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Frank Edelblut  
Commissioner

Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, NH 03301  
TEL. (603) 271-3495  
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June 4, 2020

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

**REQUESTED ACTION**

Authorize the New Hampshire Department of Education to enter into a contract with North Country Educational Services Agency (NCES), Gorham, NH (vendor code 154707) in an amount not to exceed \$125,000.00, to provide supplemental educational support and technical assistance for students of the migrant education program, effective July 1, 2020 or upon Governor & Council approval, whichever is later, through June 30, 2021, with an option to renew the statewide Migrant Education Contract for up to two additional years should the State continue to be awarded funding under the Migrant Education programs. 100% Federal Funds.

Funds to support this request are available in the accounts titled Title I-C Migrant Education and Migrant Education Consortium Incentive Grants as follows:

	<u>FY'21</u>
06-56-56-562010-25120000-072-509073 Contracts	\$111,700.00
06-56-56-562010-25130000-072-509073 Contracts	\$13,300.00

**EXPLANATION**

The New Hampshire Migrant Education Program is a supplemental educational program that provides services to highly mobile students who have unique educational needs (authorized under Title I, Part C, Section 1301-1309 of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act (ESSA) of 2015).

The Migrant Education Program addresses the unique educational barriers faced by migrant workers and their families in the State. Migrant students are some of the most disadvantaged children and youth nationwide. Many are out-of-school, and those in school are often at risk of failing or dropping out due to frequent moves, cultural differences, and language barriers. The purpose of the program is to ensure that migrant students have equal opportunity to reach challenging academic standards and graduate with

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

June 4, 2020

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a high school diploma or equivalent. The goal is to prepare these students for responsible citizenship, further learning, and productive employment. In order to do this, the Department must identify and provide supplementary educational services to eligible migrant children and youth in the State of New Hampshire.

North Country Educational Services Agency will provide services under the New Hampshire Migrant Education Program (NHMEP), responsible for providing services across the State for students who qualify for the NHMEP. The NHMEP has been awarded monies to assist in the provision of direct services to these students. These programs and services are designed to reinforce and complement the regular academic program and/or educational goals of the participating students. The goal of this statewide project is to provide individual or small group instruction, child and family advocacy, instructional materials and resources to the targeted population.

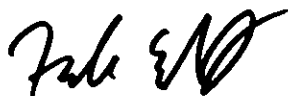
A Request for Proposals (RFP) was advertised in the Manchester Union Leader for the period April 6, April 7, and April 8, 2020, and posted on the Department of Education's website. There were two proposals received from the issuance of the Request for Proposals "Supplemental Educational Support and Technical Assistance for Students of the Migrant Education Program.

A review committee consisting of Department of Education staff, Barbara Patch, Education Consultant, Migrant Program, Rachel Valladares, Program Specialist, Migrant Program, and Hannah Krajcik, Program Specialist, Bureau of Student Support, reviewed the proposals received by the deadline. North Country Education Services proposal met the criteria of the Request for Proposals (Attachment A).

The Department of Education would like to contract with North Country Educational Services as they have been providing education services in New Hampshire since 1969 and has prior experience administering the statewide migrant education program, facilitating the operation of the program to ensure timely and effective provision of services to migrant students and families.

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

Supplemental Educational Support and Technical Assistance  
for Students of the Migrant Education Program

Proposal Criteria in the RFP

<u>Categories</u>	<u>Points</u>
Description of Organizational Capabilities	15
Comprehensive Description of Services to be Provided	25
Documentation of knowledge of the Every Student Succeeds Act of 2015 (ESSA)	10
Documentation of Knowledge of the Migrant Education Program	30
Detailed Budget	20
Total Potential Maximum Points Awarded	100

Two proposals were received:

- *Demonstrated Success, LLC*
- *North Country Education Services (NCES)*

Demonstrated Success, LLC

Barbara Patch	Rachel Valladares	Hannah Krajcik	Peer Review
<u>Score</u>	<u>Score</u>	<u>Score</u>	<u>Score</u>
60	69	66	61

North Country Education Services (NCES)

Barbara Patch	Rachel Valladares	Hannah Krajcik	Peer Review
<u>Score</u>	<u>Score</u>	<u>Score</u>	<u>Score</u>
95	94	97	97

The RFP review committee met via conference call on April 24, 2020 and May 1, 2022 and the following Department staff reviewed and scored the proposals:

Barbara Patch, Education Consultant

Barbara is the New Hampshire State Director of the Migrant Education Program and has been with the program for 37 years.

Rachel Valladares, Program Specialist II

Rachel has been with the New Hampshire Migrant Program for 12 years.

Hannah Krajcik, Program Specialist II

Hannah has been with the Bureau of Student Support for 6 years working with the Monitoring Team.

**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 New Hampshire Department of Education Bureau of Student Support		1.2 State Agency Address 101 Pleasant Street Concord, New Hampshire 03301	
1.3 Contractor Name North Country Education Services Agency		1.4 Contractor Address 300 Gorham Hill Road Gorham, New Hampshire 03581	
1.5 Contractor Phone Number 603-466-5437	1.5 Account Number See Exhibit C	1.6 Completion Date June 30, 2021	1.8 Price Limitation \$125,000.00
1.9 Contracting Officer for State Agency Rebecca Fredette, Administrator Bureau of Student Support		1.10 State Agency Telephone Number 603-271-6693	
1.11 Contractor Signature <i>Lori Langlois</i> Date: 6/3/20		1.11 Name and Title of Contractor Signatory Lori Langlois, Executive Director	
1.13 State Agency Signature <i>Frank Edelblut</i> Date: 6-9-20		1.14 Name and Title of State Agency Signatory Frank Edelblut, Commissioner of Education	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: <i>Christopher G. Bond</i> On: 6/9/20			
1.17 Approval by the Governor and Executive Council: (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

Contractor Initials *JL*  
Date 6/3/20

**2. 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 B 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 1.17, 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 1.13 ("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 affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. 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 reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source 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 C 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 applicable 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 employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property 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 The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

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

## 8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, 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 give the Contractor a written notice specifying the Event of Default and 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 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. 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.

## 9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, 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 B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and

submit to the State a Transition Plan for services under the Agreement.

## 10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

10.1 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.

10.2 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.

10.3 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.

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.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. **INDEMNIFICATION.** Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. 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 continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial 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 or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 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 ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

#### 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. The 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. **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.

17. **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.

18. **CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and 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. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

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 or modifying provisions set forth in the attached EXHIBIT A 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 with respect to the subject matter hereof.

Exhibit A  
Special Provisions

Additional Exhibits D, E, F, and G

The Department will exercise the option to renew the statewide Migrant Education Contract for up to two additional years should the State continue to be awarded funding under the Migrant Education program, subject to the Governor and Council approval.

Contractor Initials: JK  
Date: 6/3/20



Exhibit B  
SCOPE OF SERVICES

North Country Education Services Agency, Inc. will provide the New Hampshire Department of Education, Migrant Education Program (NHMEP) with the following services.

***Supplemental Educational Support and Technical Assistance  
for Students of the Migrant Education Program***

To assist in the provision of direct services to highly mobile students who have unique educational needs. The programs and services are designed to reinforce and complement the regular academic program and/or educational goals of the participating students. The goal of this statewide project is to provide individual or small group instruction, child and family advocacy, instructional materials and resources to the targeted population.

- Consult, implement and coordinate the activities and services for the migrant student population with the Department's Migrant Education Staff.
- Provide educational services that address the specific needs of individual migrant students age 3 through 21 including preschool, in-school and out-of-school youth.
- Monitor the planning and implementation of the day-to-day operation of the program.
- Document, collect and manage educational data for all activities and services for the purpose of reporting, evaluating and improving the impact of this program.
- Collaborate with other service providers.
- Process the purchase of new equipment and the repair of all inventoried equipment.
- Supervise, compensate and train personnel associated with this program, including part-time tutors, family service workers, recruiters and volunteers. Provide professional development opportunities for staff.
- Provide for interstate collaboration activities as required by law.
- Provide detailed monthly financial and documentation reports to the NHMEP.

Contractor Initials:             
Date: 10/3/20

Exhibit C  
Budget

Budget

Services to be Provided	FY'21
<i>Consultants and Contracted Services</i> Program services, contracts with tutors, recruiters, and family services workers	\$109,163.24
<i>Materials and Supplies</i> Consumables, books, resources for tutors, accessions (cases, chargers, headphone, mic) and application (language tutorials and appropriate educational software)	\$4,000.00
<i>Equipment</i>	\$3,000.00
<i>Copying/Printing</i> (accounting and reports)	\$150.00
<i>Postage</i> (mailing of checks, reports, other correspondence)	\$150.00
<i>Indirect Costs</i> 7.33% (NCES approved rate)	\$8,536.76
<i>Total</i>	\$125,000.00

Limitations on Price: This contract will not exceed \$125,000.00

Source of Funding: Funds to support this request are available in the accounts titled Title I-C migrant Education and Migrant Education Consortium Incentive Grants as follows:

	FY'21
06-56-56-562010-25120000-072-509073 Contracts	\$111,700.00
06-56-56-562010-25130000-072-509073 Contracts	\$13,300.00

Method of Payment:

The Contractor shall submit correct invoices to the State for all amounts to be paid by the State. The contractor shall only submit invoices for Services or Deliverables as permitted by the contract. Invoices must be in a format as determined by the State and contain detailed information, including without limitation: itemization of each Deliverable and identification of the Deliverable for which payment is sought, and the acceptance date triggering such payment; date of delivery and/or installation; monthly maintenance charges; any other project costs or retention amounts if applicable.

