14/2016

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

Fringe benefits applicable to direct salaries and wages are treated as direct costs.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

OFF-CAMPUS DEFINITION: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s), the off-campus rate will apply. Actual costs will be apportioned between on-campus and off-campus components. Each portion will bear the appropriate rate.

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit.

Next F&A cost rate proposal based on actual costs for FYE 6/30/2019 is due by 12/31/2019.

ORGANIZATION: Keene State College

AGREEMENT DATE: 7/14/2016

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

Keene State College

(INSTITUTION)

(SIGNATURE)

Daniel Petree

(NAME)

Interim VP for Finance and Planning

(TITLE)

July 19, 2016

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Darryl W. Mayes -A

(SIGNATURE)

Darryl W. Mayes

(NAME)

Deputy Director, Cost Allocation Services

(TITLE)

7/14/2016

(DATE)

HHS REPRESENTATIVE:

Michael Leonard

Telephone:

(212) 264-2069

ORGANIZATION: University of New Hampshire

AGREEMENT DATE: 3/23/2017

SECTION I: FRINGE BENEFIT RATES**

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FIXED	7/1/2016	6/30/2017	39.90	All	All Emp. (1,2,4)
FIXED	7/1/2016	6/30/2017	8.30	All	Spec. Remarks (3)
FIXED	7/1/2016	6/30/2017	20.40	All	Post Doc Assoc. (6)
FIXED	7/1/2017	6/30/2018	41.90	All	All Emp. (1,2,4)
FIXED	7/1/2017	6/30/2018	7.80	All	Spec. Remarks (3)
FIXED	7/1/2017	6/30/2018	27.30	All	Post Doc Assoc. (6)
PROV.	7/1/2018	Until amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2018.

** DESCRIPTION OF FRINGE BENEFITS RATE BASE:

Salaries and wages.

See Special Remarks, (1) (2) (3) (4) (6).

ORGANIZATION: University of New Hampshire

AGREEMENT DATE: 3/23/2017

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are charged using the rate(s) listed in the Fringe Benefits Section of this Agreement. The fringe benefits included in the rate(s) are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

(1) Fringe benefit rate is not applicable to hourly wages, college work study wages, graduate student salaries, faculty summer salaries.

(2) Fringe benefits include: Eye Care, Early retirement, Additional Retirement Contribution, Earned Time, University Fitness Program, Federal Retirement, Medical Coverage, Other Health Costs, Other Retirement, Other Salary Based, State Retirement, Social Security, Retirement Plan Premiums, Staff and Fac. Tuition Benefits, Workmen's Compensation, Faculty Summer Fellowships, Benefits Administration, ELF, Interim Disability, Sabbatical Leave Salaries and Compensated Absences.

(3) Applicable to Non-Student hourly wages, faculty summer salaries and other exceptions to contract pay. The basic fringe benefit rate is also applicable to FICA eligible graduate student pay.

(4) Applicable to the University System of New Hampshire.

(5) Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit.

(6) Post Doctoral Research and Teaching Associates rate includes item (3) and applicable health benefits.

This rate agreement updates fringe benefit cost rates only.

ORGANIZATION: University of New Hampshire

AGREEMENT DATE: 3/23/2017

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

University of New Hampshire

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

Jane A. Nisbet

Jane A. Nisbet

Senior Vice Provost for Research

April 7, 2017

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Darryl W. Mayes - A

(SIGNATURE)

Darryl W. Mayes

(NAME)

Deputy Director, Cost Allocation Services

(TITLE)

3/23/2017

(DATE) 0572

HHS REPRESENTATIVE:

Jeffrey Warren

Telephone:

(212) 264-2069

Digitally signed by Darryl W. Mayes - A
DN: cn=Darryl W. Mayes - A, o=HHS, ou=PHS, ou=PS-C, email=Darryl.W.Mayes@hhs.gov, c=US

STEPHEN J. BIGAJ
ABBREVIATED VITA
SCHOOL OF PROFESSIONAL AND GRADUATE STUDIES

ACADEMIC DEGREES

- 1995 **University of Connecticut**, Ph.D., Storrs, Connecticut
Major: Special Education, Department of Educational Psychology
Related Area: Educational Leadership
Dissertation: *Accommodation Strategies for Postsecondary Students with Learning Disabilities: A Survey of Faculty Attitudes and Use*
- 1991 **University of Minnesota**, M.A., Minneapolis, Minnesota
Major: Educational Psychology
Minor: Special Education
Related Areas: Emotional Disturbance, Learning Disabilities, Vocational Special Needs Education
Thesis: *Educators' Attitudes, Perceptions, and Beliefs Regarding At-Risk Students*
- 1985 **St. Norbert College**, B.A., DePere, Wisconsin
Major: Education

TEACHING AND ADMINISTRATIVE EXPERIENCE

- August, 1999 - Present **Professor**, Education Department, Keene State College
- Area: General Special Education, K-12 teacher preparation, Secondary Special Education and Transition Planning, promoted to full professor in August 2008.
- July 2017 - Present **Associate Director**, Southwest New Hampshire Center for Educational Supports (SW Center) at Keene State College
- Faculty reassignment, partnership and outreach for Educator Preparation Programs (EPP), grant development, professional learning to partner schools, integration with Educator Preparation programming
- July 2017 - Present **Graduate Coordinator, Educational Leadership and Curriculum and Instruction (Professional Development Option)**
- Provide overall coordination for graduate options including advanced program accreditation and SPA reporting
- January 2016 - June 2017 **Assistant Dean**, School of Professional and Graduate Studies, Keene State College, Keene, NH.
- Provided leadership for the Educator Preparation Program (EPP) with the authority and responsibility for its overall administration, accreditation, program approval, and operation. Act as institutional advocate and public face of Educator Preparation at Keene State.

2010 - 2015	<p>Associate Dean, School of Professional and Graduate Studies, Keene State College, Keene, NH.</p> <ul style="list-style-type: none"> • Provided overall support to the Dean of Professional and Graduate Studies across all programs in the School, oversee Graduate Studies and provide academic leadership for the Division of Continuing Education. Co-lead the Educator Preparation Program (EPP) with primary responsibilities of outreach, P-20 partnerships, advanced program NCATE accreditation, and program development.
January, 2008 – August 2009	Director of Graduate Studies , School of Professional and Graduate Studies, Keene State College
2003 -2009	Program Coordinator, Special Education , Education Department, Keene State College
1999 - Present	Professor , Education Department, Keene State College. <i>Specialization</i> : General Special Education K-12; Secondary Special Education and Transition Planning and Programming
December 1996 - 1999	<p>Assistant Professor, Division of Special Education, Western Oregon University, Monmouth, OR</p> <ul style="list-style-type: none"> • Area: Secondary Special Education and Transition Planning and Programming <p>*Awarded Tenure and Promotion to Associate Professor on March 12, 1999, was effective for Fall 1999</p>
1999	<p>Program Staff, Education Evaluation Center, Teaching Research Division, Western Oregon University</p> <ul style="list-style-type: none"> • Conducted special education assessments for children, and adults with disabilities
1997 - 1999	Program Co-Coordinator , Special Educator I and II Programs, Division of Special Education, Western Oregon University, Monmouth, OR
1998-1999	<p>Graduate Faculty, Department of Exercise and Sport Science, Oregon State University, Corvallis, OR</p> <ul style="list-style-type: none"> • Granted graduate faculty status to represent this department as a member on graduate student thesis committees involving disability-related topics (e.g., adaptive physical education)
1997, 1998 Summers	Summer Program Coordinator , Division of Special Education, Western Oregon University, Monmouth, OR
1995 - 1996	<p>Executive Director, Minnesota Life College, Minneapolis, MN</p> <ul style="list-style-type: none"> • Developed and directed nonprofit transition and apartment living program for adolescents and adults with learning and psychiatric disabilities
1995 - 1996	Guest Lecturer , University of Minnesota, Department of Work, Community, and Family Education, Special Needs Division, St. Paul, MN
1994 - 1995	Director , Student Support Services, Vermont Technical College, Randolph Center, VT
1994, Summer	Adjunct Instructor , Department of Education, Keene State College, Keene, NH. Course: <i>Research and Evaluation in Education</i>
1992 - 1994	Assistant Coordinator , Postsecondary Disability Technical Assistance Center, University of Connecticut, Storrs, CT
1991 - 1994	Technical Assistance Consultant , Postsecondary Learning Disability Technical Assistance Center, University of Connecticut, Storrs, CT
1993, Fall	Adjunct Instructor , Teacher Education Program, University of Connecticut, Storrs, CT. Course (Seminar): <i>The Student as Learner</i>
1991 - 1992	Learning Disability Specialist , The University Program for Students with Learning Disabilities, University of Connecticut, Storrs, CT
1991	Special Education Teacher/Consultant , Students with emotional disabilities and learning disabilities, Rosemount High School, Rosemount, MN
1988 - 1991	Graduate Assistant , Minnesota Research and Development Center for Vocational Education, Department of Vocational and Technical Education and The Institute on Community Integration, University of Minnesota, Minneapolis, MN
1989 - 1991	Graduate Teacher Assistant , Department of Vocational and Technical Education, Special Needs Focus, University of Minnesota, Minneapolis, MN

