



Jeffery A. Meyers  
Acting Commissioner

Lorraine Bartlett  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF HUMAN SERVICES  
*DIVISION FOR CHILDREN, YOUTH & FAMILIES*

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-4451 1-800-852-3345 Ext. 4451  
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January 12, 2016

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Office of Human Services, Division for Children, Youth and Families to enter into a **retroactive** agreement with Mount Prospect Academy, Inc. (Vendor #168139-B001), 354 Main Street, Plymouth, NH 03264, for the provision of Title I services to abused, neglected or delinquent youth in an amount not to exceed \$181,028.39, effective retroactive to October 15, 2015 through August 31, 2016, upon Governor and Executive Council approval. 100% other funding.

Funds are available in the following account for State Fiscal Years 2016 and 2017 with ability to adjust encumbrances between State Fiscal Years through the Budget Office without Governor and Executive Council approval, if needed and justified.

**05-95-42-421010-2975 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PASS THRU GRANTS TITLE I**

State Fiscal Year	Class Title	Activity Code	Class/Object	Contract Amount
2016	Pass Thru Grants	42107501	571-500929	\$155,531.73
2017	Pass Thru Grants	42107501	571-500929	\$25,496.66
<b>Total</b>				<b>\$181,028.39</b>

Please see attachment for fiscal details.

**EXPLANATION**

This request is **retroactive** because the United States Department of Education does not make Title I Elementary and Secondary Education Act funds available until after applications for funding are approved by the New Hampshire Department of Education. Approval from the New Hampshire Department of Education for the selected vendor awards was not received until October 15, 2015. Work began immediately to process contracts for this grant funding.

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The Department of Health and Human Services applies for Title I Elementary and Secondary Education Act grant funds on an annual basis. These funds are used to provide instructional services and related activities to meet the special educational needs of abused, neglected or delinquent children and youth who are students in state institutions. The Title I, Part D, Subpart 1, State Agency Neglected and Delinquent program provides formula grants to state education agencies for the purpose of:

- improving education services for children and youth in local and state institutions for neglected or delinquent youth to afford them the same opportunity to meet challenging state student academic achievement standards that all children in the state are expected to meet;
- providing children and youth with the services needed to make a successful transition from institutionalization to further schooling or employment;
- preventing at-risk youth from dropping out of school; and
- providing current dropouts as well as children and youth returning from correctional facilities or institutions with a support system to ensure their continued education.

This package includes one (1) of the six (6) vendors chosen to receive Title 1 funding, and represents \$181,028.39 of the total \$616,990.77 being funded. Four (4) contracts were previously forwarded and the remaining contract will be forwarded for approval of the Governor and Executive Council when it is received from the vendor.

The Department, through a cooperative agreement with the New Hampshire Department of Education, receives grant funds and those funds are budgeted into an account specifically identified as 'Pass Through Grants.' The funds are then used to reimburse providers that regularly deliver qualifying educational services to youth for whom the Department is responsible. Although these programs are eligible to participate in Title I due to the educational services delivered, they cannot receive the funding directly because they are neither a school system nor a state agency.

Each year the Department sends an invitation to all of its providers of residential facilities and child care centers to apply for Title I grant funds. These facilities and centers provide a regular educational program but do not already receive Title I funding directly through a Local Education Agency.

The applications used are standardized United States Department of Education forms. The applications include a Statement of Assurances and request that applicants provide data on the number of youth served as well as a staffing narrative and descriptions of programs offered. Finally, the applicants must complete an end-of-year evaluation. Additionally, each provider must maintain State and Federal accreditation standards. Due to the fact that the State and Federal evaluation processes are already attached to the Title I Program, and the Department staff regularly visit these schools for case management and facility inspection purposes, the Department solely utilizes the standardized application and evaluation mechanisms for the Title I Program and does not create additional levels of evaluation for which providers would need to adhere.

For the 2015-2016 school year, six (6) applications were received and all were selected for this grant funding. This grant will fund full and part-time Title I tutors and classroom aides. Additionally, these grant funds will provide specialized training and technology for teaching staff to utilize and share with parents in order to support the special education needs of youth. Funds from this grant will also provide educational consultation services specific to specialized curriculums or technology and supplies.

Should the Governor and Executive Council not approve this item, then money would not be available for program services, which could reduce the delivery of services that have been shown to be effective in improving youth educational achievement.

Area Served: Statewide

Source of Funds: 100% Other Funds.

In the event that the Other Funds no longer become available, additional General Funds will not be requested to support this contract.

Respectfully submitted,



Mary Ann Cooney  
Associate Commissioner

Approved by:



Jeffrey A. Meyers  
~~Acting~~ Commissioner

**Fiscal Details for Title I Programs for Providers Ineligible for  
Funding through a Local Education Agency**

**Easter Seals Education Program (Vendor # 177204-B005)**  
555 Auburn Street, Manchester, NH 03103

<b>Class/Object</b>	<b>Class Title</b>	<b>Activity Code</b>	<b>State Fiscal Year</b>	<b>Contract Amount</b>
571-500929	Pass Thru Grants	42107501	2016	\$35,463.00
571-500929	Pass Thru Grants	42107501	2017	\$10,105.00
			<b>Subtotal:</b>	<b>\$45,568.00</b>

**Merrimack Valley Day Care Services (Vendor #160070-B001)**  
19 North Fruit Street, Concord, NH 03301

<b>Class/Object</b>	<b>Class Title</b>	<b>Activity Code</b>	<b>State Fiscal Year</b>	<b>Contract Amount</b>
571-500929	Pass Thru Grants	42107501	2016	\$13,135.00
571-500929	Pass Thru Grants	42107501	2017	\$5,076.00
			<b>Subtotal:</b>	<b>\$18,211.00</b>

**Mount Prospect Academy (Vendor # 168139-B001)**  
PO BOX 58, Plymouth, NH 03264

<b>Class/Object</b>	<b>Class Title</b>	<b>Activity Code</b>	<b>State Fiscal Year</b>	<b>Contract Amount</b>
571-500929	Pass Thru Grants	42107501	2016	\$155,531.73
571-500929	Pass Thru Grants	42107501	2017	\$25,496.66
			<b>Subtotal:</b>	<b>\$181,028.39</b>