Upon Acceptance of a Deliverable, and a properly documented and undisputed invoice, the State will pay the correct and undisputed invoice within thirty (30) days of invoice receipt. Invoices will not be backdated and should be promptly dispatched

Contractor Initials: JS  
Date: 6/3/20

## EXHIBIT D

### Contractor Obligations

Contracts in excess of the simplified acquisition threshold (currently set at \$250,000) must address **administrative, contractual, or legal remedies** in instances where the contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Reference: 2 C.F.R. § 200.326 and 2 C.F.R. 200, Appendix II, required contract clauses.

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

The Contractor, certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

#### Breach

A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

#### Fraud and False Statements

The Contractor understands that, if the project which is the subject of this Contract is financed in whole or in part by federal funds, that if the undersigned, the company that the Contractor represents, or any employee or agent thereof, knowingly makes any false statement, representation, report or claim as to the character, quality, quantity, or cost of material used or to be used, or quantity or quality work performed or to be performed, or makes any false statement or representation of a material fact in any statement, certificate, or report, the Contractor and any company that the Contractor represents may be subject to prosecution under the provision of 18 USC § 1001 and § 1020.

#### Environmental Protection

(This clause is applicable if this Contract exceeds \$150,000. It applies to Federal-aid contracts only.)

The Contractor is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15) which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to the FHWA and to the U.S. EPA Assistant Administrator for Enforcement.

#### Procurement of Recovered Materials

In accordance with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962), State agencies and agencies of a political subdivision of a state that are using appropriated Federal funds for procurement must procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired in the preceding fiscal year exceeded \$10,000; must procure solid waste management services in a manner that maximizes energy and resource recovery; and must have established an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Contractor Initials *JS*  
Date *6/3/20*

Exhibit E

Federal Debarment and Suspension

- a. By signature on this Contract, the Contractor certifies its compliance, and the compliance of its Sub-Contractors, present or future, by stating that any person associated therewith in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position of authority involving federal funds:
1. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal Agency;
  2. Does not have a proposed debarment pending;
  3. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal Agency within the past three (3) years; and
  4. Has not been indicted, convicted, or had a civil judgment rendered against the firm by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.
- b. Where the Contractor or its Sub-Contractor is unable to certify to the statement in Section a.1. above, the Contractor or its Sub-Contractor shall be declared ineligible to enter into Contract or participate in the project.
- c. Where the Contractor or Sub-Contractor is unable to certify to any of the statements as listed in Sections a.2., a.3., or a.4., above, the Contractor or its Sub-Contractor shall submit a written explanation to the DOE. The certification or explanation shall be considered in connection with the DOE's determination whether to enter into Contract.
- d. The Contractor shall provide immediate written notice to the DOE if, at any time, the Contractor or its Sub-Contractor, learn that its Debarment and Suspension certification has become erroneous by reason of changed circumstances.

Contractor Initials JD  
Date 1/13/20

Exhibit F

Anti-Lobbying

The Contractor agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, execute the following Certification:

The Contractor certifies, by signing and submitting this contract, to the best of his/her knowledge and belief, that:

- a. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any State or Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions (<http://www.whitehouse.gov/omb/grants/sfllin.pdf>).
- c. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making and entering into this transaction imposed by Section 1352, Title 31 and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- d. The Contractor also agrees, by signing this contract that it shall require that the language of this certification be included in subcontracts with all Sub-Contractor(s) and lower-tier Sub-Contractors which exceed \$100,000 and that all such Sub-Contractors and lower-tier Sub-Contractors shall certify and disclose accordingly.
- e. The DOE shall keep the firm's certification on file as part of its original contract. The Contractor shall keep individual certifications from all Sub-Contractors and lower-tier Sub-Contractors on file. Certification shall be retained for three (3) years following completion and acceptance of any given project.

Contractor Initials

Date

JS  
10/13/20

## Exhibit G

### Rights to Inventions Made Under a Contract, Copy Rights and Confidentiality

#### Rights to Inventions Made Under a Contract or Agreement

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the DOE.

Any discovery or invention that arises during the course of the contract shall be reported to the DOE. The Contractor is required to disclose inventions promptly to the contracting officer (within 2 months) after the inventor discloses it in writing to contractor personnel responsible for patent matters. The awarding agency shall determine how rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and Title 37 C.F.R. § 401.

#### Confidentiality

All Written and oral information and materials disclosed or provided by the DOE under this agreement constitutes Confidential Information, regardless of whether such information was provided before or after the date on this agreement or how it was provided.

The Contractor and representatives thereof, acknowledge that by making use of, acquiring or adding to information about matters and data related to this agreement, which are confidential to the DOE and its partners, must remain the exclusive property of the DOE.

Confidential information means all data and information related to the business and operation of the DOE, including but not limited to all school and student data contained in NH Title XV, Education, Chapters 186-200.

Confidential information includes but is not limited to, student and school district data, revenue and cost information, the source code for computer software and hardware products owned in part or in whole by the DOE, financial information, partner information (including the identity of DOE partners), Contractor and supplier information, (including the identity of DOE Contractors and suppliers), and any information that has been marked "confidential" or "proprietary", or with the like designation. During the term of this contract the Contractor agrees to abide by such rules as may be adopted from time to time by the DOE to maintain the security of all confidential information. The Contractor further agrees that it will always regard and preserve as confidential information/data received during the performance of this contract. The Contractor will not use, copy, make notes, or use excerpts of any confidential information, nor will it give, disclose, provide access to, or otherwise make available any confidential information to any person not employed or contracted by the DOE or subcontracted with the Contractor.

#### Ownership of Intellectual Property

The DOE shall retain ownership of all source data and other intellectual property of the DOE provided to the Contractor in order to complete the services of this agreement. As well the DOE will retain copyright ownership for any and all materials, patents and intellectual property produced, including, but not limited to, brochures, resource directories, protocols, guidelines, posters, or reports. The Contractor shall not reproduce any materials for purposes other than use for the terms under the contract without prior written approval from the DOE.

Contractor Initials JS  
Date 4/13/20

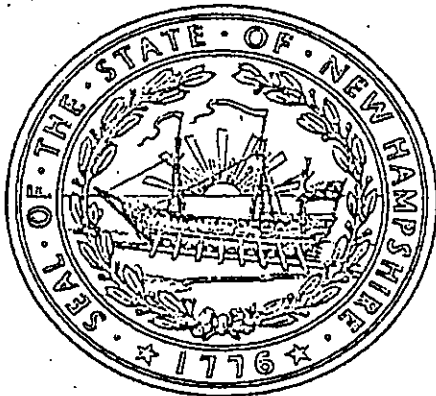
State of New Hampshire  
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NORTH COUNTRY EDUCATION SERVICES AGENCY is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 29, 1971. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 66448

Certificate Number: 0004912805



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 12th day of May A.D. 2020.

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State

## CERTIFICATE OF VOTE

I, Kathleen Kelley, do hereby certify that:

(Name of the elected Officer of the Agency; cannot be contract signatory)

(1) I am the duly elected Officer of North Country Education Services Agency.  
(Agency Name)

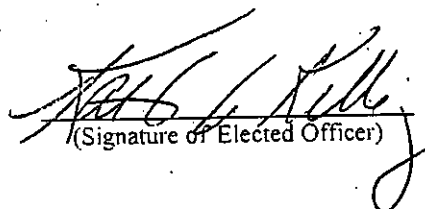
(2) The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of the Agency duly held on June 18, 2013:  
(Date)

RESOLVED: That the Executive Director  
(Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as she may deem necessary, desirable or appropriate.