1990 **State Department Intern**, Minnesota State Department of Education, Unique Learner Needs Division, Office of Interagency Transition Services and Secondary Vocational Education, St. Paul, MN

1989 - 1990 **Respite Care Worker**, Human Services Support Network, St. Paul, MN

1985 - 1988 **Combination Fourth and Fifth Grade Teacher**, Elkhart Lake School District, Elkhart Lake, WI

1985 - 1986 **Chapter One Reading/Mathematics Teacher**, Milwaukee Public School District, Milwaukee, WI

(Summers)

1984, Fall **International Student Teacher**, Parklands Junior School, Swansea, Wales, United Kingdom

UNDERGRADUATE AND GRADUATE COURSES TAUGHT

Courses and Field Based Supervision at Keene State College

Special Education Methods and Practicum Elementary/Secondary (undergraduate, 6 credits)

Secondary Methods for Special Educators (graduate, 6 credits)

Assessment and Evaluation in Special Education (graduate, 3 credits)

Development, Exceptionality, and Learning II (undergraduate, 3 credits)

Life Span Development (graduate, 3 credits)

Research Strategies in Education (graduate, 3 credits)

Transition Planning and Programming (undergraduate/graduate, 3 credits)

Practicum in Special Education (undergraduate, 6 credits)

Student Teaching Site Supervision (undergraduate, 6 credits)

Special Education Internship I and II (graduate, 6 credits)

Capstone Seminar (graduate, 3 credits)

Capstone Experience I and II pilot project (graduate, 12 credit two semester program)

Courses and Field Based Supervision at Other Colleges and Universities

Western Oregon University

Academic Practicum and Seminar (mild/moderate disabilities, graduate)

Functional Practicum (severe disabilities, graduate)

General Education Practicum and Seminar (elementary and secondary regular education settings, graduate)

Student Teaching Special Education and Seminar (mild/moderate to severe disabilities, graduate)

On-the-Job Demonstration of Competency (internship for current special education teachers, graduate)

Assessment and Programming in Basic Skills for Exceptional Learners (graduate)

Introduction to Curriculum and Instructional Design (undergraduate and graduate)

Introduction to Curriculum and Structure of General Education (undergraduate and graduate)

Collaboration (undergraduate class for general education majors, team taught)

Curriculum, Materials, and Methods for Exceptional Learners (graduate)

Legal Aspects of Special Education (undergraduate and graduate)

Contemporary Issues in Special Education (graduate)

Transition Programming and Planning (graduate)

Thesis or Field Study (graduate)

University of Connecticut

Seminar: The Student as Learner (graduate, special education field-based course)

University of Minnesota

(Team taught as a Graduate Teaching Assistant)

Educating Vocational Special Needs Learners (graduate)

At-Risk Learners: Critical Issues Related to Their Identification, Assessment, and Accommodation (graduate, team taught)

Educating Vocational Students with Learning Disabilities (graduate, team taught)

Instructional and Assessment Methods for Adults with Learning Disabilities (graduate, team taught)

TEACHING CERTIFICATION

2000 - 2004	New Hampshire Certification , Elementary Education (K-8), General Special Education and Advanced Special Education Emotional Disorders and Learning Disabilities (K-12)
1990 - 2000	Minnesota Certification , Special Education Teacher (K-12), Emotional/Behavioral Disorders; General Education (K-6)
1991 - 1993	Minnesota Certification , Work Experience Handicapped (work-based learning) Teacher/Coordinator
1985 - 1993	Wisconsin Certification , K-8 General Education Teacher

HONORS and AWARDS

2000, Summer	The Vivienne Dean Litt Memorial Award Fund , for Work with Children and Adults with Disabilities, University of Connecticut, Neag School of Education's Sixth Annual Honors Program.
1999	Nominated , Faculty Honors Award, Western Oregon University.
1994	Member , The Honor Society of Phi Kappa Phi, Chapter 59, University of Connecticut, Storrs, CT
1986	The Sallie Mae First Year National Teacher Award
1985	LaMal Award for Excellence in Education , St. Norbert College, (top-rated education student)

SELECTED PROFESSIONAL ACTIVITIES

Keene State College Activities and Assignments

2016 - 2017	Chair , Educator Preparation Council and Steering Committee, Keene State College
2010 - 2017	Member , Educator Preparation Council and Steering Committee, Keene State College
2010 - Present	Member , NCATE Leadership Team, (Advanced Programs)
2014	Co-Writer , NCATE Board of Examiner's Report

Other Professional Activities

2016 - 2017	Reimagining Preservice Training for Educators in NH Committee, Member , NH Department Education
2012 - Present	Member and KSC Contact Person , NH Institutions of Higher Education Network
2014 – Present	Member , Southwestern NH Principals' Collaborative
2014 – Present	Member , Southwestern NH Superintendents Group (subgroup of the NH Superintendents' Association)
2010 – Present	Member , Southwestern NH Special Education Directors
2013 - Present	Co-Leader , NH Institutions of Higher Education Network Subcommittee on School – College Partnerships
2011 – Present	Administrative Lead , Marlborough Partnership Program, Keene State College Educator Preparation, http://sites.keene.edu/marlboroughpartnership/
2015 - Present	Member , NH Institutions of Higher Education Network Subcommittee on Leadership
2013 - 2014	Member , Institutions of Higher Education, NH Performance Assessment Network, NH Department of Education
2012 - 2013	Member, Institutions of Higher Education Member , NH Common Core State Standards, Statewide Implementation Committee, NH Department of Education
2000 - 2007	Editorial Board Member , The Journal for Vocational Special Needs Education
2001 - 2003	Vice President , Northeastern Region I, National Association of Vocational Education Special Needs Personnel
2000 - 2001	Vice President - Elect , Northeastern Region I, National Association of Vocational Education Special Needs Personnel
1995 - 2000	Editorial Board Member , Journal of Postsecondary Education and Disability

SELECTED PUBLICATIONS

- Street, B., Black, D., Bigaj, S., & Mahon, S. (2012). *Habits of work: An employment skills curriculum*. Keene, NH: Monadnock Center for Successful Transitions at Keene State College, Keene State College. <http://habitsOfWork.keenecommons.net/home> , <http://transitions.keenecommons.net/print-materials>
- Madaus, J., Rinaldi, C., Bigaj, S., Chafouleas, S.M. (2008). An examination of current assessment practices in northeastern school districts. *Assessment for Effective Intervention*, 20(10), 90-99.
- Madaus, J., Bigaj, S., Chafouleas, S.M., & Simonsen, B.M. (2006). What key information can be included in a comprehensive summary of performance? *Career Development for Exceptional Individuals*, 29(2), 90-99.
- Bigaj, S. (2002). *Learning about work samples in cooperative learning groups*. Box article In G. Girod, et al. (Eds). *Teacher work sample methodology: A handbook for the preparation and licensure of teachers*. American Association for Colleges of Teacher Education: Washington, DC.
- Flannery, B., Slovic, R., & Bigaj, S. (2001). Person centered assessment and planning: An introduction to new tools. *Journal for Vocational Special Needs Education*, 23(3), 15-20.
- Bashier, A.S., Goldhammer, R.F., & Bigaj, S. (2000). Facilitating self-determination abilities in adults with learning language disabilities (LLD): Case study of a postsecondary student. *Topics in Language Disabilities*, 21(1), 52-67.
- Bigaj, S., Shaw, S. F., & McGuire, J.M. (1999). Community-technical college faculty willingness to use and corresponding use of accommodation strategies for students with learning disabilities. *Journal for Vocational Special Needs Education*, 21(2), 3-14.
- Bigaj, S., Shaw, S.F., Cullen, J., McGuire, J.M., & Yost, D.S. (1995). Two- and four-year postsecondary learning disabilities services: Are they different? *Community College Review*, 23(2), 17-36.

WEBSITE DEVELOPMENT

Next Steps NH: Options for Life After High School, Keene State College, Keene, NH and NH Department of Education, SPDG Grant Project (2015) <http://nextsteps-nh.org/> (Principal investigator, SPDG project)

Extended Learning Opportunities: Beyond the Classroom, Keene State College, Keene, NH Department of Education, SPDG Grant Project (2016) <http://beyondclassroom.org/> (Principal Investigator, SPDG project)

SELECTED PROFESSIONAL PRESENTATIONS

- Bigaj, S., Street, E., & Merchant, D. (2015) *A Continuous improvement process for infusing transition knowledge and skills in preservice special education certification programs*. Poster session presentation at the Division for Career Development and Transition, Council for Exceptional Education Annual Conference. Portland, OR.
- Bigaj, S., & Street. (November 2015). *Phenomenal cosmic transition resources on the Next Steps NH website*. Presentation at the New Hampshire Transition Community of Practice, Concord, NH.
- Bigaj, S., & Black, D. (January 2012). *Action research for professional development: The power of action research*. Invited Presentation Fall Mountain School District. Langdon, NH.
- Greco, T., Mahon, S., & Bigaj S. (November, 2011). *What's school got to do with it: Connecting education and employment to life after high school*. Presentation at the Council of State Administrators of Vocational Rehabilitation National Conference. Chandler, AZ.
- Bigaj, S. & Street, B. (November, 2011). *Get them out of the classroom: Habits of work curriculum and ELO tools Website*. Invited presentation at the New Hampshire Transition Community of Practice: Summit V, Concord, NH
- Bigaj, S. & Street, B. (November, 2010). *New transition Resources: Practical tools to support your transition work*. Invited presentation at the New Hampshire Transition Community of Practice: Summit IV. Concord, NH
- Bigaj, S., & Robinson, C. (June, 2006). *Transition: The driving force of individualized education plan (IEP) development*. Invited presentation at the annual NH works conference, Concord, NH.
- O'Leary, E., & Bigaj, S. (August, 2005). *Developing results Oriented IEPs for transition services*. Presentation at the 2005 Transition Summer Institute. Keene State College, Keene, NH.