**NFI North, Inc. (Vendor # 177575-B001)**  
PO BOX 17, 40 Park Lane, Contoocook, NH 03229

<b>Class/Object</b>	<b>Class Title</b>	<b>Activity Code</b>	<b>State Fiscal Year</b>	<b>Contract Amount</b>
571-500929	Pass Thru Grants	42107501	2016	\$189,184.00
571-500929	Pass Thru Grants	42107501	2017	\$25,436.00
			<b>Subtotal:</b>	<b>\$214,620.00</b>

**Pine Haven Boys Center (Vendor #174119-P001)**  
133 River Road, Allentown, NH 03275

<b>Class/Object</b>	<b>Class Title</b>	<b>Activity Code</b>	<b>State Fiscal Year</b>	<b>Contract Amount</b>
571-500929	Pass Thru Grants	42107501	2016	\$65,560.00
571-500929	Pass Thru Grants	42107501	2017	\$26,150.00
			<b>Subtotal:</b>	<b>\$91,710.00</b>

**Spaulding Youth Center (Vendor #154273)**  
130 Shedd Road, Northfield, NH 03276

<b>Class/Object</b>	<b>Class Title</b>	<b>Activity Code</b>	<b>State Fiscal Year</b>	<b>Contract Amount</b>
571-500929	Pass Thru Grants	42107501	2016	\$55,453.38
571-500929	Pass Thru Grants	42107501	2017	\$10,400.00
			<b>Subtotal:</b>	<b>\$65,853.38</b>
			<b>Total:</b>	<b>\$616,990.77</b>

Subject: Funding for Title I Programs for Providers Ineligible for Funding through a Local Education Agency

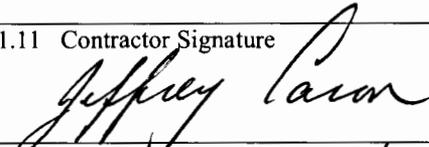
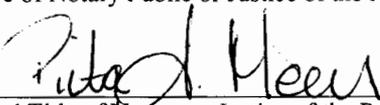
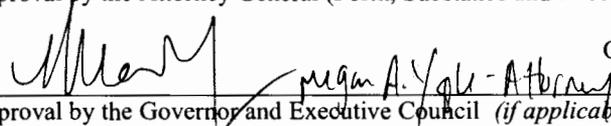
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name Department of Health and Human Services Division for Children, Youth and Families		1.2 State Agency Address 129 Pleasant Street	
1.3 Contractor Name Mount Prospect Academy, Inc.		1.4 Contractor Address PO Box 58 354 Main Street Plymouth NH 03264	
1.5 Contractor Phone Number (603) 536-1102 ext. 1130	1.6 Account Number 05-095-42-421010-2975	1.7 Completion Date August 31, 2016	1.8 Price Limitation \$181,028.39
1.9 Contracting Officer for State Agency Eric D. Borrin		1.10 State Agency Telephone Number (603) 271-9558	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory JEFF Caron, President, MPA.	
1.13 Acknowledgement: State of <i>New Hampshire</i> , County of <i>Grafton</i> On <i>December 21, 2015</i> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12. <div style="text-align: right;"> <b>Rita A Meler</b>  <b>Notary Public</b>  <b>My Commission Expires</b>  <b>November 16th, 2020</b> </div>			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] 		1.15 Name and Title of State Agency Signatory MARY Ann Cooney Associate Counselor	
1.13.2 Name and Title of Notary or Justice of the Peace			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory MARY Ann Cooney Associate Counselor	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  Megan A. York - Attorney On: 2/12/16			
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

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### Scope of Services

#### 1. General Terms and Conditions of Contract

- 1.1. The Contractor shall provide instructional services and related activities to meet the special educational needs of students in State Institutions for neglected or delinquent children and youth.
- 1.2. The Contractor shall submit a detailed description of the language assistance services they will provide to person with limited English proficiency to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.3. The Contractor shall ensure that all activities (field trips, activities out of the classroom, etc.) are connected to educational goals and objectives and that documentation is available that provides evidence.
- 1.4. Services shall include those described in the Contractor's Title I Part D, Subpart 1 Application submitted to the New Hampshire Department of Health and Human Services and subsequently approved for funding by the Department of Education.
- 1.5. The Contractor's Title 1 Part D, Subpart 1, Application is hereby incorporated into this Agreement as Exhibit A-1.

Mount Prospect Academy  
Institution Name

Exhibit A-1

TITLE I PART D, SUBPART 1, SECTION 2

ESEA 2015-2016

INSTITUTION LEVEL APPLICATION

1. Program Goals, Measurable Objectives and Assessments

*Summed*

Subject/Program Area	Long Term Goal	Overall changes in academic and vocational abilities you expect your students to achieve within the 2015-2016 SY?	Assessments used to assess these goals? <i>Include pre/post dates for reading and math assessments.</i>	Who is responsible for giving and analyzing student results
<b>Academic Outcomes</b>				Karen Langley; Director of Academics, Teachers at Mount Prospect Academy
<b>Mathematics</b>	Continue to develop a comprehensive mathematics program that will enable students to improve their math skills and use them to solve to real world applications	Students will improve their overall math skills; including remediation of skill gaps	Curriculum based assessments NWEA Measures of Academic Progress – Math Skills: school wide in the fall (10/14, winter (1/15) and spring (5/15) Review of student work and classroom assessments (including observations). Access assessment through PLATO for all incoming students within the first 30 days and 30 days prior to exit	Karen Langley; Director of Academics, Teachers at Mount Prospect Academy

Contractor Initials

Date

*[Signature]*  
12/21/15

<p><b>Reading</b></p>	<p>Continue to develop a balanced literacy program that will enable students to improve their reading and writing skills, to provide Mount Prospect Academy with convenient, broadly descriptive assessment of individual student skills and accomplishments.</p>	<p>Student will improve their total reading skills as measured by an increase in the reading score on the NWEA</p> <p>Students will increase their reading vocabulary as measured by an increase in the reading score on the NWEA</p> <p>Students will improve their reading comprehension as measured by an increase in the reading score on the NWEA</p> <p>Students will increase the written language skills by:</p> <ul style="list-style-type: none"> <li>• Improving paragraph construction</li> <li>• Improving usage of capitalization and punctuation</li> <li>• Improving their ability to effectively communicate an idea to the reader</li> </ul>	<p>Curriculum Based Measurements to measure fluency and comprehension</p> <p>NWEA Measures of Academic Progress – Reading Skills: school wide in the fall (10/15, winter (1/16) and spring (5/16)</p> <p>Examination of intake documentation; such as previous academic achievement scores, NECAP scores, previous report cards etc.</p> <p>Voyager Reading Series placement test.</p> <p>Classroom assessments (including observations) focusing on reading and writing</p> <p>Corrective Reading assessment and instruction for students struggling with improving their reading skills. This series also has a writing component</p> <p>Access assessment through PLATO for all incoming students within the first 30 days and 30 days prior to exit</p>	<p>Karen Langley;                  Director of Academics,                  Teachers at Mount Prospect Academy</p>