(3) The foregoing resolutions have not been amended or revoked, and remain in full force and effect as of the 3 day of June, 2020.  
(Date Contract Signed)

(4) Lori Langlois is the duly elected Executive Director of the Agency.  
(Name of Contract Signatory) (Title of Contract Signatory)

  
(Signature of Elected Officer)

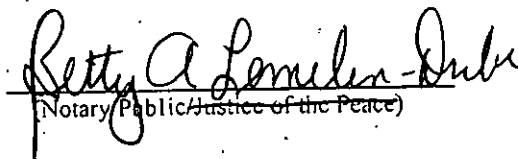
STATE OF NEW HAMPSHIRE

County of Coos

The foregoing instrument was acknowledged before me this 3 day of June, 2020,

By Kathleen Kelley  
(Name of Elected Officer of Agency)

(Notary Seal)

  
(Notary Public/Justice of the Peace)

**BETTY A. LEMELIN-DUBE, Notary Public**  
**My Commission Expires October 21, 2020**

Commission Expires: \_\_\_\_\_





## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

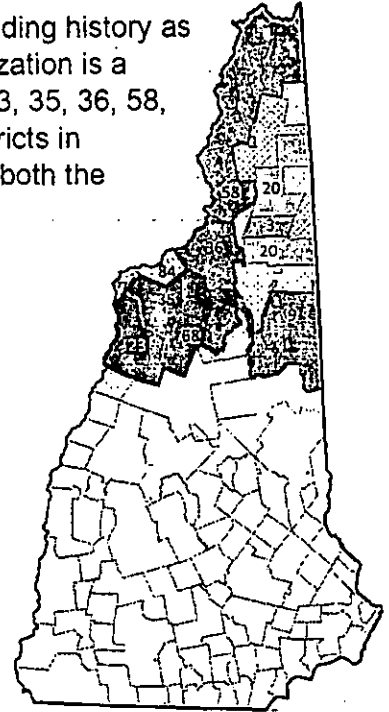
Participating Member: North Country Education Services Agency 300 Gorham Hill Road Gorham, NH 03581		Member Number: 953	Company Affording Coverage: NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
<input checked="" type="checkbox"/> General Liability (Occurrence Form) <input type="checkbox"/> Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2020	7/1/2021	Each Occurrence      \$ 5,000,000	
			General Aggregate      \$ 5,000,000	
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input checked="" type="checkbox"/> Automobile Liability Deductible    Comp and Coll: <input type="checkbox"/> Any auto	7/1/2020	7/1/2021	Combined Single Limit (Each Accident)      \$ 5,000,000 Aggregate      \$ 5,000,000	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	7/1/2020	7/1/2021	<input checked="" type="checkbox"/> Statutory      \$ 2,000,000 Each Accident      \$ 2,000,000 Disease - Each Employee Disease - Policy Limit	
<input checked="" type="checkbox"/> Property (Special Risk includes Fire and Theft)	7/1/2020	7/1/2021	Blanket Limit, Replacement Cost (unless otherwise stated) Deductible: \$1,000	
Description: Proof of Primex Member coverage only.				

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex <sup>3</sup> - NH Public Risk Management Exchange
State of New Hampshire Department of Education 101 Pleasant Street Concord, NH 03301			By: <i>Mary Beth Purcell</i>
			Date: 5/12/2020    mpurcell@nhprimex.org
			Please direct inquires to: Primex <sup>3</sup> Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax



# Overview

Incorporated in 1971, North Country Education Services has a long-standing history as a regional not-for-profit 501(c)(3) educational service center. The organization is a consortium of New Hampshire School Administrative Units 3, 7, 9, 20, 23, 35, 36, 58, 68, 77 & 84. Services are available to neighboring SAUs, as well as districts in Vermont and Maine. The agency has coordinated numerous projects at both the regional and statewide level.



## Mission

NCES collaborates with public schools and community partners to support excellent and equitable educational opportunities throughout the North Country.

## Vision

Exceptional educational experiences and realized potential for all students.

## Core Values

### PUBLIC EDUCATION

Learning is key to a fulfilling life and protecting our democracy. Quality public schools are the core of vibrant communities and essential for strong local economies.

### COLLABORATION

Working together for efficiency and improved outcomes through convenings, sharing best practices, and partnerships.

### QUALITY

Investing in professional development for educators, pursuing innovative approaches, and providing high-quality services and programs to members.

### EQUITY

Equity and fairness are promoted in all actions and decisions—as well as advocating for equitable access and opportunity throughout the region.

### INTEGRITY

Conducting all actions, relationships, and financial transactions with transparency, trustworthiness, and good stewardship.

### RESPONSIVENESS

Anticipating and meeting the evolving needs of stakeholders for continuous improvement.

NORTH COUNTRY EDUCATION SERVICES							
FINANCIAL SUMMARY							
MONTH ENDING APRIL 2020							
ASSETS:			LIABILITIES				
CASH		\$	106,737.19	ACCT. PAY. DEDUCTIONS	\$	8,636.54	
PETTY CASH		\$	25.00	ACCUM. DEPRECIATION	\$	517,060.00	
RECEIVABLES		\$	66,528.61	ACCOUNTS PAYABLE	\$	-	
EQUIPMENT		\$	23,082.00	DEFERRED REVENUE	\$	20,000.00	
BLDG. CAPITAL RESERVE		\$	(81,012.00)	INVESTMENT-BLDS/EQUIP.	\$	150,989.00	
EQUIPMENT CAPITAL RESERVE		\$	(2,083.40)				
PREPAID EXPENSE		\$	-				
LAND		\$	35,000.00				
BUILDINGS		\$	609,967.00				
PDIP INVESTMENT		\$	110,086.94				
FIDELITY		\$	311,217.78				
VANGUARD-500		\$	145,271.83	TOTAL LIABILITIES	\$	696,685.54	
VANGUARD-GNMA		\$	20,621.21				
VANGUARD TOTAL STOCK		\$	175,160.60	GENERAL FUND:			
DODGE & COX		\$	8,754.34	BEGINNING BALANCE	\$	678,231.14	
				BLDG/EQUIP. RESERVE	\$	83,095.40	
				EXCESS (LOSS)	\$	71,345.02	
				BALANCE	\$	832,671.56	
TOTAL ASSETS			\$1,529,357.10	TOTAL LIAB. & GEN. FUND		\$1,529,357.10	
INCOME:			EXPENSES:				
NCES	01	\$	933,209.95	NCES	01	\$	617,759.26
WALMART-ALS	02	\$	450.00	WALMART-ALS	02	\$	450.00
SUBSTANCE MISUSE	03	\$	94,088.49	SUBSTANCE MISUSE	03	\$	111,874.21
ALS	04	\$	88,625.09	ALS	04	\$	105,747.90
MIGRANT 50K	06	\$	19,105.72	MIGRANT 50K	06	\$	20,509.99
CDN 2020	08	\$	158,000.00	CDN 2020	08	\$	47,069.86
FACILITY	10	\$	-	FACILITY	10	\$	26,875.63
ADMINISTRATION	11	\$	119,158.14	ADMINISTRATION	11	\$	334,781.40
NHCTA	13	\$	142,503.47	NHCTA	13	\$	84,975.24
TILLOTSON ADMIN	14	\$	20,000.00	TILLOTSON ADMIN	14	\$	26,874.89
JANE'S TRUST	17	\$	-	JANE'S TRUST	17	\$	43,744.92
CDN 2019	18	\$	-	CDN 2019	18	\$	77,596.14
MIGRANT 30K	19	\$	20,769.39	MIGRANT 30K	19	\$	21,348.50
CTSO FCCLA	22	\$	2,389.92	CTSO FCCLA	22	\$	2,509.41
SEL	31	\$	100,000.00	SEL	31	\$	64,689.44
SAP	32	\$	61,297.76	SAP	32	\$	68,168.84
INVESTMENTS	50	\$	(33,277.28)				
TOTAL INCOME		\$	1,726,320.65	TOTAL EXPENSES		\$	1,654,975.63
EXCESS (LOSS) TO							
GENERAL FUND		\$	71,345.02				
AVAILABLE TO OPERATIONS		\$	465,839.83				