GRANT ACTIVITIES AND PROPOSAL DEVELOPMENT

- | | |
|----------------|---|
| 2016 - Present | Co-Author, Principal Investigator, Improving Teacher and Leader Quality; NH Department of Education State Education Agency for Higher Education (SAHE) Title II-A. |
| 2011 - Present | Principal Investigator, New Hampshire State Personnel Development Grant (SPDG), NH Department of Education, Next Steps NH: College Career, and Life Readiness. (US Department of Education, H323A120003). Keene State College subcontract from NH Department of Education. |

- 2010 - 2014 **Co-Author, Principal Investigator, The Rural School Educator Effectiveness Collaborative Bringing High Quality Professional Development to the Rural Schools of NH;** NH Department of Education State Education Agency for Higher Education (SAHE) Title II-A. Subcontract from Plymouth State University, Fiscal Agent
- 2006 - 2009 **Co-Author and Keene State College Site Director, Monadnock Employment Project,** New Hampshire Department of Health and Human Services, Division of Community Based Care Services, Bureau of Developmental Services, Medicaid Infrastructure Grant (MIG), Granite State Employment Project. Subcontract from Monadnock Developmental Services, Fiscal Agent
- 2005 - 2007 **Co-Author and Keene State College Site Director, Regional Secondary Transition Training and Technical Assistance Center: Monadnock Center for Successful Transitions,** New Hampshire Department of Education: Special Education State Improvement Grant II. Subcontract from Monadnock Developmental Services Fiscal Agent
- 2005 - 2006 **Project Consultant, Creating Transition Driven IEPs ,** New Hampshire Department of Education Sliver Grant Project for SAU 29, TNT Program.
- 2004 - 2006 **Co-author and Keene State College Site Director, Monadnock Center for Successful Transition project,** Workforce Opportunity Council through a Statewide Youth Transition Alignment Grant from the Office of Disability Employment Policy of the U.S. Department of Labor in cooperation with the NH Developmental Disabilities Council. Subcontract (Monadnock Developmental Services Fiscal Agent).
- 2004 - 2005 **Author and Site Coordinator, Keene State College Universal Design for Instruction Pilot Project,** Project site for the University of Connecticut, Center on Postsecondary Education and Disability Universal Design Project. Subcontract from University of Connecticut, Fiscal Agent
- 2003 - 2004 **Co-author and KSC Site Director, Improving the Preparation of Personnel to Serve Children with High-Incidence Disabilities (CFDA # 84.325 H).** Office of Special Education Programs, U.S. Department of Education. Partnership with the University of Minnesota, Department of Work Family and Community Education (four-year proposal submitted February 2003—not funded)
- 2003 - 2004 **Co-author and Manager, Institution of Higher Education Consortium for Career Transition: Keene State College Supplement to Consortium Proposal.** NH Department of Education
- 2002 - 2004 **Co-author and Co-Manager, Special Education Teacher Shortage Response Project: Phase II,** New Hampshire Department of Education: Special Education State Improvement Grant.
- 2001 - 2002 **Co-author and Co-Manager, Special Education Teacher Shortage Response Project: Phase I,** New Hampshire Department of Education: Special Education State Improvement Grant.
- 1999 **Author, The 1997 Reauthorization of IDEA: Training Teachers at Higher Education Institutions.** Oregon Department of Education, Salem, OR.
- 1998 **Author, The 1997 Reauthorization of IDEA: Training Teachers at Higher Education Institutions.** Oregon Department of Education, Salem, OR.
- 1997-2000 **Co-author and Project Associate, Learning for a Lifetime: Postsecondary Technical Training Options for Students with Disabilities,** Office of Special Education Programs, U.S. Department of Education, Project Director: Brigid Flannery, Specialized Training Program, University of Oregon, Eugene, OR. (\$407,156 over three year funding cycle beginning 10/1/97).

References available upon request

LIZABETH R. BUORO

Education

December 1988 – Present 25 Post-graduate credits
January 1988 M.A. – Learning Disabilities: Montclair State University, Montclair, NJ
May 1980 B.A. – Early Childhood Education: William Paterson University, Wayne, NJ

Certifications

New Jersey: Elementary Teacher, Learning Disabilities Teacher Consultant, Preschool Teacher, School Administrator, Supervisor of Education, Teacher of the Handicapped
New Hampshire: Early Childhood; Special Education; Special Education Administrator

Work Experience

- 7/17 – Present **Educator Preparation/Southwest Center for Educational Support at Keene State College, Keene, NH**
Director of Educator Preparation - provide leadership for the Educator Preparation Program (EPP) with the responsibility for its overall administration, accreditation, program approval, and operation; act as institutional advocate and public face of Educator Preparation at Keene State. Provide oversight for all aspects of the operation of the Southwest Center; design and implement high quality, innovative professional development opportunities for educators in the southwest NH region and across the state; build collaborative partnerships with school districts and educational support organizations.
- 7/15 – 6/17 **Southwest Center for Educational Support at Keene State College, Keene, NH**
Director – provide oversight for all aspects of the operation of the Southwest Center, the professional learning component of the Educator Preparation Programs at KSC; design and implement high quality, innovative professional development opportunities for educators in the southwest NH region and across the state; build collaborative partnerships with school districts and educational support organizations for ongoing sustainability; provide representation and outreach to regional educational administrators groups; network and seek external funding to support professional development initiatives; work collaboratively with Educator Preparation faculty and Continuing Education staff to support the mission of the Southwest Center.
- 8/14 – 6/15 **Keene State College Child Development Center, Keene, NH**
Interim Director – supervised all aspects of the operation of a college campus-based lab school; implementing an innovative educational program based on best practices for young children ages 4 months through five years; supporting academic students in applying knowledge through field experiences; and establishing and maintaining positive relationships with CDC families, the KSC community, and the broader Monadnock region.
- 12/08 – 7/14 **Atlantic County Special Services School District, Mays Landing, NJ**
Superintendent – chief executive officer and administrative head of all divisions and departments of a county special services receiving school district. Responsibilities included the administration of the policies of the Board and provision of leadership for the school system. Leadership and management responsibilities extended to all activities of the district, all phases of the educational program, all aspects of financial operation, and all components of the physical plant.
- 7/07 – 12/08 **Cape May County Special Services School District, Cape May Court House, NJ**
Principal, Cape May County High School
- 9/99 – 6/07 **Cape May County Special Services School District**
Supervisor of Curriculum & Assessment
- 8/96 – 9/99 **North Wildwood Public Schools, North Wildwood, NJ**
Supervisor of Instruction/Child Study Team
- 7/90 – 8/96 **Cape May County Special Services School District**
Learning Disabilities Teacher/Consultant
- 1/90 – 6/90 **Cape May County Special Services School District**
Teacher, Early Intervention Program
- 7/87 – 1/90 **Montclair State University, Montclair, NJ**
Teacher/Coordinator, Early Intervention Program
- 9/86 – 7/87 **East Hanover Public Schools, East Hanover, NJ**
Teacher, Preschool Disabled Program

7/82 – **Jeffrey Dworkin Infant Development Center, West Orange, NJ**
8/86 *Teacher/Administrator, Early Intervention Program*

8/80 – **North Jersey Developmental Center, Totowa, NJ**
7/82 *Teacher of the Handicapped*

Current Professional Affiliations

Southwest NH Curriculum, Instruction and Assessment Directors Group; Southwestern NH Principals Collaborative; Southwestern's Superintendents Group; Southwest NH Special Education Directors

Abbreviated VITAE

Name: Deborah J. Black

Title: Professor

EDUCATIONAL BACKGROUND

1997 Ed.D. Curriculum Studies
University of Massachusetts/Amherst

1986 M.Ed. Education for the Deaf
Smith College, Northampton, MA

1981 B.S. Communication Disorders
University of Massachusetts/Amherst

TEACHING EXPERIENCE

1994 - Present Professor, Education Department
Keene State College, Keene, NH

PROFESSIONAL MEMBERSHIP/ BOARD MEMBER/ REVIEWER

National Science Teacher Association
National Science Teacher Association Spring 2014 National Conference Proposal Reviewer
New Hampshire Science Teachers Association