Contractor Initials 

Date 12.21.15

<p>Adult Living</p>	<p>Continue to implement the NH Trails Curriculum and continue to implement the Life Centered Career Education (LCCE) curriculum to enhance student's vocational and independent living skills</p>	<p>Students will focus on three domains: Personal and Social Skills, Daily Living Skills and Career and Education                  Students will gain skills necessary for living on their own i.e.,</p> <ul style="list-style-type: none"> <li>• Renting an apartment</li> <li>• Grocery shopping</li> <li>• Maintaining a checkbook</li> <li>• Being on time for work</li> <li>• Paying bills on time</li> <li>• Filling out job applications</li> <li>• Identify community resources</li> <li>• Take the vocational assessment and explore possible career opportunities</li> <li>• Cash versus credit</li> </ul>	<p>Pre/Post Test NH Trails Skills &amp; Needs Assessment                  Adult Living Plan                  CareerScope Vocational Assessment                  Casey Family of Services Assessments</p>	<p>Karen Langley,                  Director of Academics</p>

Contractor Initials   
 Date 12.21.15

Mount Prospect Academy  
 Institution Name

**2. Scope of Project**

**A. Students to Be Served**

*Using current data as a basis, estimate the number of students who will participate in the Title I Part D, Subpart 1 program's instructional and support related components.*

Ages	Reading	Mathematics	Vocational	
5 – 10 years old				
11 – 15 years old	25	25	25	
16 – 18 years old	40	40	40	
19+ years old	5	5	5	

**B. Staff Paid with Title I, Part D, Subpart 1 Funds**

*Using the chart below describe the staff to be paid with these funds.*

Number	FTE (fulltime equivalent)	Responsibility/Job Title	Certification or other Qualification Required for Position	Each Estimated Salary
1	1	Title I Instructor	Minimum Associates Degree	32,000 plus benefits
4	.25	RENEW Facilitator	Bachelor's Degree	35,000
1	1	Special Education Administrator	Master's degree	Contributed by MPA
1	1	Adult Living and Transition Coordinator	High School Diploma or higher	45,000 plus benefits
9	9	Regular education teachers	Bachelors Degree	Contributed by MPA
4	.75	Academic Case Manager	Bachelors Degree	Contributed by MPA

**C. Transition Coordinator**

*Designate an individual or individuals to be responsible for issues relating to the transition of children and youth from the institution to locally operated programs.*

Denise Castonguay  
 Name of Individual

Adult Living Coordinator  
 Title of Individual

\_\_\_\_\_  
 Name of Individual

\_\_\_\_\_  
 Title of Individual

**D. Staff/Student Ratio's:**

Total students provided T1 D support 70 divided by Total T1 D staff FTE 15 = 4.66 to 1

Contractor Initials 

Date 12.21.15

Mount Prospect Academy  
Institution Name**E. Program Description: (Use additional space as needed)**

- 1) *Describe the program in sufficient detail such that a teacher implementing this project and/or parents/guardians or persons visiting would know what to expect.*

Mount Prospect Academy is a year-round residential treatment facility, with an approved special education school. Our student population includes a mix of coded and non-coded individuals. Mount Prospect believes in an approach that focuses on the student's overall growth and development, with the assumption that across the board growth and development will positively influence the student's ability to address specific issues in his life. For this reason, we have developed an array of services that encompass the broad psychological, behavioral, academic, psychiatric, medical, social, spiritual and vocational needs of our students. These services include individual therapy, group therapy, adventure-based counseling, milieu counseling, behavior modification and behavior management, crisis intervention, regular and special education, vocational and pre-vocational education, experiential education, and transitional living and life skills.

In addition to purely academic and special education needs, a typical Mount Prospect Academy student profile is likely to include many of the following:

- Adjudication – court placement
- Crimes against persons; including sexual offending, fire setting and physical aggression
- History of severe abuse/neglect, often resulting in abuse-reactive behavior
- Emotional Handicaps, Learning Disabilities
- Oppositional Defiant Disorder, Conduct Disorder, Attention Deficit Hyperactivity Disorder
- Other psychiatric disorders including anxiety, post-traumatic stress disorder, bipolar, and depression
- Self-mutilation
- History of suicide attempts/thoughts
- History of alcohol and drug abuse
- Enuresis/Encopresis
- Dysfunctional, disrupted families
- Chronic runaway
- Crimes against property including theft and vandalism

The uniqueness of Mount Prospect Academy resides in the nature of its student population and in its attempt to address their destructive behaviors through all of the strands of its therapeutic milieu, including individual and group therapy, adventure-based counseling, a NH frameworks based academic program, special education, intensive vocational experience, family and community outreach, and a "home life" based residential atmosphere.

All of these strands must be woven together in order to help each student become a healthy, intact human being. The importance of what we attempt to accomplish with the individual and for the community at large cannot be overemphasized. We are one of the limited number of facilities in the United States, which attempts to treat behaviors that are recognized by society as perhaps the most destructive of all. Our hope for success lies in the balance of these approaches and in the recognition that there are many ways in which to connect with a student and to help him develop the empathy necessary to alter the course of his life.

How do we measure success with our student? What are desirable outcomes? Because of the complex nature of our student population, and the multiple needs of each student, measuring success has many components. What do we need to do to return students to their families and communities so that everyone is safe, and students live productive lives? Effective treatment has to be a major emphasis at Mount Prospect Academy. Through the many strands of our program, we attempt to reach "reach" our students, to help them develop empathy, to help them recognize the triggers for their inappropriate behavior, to manage their anger, to understand and survive their family dynamics, and to help them build genuine self-esteem. For our students who are on Individualized Education Plans, academic achievement is measured in terms of accomplishing IEP goals and objectives. The success of our non-

Contractor Initials JDate 12-21-15

identified students is measured in the amount of growth shown in achieving the standards set forth in the NH Curriculum Frameworks. Our academic program does not stand alone; it is part of the overall therapeutic milieu. We are also implementing administration of the NWEA three times a year to document student progress in core academic subjects. We will use this data to analyze our current teaching practices.