# Department Revenue

Account	Description	Published Budget	Receipts Apr '20	Receipts Beg. FY'20-Apr '20	Balance (Pub)	Percentage (%)
1-01-80-00	Interest	25.00	0.41	6.74	18.26	26.96
	Income-Checking					
1-01-87-01	School	416,700.00	0.00	337,854.00	78,846.00	81.08
	Psychologists-NCES					
1-01-87-03	Speech-NCES	25,880.00	0.00	13,198.80	12,681.20	51.00
1-01-87-04	BCBA-NCES	22,140.00	0.00	22,140.00	0.00	100.00
1-01-87-05	Occupational	185,042.00	0.00	185,042.00	0.00	100.00
	Therapy-NCES					
1-01-87-08	TESOL-NCES	19,410.00	0.00	28,758.11	-7,348.11	137.86
1-01-71-00	Membership	83,103.00	0.00	83,343.00	-240.00	100.29
	Assess.-NCES					
1-01-72-00	Drawdown from Fund	73,749.00	0.00	0.00	73,749.00	0.00
	Balance					
1-01-73-00	Conference Services	30,000.00	23,219.00	156,404.47	-126,404.47	521.35
	Income					
1-01-74-00	Donations-NCES	1,000.00	0.00	1,000.00	0.00	100.00
1-01-75-00	Tech Services/Destiny	17,384.00	21.00	17,437.00	-53.00	100.30
	Revenue					
1-01-85-02	Reserve Transfers	25,108.00	0.00	0.00	25,108.00	0.00
1-01-87-12	Occupational Therapy	84,960.00	0.00	84,960.00	0.00	100.00
	Assistant-NCE					
1-01-80-01	Interest Income-PDIP	1,000.00	241.74	1,785.83	-785.83	178.58
1-01-86-00	Garage/Room Rental	4,200.00	300.00	3,300.00	900.00	78.57
	Income					
		<u>989,701.00</u>	<u>23,782.15</u>	<u>933,209.95</u>	<u>56,491.05</u>	<u>94.28</u>
1-02-81-00	WALMART	450.00	0.00	450.00	0.00	100.00
	ALS-REVENUE					
		<u>450.00</u>	<u>0.00</u>	<u>450.00</u>	<u>0.00</u>	<u>100.00</u>
1-03-82-00	Substance Misuse	172,065.00	12,677.33	94,088.49	77,976.51	54.68
	Prevention-Revenue					
		<u>172,065.00</u>	<u>12,677.33</u>	<u>94,088.49</u>	<u>77,976.51</u>	<u>54.68</u>
1-04-83-00	Adult Learner Services	124,237.13	8,806.14	88,625.09	35,612.04	71.34
	Revenue					
1-04-83-01	TILLOTSON HI SET	500.00	0.00	0.00	500.00	0.00
	FEES REVENUE					
		<u>124,737.13</u>	<u>8,806.14</u>	<u>88,625.09</u>	<u>36,112.04</u>	<u>71.04</u>
1-06-88-00	Migrant - Revenue	25,000.00	9,580.00	19,105.72	5,894.28	76.42
		<u>25,000.00</u>	<u>9,580.00</u>	<u>19,105.72</u>	<u>5,894.28</u>	<u>76.42</u>
1-08-20-00	Covid - NHCF Revenue	10,000.00	10,000.00	10,000.00	0.00	100.00
1-08-19-00	CDN Revenue	148,000.00	15,000.00	148,000.00	0.00	100.00
1-08-19-01	CDN Carry Over 2019	15,511.48	0.00	0.00	15,511.48	0.00
		<u>173,511.48</u>	<u>25,000.00</u>	<u>158,000.00</u>	<u>15,511.48</u>	<u>91.06</u>
1-11-73-00	Indirect Cost Grants	50,882.00	7,824.82	28,710.87	21,971.13	56.65
	Revenue					
1-11-72-01	FROM PROGRAM FOR	80,898.00	15,384.85	75,796.25	5,101.75	93.69
	SALBIENE					
1-11-74-00	FROM PROGRAMS	1,000.00	17.25	1,605.80	-605.80	160.58
	FOR COPIES					
1-11-73-01	Indirect Cost Business	14,710.00	4,450.82	13,045.42	1,664.58	88.68
	Revenue					
1-11-72-05	EXECUTIVE	2,000.00	0.00	0.00	2,000.00	0.00
	DIRECTOR SERVICES					
		<u>149,290.00</u>	<u>27,657.54</u>	<u>119,158.14</u>	<u>30,131.86</u>	<u>79.81</u>
1-13-51-00	NHCTA Revenue	134,475.00	25.00	142,503.47	-8,028.47	105.97

# Department Revenue

Account	Description	Published Budget	Receipts Apr '20	Receipts Beg. FY'20-Apr '20	Balance (Pub)	Percentage (%)
		134,475.00	25.00	142,503.47	-8,028.47	105.97
1-14-70-00	NHCIF Operating Support Revenue	34,149.28	0.00	20,000.00	14,149.28	58.57
		34,149.28	0.00	20,000.00	14,149.28	58.58
1-15-70-00	TSA CTSO Revenue	15,000.00	0.00	0.00	15,000.00	0.00
		15,000.00	0.00	0.00	15,000.00	0.00
1-17-70-00	Jane's Trust Revenue	100,000.00	0.00	0.00	100,000.00	0.00
		100,000.00	0.00	0.00	100,000.00	0.00
1-18-70-00	Coos Director's Network Revenue-19	162,766.73	0.00	0.00	162,766.73	0.00
1-18-70-01	Couch Foundation Revenue	2,550.00	0.00	0.00	2,550.00	0.00
1-18-70-02	Tillotson Attorney Revenue	2,550.00	0.00	0.00	2,550.00	0.00
1-18-70-03	Tillotson NAEYC Coaching Revenue	3,250.00	0.00	0.00	3,250.00	0.00
1-18-70-04	Tillotson MSA Revenue	2,350.00	0.00	0.00	2,350.00	0.00
		173,466.73	0.00	0.00	173,466.73	0.00
1-19-20-00	Migrant Revenue	55,000.00	111.66	20,759.39	34,230.61	37.76
		55,000.00	111.66	20,759.39	34,230.61	37.76
1-22-83-00	FCCLA CTSO Revenue	12,000.00	0.00	2,389.92	9,610.08	19.92
		12,000.00	0.00	2,389.92	9,610.08	19.91
1-31-70-00	SEL Revenue	100,000.00	0.00	100,000.00	0.00	100.00
		100,000.00	0.00	100,000.00	0.00	100.00
1-32-85-00	SAP Revenue	100,000.00	6,942.22	61,297.78	38,702.24	61.30
		100,000.00	6,942.22	61,297.78	38,702.24	61.29
1-50-60-00	Investment Interest: F.O.S.	15,000.00	-84,882.91	-33,277.28	48,277.28	-221.85
		15,000.00	-84,882.91	-33,277.28	48,277.28	-221.84
		2,373,845.82	29,679.13	1,726,320.85	647,524.97	72.72

# Department Expenses

Account	Description	Published Budget	Disbursed Apr '20	Disbursed Beg. FY'20-Apr '20	Balance (Pub)	Percentage (%)
1-01-00-00-1100	Salaries-NCES Specialists	378,719.00	49,532.93	291,580.29	87,138.71	78.99
1-01-00-00-1101	Salaries-Sick Leave Pool	9,959.00	0.00	0.00	9,959.00	0.00
1-01-00-00-2110	Health Ins-NCES Specialists	81,924.00	12,333.29	79,913.84	2,010.16	97.55
1-01-00-00-2120	Dental Insurance-NCES Specialists	1,500.00	0.00	770.00	730.00	51.33
1-01-00-00-2140	Worker's Compensation-NCES Speciall	1,641.00	0.00	1,009.89	631.11	61.54
1-01-00-00-2150	Retirement-NCES Specialists	58,352.00	4,937.18	37,180.83	21,171.17	63.72
1-01-00-00-2300	FICA-NCES Specialists	28,972.00	3,507.47	20,580.22	8,391.78	71.03
1-01-00-00-2600	NHUC-NCES Specialists	2,376.00	0.00	957.23	1,418.77	40.29
1-01-00-00-2900	Staff Development-NCES	1,100.00	0.00	601.91	498.09	54.72
1-01-00-00-3100	Contracted Services-NCES	34,180.00	2,202.00	23,276.85	10,903.15	68.10
1-01-00-00-4530	Copier Maint/Rental-NCES	1,100.00	21.29	697.28	402.74	63.39
1-01-00-00-5310	Telephone-NCES	3,400.00	490.77	2,901.08	498.94	85.33
1-01-00-00-5320	Postage-NCES	850.00	170.54	472.51	377.49	55.59
1-01-00-00-5400	Advertising-NCES	500.00	0.00	91.00	409.00	18.20
1-01-00-00-5500	Printing-NCES	400.00	0.00	0.00	400.00	0.00
1-01-00-00-5800	Travel-NCES	0.00	0.00	-656.17	658.17	0.00
1-01-00-00-5805	Travel-Specialists-NCES	17,100.00	970.80	10,932.28	6,167.74	83.93
1-01-00-00-5830	Legal Fees-NCES	1,000.00	0.00	0.00	1,000.00	0.00
1-01-00-00-6110	Tech Services/Destiny Expenses-NCES	13,684.00	0.00	13,684.10	-0.10	100.00
1-01-00-00-7300	Conference Services-NCES	20,000.00	13,475.34	118,338.90	-98,338.90	591.69
1-01-00-00-7410	Equipment-NCES	3,000.00	0.00	199.93	2,800.07	6.66
1-01-00-00-7420	Internet/Software/Firewal I-NCES	13,000.00	1,552.50	7,593.82	5,406.18	58.41
1-01-00-00-8100	Memberships/Dues-NCES	4,100.00	525.00	1,948.67	2,151.33	47.53
1-01-00-00-8400	Interest/Line Of Credit-NCES	1,000.00	0.00	0.00	1,000.00	0.00
1-01-00-00-8410	Equipment Reserve	2,500.00	0.00	0.00	2,500.00	0.00
1-01-00-00-8420	Capital Reserve-NCES	22,808.00	0.00	0.00	22,808.00	0.00
		702,965.00	89,718.91	612,074.40	90,890.60	87.07
		702,965.00	89,718.91	612,074.40	90,890.60	87.07
1-01-67-01-6100	Testing Materials-NCES	7,000.00	127.51	3,014.22	3,985.78	43.06
		7,000.00	127.51	3,014.22	3,985.78	43.06
		7,000.00	127.51	3,014.22	3,985.78	43.06
1-01-71-00-6100	Office Supplies-NCES	4,000.00	198.31	2,670.64	1,329.36	66.77
		4,000.00	198.31	2,670.64	1,329.36	66.78
		4,000.00	198.31	2,670.64	1,329.36	66.78
		713,965.00	90,044.73	617,759.26	98,205.74	88.52
1-02-00-00-8100	Supplies-Walmart ALS	450.00	0.00	450.00	0.00	100.00
		450.00	0.00	450.00	0.00	100.00

