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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) 271-6133  
FAX (603) 271-1953

July 28, 2017

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

REQUESTED ACTION

Authorize the Department of Education to enter into a contract with Adrienne Shoemaker, Concord, New Hampshire (vendor code 260840) in an amount not to exceed \$44,000.00 to provide technical assistance, resources and training to school personnel responsible for providing services to New Hampshire students with visual impairments, effective upon Governor & Council approval through June 30, 2019. 100% Federal Funds.

Funds to support this request are available in the account titled Special Education-Elem/Sec.;

	<u>FY'18</u>	<u>FY'19</u>
06-56-56-562010-25040000-102-500371	\$22,000.00	\$22,000.00
Contracts for Program Services		

EXPLANATION

The New Hampshire Department of Education is responsible for meeting legislative mandates to provide technical assistance under RSA 186-C III; Ms. Shoemaker will provide the New Hampshire Department of Education, Bureau of Special Education with support regarding the Federal Act to Promote the Education of the Blind; the American Printing House for the Blind Federal Quota Count, the American Printing House for the Blind educational materials, resources and trainings and New Hampshire Accessible Educational Materials; National Instructional Materials Access Standard and the National Center for Universal Design for Learning to promote understanding when dealing with the development of source files for textbooks or when developing the best system for the production and delivery of textbooks and instructional materials to students who are blind or print disabled.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

July 28, 2017

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Ms. Shoemaker will provide technical assistance to school districts, providing ongoing face-to-face on-site and statewide coaching to teachers, families and teams regarding the official braille codes transition to Unified English Braille based on the Braille Authority of North America (BANA); as well as coordinate the New Hampshire Vision Teacher Community of Practice, personnel preparation programs and other national organizations such as the National Federation for the Blind; National Accessible Educational Materials; National Instructional Materials Access Standard and the National Instructional Center to promote understanding when dealing with the development of source files for textbooks or when developing the best system for the production and delivery of textbooks and instructional materials to students who are blind or print disabled.

A Request for Proposals (RFP) was advertised in the Manchester Union Leader for the period May 8<sup>th</sup>, May 9<sup>th</sup> and May 10<sup>th</sup>, 2017 and posted on the Department of Education's website. There was one(1) proposal submitted to the Request for Proposals "New Hampshire Vision Teacher, American Printing House for the Blind APH Scholar."

A review committee consisting of Joanne DeBello, Education Consultant, Bureau of Special Education, Helene Anzalone, Education Consultant, Bureau of Special Education and Barbara Dauphinais, Program Specialist III, Bureau of Special Education reviewed the proposal received by the deadline. Ms. Shoemaker's proposal met the criteria of the Request for Proposals (Attachment A).

The Department of Education would like to contract with Adrienne Shoemaker as she is a Teacher of Students with Visual Impairments, has many years of experience working with academic Braille students, students with cortical visual impairments and working with students ages 3-21 with and without disabilities. Ms. Shoemaker coordinated with the Braille Authority of North America (BANA), the New Hampshire Association for the Blind (NHAB), and New Hampshire Teachers of Students with Visual Impairments (TVIs) to develop New Hampshire's State Implementation Plan for Unified English Braille (UEB).

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

Respectfully submitted,



Frank Edelbut  
Commissioner of Education

## Attachment A

### New Hampshire Vision Teacher American Printing House for the Blind APH Scholar

#### Proposal Criteria in the RFP

Significance of Proposal	40 points
Quality of Services to be provided	30 points
Content Knowledge	<u>30 points</u>
Total Possible Points	100 points

One (1) proposal was received and scored

Name of bidder

*Adrienne Shoemaker*

Barbara Dauphinais

99

Helene Anzalone

95

Joanne DeBello

97

Peer Review

97

An RFP review occurred on Monday, June 26, 2017. The RFP review panel consisted of the following employees from the Department of Education:

#### Barbara Dauphinais

Barbara has been with the Department of Education for over 20 years. Barbara is a Program Specialist III within the Bureau of Special Education serves as New Hampshire's Ex Officio Assistant for the American Printing House for the Blind (APH); she oversees the New Hampshire Accessible Educational Materials (NHAEM) program and researches, develops and drafts program policy to comply with state and federal laws pertaining to Special Education programs and New Hampshire Accessible Educational Materials (NHAEM).

#### Helene Anzalone

Helene has been with the Department of Education since December 1, 2014 as an Education Consultant. Duties include: public and private compliance, professional development training-Measurable Goals, Written Prior Notice, Accommodations and Modifications, the Special Education Process, and UDL.

Helen review & monitor with Federal Grants, she has review several proposals received from the issuance of a request for proposals. Helene provides technical support to parents, districts and other stakeholders regarding New Hampshire and Federal Special Education Law.