Mount Prospect Academy students are provided with a NH Curriculum Frameworks based curriculum that integrates the Common Core standards. Students undergo assessments for basic skills when they arrive at Mount Prospect. Teachers quickly observe and record a student's ability to read, comprehend, write and perform basic mathematical functions. Then the teachers focus on the areas in which the student needs help, individualizing to meet both IEP objectives and observed efficiencies in core subject areas.

To an at-risk student, regaining the educational ground they've lost over the years can seem an insurmountable task. Without options to regain lost credits—effective options that keep them from having to retake class with much younger students—they may see dropping out as their only recourse. Many of the students we currently serve move throughout the system and often cannot earn the credits necessary to obtain their high school diploma.

About 4 years ago, Mount Prospect Academy implemented the use of PLATO as part of our credit recovery program. PLATO Learning Environment is an effective credit recovery solution. PLATO curriculum gives students a needed alternative and second chance to learn online and be challenged by rigorous, standards-driven content.

PLATO Learning is self-paced and put in real-world context and coupled with offline activities and Internet resources that reinforce learning in areas of greatest weakness. It allows students to complete course requirements more rapidly, recover credits, regain self-confidence, and graduate on time. This year we want to expand our offerings to include Social Studies and courses geared for our students identified as needing specialized curriculum offerings.

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Title I will enhance and supplement the services already being provided at Mount Prospect Academy by providing intensive small group and one-on-one work that is necessary to bring students with deficits in literacy and mathematics closer to grade level. Two Title I tutors will provide assistance both in and out of the classroom to our Tier 2 and Tier 3 students to support their understanding of the material being presented.

2) *Describe function of major personnel such as home/school coordinators. (Attached job descriptions are appreciated)*

The major focus of Mount Prospect Academy is to return students successfully to their homes, schools and communities. To that end, Mount Prospect employs Clinicians and Permanency Coordinators who provide individual and family therapy to students and their families in their home communities. Family Workers also coordinate appointments and provides services to assist the student and family in their home communities. The Academic Case Managers also work with the Permanency team to facilitate the transition back to the home school district. New to the program this year, the three Academic Case Managers will be implementing a newsupplemental transition service called Project RENEW. Transition planning will begin the day a student enters the program. This transition planning will work in concert with the students individual treatment plan in an effort to increase communication within the team and work together to develop solid transition back to home, school and community.

Two Title I instructors will provide assistance both in and out of the classroom to our Tier 2 and Tier 3 students to support their understanding of the material being presented.

Contractor Initials                     

Date 12.21.15

- 3) *Describe any additional services, beyond instruction, for children and youth provided with these funds such as career counseling, etc.*

Beginning last year our programming is supporting the inclusion of an Adult Living teacher in each classroom working full-time with the core teacher, the academic case manager and behavioral support personnel. These teachers administer comprehensive assessments and provide instruction in three major domeains; Personaa and Social Skills, Education and Career Skills and Daily Living Skills ,to all students enrolled in our program.

New this year is an Adult Living and Transition coordinator. This individual provides oversight and guidance to the Adult Living Teachers and to the treatment teams. This individual also oversees the development of Extended Learning Opportunities (ELO's) and is fostering relationships with many businesses and organizations within our community to enhance student opportunites for educational and work opportunities.

**F. Transition Services:**

- 1) *Identify (by dollar amount) the financial reserves (must be between 15-30 percent of allocated funds) which will be used to provide transitional education services for neglected or delinquent children and youth. It is required to set-aside a minimum of 15% and a maximum of 30% of your dollars for this purpose.*

Of the \$25,496.66 received, \$5099.33 (20%) will be used to provide transitional education services for neglected or delinquent youth.

- 2) *Describe how the above reserved funds will be used for transitional educational services (i.e. to re-enter school successfully or preparation for employment).*

These funds are used for transition in the following ways: onsite transition planning, course materials, software, and assessment to provide classroom activities on preemployment aptitude and interest building; workplace social and behavioral skill-building; guidance services, GED preparation, and assessments; developing transition plans; assisting with transfer from the institution; providing referrals; teaching money management skills; teaching how to access community and agency resources; and assisting with college and career information.

Contractor Initials 

Date 12.21.15

Mount Prospect Academy  
Institution Name**G. Professional Development:**

- 1) List the major **NEEDS** of the *Title I staff and institution staff* relating to the objectives of the Title I project that can be met by in-service training programs.

The primary focus of all of our professional development for the 2015-2016 academic year is improved student learning and engagement. Mount Prospect Academy faculty has requested assistance with developing unit plans that concentrate on key concepts and integrate literacy into their content areas. This year we will focus on the data that we are using in making our decisions regarding student learning. The teachers need to be able to answer the questions, using the data they are gathering, "How do you know the students learned the information? How are they demonstrating that they have learned the information being taught?" We are also looking at the brain, brain development and how students learn, particularly the population of students that we serve. Over 90% of the students who attend Mount Prospect Academy have experienced some type of trauma in their lives. Another focus of the professional development training will be looking at student behavior and the data that we are collecting around student behavior and school culture.

- 2) Describe all staff development activities to be funded by this grant. (How many hours of training, when, for whom, and what topics will be covered?) Include a timeline.

Two Academic Case Managers will attend 1 more day of training to become RENEW facilitators. This training is done by UNH Institute of Disability and the teachers will be registered as soon as we know the grant is approved. These two Academic Case Managers received two days of training this past summer but did not complete the facilitator training. This grant will allow them to attend further training to become a facilitator. The two additional Academic Case Managers will attend the three day institute if the grant is approved in time. This three-day institute will provide in-depth training on the Rehabilitation for Empowerment, Natural supports, Education, and Work (RENEW) model and process.

Through group activities and instruction, participants will learn to engage youth in the process, facilitate personal futures planning through mapping, develop individualized and youth-specific teams and resources, direct the RENEW team process, conduct school-to-career planning, and empower youth to lead the process.