# Department Expenses

Account	Description	Published Budget	Disbursed Apr '20	Disbursed Beg. FY20-Apr '20	Balance (Pub)	Percentage (%)
		450.00	0.00	450.00	0.00	100.00
		450.00	0.00	450.00	0.00	100.00
1-03-00-00-1100	Salaries-Substance Misuse Preventio	88,500.00	6,000.00	57,087.32	31,412.68	64.51
1-03-00-00-2300	Employee Benefits-Substance Misuse	2,500.00	0.00	2,500.00	0.00	100.00
1-03-00-00-2900	Staff Educ./Training-Substance Misuse	5,288.00	819.34	3,510.07	1,777.93	66.38
1-03-00-00-3100	Consultants-Substance Misuse	7,500.00	0.00	1,342.11	6,157.89	17.89
1-03-00-00-3101	Subcontracts-Substance Misuse	10,000.00	5,000.00	5,000.00	5,000.00	50.00
1-03-00-00-4510	Occupancy-Substance Misuse	15,500.00	1,500.00	11,000.00	4,500.00	70.97
1-03-00-00-5210	Insurance-Substance Misuse Preventi	3,750.00	0.00	3,490.64	259.36	93.08
1-03-00-00-5310	Telephone-Substance Misuse	1,200.00	100.00	900.00	300.00	75.00
1-03-00-00-5320	Postage-Substance Misuse	100.00	0.00	0.00	100.00	0.00
1-03-00-00-5400	Marketing-Substance Misuse Preventi	3,500.00	1,385.20	2,902.70	597.30	82.93
1-03-00-00-5800	Travel-Substance Misuse Prevention	8,500.00	523.60	6,869.85	1,630.15	80.82
1-03-00-00-8100	Office Supplies-Substance Misuse	3,500.00	48.99	2,638.09	861.91	75.37
1-03-00-00-8101	Educational Supplies-Substance Misu	1,000.00	1,000.00	1,000.00	0.00	100.00
1-03-00-00-7410	Equipment-Substance Misuse Preventi	6,500.00	515.89	6,117.79	382.21	94.12
1-03-00-00-7420	Rental Equipment-Substance Misuse P	1,500.00	0.00	340.00	1,160.00	22.67
1-03-00-00-7430	Equipment Repair/Maint. Substance M	265.00	0.00	140.00	125.00	52.83
1-03-00-00-8300	Indirect Cost-Substance Misuse Prev	12,962.00	892.70	7,035.64	5,926.36	54.28
		172,065.00	17,785.72	111,874.21	60,190.79	65.01
		172,065.00	17,785.72	111,874.21	60,190.79	65.01
		172,065.00	17,785.72	111,874.21	60,190.79	65.01
1-04-00-00-1100	Salaries-ALS	70,884.52	7,804.60	49,525.16	21,339.36	69.89
1-04-00-00-2110	Health Ins.-ALS	24,583.06	4,342.50	22,504.03	2,079.03	91.54
1-04-00-00-2120	Dental Insurance-ALS	600.00	0.00	0.00	600.00	0.00
1-04-00-00-2140	Worker's Comp.-ALS	566.94	0.00	566.94	0.00	100.00
1-04-00-00-2150	Retirement-ALS	7,537.86	578.72	4,417.55	3,120.11	58.81
1-04-00-00-2300	FICA-ALS	5,421.13	573.78	3,648.72	1,772.41	67.31
1-04-00-00-2600	NHUC - ALS	630.00	0.00	630.00	0.00	100.00
1-04-00-00-3100	Contract Services-ALS	425.00	0.00	140.00	285.00	32.94
1-04-00-00-4100	Utilities-ALS	730.00	63.08	532.14	197.86	72.90
1-04-00-00-4510	Rent-ALS	10,800.00	900.00	9,900.00	900.00	91.67
1-04-00-00-5210	Property Ins.-ALS	160.00	0.00	160.00	0.00	100.00
1-04-00-00-5310	Telephone-ALS	1,880.00	80.68	817.40	862.60	48.65
1-04-00-00-5320	Postage-ALS	149.00	4.40	44.00	105.00	29.53

# Department Expenses

Account	Description	Published Budget	Disbursed Apr '20	Disbursed Beg. FY'20-Apr '20	Balance (Pub)	Percentage (%)
1-04-00-00-5400	Advertising-ALS	300.00	0.00	216.00	84.00	72.00
1-04-00-00-5500	Printing-ALS	70.00	40.80	72.70	-2.70	103.86
1-04-00-00-5800	Travel-ALS	3,940.13	132.25	2,661.80	1,278.33	67.56
1-04-00-00-6100	Office Supplies-ALS	1,949.87	141.88	1,949.87	0.00	100.00
1-04-00-00-6101	Materials-ALS	1,000.00	0.00	503.13	496.87	50.31
1-04-00-00-6420	Digital Subscriptions-ALS	89.98	0.00	89.98	0.00	100.00
1-04-00-00-7340	Property-New Computers-ALS	1,050.00	0.00	1,046.41	3.59	99.66
1-04-00-00-8100	Dues/Fees-ALS	25.00	0.00	25.00	0.00	100.00
1-04-00-00-9300	Indirect-ALS	9,764.89	2,397.14	6,232.07	3,532.82	63.82
		142,337.18	17,057.81	105,682.90	36,654.28	74.24
		142,337.18	17,057.81	105,682.90	36,654.28	74.24
1-04-01-00-6100	HI SET FEES-TILLOTSON	500.00	0.00	65.00	435.00	13.00
		500.00	0.00	65.00	435.00	13.00
		500.00	0.00	65.00	435.00	13.00
		142,837.18	17,057.81	105,747.90	37,089.28	74.03
1-08-00-00-3100	Contract Services-Migrant	22,288.30	0.00	19,105.72	3,182.58	85.72
1-08-00-00-6100	Supplies/Materials-Migrant	1,000.00	0.00	0.00	1,000.00	0.00
1-08-00-00-9300	Indirect Cost-Migrant	1,711.70	1,404.27	1,404.27	307.43	82.04
		25,000.00	1,404.27	20,509.99	4,490.01	82.04
		25,000.00	1,404.27	20,509.99	4,490.01	82.04
		25,000.00	1,404.27	20,509.99	4,490.01	82.04
1-08-00-00-2900	Prof. Development-CDN	7,270.88	1,890.00	2,899.00	4,371.88	39.87
1-08-00-00-2910	ECERS Training-CDN	3,000.00	0.00	0.00	3,000.00	0.00
1-08-00-00-2920	TPOT/TPITOS IMH Contract-CDN	2,720.00	0.00	0.00	2,720.00	0.00
1-08-00-00-3100	Personnel-CDN	50,000.00	4,173.20	16,111.35	33,888.65	32.22
1-08-00-00-3101	Summit-CDN	4,000.00	0.00	0.00	4,000.00	0.00
1-08-00-00-3102	Prog. Improv. QIA-CDN	40,000.00	0.00	23,925.00	16,075.00	59.81
1-08-00-00-3103	NAEYC Accreditation-CDN	6,280.00	0.00	150.00	6,130.00	2.39
1-08-00-00-3104	Director Network Coaching-CDN	10,000.00	1,250.00	1,250.00	8,750.00	12.50
1-08-00-00-3106	Evid. Based Assmt Support-CDN	1,200.00	0.00	155.40	1,044.60	12.95
1-08-00-00-3107	Credentialing Support-CDN	300.00	10.00	40.00	260.00	13.33
1-08-00-00-3108	MSA Program-CDN	2,188.75	0.00	0.00	2,188.75	0.00
1-08-00-00-3110	COVID-NHCF Expenses	9,259.28	0.00	0.00	9,259.28	0.00
1-08-00-00-3111	Technical Support NHCF Expenses	13,888.89	0.00	0.00	13,888.89	0.00
1-08-00-00-3200	Stipends-CDN	7,000.00	0.00	0.00	7,000.00	0.00
1-08-00-00-5800	Travel-CDN	4,200.00	0.00	0.00	4,200.00	0.00
1-08-00-00-8100	Office Supplies-CDN	500.00	7.30	76.15	423.85	15.23
1-08-00-00-9300	Indirect Cost-CDN	11,703.70	2,462.96	2,462.96	9,240.74	21.04
		173,511.48	9,793.46	47,069.86	126,441.62	27.12
		173,511.48	9,793.46	47,069.86	126,441.62	27.12