SELECTED PRESENTATIONS, WORKSHOPS, INSTITUTES

Workshop co-presenter at the Association for Science Teachers Educators Annual Meeting: Push, Pull, and Perform, Hartford, CT (January 8-10, 2009)

Presenter at the National Science Teachers Association Annual Conference: Lead with Science: Learn How to Use Science Tasks to Reinforce CCSS for ELA and Mathematics Nashville, TN (March 31- April 3, 2016)

Presenter at the National Science Teachers Association Annual Conference: Using Hydroponics to Build and Sustain Inquiry-based Science Partnerships, San Antonio TX (April 11-14, 2013)

Presenter at the National Science Teachers Association Annual Conference: Push, Pull and Perform, New Orleans, LA (March 19-22)

Presenter at the New Hampshire Science Teachers Association Summer Institute for Elementary Education: Science Learning Through Engineering Design for Elementary School Student, Iber Holmes Gove Middle School, Raymond, NH: (June 25-27, 2014)

Presenter at the New Hampshire Science Teachers Association Summer Institute for Elementary Education: Engineering Design in the Primary Grades, Iber Holmes Gove Middle School, Raymond, NH: (June 25-27, 2014)

Presenter at Marlborough School, Marlborough, NH: Science Learning Through Engineering Design for Elementary School Students: (April 17, 2014)

Co-Presenter with Dr. Sally Jean: Using Hydroponics to Build and Sustain Inquiry-based Science Partnerships: New Hampshire Association for Science Teachers Meredith, NH (November 4, 2013)

Edward J. McCaul Ed.D.

Education

1968 - Earlham College, Richmond, IN. B.A. in English and Psychology.
1983 - University of Maine, Orono, ME. M.Ed. in Special Education.
1989 - University of Maine, Orono, ME. Ed.D. in Educational Administration.
1995-1996 - Strayer College, Washington, DC. M.S. Accounting (45 hours toward MBA degree)
2002 - Antioch New England Graduate School, Keene, NH. M.S. in Management.

Professional Work Experience

Adjunct Professor, Keene State College, Keene, NH - Fall 2007 - Present: Teach or co-teach courses in special education, educational leadership, and research. Currently teaching Budgeting, Facilities, and Safety, and the Capstone Sequence: A three semester series of courses in action research that is the culmination of the KSC Masters in Education program.

Executive Director, CAPS Education Collaborative, Gardner, MA - October 1, 2007 - July 31, 2015: Provide leadership as Chief Executive Officer of an Educational Collaborative in the North Central Massachusetts Area. Responsibilities as Executive Director included overall supervision of staff (98 full-time plus 10 part-time), oversight of five-million-dollar budget, management of human resource functions, and development of policies and procedures for the Collaborative.

Director of Pupil Personnel Services, Gardner (MA) Public Schools - October 2000 - October 2004; August 18, 2006 - September 2007: Provide leadership for public school district in the areas of special education, guidance, and pupil personnel services. Supervise approximately 50 staff including special education teachers, school psychologists, guidance counselors, speech-language pathologists, occupational therapists, physical therapists, tutors, and paraprofessionals.

Adjunct Professor, Antioch New England University, Keene, NH, Fall 2006 - Spring 2007: Taught courses in School Finance, Financial Management, and Topics in Finance. Guest lecturer in Practicum for Principal Licensure.

Special Education Technical Assistance Consultant, Granite State College, Concord, NH - October 2004- September 2005: Identify and provide program assistance to local school districts for the education of children with disabilities enrolled in New Hampshire schools, Southwest region. Initiate, develop, and expand special education programs for children with disabilities. Responsibilities include technical assistance regarding implementation of federal and state regulations, coordination and assistance with staff development, as well as information dissemination/product development.

Additional work experience, publications, presentations, and references available upon request.

Elisabeth (Betsy) A. Street

EDUCATION

1981 Wellesley College, B.A., Wellesley, Massachusetts
Major: Astronomy, American Studies

WORK EXPERIENCE

2008 - Present **Project Leader, Monadnock Center for Successful Transitions at KSC, School of Professional and Graduate Studies, Keene State College, Keene, NH**

2010 - 2014 **Curriculum & Logistics Coordinator, ACES Summer Program, Keene State College, Keene, NH**

2005 - 2008 **Associate Financial Representative, Juliana Bergeron, Keene, NH**

1995 - 2005 **Property Manager, self-employed, Keene, NH area**

2004 **Organizational Consultant, Stonewall Farm, Keene, NH**

1991 - 1993 **World Room Coordinator, Monadnock Children's Museum, Keene, NH**

1989 - 1998 **Contract Technical Writer, Clients: Appropriate Solutions, Peterborough, NH; Benson, Douglas & Associates, Cary, NC; Software Professionals, Inc., San Mateo, CA**

1981-1988 **Section Manager, Online Support Manager, Technical Writer, Hewlett-Packard, Support Systems Lab, Mountain View, CA**

WEBSITE DEVELOPMENT

Next Steps NH, Keene State College, Keene, NH
nextsteps-nh.org/

Extended Learning Opportunities: Beyond the Classroom, Keene State College, Keene, NH
beyondclassroom.org/

RECENT PUBLICATIONS

Street, B., Black, D., Bigaj, S. & Mahon, S. (2012). *Habits of work: An employment skills curriculum*. Keene, NH: Monadnock Center for Successful Transitions at Keene State College, Keene State College. habitsofwork.keenecommons.net

Street, B., Bigaj, S. & Mahon, S. (2010). *Build partnerships for career exploration*. Keene, NH: Monadnock Center for Successful Transitions at Keene State College, Keene State College. nextsteps-nh.org/publications/

RECENT PROFESSIONAL PRESENTATIONS

Bigaj, S. & Street, B. (November 2015). *Phenomenal cosmic transition resources on the Next Steps NH website*. Invited presentation at the New Hampshire Transition Community of Practice: Summit IX.

Bigaj, S., Cardine, E. & Street, B. (November 2012). *ELOs for your student, ELOs for your school*. Invited presentation at the New Hampshire Transition Community of Practice: Summit VI.

RECENT GRANT ACTIVITIES

2012-present **Project Leader, Next Steps NH**. NH Department of Education, Bureau of Special Education, State Personnel Development Grant (SPDG).

2011 - 2014 **Project Leader, The Rural School Educator Effectiveness Collaborative**. NH Department of Education State Education Agency for Higher Education (SAHE) Title II-A. Subcontract from Plymouth State University, Fiscal Agent.

CURRICULUM VITA

Heather M. Pelkey

EDUCATIONAL BACKGROUND

- Anticipated 2019 Ed.D. in Educational Leadership- STEM Leadership
American College of Education, Indianapolis, IN
- 2007 M.Ed. in Reading/Writing Specialist
Plymouth State University, Plymouth, NH
- 2000 B.S. in Elementary Education/Social Science
Keene State College, Keene, NH

TEACHING EXPERIENCE

- 2014-Present Adjunct Professor of Education
Keene State College, Keene, NH
Keene State College, Keene, NH
- 2000-Present Classroom Teacher
Winchester School, Winchester, NH

PROFESSIONAL MEMBERSHIP

National Science Teachers Association
GEMS Associate of the KSC GEMS Site

PRESENTATIONS, WORKSHOPS, INSTITUTES

Workshop Co-Presenter, with Dr. Deborah Black, *Lead with Science: Learn How to Use Science Tasks to Reinforce CCSS for ELA and Mathematics*: NSTA National Conference: Nashville, TN (March/April 2016)

Panel Discussion Co-Presenter, with Dr. Deborah Black, Dr. Pru Cuper, and Timothy Durr, *Using a Co-Mentoring Model in a School/College Partnership to Strengthen STEAM Teaching*: University of New Mexico, Mentoring Institute: Albuquerque, NM (October, 2015)

LAUREN E. ELLIOTT

EDUCATION: **M.Ed in Curriculum and Instruction** Received June 2017
Keene State College, Keene, NH

Bachelor of Science in Elementary Education Received May 2010
Keene State College, Keene, NH

Bachelor of Arts in Psychology Received May 2010
Option: Developmental Psychology
Keene State College, Keene, NH

Associate in Arts Received May, 2006
Option: Liberal Arts and Sciences
Mount Wachusett Community College, Gardner, MA

CERTIFICATIONS: Elementary Education (1811)
Paraprofessional II (0091)
Crisis Prevention Intervention

TEACHING EXPERIENCE:

Teacher. First grade, Winchester School, Winchester, NH 2014/present

Teacher. Kindergarten, Winchester School, Winchester, NH 2013/2014

Teacher. K-1 Combination, Winchester School, Winchester, NH 2012/2013

Part-Time teacher. Third Grade, Winchester School, Winchester, NH 2011/2012

Professional memberships:

National Science Teacher Association
New Hampshire Science Teachers Association

Presentations/Workshops

Presenter at Southwest NH Summer Educators Institute: Regional STEM Professional Learning Community Kickoff (Elementary Make & Take session)
Keene State College, Keene, NH: (June 27, 2017)

Presenter at Southwest NH Summer Educators Institute: Maker Space: Engineering Design, Keene State College, Keene, NH: (June 28, 2017)

Workshop presenter Keene State College GEMS Site: “Mother Opossum and Her Young!” Early Childhood Methods, Keene State College, NH (October, 2016)

Presenter at the Academic Excellence Conference
Keene State College (April, 2010)

SKILLS:

- Excellent listening and observation skills.
- Always reflecting on work to improve performance in the work place.
- Can work under pressure and perform many tasks simultaneously.
- Eager to work with other people for collaboration and mentorship.