M.Ed., Moderate Special Needs & B.S. in Elementary Education with concentrations in special education and reading from Northeastern University. NH certified in Elementary Education (K-8), General Special Education, LD, ED, ID, Special Education Administration. MA certified in Moderate Special Needs (5-12), Elementary Education & Reading; Trained as Wilson Reading Level 1 instructor; Youth Mental Health First Aid trainer

Helene has seventeen years of teaching experience in New Hampshire schools as special education teacher; seven years in MA public schools and private special education schools and six years as a district sped administrator (3 years each in 2 districts).

Joanne DeBello

Joanne has been a Special Education Teacher for 11 years and Special Education Buildings Coordinator for 5 years. She holds certification in the Wilson Reading Program and was certified in the Orton-Gillingham Multisensory Reading Program, and formally trained in the Reading First Framework for Response to Intervention. Joanne has provided specially designed reading instruction for students with dyslexia and dysgraphia using varied programs such as the Wilson Reading program, the Orton-Gillingham Program, the SRA Reading Program, Lindamood-Bell Reading Program, Read Naturally, and Reading Recovery, in addition to evidenced-based practices. She worked as a private tutor for students with disabilities in the area of basic reading skills inclusive of decoding and encoding deficiencies commensurate with dyslexia and dysgraphia: has been trained through coursework from Mahesh Sharma in his Remedial Math Program for students with dyscalculia from the Center for Teaching and Learning Mathematics. Joanne has provided specially designed math instruction for students with dyscalculia using the Mahesh Sharma Math Program, Base Ten Math, and ETA Cuisenaire, in addition to evidenced-based practices. Joanne worked as a private tutor for students with disabilities in the area of math commensurate with dyscalculia.

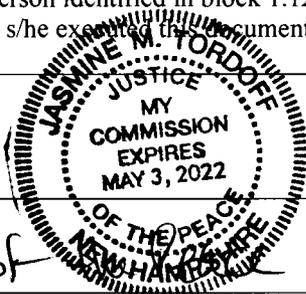
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name NH State Department of Education Bureau of Special Education		1.2 State Agency Address 101 Pleasant Street Concord, New Hampshire 03301	
1.3 Contractor Name Adrienne Shoemaker		1.4 Contractor Address ,	
1.5 Contractor Phone Number	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2019	1.8 Price Limitation \$44,000.00
1.9 Contracting Officer for State Agency Santina Thibedeau Administrator, Bureau of Special Education		1.10 State Agency Telephone Number 603-271-3791	
1.11 Contractor Signature <i>Adrienne Shoemaker</i>		1.12 Name and Title of Contractor Signatory <i>TVI - Teacher of the Visually Impaired</i>	
1.13 Acknowledgement. State of <i>New Hampshire</i> , County of <i>Merrimack</i> On <i>7/27/2017</i> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he examined the document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] <i>Jasmine Tordoff</i>			
1.13.2 Name and Title of Notary or Justice of the Peace <i>Jasmine Tordoff Justice of the Peace ASN</i>			
1.14 State Agency Signature <i>Frank Edelblut</i>	Date: <i>8-8-17</i>	1.15 Name and Title of State Agency Signatory <i>FRANK EDELBLUT, COMMISSIONER OF EDUCATION</i>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: <i>Carol B. Jerny, Deputy</i> Director, On: <i>8/10/2017</i>			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: <i>[Signature]</i> On: <i>8/10/17</i>			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

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

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**  
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").  
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

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

**5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.**  
5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.  
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.  
5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

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

**7. PERSONNEL.**  
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.  
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Contractor Initials AS  
Date 7/27/17

Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

#### 8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

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

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

#### 9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

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

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

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

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

**13. INDEMNIFICATION.** The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

#### 14. INSURANCE.

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

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate ; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

**15. WORKERS' COMPENSATION.**

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

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

**16. WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

**17. NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

**18. AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no

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

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

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

**20. THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

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

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

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

**24. ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

## Exhibit A

### SCOPE OF SERVICES

Adrienne Shoemaker, Teacher of the Visually Impaired, will provide the following services to the New Hampshire Department of Education:

#### **New Hampshire Vision Teacher American Printing House for the Blind APH Scholar**

Support the Bureau of Special Education in regards to the:

- Federal Act to Promote the Education of the Blind;
- American Printing House for the Blind Federal Quota Count;
- American Printing House for the Blind educational materials, resources and trainings and New Hampshire Accessible Educational Materials;
- National Instructional Materials Access Standard, and
- National Center for Universal Design for Learning to promote understanding when dealing with the development of source files for textbooks or when developing the best system for the production and delivery of textbooks and instructional materials to students who are blind or print disabled.