# Department Expenses

Account	Description	Published Budget	Disbursed Apr '20	Disbursed Beg. FY'20-Apr '20	Balance (Pub)	Percentage (%)
		173,511.48	9,793.48	47,089.88	126,441.82	27.12
1-10-00-00-4320	Plowing/Lawn-Facility	6,500.00	250.00	4,247.50	2,252.50	65.35
1-10-00-00-4400	Maint. & Repair-Facility	5,200.00	28.77	3,768.19	1,431.81	72.47
1-10-00-00-5210	Property/Liability Ins.-Facility	4,650.00	0.00	4,299.49	350.51	92.46
1-10-00-00-8520	Utilities-Facility	6,500.00	503.44	4,444.08	2,055.92	68.37
1-10-00-00-8530	Fuel-Facility	5,400.00	825.91	4,732.24	667.76	87.83
1-10-00-00-8540	Taxes-Facility	10,000.00	0.00	4,670.13	5,329.87	46.70
1-10-00-00-8550	Unrelated Business Tax-Facility	521.00	0.00	714.00	-193.00	137.04
		38,771.00	1,608.12	26,875.63	11,895.37	69.31
		38,771.00	1,608.12	26,875.63	11,895.37	69.31
		38,771.00	1,608.12	26,875.63	11,895.37	69.31
1-11-00-00-1100	Salaries-NCES Administration	264,212.00	30,485.94	222,814.76	41,397.24	84.33
1-11-00-00-2110	Health Ins.-NCES Admin.	55,831.00	8,888.34	50,135.87	5,695.13	89.80
1-11-00-00-2120	Dental Ins-NCES Administration	1,200.00	0.00	507.00	693.00	42.25
1-11-00-00-2140	Worker's Comp-NCES Admin.	1,188.00	0.00	983.77	224.23	81.13
1-11-00-00-2150	Retirement-NCES Administration	34,754.00	2,683.92	25,551.89	9,202.11	73.52
1-11-00-00-2300	FICA-NCES Administration	20,212.00	2,272.41	18,704.76	3,507.24	82.65
1-11-00-00-2600	NHUC-NCES Administration	1,720.00	0.00	612.00	1,108.00	35.58
1-11-00-00-2900	Staff Dev-Ex. Dir.-NCES Administration	3,000.00	-216.91	1,808.09	1,191.91	60.27
1-11-00-00-3900	Audit-NCES Administration	6,800.00	0.00	6,800.00	0.00	100.00
1-11-00-00-5800	TRAVEL - NCES Administration	4,500.00	59.80	2,140.52	2,359.48	47.57
1-11-00-00-5810	Exec. board-NCES Administration	500.00	0.00	378.10	121.90	75.62
1-11-00-00-5820	Treasurer-NCES Administration	3,337.00	0.00	2,502.75	834.25	75.00
1-11-00-00-8310	Acctg. Support-NCES Administ	4,000.00	0.00	3,881.89	138.11	96.55
		401,254.00	44,153.50	334,781.40	66,472.60	83.43
		401,254.00	44,153.50	334,781.40	66,472.60	83.43
		401,254.00	44,153.50	334,781.40	66,472.60	83.43
1-13-00-00-3100	Support Services-NHCTA	110,475.00	8,478.46	73,923.01	36,551.99	66.91
1-13-00-00-5800	Travel-NHCTA	3,000.00	0.00	4,777.60	-1,777.60	159.25
1-13-00-00-5830	Legal Services-NHCTA	3,000.00	0.00	0.00	3,000.00	0.00
1-13-00-00-8100	Supplies-NHCTA	4,000.00	5.05	460.43	3,539.57	11.51
1-13-00-00-9300	Indirect Costs-NHCTA	14,000.00	1,888.17	5,814.20	8,185.80	41.53
		134,475.00	8,351.68	84,975.24	49,499.76	63.19
		134,475.00	8,351.68	84,975.24	49,499.76	63.19
		134,475.00	8,351.68	84,975.24	49,499.76	63.19
1-14-00-00-3100	Contract Services-NHCF	34,149.28	14,941.13	26,674.89	7,274.39	78.70

# Department Expenses

Account	Description	Published Budget	Disbursed Apr '20	Disbursed Beg. FY'20-Apr '20	Balance (Pub)	Percentage (%)
<b>Operating Su</b>						
		34,149.28	14,941.13	26,874.89	7,274.39	78.69
		34,149.28	14,941.13	26,874.89	7,274.39	78.69
		34,149.28	14,941.13	26,874.89	7,274.39	78.69
1-15-00-00-3100	Contracted Services-TSA CTSO	10,648.71	0.00	0.00	10,648.71	0.00
1-15-00-00-4510	Facility Rental-TSA CTSO	2,337.00	0.00	0.00	2,337.00	0.00
1-15-00-00-5210	Insurance-TSA CTSO	300.00	0.00	0.00	300.00	0.00
1-15-00-00-5800	Travel-TSA CTSO	500.00	0.00	0.00	500.00	0.00
1-15-00-00-6100	Supplies - CTSO Mini Grant	500.00	0.00	0.00	500.00	0.00
1-15-00-00-9300	Indirect- TSA CTSO	714.29	0.00	0.00	714.29	0.00
		15,000.00	0.00	0.00	15,000.00	0.00
		15,000.00	0.00	0.00	15,000.00	0.00
		15,000.00	0.00	0.00	15,000.00	0.00
1-17-00-00-3100	Contract Services-Jane's Trust	82,985.00	0.00	31,855.00	51,130.00	38.39
1-17-00-00-3200	Stipends-Jane's Trust	4,075.00	0.00	4,075.00	0.00	100.00
1-17-00-00-5800	Travel-Jane's Trust	1,614.40	0.00	677.04	937.36	41.94
1-17-00-00-8100	Supplies-Jane's Trust	2,519.48	43.71	2,498.80	20.68	99.18
1-17-00-00-6200	Refreshments-Jane's Trust	1,399.12	0.00	1,399.12	0.00	100.00
1-17-00-00-9300	Indirect Cost-Jane's Trust	7,407.00	0.00	3,239.96	4,167.04	43.74
		100,000.00	43.71	43,744.92	56,255.08	43.74
		100,000.00	43.71	43,744.92	56,255.08	43.74
		100,000.00	43.71	43,744.92	56,255.08	43.74
1-18-00-00-2900	Prof. Development-Coos Director's N	24,497.53	0.00	12,975.68	11,521.85	52.97
1-18-00-00-2910	ECERS Training-Coos Director's N	3,000.00	0.00	0.00	3,000.00	0.00
1-18-00-00-3100	Personnel-Coos Director's N	48,838.00	0.00	30,427.80	18,410.20	62.30
1-18-00-00-3101	Summit-Coos Director's Network	6,500.00	0.00	5,731.24	768.76	88.17
1-18-00-00-3102	Prog. Improv. TQIG-Coos Director's	40,138.00	0.00	4,847.65	35,490.35	11.58
1-18-00-00-3103	Director Ntwk. Coaching-Coos Direct	10,000.00	0.00	5,000.00	5,000.00	50.00
1-18-00-00-3104	NAEYC Accreditation-Coos Director's	1,850.00	0.00	550.00	1,100.00	33.33
1-18-00-00-3106	Evid.Bsd. Assmt-Coos Director's Net	1,000.00	0.00	818.70	181.30	81.87
1-18-00-00-3107	Credentialing Support-Coos Director	350.00	0.00	75.00	275.00	21.43
1-18-00-00-3108	MSA Program-Coos Director's N	2,350.00	0.00	0.00	2,350.00	0.00
1-18-00-00-3109	Attorney Fees Couch Fyd-Coos Direct	2,550.00	0.00	2,550.00	0.00	100.00
1-18-00-00-3110	Attorney Fees Tillotson-Coos Direct	2,550.00	0.00	2,140.00	410.00	83.92

# Department Expenses

Account	Description	Published Budget	Disbursed Apr '20	Disbursed Beg. FY'20-Apr '20	Balance (Pub)	Percentage (%)
1-18-00-00-3111	NAEYC Coaching	3,250.00	0.00	3,250.00	0.00	100.00
1-18-00-00-3200	Tillotson-Coos Direc Stipends-Coos Director's Network	9,141.94	0.00	3,050.00	6,091.94	33.38
1-18-00-00-5800	Travel-Coos Director's Network	5,887.06	0.00	1,052.16	4,834.90	17.87
1-18-00-00-8100	Office Supplies-Coos Director's Net	1,500.00	0.00	679.14	820.86	45.28
1-18-00-00-9300	Indirect Cost-Coos Director's Netwo	10,264.20	0.00	4,648.77	5,615.43	45.29
		173,466.73	0.00	77,596.14	95,870.59	44.73
		173,466.73	0.00	77,596.14	95,870.59	44.73
		173,466.73	0.00	77,596.14	95,870.59	44.73
1-19-00-00-1100	Salaries-Migrant	24,000.00	0.00	7,000.00	17,000.00	29.17
1-19-00-00-2140	Worker's Comp-Migrant	80.00	0.00	80.00	0.00	100.00
1-19-00-00-2300	FICA- Migrant	1,836.00	0.00	535.50	1,300.50	29.17
1-19-00-00-2600	NHUC -Migrant	315.00	0.00	315.00	0.00	100.00
1-19-00-00-2900	Professional Development-Migrant	500.00	0.00	0.00	500.00	0.00
1-19-00-00-3100	Contract Services-Migrant	7,403.28	0.00	7,403.28	0.00	100.00
1-19-00-00-5320	Postage-Migrant	50.00	0.00	22.63	27.37	45.28
1-19-00-00-5500	Printing-Migrant	50.00	1.60	23.40	26.60	48.80
1-19-00-00-5800	Travel-Migrant	12,000.00	0.00	4,029.84	7,970.16	33.58
1-19-00-00-8100	Materials/Office Supplies-Migrant	4,000.00	0.00	477.28	3,522.72	11.93
1-19-00-00-7410	Equipment-Migrant	1,000.00	0.00	0.00	1,000.00	0.00
1-19-00-00-9300	Indirect Costs-Migrant	3,765.72	577.51	1,461.57	2,304.15	38.81
		55,000.00	579.11	21,348.50	33,651.50	38.81
		55,000.00	579.11	21,348.50	33,651.50	38.81
		55,000.00	579.11	21,348.50	33,651.50	38.81
1-22-00-00-3100	Contract Services-FCCLA,CTSO	9,575.00	0.00	2,389.92	7,185.08	24.98
1-22-00-00-4510	Facility Fees-FCCLA CTSO	900.00	0.00	0.00	900.00	0.00
1-22-00-00-5210	Insurance-FCCLA CTSO	350.00	0.00	0.00	350.00	0.00
1-22-00-00-5800	Travel-FCCLA CTSO	603.57	0.00	0.00	603.57	0.00
1-22-00-00-9300	Indirect Costs-FCCLA CTSO	571.43	119.49	119.49	451.94	20.91
		12,000.00	119.49	2,509.41	9,490.59	20.91
		12,000.00	119.49	2,509.41	9,490.59	20.91
		12,000.00	119.49	2,509.41	9,490.59	20.91
1-31-00-00-3100	Contract Services Prof. Dev. Expens	58,430.00	0.00	48,582.75	9,867.25	83.11
1-31-00-00-3101	Contract Services-Exec. Dir Mgmt. E	32,400.00	333.00	11,232.00	21,168.00	34.87
1-31-00-00-8100	Supplies-SEL	1,763.00	98.90	134.73	1,628.27	7.64
1-31-00-00-9300	Indirect-SEL	7,407.00	2,055.97	4,759.98	2,647.04	64.28
		100,000.00	2,485.87	64,889.44	35,310.56	64.68
		100,000.00	2,485.87	64,889.44	35,310.56	64.68

