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

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

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

December 10, 2015

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

**REQUESTED ACTION**

Authorize the Department of Education, Bureau of Special Education to enter into a contract with Nancy A. Wells, (Vendor Code #269410), North Hampton NH, in an amount not to exceed \$110,000.00 to provide technical assistance, support and training for school nurses, effective January 1, 2016 or upon Governor and Council approval, whichever is later, through June 30, 2017. 100% Federal Funds.

Funding is available in the account titled Special Education-Elem/Sec., with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified.

	<u>FY 16</u>	<u>FY17</u>
06-56-56-562510-4110000-102-500731	\$55,000.00	\$55,000.00
Contracts for Program Services		

**EXPLANATION**

A priority was established to provide technical assistance, resources and training to school nurses and other school personnel responsible for student health care in the areas of student health and wellness, mental health, alcohol and substance abuse, parental education, school health policy and staff development.

This contract will ensure students' needs in their Individualized Education Plans (IEP) are being met. The contractor will provide technical assistance, resources and training to school nurses and other school personnel responsible for student health care in the areas of student health and wellness, mental health, alcohol and substance abuse, parental education, school health policy and staff development.

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
December 10, 2015  
Page 2 of 2

A Request for Proposals (RFP) "Technical Assistance, Support and Training for School Nurses" was advertised in the Manchester Union Leader, August 10-12, 2015 and posted to the New Hampshire Department of Education website.

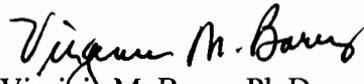
One (1) proposal was received by the deadline of September 4, 2015: Nancy A. Wells. A review committee consisting of: Santina Thibedeau, Administrator, Bureau of Special Education, Mary Steady, Administrator, Office of Student Wellness, Mary Bubnis, Education Consultant, Bureau of Integrated Programs, and Elizabeth Carlotto, Education Consultant, Bureau of Special Education reviewed the proposal submitted and recommend contacting with Nancy A. Wells (see Attachment A). The contractor has been in the nursing field for 30 years as a school nurse clinician, a school health supervisor and a nursing educator. Throughout her career she has been integrating the principles of public health, pediatrics, mental health, and environmental health into comprehensive school health programs.

The Department of Education, Bureau of Special Education would like to contract with Nancy A. Wells as she will provide a consistent resource guaranteeing the best quality of school health services for students in New Hampshire schools.

This contract will be evaluated by the Department of Education through the monitoring of the monthly summary reports provided by the contractor.

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

Respectfully submitted,

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

Rubric – Request for Proposals: Technical Assistance, Supports and Training for School Nurses

**Applicant:** Nancy Wells

Criteria from RFP	Review MS	Review ST	Review MB	Review EC	Average
8.2.1 Significance of Proposal – Description of applicant’s abilities to meet or exceed the Minimum Requirements (4.0), including a description of his/her volunteer and work experience and educational background. This will include a review of the letter of interest, letters of recommendation and resume (40 pts).	35	38	40	40	38.25
8.2.2 Quality of Services to be Provided – the applicant’s ability to accomplish the Services to be Provided (1.0) as evidenced through the documentation submitted, including any products that may demonstrate your level of expertise and experience.	25	25	25	30	26.25
8.2.2(a) Content knowledge, including but not limited to, knowledge of the discipline of Nursing and the role of School Nurses, State and federal Special Education laws, Special Education policy and Procedures, regional knowledge and other areas of knowledge that supports the accomplishment of the Services to be Provided. (30 pts).					
8.2.2(b) Technical Skills, including but not limited to, leadership, time management, communication, critical thinking and report writing (30 pts).	30	30	25	30	28.75
<b>TOTAL SCORE</b>	90	93	90	100	93.25

The committee members responsible for the review of the Special Education Technical Assistance, Supports and Training for School Nurses proposals include the following individuals:

- Mary Steady, Administrator, Office of Student Wellness
- Santina Thibedeau, Administrator, Bureau of Special Education
- Mary Bubnis, Education Consultant, Bureau of Integrated Programs
- Elizabeth Carlotto, Education Consultant, Bureau of Special Education

The scoring for this proposal was conducted employing a consensus model.