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Virginia W. Berry, Ph.D.
Commissioner of Education
Tel. 603-271-3144



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

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1/18/17

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

January 3, 2017

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

REQUESTED ACTION

1. Authorize the Department of Education, Division of Educational Improvement to enter into a cooperative project agreement with Keene State College (Vendor Code 177865) in an amount not to exceed \$182,543.68, to support the Title IIA State Agency for Higher Education (SAHE) initiative for Improving Teaching Quality by providing high quality, sustained professional development opportunities to teachers and educational leaders, effective upon the date of Governor and Council approval through September 30, 2017. 100% Federal Funds.

Funding is available in the account entitled Title II Prof Develop as follows:

FY 17

06-56-56-563010-21830000-082-500599 Education Grants \$182,543.68

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.

EXPLANATION

A Request for Proposals was developed and posted on the Department website on August 2, 2016 and in the Union Leader on August 8-10, 2016. The deadline for receipt of proposals was August 26, 2016. Two proposals were received, reviewed and rated by an evaluation team (see Attachment A). The team consisted of two Education Consultants and two Professors. They have recommended that both proposals be brought forward for approval. Keene State College submitted one of the proposals.

SAHE projects must increase teachers' knowledge of core academic subjects and instructional strategies, to maximize achievement for all students. The Federal government has established strict criteria for awarding sub-grants to eligible partnerships. An eligible partnership must be comprised of at least (1) one institution of higher education (IHE) including its division that

His Excellency, Governor Christopher J. Sununu
and the Honorable Council
January 3, 2017
Page 2 of 2

prepares teachers and principals, (2) one school of arts and sciences, and (3) one high-need local education agency (LEA). The partnerships must use the funds to conduct professional development activities in core academic subjects to ensure that teachers, highly qualified paraprofessionals, and principals have a deep understanding of content and computer-related technology to enhance instruction.

The Improving Teacher and Leader Quality project will provide high quality, sustained professional development opportunities to teachers and educational leaders to increase Science/STEM content knowledge and instructional effectiveness to improve student achievement in STEM content areas, (2) increase knowledge and skills to enhance principal leadership abilities, and (3) increase knowledge of student mental health issues including strategies for identifying and addressing substance misuse and use.

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

Respectfully submitted,



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

VMB:emr

ATTACHMENT A

Scorers/proposals	SNHU	KSU	Scorer Name	Scorer Role	Scorer Expertise
Scorer 1	49	91	Alana Mosley, PhD	Professor, Franklin Pierce	Professor, Education Department, Behavioral Science Division
Scorer 2	32	100	Kelly Untiet	Consultant, Office of Student Wellness	Communications Coordinator
Scorer 3	42	100	Michele Myler	Consultant, Office of Student Wellness	Coordinator of the Safe Schools, Healthy Students project
Scorer 4	97	90	Cynthia Lucero	Professor, NH Technical Institute	Professor, Teacher Education & Coordinator of Field Experiences
Average	55	95.25			

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, Department of Education
and the

Keene State College of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Education**, (hereinafter "State"), and the University System of New Hampshire, acting through **Keene State College**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **9/30/17**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: Improving Teacher and Leader Quality

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

State Project Administrator

Name: Christopher Motika
Address: NH Department of Education
Bureau of Integrated Programs
101 Pleasant Street
Concord, NH 03301
Phone: 603-271-6052

Campus Project Administrator

Name: Penny Miceli
Address: Keene State College
229 Main Street, MSC 2611
Keene, NH 03435
Phone: 603-358-2427

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director

Name: Ashley Frame
Address: NH Department of Education
Bureau of Integrated Programs
101 Pleasant Street
Concord, NH 03301
Phone: 603-271-6579

Campus Project Director

Name: Stephen Bigaj
Address: Asst. Dean of Educator Preparation
Keene State College
229 Main Street
Keene, NH 03435-3900
Phone: 603-358-2750/2872

F. Total State funds in the amount of **\$182,543.68** have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share _____ % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. **S367A150028 and S367A160028** from **U.S. Department Of Education** under CFDA# **84.367A**. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) _____ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

H. State has chosen **not to take** possession of equipment purchased under this Project Agreement.
 State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **Keene State College** and the State of New Hampshire, **Department of Education** have executed this Project Agreement.

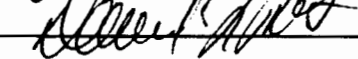
By An Authorized Official of:

Keene State College

Name: Daniel Petree

Title: Interim Vice President Finance & Planning

Signature and Date:

 12/7/16

By An Authorized Official of: the New Hampshire Office of the Attorney General

Name: Eron McIntyre

Title: Attorney

Signature and Date:

 12/20/16

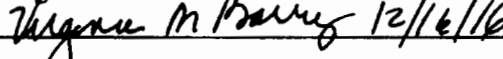
By An Authorized Official of:

Department of Education

Name: Virginia M. Barry, Ph.D.

Title: Commissioner of Education

Signature and Date:

 12/16/16

By An Authorized Official of: the New Hampshire Governor & Executive Council

Name: _____

Title: _____

Signature and Date: _____

EXHIBIT A

- A. Project Title:** Improving Teacher and Leader Quality
- B. Project Period:** From the date of Governor & Council Approval through September 30, 2017. Authorize the New Hampshire Department of Education to enter into a Cooperative Project Agreement with the Keene State College (Vendor Code 177865) to support the New Hampshire Department of Education Title IIA State Agency for Higher Education (SAHE) initiative Improving Teacher and Leader Quality.
- C. Objectives:** The Improving Teacher and Leader Quality project is a partnership between Keene State College (KSC), Winchester School (principal LEA partner), Hopkinton School District, Jaffrey-Rindge School District, Keene High School, Lempster Community School, Monadnock Regional School District, Contoocook Valley Regional School District, and the Southwest NH Principals Collaborative. The project will: Provide high quality professional development to teachers and leaders to increase Science/STEM content knowledge and instructional effectiveness of teachers and improve student achievement in STEM content areas; Design and implement principal leadership activities in the Southwest NH region to help districts build capacity for highly effective leaders with the skills necessary to support student success and school transformation; and Provide professional development activities to teachers and leaders in partner schools and local agencies related to student mental health issues including substance misuse and use.
- D. Scope of Work:** First Objective: Provide high quality professional development to teachers and leaders to increase Science/STEM content knowledge and instructional effectiveness of teachers and improve student achievement in STEM content areas - 1. Develop SW STEM Professional Learning Community (PLC) monthly meeting schedule by project director and PLC facilitator; 2. Disseminate SW STEM PLC information to teachers and leaders in regional public and private schools; 3. Hold PLC meetings to include training in alignment of Next Generation Science Standards and other STEM topics; 4. Provide CEUs, PD certificates, notes for meeting participants; 5. Conduct a needs assessment with Winchester teachers to identify attitudes toward STEM and instructional needs; 6. Build upon the KSC/Winchester partnership for teacher preparation and STEM co-teaching immersion model based on identified needs; 7. Provide materials and supplies for a makerspace in the Winchester school geared toward primary school students; 8. Provide training and consultation in STEM content areas based on specific needs to teachers and leaders in partner districts; and 9. Hold a Summer Institute at KSC in July of 2017 as a culminating professional learning event to include participation by partner LEAs, KSC faculty, project consultants, and experts in the STEM and student wellness/substance misuse and use fields.

Second Objective: Design and implement principal leadership activities in the Southwest NH region to help districts build capacity for highly effective leaders with the skills necessary to support student success and school transformation - 1. Identify Steering Committee members for a Southwest (SW) regional consortium for principal leadership; 2. Conduct visioning session with the Steering Committee to identify vision and mission for a SW regional consortium; 3. Design a framework, budget and timeline for a two or three year graduate program in principal leadership using a regional consortium model; 4. Develop policies and procedures for the nomination and selection of potential cohort students from participating districts; 5. Identify students from participating LEAs to participate in first regional cohort; and 6. Develop SW Principals Collaborative web presence, to include

opportunities for sharing of resources and serve as an educational leadership clearinghouse.

Third Objective: Provide professional development activities to teachers and leaders in partner schools and local agencies related to student *mental health issues including substance misuse and use* - 1. Identify specific training topics related to substance misuse and use by disseminating a needs assessment survey to educators/LEAs in the region; 2. Offer professional development activities to teachers and leaders based on identified needs; and 3. Attend regularly scheduled State Opioid Task Force meetings; share information and resources with teachers and educational leaders and regional groups.

E. Deliverables Schedule: The Project Director will submit monthly financial reports for reimbursement to the Department of Education, quarterly reports of activities completed to the NH DOE Project Director and an evaluation upon completion of the grant.