# Department Expenses

Account	Description	Published Budget	Disbursed Apr '20	Disbursed Beg. FY'20-Apr '20	Balance (Pub)	Percentage (%)
		100,000.00	2,485.87	64,689.44	35,310.58	64.68
1-32-00-00-2900	Staff Education-SAP	4,000.00	0.00	3,212.38	787.64	80.31
1-32-00-00-3100	CONTRACT SERVICES - SAP	70,000.00	6,000.00	45,930.76	24,069.24	65.62
1-32-00-00-3101	CONSULTANTS - SAP	5,000.00	0.00	2,721.95	2,278.05	54.44
1-32-00-00-5220	Insurance-SAP	2,500.00	0.00	2,500.00	0.00	100.00
1-32-00-00-5400	Marketing, Communication-SAP	2,500.00	0.00	2,500.00	0.00	100.00
1-32-00-00-5800	TRAVEL - SAP	3,500.00	0.00	2,789.00	711.00	79.69
1-32-00-00-6100	Office Supplies-SAP	2,000.00	373.85	2,011.57	-11.57	100.58
1-32-00-00-7410	EQUIPMENT - SAP	2,500.00	0.00	1,925.80	574.20	77.03
1-32-00-00-9300	INDIRECT COSTS - SAP	8,000.00	487.23	4,577.40	3,422.60	57.22
		100,000.00	8,871.08	68,168.84	31,831.16	68.16
		100,000.00	8,871.08	68,168.84	31,831.16	68.16
		100,000.00	8,871.08	68,168.84	31,831.16	68.16
		2,391,944.67	215,239.68	1,654,975.63	736,969.04	69.18

RECEIVABLES APRIL, 2020

SOURCE	MEMBERSHIPS	SPECIAL EDUCATION	WORKSHOPS	PAST DUE	TOTALS
SAU #3			\$ 11,219.00		\$ 11,219.00
SAU #7					\$ -
SAU #9					\$ -
SAU #20					\$ -
SAU #23			\$ 75.00	\$ 75.00	\$ 75.00
SAU #35					\$ -
SAU #36		\$ 749.76	\$ 12,000.00		\$ 12,749.76
SAU #48					\$ -
SAU #58					\$ -
SAU #68		\$ 41,034.26			\$ 41,034.26
SAU #77					\$ -
SAU #84					\$ -
VERMONT DISTRICTS					\$ -
OTHER INVOICES					\$ -
TOTALS	\$ --	\$ 41,784.02	\$ 23,294.00	\$ 75.00	\$ 65,078.02

ALS	_____
CTSO	_____
NHCTA	\$ 1,450.59
SAP	_____
SUBSTANCE MISUSE	_____
MIGRANT	_____

TOTAL  
RECEIVABLES \$ 66,528.61



BOARD OF DIRECTORS  
FY 2019 – 2020

**Dr. Marion Anastasia**  
Superintendent SAU 36

**Dr. Cheryl Baker**  
Member at Large  
Board VP, Policy Member

**Bruce Beasley**  
Superintendent SAU 7

**Randy Bell**  
Member at Large, Policy

**David Backler**  
Finance Member  
Superintendent SAU 20

**Ronna Cadarette**  
Superintendent SAU 58

**Pierre Couture**  
Board President, Finance Member  
Superintendent SAU 35

**Doug Earick**  
Member at Large  
Holmes Center for School  
Partnerships and Education Prep  
Plymouth State University

**Julie King**  
Personnel & Policy Member  
Superintendent SAU 3

**Bernard Keenan**  
Member at Large  
Personnel Member

**Kathleen Kelley**  
Treasurer, Member at Large

**William Lander**  
Superintendent SAU 77

**Judith McGann**  
Policy Member  
Superintendent SAU 68

**Robert Mills**  
Member at Large, Finance  
Committee

**Dr. Corinne Cascadden**  
Interim Superintendent SAU 84

**Randall Pilotte**  
Member at Large  
CFO, Tri-County CAP

**Robin Scott**  
Member at Large, Personnel  
Professor of Education, WMCC-  
Berlin

**Pamela Stimpson**  
Superintendent Designee SAU 9  
Director of Special Services SAU  
9

Vacant/In-Active: 1 SAU 23 seat

Vacant: 1 Member at Large seat

The Board Treasurer receives a stipend of \$ 3,337 annually. No other directors receive compensation to serve.



## **Project Personnel Resumes**

*Project Director:* Lori Langlois, NCES Executive Director

*Project Financial Manager:* Betty Dube, NCES Financial Manager

# Lori A. Langlois

Executive Director, North Country Education Services

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## Education

*Doctor of Education: Leading, Learning and Community, May 2020*  
Plymouth State University, College of Graduate Studies

*Certificate of Advanced Graduate Study, Educational Leadership, May 2012*  
Plymouth State University, College of Graduate Studies  
Graduated Summa Cum Laude

*Master of Education: Secondary Education: Professional Development, May 2001*  
Plymouth State College, College of Graduate Studies  
Graduated Summa Cum Laude

*Bachelor of Science, Business Administration with a minor in Economics, May 1995*  
Whittemore School of Business, University of New Hampshire  
Graduated Summa Cum Laude

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## Skills

- Leadership
  - Nonprofit management
  - Networking/relationship building
  - Program planning, implementation and evaluation
  - Grant writing/professional writing
  - Budget development
  - Event management
  - Web and print content development
  - Social media integration
  - Desktop computing productivity tools
- 

## Professional Experience

**North Country Education Services, Gorham, NH** – Regional nonprofit consortium, providing professional development, related services for special education, and programming to benefit pre-K-12+ education.

Executive Director, July 2013 - Present

Associate Executive Director, January 2007 - June 2013

Interim Executive Director, April 2009 - May 2010

Director of Professional Development/Grant Writer, July 1999 - December 2006

Assistant Professional Development Coordinator/Grant Writer, July 1997 - June 1999



## Select Grant Funded Projects Obtained and Directed:

*North Country Partnership for SEL Practices*  
Tillotson Fund, Project Director, 2019-2020

*Professional Development for North Country Paraprofessionals*  
Jane's Trust, cohort of 15 for Para Level II certification and monthly PD for 40+ paras  
Project Director, 2016-2017

*Transforming STEM Instruction in North Country Classrooms*  
New Hampshire Department of Education Math Science Partnership Grant  
Project Director, July 2014-June 2017

*North Country Cohorts: National Institute for School Leadership's Executive Development Program*  
Project Director, third cohort underway of 18-month program, 2012 to present

*Regional professional development in differentiated instruction and grading*  
Coordinating Rick Wormeli keynote with pre-event online, local & regional book discussions  
760 educators, 2013-2014 school year

*New Hampshire Academy of Pacesetting Districts 2012*  
Berlin School District Team Facilitator, Primary Author of APD Guide, spring/summer 2012

*Technology Integration in North Country Schools Project*  
Rural School Educator Effectiveness Collaborative, State Agencies for Higher Education Grant  
Project Director for North Country, 2010-2011 & 2011-2012

*Technology Integration for Coös Classrooms*  
Neil & Louise Tillotson Fund, NH Charitable Foundation Grant  
Project Director, 2009-2010, 2010-2011 & 2011-2012

*Technology Leadership Cohort - North Country Region*  
New Hampshire Department of Education Title IID Grant  
Project Director & Co-Facilitator, 2009 - 2010 & 2011 - 2012

*North Country Middle School Film Festival*  
Project Director/Festival Coordinator, annually since 2010

*Response to Intervention Statewide Conferences*  
NH Department of Education, Title IIA Grant  
Project Director, summer 2010 conference, 2010 - 2011 conferences & summer 2011 conference

*North Country High School Coalition for Alcohol Abuse Prevention*  
USDOE Grants to Reduce Alcohol Abuse Program  
Project Director, three-year project with six high schools, 2008 - 2011

*North Country Initiative for the Advance of Science Teaching*  
NH Department of Education, Mathematics/Science Partnership Grant  
Project Director, 2006 - 2007

*North Country Induction-with-Mentoring Project*  
NH Department of Education, Teacher Quality Enhancement Grant  
Project Director, three year, four-district initiative, 2004 - 2007

Betty A. Lemelin-Dube

PROFESSIONAL EXPERIENCE:

1986 to present: Financial Manager, North Country Education Services,  
Gorham, NH

Responsible for providing full range of accounting/financial services: budgeting, payroll, accounts payable and receivable, purchasing, etc. Manage thirty budgets for Federal and NH State and private grants. Supervise accounts payable clerk.