The role of the committee members was advisory in nature. They provided information, analysis, and recommendations that were presented to the Commissioner of Education. The Commissioner of Education reviews the information provided and makes the final decision regarding the award of such grants.

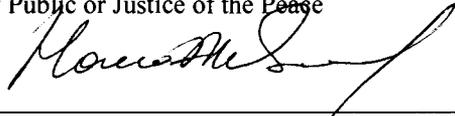
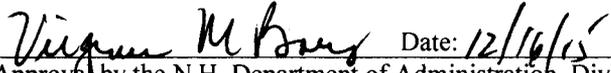
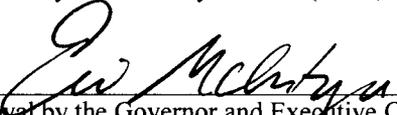
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**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 Nancy A. Wells, MS RN NCSN		1.4 Contractor Address 111 Exeter Road, North Hampton, New Hampshire 03862	
1.5 Contractor Phone Number 603-953-3674	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2017	1.8 Price Limitation \$110,000.00
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 		1.12 Name and Title of Contractor Signatory Nancy A. Wells	
1.13 Acknowledgement: State of <i>New Hampshire</i> County of <i>Rockingham</i> On <i>November 12<sup>th</sup></i> , 2015, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace  [Seal]		Hanna A McSweeney Notary Public, State of New Hampshire My Commission Expires Sept. 28, 2016	
1.13.2 Name and Title of Notary or Justice of the Peace <i>Hanna McSweeney, FCOM</i>			
1.14 State Agency Signature  Date: <i>12/16/15</i>		1.15 Name and Title of State Agency Signatory	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: <i>Sara Hilligren</i> Director, On: <i>12/29/15</i>			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: <i>1/12/16</i>			
1.18 Approval by the Governor and Executive Council (if applicable) By: On:			

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

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 (“Effective Date”).

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

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

**5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 (“Equal Employment Opportunity”), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor’s books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

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

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

Agreement. This provision shall survive termination of this Agreement.

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

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

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **14. INSURANCE.**

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

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

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

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

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

**15. WORKERS' COMPENSATION.**

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

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

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

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

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

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

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

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

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

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

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

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

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

## Exhibit A

### SCOPE OF SERVICES

#### Technical Assistance, Supports and Training for School Nurses

Nancy A. Wells will provide the following services to the New Hampshire Department of Education (NHDOE), Bureau of Special Education for the period of January 1, 2016 through June 30, 2016 (FY'16) and July 1, 2016 through June 30, 2017 (FY'17):

- Provide technical and support services to elementary and secondary public school personnel for school health program planning, education programs, and related services for children with special health care needs;
- Provide technical support, services and resources to school nurses in the areas of student wellness, alcohol and substance abuse issues, parental education, and staff development;
- Administer the provisions of RSA 186-C relative to special education including services and supports for medically fragile students;
- Develop and provide professional growth opportunities to school nurses in the areas of student wellness, alcohol and substance abuse issues, parental education, school health program planning, education programs, and related services for children with special health care needs;
- Administer standards for approving elementary and secondary schools in accordance with rules adopted by the Board under RSA 21-N:9, I.

Initial NAW  
Date 11-12-2015

Exhibit B

Budget

Account number: 06-56-56-562510-41100000-102-500731

~~January 1, 2016 through June 30, 2017~~ *January 1, 2016 or upon Governor & Council approval  
whichever is later, through June 30, 2017*

Professional Services (\$50.00 per hour)  
(Including travel time)

*NAW  
12-14-2015*

Description of Services	FY 2016	FY 2017
Technical Assistance, Supports and Training for School Nurses @ \$50.00/hour (includes travel time)	\$55,000.00	\$55,000.00

Limitation on Price: Upon mutual agreement between the State Contracting Officer and the contractor, the total budget shall not exceed the price limitation of \$110,000.00.

Method of Payment:

Payment will be made on the basis of monthly invoices that are received by the 10<sup>th</sup> of the following month which are supported by a summary of activities that have taken place in accordance with the terms of the contract.

Barbara Raymond, Program Specialist  
New Hampshire Department of Education  
Bureau of Special Education  
101 Pleasant Street  
Concord, New Hampshire 03301

Initial NAW  
Date 11/12/2015

Exhibit C

~~None~~

Authorize the Department of Education to waive the insurance section from  
General Liability Insurance and replace with Professional Liability Insurance.