Provide technical assistance to districts, providing ongoing face-to-face on-site and statewide coaching to teachers, families and teams regarding the official braille codes transition to Unified English Braille based on the Braille Authority of North America (BANA).

Coordinate the New Hampshire Vision Teacher Community of Practice, personnel preparation programs and other national organizations such as the National Federation for the Blind; National Accessible Educational Materials; National Instructional Materials Access Standard and the National Instructional Center to promote understanding when dealing with the development of source files for textbooks or when developing the best system for the production and delivery of textbooks and instructional materials to students who are blind or print disabled.

Assignments for technical assistance and data support will be specific to students who are blind and visually impaired, specifically to New Hampshire Accessible Educational Materials (NHAEM).

- Assist the Bureau of Special Education with activities designed to coordinate all phases the American Printing House for the Blind Federal Annual Quota and the National Instructional Materials Standard and the New Hampshire Unified English Braille Project;
- Provide technical assistance to districts regarding revision of policies, procedures and practices that meet federal and/or State guidelines regarding the education for students who are blind and visually impaired;
- Design, schedule and implement presentations assigned for school district personnel, and parent groups as applicable (i.e. New Hampshire Accessible Educational Materials (NHAEM), American Printing House for the Blind (APH ) Federal Quota and Materials Dissemination and Training;
- Produce, in conjunction with Bureau staff, NHAEM technical assistance documents for statewide dissemination;
- Create documents used in technical assistance activities and submit to the Bureau Administrator prior to dissemination. All documents created shall be the property of the Bureau of Special Education;
- Participate in national workgroup meetings and conferences related to American Printing House for the Blind and the National Accessible Educational Materials Center;
- Participate in Bureau meetings periodically to share information as required; and
- Attend other assigned meetings that support the Bureau of Special Education initiatives.

Initial AS  
Date 7/27/17

Exhibit B

Budget

Budget

Description	FY'18	FY'19
Professional services (\$65.00 per hour) (including travel time)	\$20,000.00	\$20,000.00
Attending National Conferences related to the American Printing House for the Blind and the National Accessible Materials Center	\$2,000.00	\$2,000.00
Total	\$22,000.00	\$22,000.00

Limitations on Price: This contract will not exceed \$44,000.00

Source of Funding: Funding for this contract is 100% Federal Funds from the account titled Special Education-Elem/Sec. as follows:

Account: 06-56-56-562010-25040000-102-500731	<u>FY'18</u>	<u>FY'19</u>
Contracts for Program Services	\$22,000.00	\$22,000.00

Method of Payment:

Payment will be made upon the submittal of an invoice that is received by the 10<sup>th</sup> of the following month which is supported by a summary of activities that have taken place in accordance with the terms of the contract.

Invoices will be submitted to:

Mary Lane, Project Director  
New Hampshire Vision Teacher American Printing House for the Blind APH Scholar  
NH Department of Education  
Bureau of Special Education  
101 Pleasant Street  
Concord, New Hampshire 03301

Initial MS  
Date 7/27/17

Exhibit C

Contractor will carry appropriate levels of personal automobile insurance during the term of this contract, per the coverage levels set forth in the attached auto insurance declaration page.

Initial JS  
Date 7/27/17



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/27/2017

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

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

<b>PRODUCER</b> Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	<b>CONTACT NAME:</b> PHONE (AC. No. Ext): (888) 202-3007      FAX (AC. No.): E-MAIL ADDRESS: contact@hiscox.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC # INSURER A: Hiscox Insurance Company Inc      10200 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
<b>INSURED</b> Adrienne Shoemaker [REDACTED]		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	[REDACTED]	07/27/2017	07/27/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOP AGG \$ S/T Gen. Agg. \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

**CERTIFICATE HOLDER**

State of New Hampshire Department of Education  
 101 Pleasant St  
 Concord, NH 03301

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# Adrienne A. Shoemaker

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## TEACHER of STUDENTS with VISUAL IMPAIRMENTS College Professor / Special Educator

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### CERTIFICATION

State of New Hampshire Teaching License

Endorsements: Blind and Vision Disabilities, General Special Education and Elementary Education

Highly Qualified Teacher Status

### EDUCATION

**University of Massachusetts Boston**

Boston, MA 2016-

Currently enrolled in courses to become a certified Orientation and Mobility Instructor

**University of Massachusetts Boston**

Boston, MA 2010

Master Degree in Special Education –

Teacher of Students with Visual Impairments Track

Honors: Cumulative GPA 3.945

**Providence College**

Providence, RI 1999

Double Major: Bachelor of Arts in Elementary and Special Education

Honors: Cumulative GPA 3.6, Dean's List 1995-1999, Magna Cum Laude

### PROFESSIONAL AWARDS

**STEM2U National Federation of the Blind Program 2014**

Baltimore, MD

- Selected as one of 10 TVI's nationwide to attend the STEM2U Program as a Teacher.
- Gained an expanded knowledge of best practices in making STEM learning environments and instruction accessible to blind and low vision students.
- Collaborated and networked with other educators, and experienced hands-on accessible STEM activities.