**H. Coordination:**

*Describe how the program/s will be coordinated with other appropriate State and Federal programs, such as Vocational Education, Special Education, Work Force Investment Act and local dropout prevention programs. If applicable grade levels, describe how the institution will endeavor to coordinate with local businesses for training and mentoring opportunities for participating youth.*

*Mount Prospect Academy has an extensive vocational training and applied learning program that involves not only on-site but off-site job training. This is the result of coordinated effort with many local businesses. Career development and awareness, emphasizing transition back to the community, are integrated through the NH Trails and LCCE curriculum, classroom work, on-campus work, and off-campus work experiences in local businesses. The current Adult Living Coordinator position will be expanded to include a focus on transition incorporating the independent living skills that the students are learning within the classroom. This person, along*

Contractor Initials   J  Date 12.21.15

*with the treatment teams, will assist in the creation of individualized transition plans for each student. This blended process compliments the RENEW process.*

*The vocational program at Mount Prospect Academy is totally funded by Mount Prospect Academy, not through federal grants. We fund the position of School-to-Work Coordinator, who works with the local businesses. We fund the positions of Treatment Coordinators, Milieu Clinicians and Permanency Coordinators, who do extensive work with transition: individually, in groups, and with family systems. Mount Prospect Academy also funds three special education case managers who work with students on their learning needs and also work on the educational transition of our students.*

*We believe that by combining special education services with the information the teachers can gain (through Title I sponsored in- service trainings) all of our students will make considerable gains; academically and behaviorally.*

*The Department of Education is supporting learning through participation in extended learning opportunities (ELO's). Fred Bramante, a supporter of ELO's across the country, was our guest speaker at graduation a few years ago inspiring our teacher. Our students thrive in their participation in our vocational programs which often result in their ability to successfully complete high school.*

Contractor Initials 

Date 12.21.15

Mount Prospect Academy  
 Institution Name

**I. Budget Narrative**

Use this form to provide sufficient detail regarding proposed expenditures of Title I Part D, Subpart 1 funds.

<b>Account Category</b>	<b>Budget Detail</b>	<b>Total Costs</b>
<p><b>Salaries and Benefits</b>                      Include title and number of employees. Include rate of pay by hour/week etc.</p>	<p><b>Adult Living and Transition Coordinator salary - \$45,000 plus \$14,692 benefits payroll taxes (7.65%), workmen's comp (20%), medical \$ dental (5%)</b></p> <p><b>Title I Tutor salary (32,000) Benefits breakdown: plus benefits (10,448) payroll taxes (7.65%), workmen's comp (20%), medical &amp; dental (5%)</b></p> <p><b>4 RENEW Facilitators/Transition Specialist- 25% of their salaries- \$7291.67 each</b></p>	<p><b>\$9948.67</b></p> <p><b>\$7074.66</b></p> <p><b>\$5833.33</b></p>
<p><b>Contracted Services</b>                      Summarize activities and provide breakdown of expenses.</p>	<p><b>NH Arts Alliance- Artists in Residence- \$500</b></p>	<p><b>\$500.00</b></p>
<p><b>Supplies and Materials</b>                      Detail purchases (ex. #@\$). Explain the connection between items and the activities in the application.</p>	<p><b>Admission for 20 to the Boston Museum of Science- \$20 each- \$400</b></p> <p><b>Admission for 20 to the New England Aquarium- \$25 each- \$500</b></p> <p><b>Admission for 20 to Montshire Museum-\$10 each- \$200</b></p> <p><b>Admission for 20 to the VIN Raptor Center- \$240</b></p> <p><b>Admission for 20 to the Squam Lakes Science Center- \$10- \$200</b></p> <p><b>Hermit Island oceanography trip for 9 students and 3 adults-\$600</b></p>	<p><b>\$2140.00</b></p>

Contractor Initials J  
 Date 12-21-15

Exhibit A-1

<b>Books</b> <i>Detail purchases (ex. #@&amp;). Explain the connection between purchases and the activities in the application.</i>		
<b>Equipment</b> <i>Attach a justification for each item to be purchased.</i>		
<b>Professional Development Activities</b>		
<b>Travel</b> <i>Summarize activities including the number of days, people involved and associated costs.</i>	<b>Contributed by MPA</b>	
<b>Administration</b>	<b>Contributed by MPA</b>	
<b>Total Costs</b>		<b>25496.66 Summer Budget</b>

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 Date   12.21.15

Mount Prospect Academy  
 Institution Name

Exhibit A-1

**TITLE I PART D, SUBPART 1, SECTION 2**

**ESEA 2015-2016**

**INSTITUTION LEVEL APPLICATION**

*Academic Year*

**1. Program Goals, Measurable Objectives and Assessments**

Subject/Program Area	Long Term Goal	Overall changes in academic and vocational abilities you expect your students to achieve within the 2015-2016 SY?	Assessments used to assess these goals? <i>Include pre/post dates for reading and math assessments.</i>	Who is responsible for giving and analyzing student results
<b>Academic Outcomes</b>				Karen Langley, Director of Academics, Teachers at Mount Prospect Academy
<b>Mathematics</b>	Continue to develop a comprehensive mathematics program that will enable students to improve their math skills and use them to solve to real world applications	Students will improve their overall math skills; including remediation of skill gaps	Curriculum based assessments NWEA Measures of Academic Progress – Math Skills: school wide in the fall (10/14, winter (1/15) and spring (5/15)  Review of student work and classroom assessments (including observations).  Access assessment through PLATO for all incoming students within the first 30 days and 30 days prior to exit	Karen Langley, Director of Academics, Teachers at Mount Prospect Academy