NAW  
12-12-2015

Initial NAW  
Date 11-12-2015



HEALTHCARE PROVIDERS SERVICE  
ORGANIZATION PURCHASING GROUP

Certificate of Insurance



OCCURRENCE POLICY FORM

PRODUCER	BRANCH	PREFIX	POLICY NUMBER	Policy Period:
018098	970		0621920747-8	From 11/20/15 to 11/20/16 at 12:01 M tandard time

**Named Insured**

ancy Wells

**Program Administered by:**

nurses ervice rganization  
159 ounty ine oad  
atboro. 19040-1218  
1-800-247-1500  
www.nso.com

**Medical Specialty Code**

egistered urse 80964  
xcludes osmetic rocedures

**Insurance is provided by:**

merican asualty ompany of eading, ennsylvania  
333 outh Wabash venue hicago, Illinois 60604

**Professional Liability** \$1,000,000 each claim \$6,000,000 aggregate

Your professional liability limits shown above include the following:

- ood amaritan iability
- Malplacement iability
- ersonal njury iability
- exual Misconduct included in the imit shown above subject to \$25,000 aggregate sublimit

**Coverage Extensions**

icense rotection	\$ 25,000 per proceeding	\$ 25,000 aggregate
efendant xpense Benefit	\$ 1,000 per day limit	\$ 25,000 aggregate
eposition epresentation	\$ 10,000 per deposition	\$ 10,000 aggregate
ssault	\$ 25,000 per incident	\$ 25,000 aggregate
Medical ayments	\$ 25,000 per person	\$ 100,000 aggregate
First id	\$ 10,000 per incident	\$ 10,000 aggregate
amage to roperty of thers	\$ 10,000 per incident	\$ 10,000 aggregate
nformation rivacy ( ) Fines & enalties	\$ 25,000 per incident	\$ 25,000 aggregate

Wor place iability included in rofessional iability imit shown above  
Fire and Water egal iability included in the limit above subject to \$150,000 aggregate sublimit  
ersonal iability \$1,000,000 aggregate

**Policy Forms & Endorsements** ( lease see attached list for a general description of many common policy forms and endorsements)

-121500- 15564	-121501- 15565	-121503- 17101	82011 80052	-145184- 80051	-147292- -123846- 28	81753 -123850- 28	81758 79575	13424	15563
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*Thomas F. Motamed*  
Chairman of the Board

*John A. Ziker*  
Secretary

Keep this Certificate of Insurance in a safe place. This Certificate of Insurance and proof of payment are your proof of coverage. There is no coverage in force unless the premium is paid in full. In order to activate your coverage, please remit premium in full by the effective date of this Certificate of Insurance.

Memorandum of Insurance      Policy: 2876591420  
Company Teachers Insurance Company

Effective Date: 11/25/2015  
Expiration Date: 05/25/2016

Lienholder: FORD MOTOR CREDIT CO      Insured: Nancy A Wells  
Po Box 105704  
Atlanta, GA 30348

Year: 2015    Make: FORD    Model: ESCAPE    Identification #: [REDACTED]

PHYSICAL DAMAGE COVERAGES

Bodily Injury : 100/300

Property Damage: 100,000

Comprehensive : 500 DEDUCTIBLE

Collision : 500 DEDUCTIBLE

Glass:

Loss Payable Clause

We agree that loss or damage under this policy shall be paid to you and the loss payee shown in the Declarations as interest may appear.

The insurance covering the interest of the loss payee shall apply except if invalidated by your fraudulent acts or omissions. But, we have the right to cancel this policy as provided by its terms and the cancellation shall terminate this agreement with respect to the loss payee's interest. When we cancel, we will give the same advance notice of cancellation to the loss payee as we give to the policyholder shown in the Declarations.

When we pay the loss payee we are entitled, to the extent of the payment, to the loss payee's rights of recovery.

Authorized Representative: Maureen Walsh

Date: December 2, 2015

This Memorandum of Insurance neither affirmatively nor negatively amends, extends or alters the coverage afforded by the policies described herein.