F. Budget and Invoicing Instructions: Grand Total: \$182,543.68. The Project Director will submit monthly invoices to the Department of Education. Invoices will be based on actual project expenses incurred during the invoicing period and shall show current and cumulative expenses by major cost categories. Campus will submit its final invoice and report not later than 60 days after the Project Period end date. See attached budget narrative and breakdown.

Invoices and reports shall be submitted to: Ashley Frame, NH Department of Education, 101 Pleasant Street, Concord, NH 03301

G: Renewal: 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.

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: None or

**BUDGET
2016-2017**

1. Salaries and Fringe Benefits	
A. Professional	\$29,242
B. Classified	\$10,114
C. Student	
D. Consultant	\$42,000
E. Other (Explain)	
F. Fringe Benefits	\$8,947.28
Total Personnel Costs	\$90,303.28
2. Travel (Attach explanation as appropriate)	
A. In-State	\$4,027.40
B. Out-of-State	
Total Travel Costs	\$4,027.40
3. Operating	
A. Office Copying/Supplies/ Expenses(for special purposes only)	\$6,300
B. Instructional	
C. Equipment	
D. Printing	\$1,500
E. Other (Explain) (SW Center & Stipends)	\$56,800
Total Operating Costs	\$64,600
SUBTOTAL	\$158,930.68
Indirect costs (60% salary/wages - \$39,356)	\$23,613
GRAND TOTAL COSTS	\$182,543.68

V. Budget Narrative

Salaries & Wages (\$39,356 total)

Steve Bigaj - 3% of his time during the academic year (\$3,272) and 5 days during summer 2017 (\$3,030) = \$6,302.

John Couture - 2% of his time during the academic year (\$2,058) and 3 days during the summer (\$1,713) = \$3,771.

Sally Jean - 10% of her time during the academic year (\$9,653) and 7 days in the summer (\$3,752) = \$13,405.

Debbie Black - 3% of her time during the academic year (\$2,994) and 5 days in the summer (\$2,770) = \$5,764.

Heather Pelkey - \$40/hour x 8 hours x 5 days in the summer = \$1,600.

Betsy Street - \$30/hour for approximately 6 hours/week = \$8,514.

Fringe Benefits (\$8,947.28 total)

\$17,977 @ 39.9% = \$7,172.82 (faculty academic year salary)

\$21,379.00 @ 8.3% = \$1,774.46 (faculty summer salary and hourly wages)

Supplies (\$6,300 total)

\$5,000 - supplies and materials to expand a Makerspace at Winchester School

\$1,000 - supplies for interactive STEM and substance use professional development

\$300 - website software

Travel (\$4,027.40 total)

\$500 - In-state travel by project personnel for project-related meetings

\$600 - Travel expenses for Summer Institute presenters (3 @ \$200/day)

\$2,162.40- mileage for STEM consultants in the LEAs (53 trips x 80 miles x .51 per mile)

\$765.00 - mileage for workshop presenters (6 trips x 250 miles x .51 per mile).

Consultant Costs (\$42,000 total)

Consultants will be hired to deliver 53 days of STEM coaching and training onsite at LEAs. (53 days x \$600/day = \$31,800)

Presenters and consultants will be hired to provide approximately 11 days of professional learning experiences in all grant areas for in-service and preservice educators. (11 days x \$600/day = \$6,600.)

6 presenters will be hired to present 1-day workshops at the Summer Institute. (6 x \$600/day = \$3,600)

Southwest Center (\$52,800 total)

SW Center total coordination costs (\$660/day x 80 days)

Other Direct Costs (\$5,500)

\$1,500 – Faculty work and workshop/institute printing and copying

\$4,000 - 50 stipends at \$80/day to enable LEAs to hire substitute teachers so LEA teachers can participate in consulting, coaching, and workshops

Indirect (F&A) Costs (\$23,613 total)

60% (indirect costs) x \$39,356 (salaries and wages) (per Keene State's current negotiated rate with our cognizant agency DHHS on July 14, 2016)

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN: 0226000937A1

DATE:07/14/2016

ORGANIZATION:

FILING REF.: The preceding agreement was dated 07/22/2013

Keene State College
229 Main Street
Keene, NH 03435-1505

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: Facilities And Administrative Cost Rates

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2016	06/30/2020	60.00	On-Campus	All Programs
PRED.	07/01/2016	06/30/2020	20.30	Off-Campus	All Programs
PROV.	07/01/2020	Until Amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2020.

*BASE

Direct salaries and wages including vacation, holiday, sick pay and other paid absences but excluding all other fringe benefits.

ORGANIZATION: Keene State College

AGREEMENT DATE: 7/14/2016

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

Fringe benefits applicable to direct salaries and wages are treated as direct costs.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

OFF-CAMPUS DEFINITION: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s), the off-campus rate will apply. Actual costs will be apportioned between on-campus and off-campus components. Each portion will bear the appropriate rate.

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit.

Next F&A cost rate proposal based on actual costs for FYE 6/30/2019 is due by 12/31/2019.

ORGANIZATION: Keene State College
AGREEMENT DATE: 7/14/2016

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

Keene State College

(INSTITUTION)

(SIGNATURE)

Daniel Petree

(NAME)

Interim VP for Finance and Planning

(TITLE)

July 19, 2016

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Darryl W. Mayes -A

(SIGNATURE)

Darryl W. Mayes

(NAME)

Deputy Director, Cost Allocation Services

(TITLE)

7/14/2016

(DATE)

HHS REPRESENTATIVE: **Michael Leonard**

Telephone: **(212) 264-2069**

Abbreviated Vita
Stephen J. Bigaj, Ph.D.

School of Professional and Graduate Studies, Keene State College

ACADEMIC DEGREES

- 1995 **University of Connecticut, Ph.D., Storrs, Connecticut**
Major: Special Education, Department of Educational Psychology
Related Area: Educational Leadership
- 1991 **University of Minnesota, M.A., Minneapolis, Minnesota**
Major: Educational Psychology
Minor: Special Education
- 1985 **St. Norbert College, B.A., DePere, Wisconsin**
Major: Education

RECENT PROFESSIONAL EXPERIENCES

- 2015 - Present **Assistant Dean, School of Professional and Graduate Studies, Keene State College, Keene, NH.**
- 1999 - Present **Professor, Education Department, Keene State College. *Specialization:* Secondary Special Education and Transition**
- 2004 - Present **Keene State College Site Director, Monadnock Center for Successful Transitions**
- 2010 - 2015 **Associate Dean, School of Professional and Graduate Studies, Keene State College, Keene, NH.**

SELECTED PUBLICATIONS

- Street, B., Black, D., Bigaj, S., & Mahon, S. (2012). *Habits of work: An employment skills curriculum*. Keene, NH: Monadnock Center for Successful Transitions at Keene State College, Keene State College. <http://habitsofwork.keenecommons.net/home>; <http://transitions.keenecommons.net/print-materials>
- Madaus, J., Rinaldi, C., Bigaj, S., & Chafouleas, S.M. (2008). An examination of current assessment practices in northeastern school districts. *Assessment for Effective Intervention, 20*(10), 1-8.
- Madaus, J., Bigaj, S., Chafouleas, S.M., & Simonsen, B.M. (2006). What key information can be included in a comprehensive summary of performance? *Career Development for Exceptional Individuals, 29*(2), 90-99.

SELECTED PROFESSIONAL PRESENTATIONS

- Bigaj, S., & Street. (November 2015). Phenomenal cosmic transition resources on the Next Steps NH website. Presentation at the New Hampshire Transition Community of Practice, Concord, NH.
- Bigaj, S., & Black, D. (January 2012). *Action research for professional development: The power of action research*. Invited Presentation Fall Mountain School District. Langdon, NH.
- Greco, T., Mahon, S., & Bigaj, S. (November, 2011). *What's school got to do with it: Connecting education and employment to life after high school*. Presentation at the Council of State Administrators of Vocational Rehabilitation National Conference. Chandler, AZ.
- Bigaj, S. & Street, B. (November, 2011). *Get them out of the classroom: Habits of work curriculum and ELO tools Website*. Invited presentation at the New Hampshire Transition Community of Practice: Summit V, Concord, NH
- Bigaj, S. & Street, B. (November, 2010). *New transition Resources: Practical tools to support your transition work*. Invited presentation at the New Hampshire Transition Community of Practice: Summit IV. Concord, NH
- Bigaj, S., & Robinson, C. (June, 2006). *Transition: The driving force of individualized education plan (IEP) development*. Invited presentation at the annual NH works conference, Concord, NH.
- O'Leary, E., & Bigaj, S. (August, 2005). *Developing results Oriented IEPs for transition services*. Presentation at the 2005 Transition Summer Institute. Keene State College, Keene, NH.

COMPLETE VITA AVAILABLE UPON REQUEST

VITA

John R. Couture Ed.D.

Professor of Education

Education

Doctor of Education, Educational Policy, Research and Administration, University of Massachusetts, 1988.

Master of Education, Educational Administration, Keene State College, 1980

Bachelor of Arts, French, Marist College, 1969.