Contractor Initials KL  
 Date 12/21/15

<p><b>Reading</b></p>	<p>Continue to develop a balanced literacy program that will enable students to improve their reading and writing skills, to provide Mount Prospect Academy with convenient, broadly descriptive assessment of individual student skills and accomplishments.</p>	<p>Student will improve their total reading skills as measured by an increase in the reading score on the NWEA</p> <p>Students will increase their reading vocabulary as measured by an increase in the reading score on the NWEA</p> <p>Students will improve their reading comprehension as measured by an increase in the reading score on the NWEA</p> <p>Students will increase the written language skills by:</p> <ul style="list-style-type: none"> <li>• Improving paragraph construction</li> <li>• Improving usage of capitalization and punctuation</li> <li>• Improving their ability to effectively communicate an idea to the reader</li> </ul>	<p>Curriculum Based Measurements to measure fluency and comprehension</p> <p>NWEA Measures of Academic Progress – Reading Skills: school wide in the fall (10/15, winter (1/16) and spring (5/16)</p> <p>Examination of intake documentation; such as previous academic achievement scores, NECAP scores, previous report cards etc.</p> <p>Voyager Reading Series placement test.</p> <p>Classroom assessments (including observations) focusing on reading and writing</p> <p>Corrective Reading assessment and instruction for students struggling with improving their reading skills. This series also has a writing component</p> <p>Access assessment through PLATO for all incoming students within the first 30 days and 30 days prior to exit</p>	<p>Karen Langley,                  Director of Academics,                  Teachers at Mount Prospect Academy</p>
<p><b>Vocational Outcomes</b></p>				

Contractor Initials dl  
 Date 12-21-15

<p>Adult Living</p>	<p>Continue to implement the NH Trails Curriculum and continue to implement the Life Centered Career Education (LCCE) curriculum to enhance student's vocational and independent living skills</p>	<p>Students will focus on three domains: Personal and Social Skills, Daily Living Skills and Career and Education                  Students will gain skills necessary for living on their own i.e.,</p> <ul style="list-style-type: none"> <li>• Renting an apartment</li> <li>• Grocery shopping</li> <li>• Maintaining a checkbook</li> <li>• Being on time for work</li> <li>• Paying bills on time</li> <li>• Filling out job applications</li> <li>• Identify community resources</li> <li>• Take the vocational assessment and explore possible career opportunities</li> <li>• Cash versus credit</li> </ul>	<p>Pre/Post Test NH Trails Skills &amp; Needs Assessment                  Adult Living Plan                  CareerScope Vocational Assessment                  Casey Family of Services Assessments</p>	<p>Karen Langley,                  Director of Academics</p>

Contractor Initials   
 Date 12.21.15

Mount Prospect Academy  
 Institution Name

**2. Scope of Project**

**A. Students to Be Served**

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**B. Staff Paid with Title I, Part D, Subpart 1 Funds**

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Denise Castonguay  
 Name of Individual

Adult Living Coordinator  
 Title of Individual

\_\_\_\_\_  
 Name of Individual

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**D. Staff/Student Ratio's:**

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Contractor Initials J

Date 12.21.15

Mount Prospect Academy  
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Contractor Initials   J  Date 12.21.15

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Contractor Initials 

Date 12.21.15

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The primary focus of all of our professional development for the 2015-2016 academic year is improved student learning and engagement. Mount Prospect Academy faculty has requested assistance with developing unit plans that concentrate on key concepts and integrate literacy into their content areas. This year we will focus on the data that we are using in making our decisions regarding student learning. The teachers need to be able to answer the questions, using the data they are gathering, "How do you know the students learned the information? How are they demonstrating that they have learned the information being taught?" We are also looking at the brain, brain development and how students learn, particularly the population of students that we serve. Over 90% of the students who attend Mount Prospect Academy have experienced some type of trauma in their lives. Another focus of the professional development training will be looking at student behavior and the data that we are collecting around student behavior and school culture.

- 2) Describe all staff development activities to be funded by this grant. (How many hours of training, when, for whom, and what topics will be covered?) Include a timeline.

Two Academic Case Managers will attend 1 more day of training and participate in a year long process to become RENEW facilitators. This training is done by UNH Institute of Disability and the teachers will be registered as soon as we know the grant is approved. These two Academic Case Managers received two days of training this past summer but did not complete the facilitator training. This grant will allow them to attend further training to become a facilitator. The two additional Academic Case Managers will attend the three day institute if the grant is approved in time. This three-day institute will provide in-depth training on the Rehabilitation for Empowerment, Natural supports, Education, and Work (RENEW) model and process.

Through group activities and instruction, participants will learn to engage youth in the process, facilitate personal futures planning through mapping, develop individualized and youth-specific teams and resources, direct the RENEW team process, conduct school-to-career planning, and empower youth to lead the process.

A brief overview will be provided of necessary system supports to ensure successful implementation. Attendees will leave the series with the knowledge and skills to implement RENEW in their practices.

**Agenda:**

- Day 1: Orientation to the RENEW Process, youth and family engagement, personal futures planning.
- Day 2: Team facilitation, progress monitoring, resource development, transition and employment strategies.
- Day 3: Mapping examples, implementation challenges and successes, transitioning youth from RENEW, fidelity and coaching.

**H. Coordination:**

*Describe how the program/s will be coordinated with other appropriate State and Federal programs, such as Vocational Education, Special Education, Work Force Investment Act and*

Contractor Initials                     Date 12.21.15

*local dropout prevention programs. If applicable grade levels, describe how the institution will endeavor to coordinate with local businesses for training and mentoring opportunities for participating youth.*

*Mount Prospect Academy has an extensive vocational training and applied learning program that involves not only on-site but off-site job training. This is the result of coordinated effort with many local businesses. Career development and awareness, emphasizing transition back to the community, are integrated through the NH Trails and LCCE curriculum, classroom work, on-campus work, and off-campus work experiences in local businesses. The current Adult Living Coordinator position will be expanded to include a focus on transition incorporating the independent living skills that the students are learning within the classroom. This person, along with the treatment teams, will assist in the creation of individualized transition plans for each student. This blended process compliments the RENEW process.*

*The vocational program at Mount Prospect Academy is totally funded by Mount Prospect Academy, not through federal grants. We fund the position of School-to-Work Coordinator, who works with the local businesses. We fund the positions of Treatment Coordinators, Milieu Clinicians and Permanency Coordinators, who do extensive work with transition: individually, in groups, and with family systems. Mount Prospect Academy also funds three special education case managers who work with students on their learning needs and also work on the educational transition of our students.*

*We believe that by combining special education services with the information the teachers can gain (through Title I sponsored in-service trainings) all of our students will make considerable gains; academically and behaviorally.*

*The Department of Education is supporting learning through participation in extended learning opportunities (ELO's). Fred Bramante, a supporter of ELO's across the country, was our guest speaker at graduation a few years ago inspiring our teacher. Our students thrive in their participation in our vocational programs which often result in their ability to successfully complete high school.*

Contractor Initials   d  

Date 12.21.15

Academic

Mount Prospect Academy  
Institution Name

**I. Budget Narrative**

Use this form to provide sufficient detail regarding proposed expenditures of Title I Part D, Subpart 1 funds.