1995 to present: Bookkeeper, Mountain View Mediation, Inc., Milan, NH

Responsible for full accounting of business including payroll, accounts payable and accounts receivable. Work independently from home for this business.

1979-1986: Office Manager & Bookkeeper/Counselor, Coos County  
Family Health Services, Berlin, NH

Full bookkeeping/office management responsibilities for five program social service agency. Also provided family planning counseling on a one-to-one basis to over 800 clients. Attended many management/client relations workshops and seminars.

1978-1979: Office Clerk, Top Furniture, Inc., Gorham, NH

1977: Payroll Clerk, Converse-Granite State Division,  
Berlin, NH

EDUCATION:

1977: Associate Degree in Applied Science  
NH Vocational Technical College, Berlin, NH.  
Major: Business Management

1975: Graduate, Berlin High School, Berlin NH

References available upon request



## EXECUTIVE BOARD

### MINUTES

Tuesday, June 18, 2013

9:30 a.m.

#### I. Call to Order-Welcome New Members and Guests

P. MacMillan called the meeting to order at 9:28 am. A round-table introduction was done for Pierre Couture, incoming SAU 35 Superintendent.

#### II. Introduction of New Executive Director

R. Healey said it is his pleasure to introduce Lori Langlois as the new Executive Director of NCES. He said she has done an outstanding job as Associate Director.

#### III. Collaboration Project Summary-Final Report-Wayne Gersen

R. Healey said that he has asked Dr. Gersen to give a final report on the Collaboration Tillotson Project. Wayne Gersen dispersed two handouts. He briefly discussed what was projected from the grant which started in 2011. He touched on a few important items: CCSS, Smarter Balanced Assessment, technology software and hardware, CIA, USDOE waiver, collaboration and supporting NCES. R. Healey thanked W. Gersen for all his time and effort over the last two years.

#### IV. Consent Agenda

- Board Minutes of May 21, 2013
- Finance/Personnel Minutes of May 21, 2013
- Policy Minutes of May 21, 2013

Motion: to accept the Consent Agenda by K. Pfeifer.

Seconded by P. Bousquet.

Motion Carried: all in favor; none opposed.

#### V. May 2013 Financial Summary

B. Dube said the Finance Summary begins on page 9 of the packet; asked if there were any questions. None were asked.

#### VI. Executive Director's Report

- **Collaboration Grant Evaluation:** R. Healey said that Kathleen Norris is scheduled to complete the second phase evaluation of the Collaboration Grant. He feels she did a great job the first time. He is planning to meet with her soon. C. Ladd asked if L. Langlois will be at this meeting. R. Healey said it was not planned; but will update her when he returns.

K. Pfeifer asked if the Wormeli reading circles were still happening. R. Healey said that at the last two meetings, other items have evolved. K. Pfeifer said we committed to the reading

<input checked="" type="checkbox"/>	C. Baker (PSU)
<input type="checkbox"/>	R. Bell (DOE Liaison)
<input checked="" type="checkbox"/>	R. Bellavance (MAL)
<input checked="" type="checkbox"/>	P. Bousquet (20)
<input checked="" type="checkbox"/>	C. Cascadden (3)-VP
<input type="checkbox"/>	G. Corrigan (20 Rap)
<input checked="" type="checkbox"/>	B. Dube (NCES)
<input checked="" type="checkbox"/>	H. Fensom (36)
<input checked="" type="checkbox"/>	R. Healey (NCES)
<input checked="" type="checkbox"/>	B. Keenan (MAL)
<input checked="" type="checkbox"/>	B. Labs (23)
<input checked="" type="checkbox"/>	C. Ladd (58)
<input checked="" type="checkbox"/>	L. Langlois (NCES)
<input checked="" type="checkbox"/>	P. MacMillan (35) PRES
<input checked="" type="checkbox"/>	J. McGann (68)
<input type="checkbox"/>	T. McGuire (77)
<input checked="" type="checkbox"/>	R. Mills (7)
<input type="checkbox"/>	R. Pike (SU 57)
<input checked="" type="checkbox"/>	K. Pfeifer (84)
<input type="checkbox"/>	G. Placy (SAU 7)
<input checked="" type="checkbox"/>	A. Platt (MAL) - Treas
<input type="checkbox"/>	K. Shyne (MAL)
<input checked="" type="checkbox"/>	K. Soucy (MAL)
<input type="checkbox"/>	D. Stewart (WMCC)
<input checked="" type="checkbox"/>	M. Treamer (NCES) (in building)
<input checked="" type="checkbox"/>	L. Blais (Admin.Asst.)

circles so the districts would be prepared for the Wormeli presentation. R. Healey is proposing that the Board decide what to do with any excess money (from the Commissioner) that is left once the Wormeli presentation is paid. Discussion ensued. P. MacMillan asked that this be put on September's Board Agenda for discussion. P. Bousquet suggested reviewing the minutes from the last three months.

- **Tillotson Grant Proposal Update:** L. Langlois received a call from Tillotson; said they are prepared to send NCES a check for \$70,000 this month. NCES needs to apply for the second half. L. Langlois explained that in order to begin the second cohort of NISL, NCES needs to know if the grant is guaranteed. Tillotson said they will invite NCES back and a decision will be made at the beginning of September.
- **Position Openings Update:** R. Healey said that based on district needs, NCES is looking to fill some positions; Speech and language Therapist, Occupational Therapist and School Psychologist.

#### VI. Professional Development Reports

L. Langlois update the Board on the following: Tillotson Application (already discussed); 2014 North Country Middle School Film Festival; the upcoming Intel Math class this summer; USDA video conferencing units are being installed; and Gale Reference Library Consortium. R. Healey mentioned that M. Treamer is in the building, but not in the meeting due to the NISL workshop taking place downstairs.

#### VII. Other Business

- **NH DOE Liaison Update:** R. Bell was not in attendance this month; recovering from an operation. C. Ladd said he will be up next month to meet with Lori and Matt. R. Healey added that he feels NCES is in good hands with having R. Bell as the liaison, he has been helpful.
- **Signing Authorization; Lori and Matt:** P. MacMillan asked for two motions from the Board to allow L. Langlois and M. Treamer (as back up) to authorize new contracts and agreements.

**Motion:** to certify, as of July 1, 2013, L. Langlois, Executive Director of North Country Education Services, to sign all forms and enter into any contracts or agreements as outlined in the ByLaws, including contracts and agreements with the State of New Hampshire and Department of Education by P. Bousquet.

Seconded by B. Keenan.

**Motion Carried:** most in favor; one opposed (K. Pfeifer).

**Motion:** to certify, as of July 1, 2013, M. Treamer, Associate Director of North Country Education Services, to sign all forms and enter into any contracts or agreements as outlined in the ByLaws, including contracts and agreements with the State of New Hampshire and Department of Education by C. Ladd.

Seconded by C. Baker.

**Motion Carried:** all in favor; none opposed.

- **Non-Public Session:** Before going into non-public session, R. Healey wanted to thank the Board for their help over the last three years. P. MacMillan presented R. Healey with a plaque for his dedication and leadership. R. Healey also thanked P. MacMillan for his time as President and wished him best on his retirement.

**Motion:** to enter into non-public session at 10:35 am by J. McGann.

Seconded by C. Cascadden.

**Motion Carried:** all in favor; none opposed.

**Motion:** to return to public session at 10:44 am by P. Bousquet.  
Seconded by C. Ladd.

**Motion Carried:** all in favor; none opposed.

*During the non-public session, the Executive Board supported the Policy Committee's and R. Healey's recommendation to award B. Dube five days paid vacation.*

**VIII. Next meeting:** Tuesday, September 17, 2013 at 9:30am.

**IX. Adjournment**

**Motion:** to adjourn the Executive Board meeting at 10:50 am by B. Keenan.

Seconded by C. Cascadden.

**Motion carried:** all in favor; none opposed.

Respectfully submitted by:

*Lisa M Blais*

Lisa M Blais, Administrative Assistant