Educational Experiences

Professor of Education 2012-present

Associate Professor of Education 2007-2012

Dean of Professional and Graduate Studies, Keene State College, July 2004-2007

Associate Professor of Education, 1996-2004, Keene State College

Principal, 1990-1995, Wheelock Laboratory School, Keene State College

Principal, 1983-1990, Fall Mountain Regional High School

Vice-Principal, 1980-1983, Fall Mountain Regional High School

Supervisor of Student Teachers, 1979-1980, Keene State College

Coordinator of Extension Services, 1978-1979, New Hampshire Vocational-Technical School, Claremont

Teacher of French, 1970-1977, Newport High School, Newport, NH

Scholarship and Related Professional Activity

National Education Association-New Hampshire, Executive Board Member, 2010-2013

Public Education and School Support Committee, 2010-2013

Pre-service and Beginning Educator Committee, 2011-2013

Writer for the Educational Leadership SPA report at Keene State College for the NCATE process. Summer, 2013, 2012, 2011

How to make yourself invaluable to your school district. New Teacher Conference, April 2012 and April 2013 Pembroke Academy, NH

Classroom Walk-Throughs presented at the NEA-NH Fall Instructional Conference, October 2011 and October 2012 Bow, NH

Reviewer for the State Department of Education at Plymouth State University in November 2009.

Harvard Graduate School of Education: Management and Leadership in Education, Leading Transformation & Change, June 17-29, 2007, Cambridge, Massachusetts.

Sally M. Jean, Ph. D., Chemistry
Professor, Science Education
Chair, General Science Program

EDUCATION:

- | | | |
|--|--|--------------|
| • University of Connecticut, Storrs, CT | Ph. D. Chemistry, Analytical Chemistry | Jan. 5, 1998 |
| • Sacred Heart University | Sixth Year, Education | May, 1994 |
| • Cedar Crest College
Allentown, Pennsylvania | B. A., Biology/Chemistry | June 1971 |

WORK EXPERIENCE:

Teaching/Administrative Experience

⇒ **Keene State College**

Professor of Chemistry and Science Education
Promoted, 2010; Tenured, 2004
Keene, New Hampshire 03435

August 1999 - present

⇒ **Manchester Community-Technical College**

Assistant Professor of Chemistry
Manchester, Connecticut 06045

January 1995-June 1999

⇒ **Tolland High School**

1983-1994

Tolland, Connecticut - Taught College Preparatory Chemistry, Advanced Placement Chemistry, instituted the UConn cooperative chemistry program, Introduction to Computers

⇒ **Simsbury High School**

1971-1977

Simsbury, Connecticut - Taught College Preparatory Biology, Anatomy and Physiology

Note: Certificates while teaching in Connecticut: Administrative Certificate. Certified in the following subjects:
Chemistry, Biology, General Science, Physical Science, and Physics.

SCHOLARSHIP AND RELATED PROFESSIONAL EXPERIENCE:

- Fall 2015 – present – Member of the Governor's STEM Task Force.
- NSF 5- Year EPSCoR grant, 2010-2016-Investigator on the Education and Outreach subcommittee .
- Fall 2010—Partner in a successful SAHE grant. Prepared a Science Needs Assessment for NH K-12 public school teachers. Planned 4 science video conferences: April 2010, May 2010, June 2010, and July 2010.

MEMBERSHIPS AND PROFESSIONAL ORGANIZATIONS:

- Member of American Chemical Society (ACS), the Educational Division (CHEM Ed), and active in the local chapter (Connecticut Valley Section)
- Member of the Association for Science Teacher Education (ASTE) On the Oversight committee
- National Association for Research of Science Teaching (NARST)
- Member of the School Science and Mathematics Association (SSMA)
- Member of Women in Science Education (WISE)
- Member of the National Science Teachers Association (NSTA)
- Member of the New Hampshire Teachers Association (NHSTA)

HONORS:

- Inducted into Phi Lambda Upsilon, Graduate Chemistry Honor Society
- Certificate of Accomplishments from the Connecticut State Department of Education for being a mentor, cooperating teacher, and state assessor

Abbreviated VITAE

Name: Deborah J. Black

Title: Professor

EDUCATIONAL BACKGROUND

1997 Ed.D. Curriculum Studies
University of Massachusetts/Amherst

1986 M.Ed. Education for the Deaf
Smith College, Northampton, MA

1981 B.S. Communication Disorders
University of Massachusetts/Amherst

TEACHING EXPERIENCE

1994 - Present Professor, Education Department
Keene State College, Keene, NH

PROFESSIONAL MEMBERSHIP/ BOARD MEMBER/ REVIEWER

National Science Teacher Association
National Science Teacher Association Spring 2014 National Conference Proposal Reviewer
New Hampshire Science Teachers Association

SELECTED PRESENTATIONS, WORKSHOPS, INSTITUTES

Workshop co-presenter at the Association for Science Teachers Educators Annual Meeting: Push, Pull, and Perform, Hartford, CT (January 8-10, 2009)

Presenter at the National Science Teachers Association Annual Conference: Lead with Science: Learn How to Use Science Tasks to Reinforce CCSS for ELA and Mathematics Nashville, TN (March 31- April 3, 2016)

Presenter at the National Science Teachers Association Annual Conference: Using Hydroponics to Build and Sustain Inquiry-based Science Partnerships, San Antonio TX (April 11-14, 2013)

Presenter at the National Science Teachers Association Annual Conference: Push, Pull and Perform, New Orleans, LA (March 19-22)

Presenter at the New Hampshire Science Teachers Association Summer Institute for Elementary Education: Science Learning Through Engineering Design for Elementary School Student, Iber Holmes Gove Middle School, Raymond, NH: (June 25-27, 2014)

Presenter at the New Hampshire Science Teachers Association Summer Institute for Elementary Education: Engineering Design in the Primary Grades, Iber Holmes Gove Middle School, Raymond, NH: (June 25-27, 2014)

Presenter at Marlborough School, Marlborough, NH: Science Learning Through Engineering Design for Elementary School Students: (April 17, 2014)

Co-Presenter with Dr. Sally Jean: Using Hydroponics to Build and Sustain Inquiry-based Science Partnerships: New Hampshire Association for Science Teachers Meredith, NH (November 4, 2013)

CURRICULUM VITA

Heather M. Pelkey

EDUCATIONAL BACKGROUND

- Anticipated 2019 **Ed.D. in Educational Leadership- STEM Leadership**
American College of Education, Indianapolis, IN
- 2007 **M.Ed. in Reading/Writing Specialist**
Plymouth State University, Plymouth, NH
- 2000 **B.S. in Elementary Education/Social Science**
Keene State College, Keene, NH

TEACHING EXPERIENCE

- 2014-Present **Adjunct Professor of Education**
Keene State College, Keene, NH
Keene State College, Keene, NH
- 2000-Present **Classroom Teacher**
Winchester School, Winchester, NH

PROFESSIONAL MEMBERSHIP

National Science Teachers Association
GEMS Associate of the KSC GEMS Site

PRESENTATIONS, WORKSHOPS, INSTITUTES

Workshop Co-Presenter, with Dr. Deborah Black, *Lead with Science: Learn How to Use Science Tasks to Reinforce CCSS for ELA and Mathematics*: NSTA National Conference: Nashville, TN (March/April 2016)

Panel Discussion Co-Presenter, with Dr. Deborah Black, Dr. Pru Cuper, and Timothy Durr, *Using a Co-Mentoring Model in a School/College Partnership to Strengthen STEAM Teaching*: University of New Mexico, Mentoring Institute: Albuquerque, NM (October, 2015)

Elisabeth (Betsy) A. Street

EDUCATION

1981 Wellesley College, B.A., Wellesley, Massachusetts
Major: Astronomy, American Studies

WORK EXPERIENCE

2008 - Present Project Leader, Monadnock Center for Successful Transitions at KSC, School of Professional and Graduate Studies, Keene State College, Keene, NH
2010 - 2014 Curriculum & Logistics Coordinator, ACES Summer Program, Keene State College, Keene, NH
2005 - 2008 Associate Financial Representative, Juliana Bergeron, Keene, NH
1995 - 2005 Property Manager, self-employed, Keene, NH area
2004 Organizational Consultant, Stonewall Farm, Keene, NH
1991 - 1993 World Room Coordinator, Monadnock Children's Museum, Keene, NH
1989 - 1998 Contract Technical Writer, Clients: Appropriate Solutions, Peterborough, NH; Benson, Douglas & Associates, Cary, NC; Software Professionals, Inc., San Mateo, CA
1981-1988 Section Manager, Online Support Manager, Technical Writer, Hewlett-Packard, Support Systems Lab, Mountain View, CA

WEBSITE DEVELOPMENT

Next Steps NH, Keene State College, Keene, NH
nextsteps-nh.org/

Extended Learning Opportunities: Beyond the Classroom, Keene State College, Keene, NH
beyondclassroom.org/

RECENT PUBLICATIONS

Street, B., Black, D., Bigaj, S. & Mahon, S. (2012). *Habits of work: An employment skills curriculum*. Keene, NH: Monadnock Center for Successful Transitions at Keene State College, Keene State College. habitsofwork.keenecommons.net
Street, B., Bigaj, S. & Mahon, S. (2010). *Build partnerships for career exploration*. Keene, NH: Monadnock Center for Successful Transitions at Keene State College, Keene State College. nextsteps-nh.org/publications/

RECENT PROFESSIONAL PRESENTATIONS

Bigaj, S. & Street, B. (November 2015). *Phenomenal cosmic transition resources on the Next Steps NH website*. Invited presentation at the New Hampshire Transition Community of Practice: Summit IX.
Bigaj, S., Cardine, E. & Street, B. (November 2012). *ELOs for your student, ELOs for your school*. Invited presentation at the New Hampshire Transition Community of Practice: Summit VI.