**Nancy A. Wells, MS, RN, NCSN**  
111 Exeter Road  
North Hampton, New Hampshire  
603 953-3674

**Education**

Simmons College Boston, MA	MSN, 1999, Primary Care Pediatrics	1997-1999
Salem State College Salem, MA	1MS candidate Community Health Nursing Education	1986-1989
University of New Hampshire Durham, NH	"Professional Nursing and the Law" "Nursing Theory"	1984-1986
University of Maine Orono, ME	BS, 1970, Nursing	1966-1970

**Honors**

Sigma Theta Tau  
Nursing Honor Society

**Professional Experience**

Clinical Professor, Adjunct	University of New Hampshire	Fall, 2015
Clinical Assistant Professor	University of New Hampshire	2012-2015
Supervisor of School Health	Health Department Manchester, NH	2007-2012
School Nurse/Health Educator	Garrison School Dover, NH	1984-2007
Clinical Instructor, Pediatrics	University of New Hampshire (Nursing)	2002-2004

Presenter/Developer Workshops about Children With Special Health Needs	NEA IDEA Resource Cadre	2002-2009
Occupational Health Nurse	Yankee Greyhound, Inc. Seabrook, NH	1977-1984 1989-1995
School Nurse/Health Educator	North Hampton School North Hampton, NH	1974-1976
Clinical Nurse Emergency Room	Exeter Hospital Exeter, NH	1970-1973

### **Certifications**

*National Certified School Nurse, National Association of School Nurses*

*HIV/AIDS Educator, American Red Cross*

### **Professional Activities**

<i>Nursing Educator</i>	Provide clinical instruction for senior nursing students in Child Health in the Community	Fall, 2015
<i>Nursing Educator</i>	Provided instruction in Public Health to senior and graduate nursing students	2012-2015
	Provided instruction in Public Health and Health Policy to RN-BSN students	
	Provided clinical instruction and supervision for senior and graduate nursing students in Public Health and Pediatrics	
<i>Supervisor</i>	Managed thirty-three staff school health team delivering direct nursing services in twenty-two schools in an urban community	2007-present
	Provided continuous professional development of nursing and department staff	

	Increased number of staff attaining national credential	
	Led thirty-three member staff through strategic planning process	
	Co-Chaired School Health Advisory Council	
	Coordinated nursing student clinical rotation of five schools of nursing	
<i>Health Advisor/School Nurse</i>	Member of Special Education, pre-referral, and 504 teams	1984-2007
	Delivered direct care for 400 students	
	Provided case management for students with chronic health conditions	
	Developed learning modules for Health Classes	
	Provided health related inservice to faculty and parent groups	
	Member of School District Wellness Committee	
<i>Presenter</i>	IDEA, 504, and the School Nurse School Nurse Basics Series NHSNA	2013, 2014
<i>Presenter</i>	"A Productivity Model" NASN Conference Boston, MA	June 2009
<i>Presenter</i>	"The Medically Fragile Child in the Classroom" Various locations	1999-present
<i>Presenter</i>	"Healthy People 2010: Impact on You and Your Classroom"	August 2001
<i>Presenter</i>	"IDEA", "Section 504" "Early Intervention"	2002-present

<i>Presenter</i>	"Medical Issues for Young Children in Public School"	July 2003
<i>Presenter</i>	"Supporting Parents of Special Needs Children"	March 2004
<i>Preceptor School of Nursing</i>	Community Health Students University of New Hampshire	1990-1997
<i>Guest Lecturer</i>	"Abuse and Neglect Through the Life Span"	1990-1998
<i>Health Task Force Curriculum Review</i>	Dover School Department Dover, NH	1989-1991
<i>Health Task Force Curriculum Revision</i>	Dover School Department Dover, NH	1994-1996
<i>Student Nursing Educator</i>	Community Health University of New Hampshire	Spring, 1989

### **Research Projects**

"Adolescent Pregnancy: Why Are Teen Pregnancies Increasing?"  
2009-present

"School Nurses and Attention Deficit Hyperactivity Disorder:  
Do Beliefs Impact Practice?"  
1999

"How Do Our Adolescents Compare?  
Physical Activity at Dover High School."  
1999

### **Professional Membership**

National Association of School Nurses

National Education Association

New Hampshire School Nurses Association  
President (2012-2014)