Account Category	Budget Detail	Total Costs
<p><b>Salaries and Benefits</b> <i>Include title and number of employees. Include rate of pay by hour/week etc.</i></p>	<p><b>Adult Living and Transition Coordinator salary - \$45,000/year plus \$14,692 benefits payroll taxes (7.65%), workmen's comp (20%), medical &amp; dental (5%)</b></p> <p><b>Title I Tutor salary (32,000) Benefits breakdown: plus benefits (10,448) payroll taxes (7.65%), workmen's comp (20%), medical &amp; dental (5%)</b></p> <p><b>4- RENEW Facilitators/Transition Specialist- 25% of their salaries- \$7291.67 each</b></p>	<p><b>\$49,743.33 - total salary and benefits for academic year</b> <b>Salary for academic year- \$37500</b> <b>Benefits for academic year- 12,243.33</b></p> <p><b>\$35373.33 total salary and benefits for academic year</b> <b>\$26,666.66 salary of academic year</b> <b>\$8706.67 benefits for academic year</b></p> <p><b>\$29,166.67- only salary, no benefits included</b></p>
<p><b>Contracted Services</b> <i>Summarize activities and provide breakdown of expenses.</i></p>	<p><b>PLATO Middle and High School courses including Accuess Assessments - \$6594.00</b></p> <p><b>NWEA MAP Test- \$2500.00</b></p> <p><b>NH Arts Alliance- Artists in Residence- \$1,000</b></p>	<p><b>\$10,094.00</b></p>
<p><b>Supplies and Materials</b> <i>Detail purchases (ex. #@\$). Explain the connection between items and the activities in the application.</i></p>	<p><b>Key Math Forms A &amp; B- \$1000</b></p> <p><b>Woodcock Reading Mastery - Forms A &amp; B - \$800</b></p> <p><b>Woodcock Johnson IV -Test of Achievement Forms A, B, C including trainings- \$2500</b></p> <p><b>LEGO EV3 8 studetn Science Add-on Classroom Pack \$800</b></p>	<p><b>\$5100.00</b></p>

Contractor Initials J  
Date 12/21/15

<p><b>Books</b>  <i>Detail purchases (ex. #@&amp;).                  Explain the connection between purchases and the activities in the application.</i></p>		
<p><b>Equipment</b>  <i>Attach a justification for each item to be purchased.</i></p>	<p><b>16 desktop computers for the student computer lab to support assessments and individual student reading and math projects</b></p>	<p><b>\$14080.00</b></p>
<p><b>Professional Development Activities</b></p>	<p><b>RENEW Facilitator training - year long process for two facilitators to become Certified Facilitators- \$4124.40</b></p> <p><b>Additional 3 day RENEW training for two new faculty- \$800</b></p> <p><b>Peg Dawson and Executive Function workshop for all teachers-\$2000</b></p> <p><b>Dr. Moberly training on "Education and Kids Brains"- \$500</b></p>	<p><b>\$7424.40</b></p>
<p><b>Travel</b>  <i>Summarize activities including the number of days, people involved and associated costs.</i></p>	<p><b>Admission for 30 to the Boston Museum of Science- \$20 each- \$600</b></p> <p><b>Admission for 30 to the New England Aquarium- \$25 each- \$750</b></p> <p><b>Admission for 30 to Montshire Museum-\$10 each- \$300</b></p> <p><b>Admission for 30 to the VIN Raptor Center- \$360</b></p> <p><b>Admission for 30 to the Squam Lakes Science Center- \$10- \$300</b></p> <p><b>Senior Class Trip to NYC - \$2000</b></p> <p><b>Admission for 12 to a Monarchs game- \$120</b></p> <p><b>Admission for 12 to a Fisher Cats game- \$120</b></p>	<p><b>\$4550.00</b></p>

Contractor Initials J  
 Date 12.21.15

Exhibit A-1

<b>Administration</b>	<b>Contributed by MPA</b>	
<b>Total Costs</b>		<b>\$155,531.73</b> <b>Academic Year budget</b>

Contractor Initials J  
Date 12.21.15



## Exhibit B

### Method and Conditions Precedent to Payment

1. Funding for this Contract is subject to Department access to supporting funding for this project, which is dependent upon meeting the funding requirements listed in the Catalog of Federal Domestic Assistance (CFDA) # 84.010, Title 1 Part D, Subpart 1, ESA.
2. The State shall pay the Contractor an amount not to exceed the Grant Limitation, specified in block 1.8 of the Grant Agreement General Provisions, for the services provided by the Contractor pursuant to Exhibit A, Scope of Services.
3. Payment for said services shall be made as follows:
  - 3.1. The Contractor will submit an invoice, as created and supplied by the Division for Children, Youth and Families (DCYF), by the tenth working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month.
  - 3.2. The DCYF invoice must be completed and signed by the Contractor, or an authorized representative, in order to initiate payment.
  - 3.3. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice for Contractor services provided pursuant to this Agreement.
  - 3.4. The completed invoice must be submitted to:

DCYF Fiscal Administrator  
Department of Health and Human Services  
129 Pleasant Street  
Concord, NH 03301
4. Notwithstanding anything to the contrary herein, the Contactor agrees that payment under this Agreement may be withheld, in whole or in part, in the event of noncompliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services have not been satisfactorily completed in accordance with the terms and conditions of this Agreement.

Contractor Initials



Date

12/21/15



**SPECIAL PROVISIONS**

Contractors Obligations: The Contractor covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:

1. **Compliance with Federal and State Laws:** If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.
2. **Time and Manner of Determination:** Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.
3. **Documentation:** In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.
4. **Fair Hearings:** The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.
5. **Gratuities or Kickbacks:** The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.
6. **Retroactive Payments:** Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.
7. **Conditions of Purchase:** Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractors costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:
  - 7.1. Renegotiate the rates for payment hereunder, in which event new rates shall be established;
  - 7.2. Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;

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B 21.15



- 7.3. Demand repayment of the excess payment by the Contractor in which event failure to make such repayment shall constitute an Event of Default hereunder. When the Contractor is permitted to determine the eligibility of individuals for services, the Contractor agrees to reimburse the Department for all funds paid by the Department to the Contractor for services provided to any individual who is found by the Department to be ineligible for such services at any time during the period of retention of records established herein.