RECENT GRANT ACTIVITIES

2012-present Project Leader, Next Steps NH. NH Department of Education, Bureau of Special Education, State Personnel Development Grant (SPDG).
2011 - 2014 Project Leader, The Rural School Educator Effectiveness Collaborative. NH Department of Education State Education Agency for Higher Education (SAHE) Title II-A. Subcontract from Plymouth State University, Fiscal Agent.

LIZABETH R. BUONO

Education

December 1988 – Present 25 Post-graduate credits
January 1988 M.A. – Learning Disabilities: Montclair State University, Montclair, NJ
May 1980 B.A. – Early Childhood Education: William Paterson University, Wayne, NJ

Certifications

New Jersey: Elementary Teacher, Learning Disabilities Teacher Consultant, Preschool Teacher, School Administrator, Supervisor of Education, Teacher of the Handicapped
New Hampshire: Early Childhood; Special Education; Special Education Administrator

Work Experience

- 8/14 – **Southwest Center for Educational Support at Keene State College, Keene, NH**
6/15 *Director* – provide oversight for all aspects of the operation of the Southwest Center, the professional learning component of the Educator Preparation Programs at KSC; design and implement high quality, innovative professional development opportunities for educators in the southwest NH region and across the state; build collaborative partnerships with school districts and educational support organizations for ongoing sustainability; provide representation and outreach to regional educational administrators groups; network and seek external funding to support professional development initiatives; work collaboratively with Educator Preparation faculty and Continuing Education staff to support the mission of the Southwest Center.
- 8/14 – **Keene State College Child Development Center, Keene, NH**
6/15 *Interim Director* – supervised all aspects of the operation of a college campus-based lab school; implementing an innovative educational program based on best practices for young children ages 4 months through five years; supporting academic students in applying knowledge through field experiences; and establishing and maintaining positive relationships with CDC families, the KSC community, and the broader Monadnock region.
- 12/08 – **Atlantic County Special Services School District, Mays Landing, NJ**
7/14 *Superintendent* – chief executive officer and administrative head of all divisions and departments of a county special services receiving school district. Responsibilities included the administration of the policies of the Board and provision of leadership for the school system. Leadership and management responsibilities extended to all activities of the district, all phases of the educational program, all aspects of financial operation, and all components of the physical plant.
- 7/07 – **Cape May County Special Services School District, Cape May Court House, NJ**
12/08 *Principal, Cape May County High School*
- 9/99 – **Cape May County Special Services School District**
6/07 *Supervisor of Curriculum & Assessment*
- 8/96 – **North Wildwood Public Schools, North Wildwood, NJ**
9/99 *Supervisor of Instruction/Child Study Team*
- 7/90 – **Cape May County Special Services School District**
8/96 *Learning Disabilities Teacher/Consultant*
- 1/90 – **Cape May County Special Services School District**
6/90 *Teacher, Early Intervention Program*
- 7/87 – **Montclair State University, Montclair, NJ**
1/90 *Teacher/Coordinator, Early Intervention Program*
- 9/86 – **East Hanover Public Schools, East Hanover, NJ**
7/87 *Teacher, Preschool Disabled Program*
- 7/82 – **Jeffrey Dworkin Infant Development Center, West Orange, NJ**
8/86 *Teacher/Administrator, Early Intervention Program*
- 8/80 – **North Jersey Developmental Center, Totowa, NJ**
7/82 *Teacher of the Handicapped*

Current Professional Affiliations

Southwest NH Curriculum, Instruction and Assessment Directors Group; Southwestern NH Principals Collaborative; Southwestern's Superintendents Group; Southwest NH Special Education Directors

Saundra S. Kent

EDUCATION

MST Biology

University of New Hampshire
Durham, NH 03824

BS Chemistry

St. Bonaventure University
St. Bonaventure, NY 14778

Continuing Education

NSTA National Conference- "Building Comprehension in Science" with Paige Keeley;
"Claims, Evidence and Reasoning" with Dr. Carla Zembal-Saul, Nashville, TN, 2016

NSTA National Conference – Sci. content, Project Based Learning, and Engineering
Workshops; Boston, MA 2014

NSTA STEM Conference and Expo – Multiple presentations re: programs,
partners, and networking re: STEM, May 15-18, 2013

Conceptual Flow: Next Generation Science Standards – Full day with WestEd at NSTA
National Conference, San Antonio, TX, 2013

Quality Performance Assessment – Developing Performance- Based Assessments
within NH DOE PACE Initiative, Center for Collaborative Education, 2012- 2014

PROFESSIONAL EXPERIENCE

Educational Consultant to NH Schools and/or Districts

Competency-Based Education and Performance-Based Assessment

STEM & Next Generation Science Standards

Project Based Learning and Problem-Solving Process

Higher Order Thinking Skills

Reading and Writing in the Content Areas – focus on informational text

Teaching Experience

McKelvie Middle School, Bedford, NH 6-8 Middle School

Integrated Teams Grades 6-8

1982-2001

Milford Area High School, Milford, NH 9-12 High School

College Prep Biology, Consumer and College Prep Chemistry

1979-1982

Hinsdale Central School, Hinsdale, NY K-12 School

Regents Biology and Chemistry, Gen. and Life Sciences

1972-1976

AWARDS

1994 NH Secondary Science Teacher of the Year

1993 Presidential Award for Excellence in Math and Science Teaching

PROFESSIONAL ACTIVITIES

WORKSHOPS PRESENTED

Introduction to PACE for Tier 3 Districts – Competencies and Performance-Based
Tasks- SAU 23 – No. Haverhill, Allenstown, and Amherst/Mt. Vernon/ Souhegan,
2015-2016

Competencies, NGSS and Performance-Based Assessment – Goffstown and Exeter
Cooperative school districts- workshops throughout 2015-2016

Problem-Solving Process – Franklin, NH, 2015; Chichester, NH, 2014; Manchester
School of Technology, 2014

Edward J. McCant Ed.D.

Education

1968 - Earlham College, Richmond, IN. B.A. in English and Psychology.
1983 - University of Maine, Orono, ME. M.Ed. in Special Education.
1989 - University of Maine, Orono, ME. Ed.D. in Educational Administration.
1995-1996 - Strayer College, Washington, DC. M.S. Accounting (45 hours toward MBA degree)
2002 - Antioch New England Graduate School, Keene, NH. M.S. in Management.

Professional Work Experience

Adjunct Professor, Keene State College, Keene, NH - Fall 2007 – Present: Teach or co-teach courses in special education, educational leadership, and research. Currently teaching Budgeting, Facilities, and Safety, and the Capstone Sequence: A three semester series of courses in action research that is the culmination of the KSC Masters in Education program.

Executive Director, CAPS Education Collaborative, Gardner, MA – October 1, 2007 – July 31, 2015: Provide leadership as Chief Executive Officer of an Educational Collaborative in the North Central Massachusetts Area. Responsibilities as Executive Director included overall supervision of staff (98 full-time plus 10 part-time), oversight of five-million-dollar budget, management of human resource functions, and development of policies and procedures for the Collaborative.

Director of Pupil Personnel Services, Gardner (MA) Public Schools – October 2000 – October 2004; August 18, 2006 – September 2007: Provide leadership for public school district in the areas of special education, guidance, and pupil personnel services. Supervise approximately 50 staff including special education teachers, school psychologists, guidance counselors, speech-language pathologists, occupational therapists, physical therapists, tutors, and paraprofessionals.

Adjunct Professor, Antioch New England University, Keene, NH, Fall 2006 – Spring 2007: Taught courses in School Finance, Financial Management, and Topics in Finance. Guest lecturer in Practicum for Principal Licensure.

Special Education Technical Assistance Consultant, Granite State College, Concord, NH – October 2004- September 2005: Identify and provide program assistance to local school districts for the education of children with disabilities enrolled in New Hampshire schools, Southwest region. Initiate, develop, and expand special education programs for children with disabilities. Responsibilities include technical assistance regarding implementation of federal and state regulations, coordination and assistance with staff development, as well as information dissemination/product development.

Additional work experience, publications, presentations, and references available upon request.

QUICK RESULTS
January 18, 2017
GOVERNOR AND COUNCIL MEETING

APPROVED ITEMS #'s 1-5A, 7-70

WITHDRAWN ITEMS #'s 6

*Keane
SAFE
42*