**APH Scholar 2012**

American Printing House for the Blind

- Selected as one of five APH Scholars nationwide to attend the Annual Meeting of Ex Officio Trustees and Special Guests in Louisville, KY

## PROFESSIONAL EXPERIENCE

### University of Massachusetts Boston

#### School of Global Inclusion and Social Development Vision Studies Program

Course Developer and Instructor

Summer/Fall 2016

- Designed curriculum and syllabus for *Practical Teaching Strategies: Teaching Students with Visual Impairment* for the Department of Elementary and Secondary Education (DESE - State of Massachusetts) Summer Institute 2016.
- Course explored the unique educational needs of children with visual impairment and the skills related to teaching these children in a full array of educational settings, pre-K through grade 12. Topics included practical teaching strategies such as: classroom design, social skills, orientation and mobility, considerations necessary for creating accessible curriculum and materials, transition and career-vocational skills, and compensatory strategies.
- Participants included classroom teachers, case managers, special education teachers, occupational therapists, and teachers of the visually impaired.
- Face-to-face and online components

### Professional Learning Community NHTVI

May 2016 – Present

- Organize trainings and networking opportunities for New Hampshire Teachers of the Visually Impaired.

### NH Unified English Braille Implementation Project

2016

- Leader in the New Hampshire Unified English Braille (UEB) Bureau Project to design a working plan that included UMASS Boston trainings and the development the transition regarding educational materials decisions about choice of Braille.

### Granite State College

Program Development, Course Development, Professor

Oct 2014-Present

- Collaborated with fellow TVI's, NHDOE, and Granite State College faculty to design Blind and Visually Impaired Teaching certification program.
- Designed the Foundations of Teaching Blind/VI Students and Braille I courses.
- Taught Foundations of Teaching Blind/VI Students and Braille I courses to Granite State students.

### University of Massachusetts

#### Northeast Regional Center for Vision Education

New Hampshire State Liaison

May 2014 - Present

- Responsible for recruitment of prospective New Hampshire students to the Teachers of the Visually Impaired and Orientation and Mobility Programs
- Communicate between the New Hampshire Department of Education, NH agencies, and the Vision Studies Program.
- Networking to connect NH students with professionals for observations, interviews, and assignments to complete required course assignments.

**Concord School District**  
Teacher of Students with Visual Impairments

Concord, NH  
9/08 – Present

- Perform Functional Vision Evaluations and Learning Media Assessments.
- Interpret eye medical reports as they relate to educational environments.
- Assess school environments and offer suggestions on ways to modify/adapt the environment based on student needs
- Provide direct instruction and consultative vision services.
- Experience working with students ages 3-21 with and without additional disabilities.
- Provide Braille instruction: Literary Braille and Nemeth Braille
- Transcribe and interline Braille.
- Create tactile materials
- Collaborate with educational teams to develop and implement measurable educational goals, accommodations, and modifications on Individualized Education Plans.
- Assist in determining and procuring classroom equipment and materials necessary for the student with visual impairments
- Collaborate with classroom teacher, special education teacher, paraprofessional, therapists, and specialists on ways to make the curriculum accessible by modifying and adapting activities based on student needs
- Provide modifications or adaptations of materials including suggestions for technology to support students' access to the general curriculum.
- Provide or help to coordinate instruction in the areas of the Expanded Core Curriculum
- Experience working with academic Braille students, students with Cortical Visual Impairments, English Language Learners, students with home-based educational programs
- Perkins Brailier, Duxbury Braille translation software, Embosser, Refreshbraille 18, iPad, VoiceOver and accessibility options, bluetooth QWERTY keyboard commands, Victor Reader Stream, BrailleNote, JAWS, Bookshare

**SERESC – The Southeastern Regional Education Service Center**  
Special Educator / Teacher of Students with Visual Impairments

Bedford, NH  
9/09-5/11

- Received 30+ hours of training on strategies for designing and implementing educational programming for a home-based student learner with multiple disabilities, including visual impairment.
- Designed and implemented home-based program for a medically fragile student.
- Consulted and collaborated with other team members to create and deliver program

**Salem School District**

William E. Lancaster Elementary School

- Grade 5 Teacher
- Grades 3 and 4 Multi-Age Classroom Teacher

Salem, NH  
9/99-11/01