RECORDS: MAINTENANCE, RETENTION, AUDIT, DISCLOSURE AND CONFIDENTIALITY:

8. **Maintenance of Records:** In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:
- 8.1. **Fiscal Records:** books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 8.2. **Statistical Records:** Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 8.3. **Medical Records:** Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.
9. **Audit:** Contractor shall submit an annual audit to the Department within 60 days after the close of the agency fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.
- 9.1. **Audit and Review:** During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.
- 9.2. **Audit Liabilities:** In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.
10. **Confidentiality of Records:** All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.

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Notwithstanding anything to the contrary contained herein the covenants and conditions contained in the Paragraph shall survive the termination of the Contract for any reason whatsoever.

11. **Reports:** Fiscal and Statistical: The Contractor agrees to submit the following reports at the following times if requested by the Department.
  - 11.1. Interim Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.
  - 11.2. Final Report: A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.
12. **Completion of Services:** Disallowance of Costs: Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.
13. **Credits:** All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:
  - 13.1. The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.
14. **Prior Approval and Copyright Ownership:** All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.
15. **Operation of Facilities: Compliance with Laws and Regulations:** In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.
16. **Equal Employment Opportunity Plan (EEOP):** The Contractor will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR), if it has received a single award of \$500,000 or more. If the recipient receives \$25,000 or more and has 50 or



more employees, it will maintain a current EEO on file and submit an EEO Certification Form to the OCR, certifying that its EEO is on file. For recipients receiving less than \$25,000, or public grantees with fewer than 50 employees, regardless of the amount of the award, the recipient will provide an EEO Certification Form to the OCR certifying it is not required to submit or maintain an EEO. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEO requirement, but are required to submit a certification form to the OCR to claim the exemption. EEO Certification Forms are available at: <http://www.ojp.usdoj/about/ocr/pdfs/cert.pdf>.

17. **Limited English Proficiency (LEP):** As clarified by Executive Order 13166, Improving Access to Services for persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, Contractors must take reasonable steps to ensure that LEP persons have meaningful access to its programs.
18. **Pilot Program for Enhancement of Contractor Employee Whistleblower Protections:** The following shall apply to all contracts that exceed the Simplified Acquisition Threshold as defined in 48 CFR 2.101 (currently, \$150,000)

CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (SEP 2013)

(a) This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.

(b) The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.

19. **Subcontractors:** DHHS recognizes that the Contractor may choose to use subcontractors with greater expertise to perform certain health care services or functions for efficiency or convenience, but the Contractor shall retain the responsibility and accountability for the function(s). Prior to subcontracting, the Contractor shall evaluate the subcontractor's ability to perform the delegated function(s). This is accomplished through a written agreement that specifies activities and reporting responsibilities of the subcontractor and provides for revoking the delegation or imposing sanctions if the subcontractor's performance is not adequate. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions.

When the Contractor delegates a function to a subcontractor, the Contractor shall do the following:

- 19.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function
- 19.2. Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate
- 19.3. Monitor the subcontractor's performance on an ongoing basis

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- 19.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- 19.5. DHHS shall, at its discretion, review and approve all subcontracts.

If the Contractor identifies deficiencies or areas for improvement are identified, the Contractor shall take corrective action.

#### DEFINITIONS

As used in the Contract, the following terms shall have the following meanings:

**COSTS:** Shall mean those direct and indirect items of expense determined by the Department to be allowable and reimbursable in accordance with cost and accounting principles established in accordance with state and federal laws, regulations, rules and orders.

**DEPARTMENT:** NH Department of Health and Human Services.

**FINANCIAL MANAGEMENT GUIDELINES:** Shall mean that section of the Contractor Manual which is entitled "Financial Management Guidelines" and which contains the regulations governing the financial activities of contractor agencies which have contracted with the State of NH to receive funds.

**PROPOSAL:** If applicable, shall mean the document submitted by the Contractor on a form or forms required by the Department and containing a description of the Services to be provided to eligible individuals by the Contractor in accordance with the terms and conditions of the Contract and setting forth the total cost and sources of revenue for each service to be provided under the Contract.

**UNIT:** For each service that the Contractor is to provide to eligible individuals hereunder, shall mean that period of time or that specified activity determined by the Department and specified in Exhibit B of the Contract.

**FEDERAL/STATE LAW:** Wherever federal or state laws, regulations, rules, orders, and policies, etc. are referred to in the Contract, the said reference shall be deemed to mean all such laws, regulations, etc. as they may be amended or revised from the time to time.

**CONTRACTOR MANUAL:** Shall mean that document prepared by the NH Department of Administrative Services containing a compilation of all regulations promulgated pursuant to the New Hampshire Administrative Procedures Act, NH RSA Ch 541-A, for the purpose of implementing State of NH and federal regulations promulgated thereunder.

**SUPPLANTING OTHER FEDERAL FUNDS:** The Contractor guarantees that funds provided under this Contract will not supplant any existing federal funds available for these services.



**REVISIONS TO GENERAL PROVISIONS**

1. Subparagraph 4 of the General Provisions of this contract, Conditional Nature of Agreement, is replaced as follows:
  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, in whole or in part, under this Agreement are contingent upon continued appropriation or availability of funds, including any subsequent changes to the appropriation or availability 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 of Services provided in Exhibit A, Scope of Services, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of appropriated or available funds. In the event of a reduction, termination or modification of appropriated or available funds, the State shall have the right to withhold payment until such funds become available, if ever. The State shall have the right to reduce, terminate or modify services under this Agreement immediately upon giving the Contractor notice of such reduction, termination or modification. The State shall not be required to transfer funds from any other source or account into the Account(s) identified in block 1.6 of the General Provisions, Account Number, or any other account, in the event funds are reduced or unavailable.
  
2. Subparagraph 10 of the General Provisions of this contract, Termination, is amended by adding the following language:
  - 10.1 The State may terminate the Agreement at any time for any reason, at the sole discretion of the State, 30 days after giving the Contractor written notice that the State is exercising its option to terminate the Agreement.
  - 10.2 In the event of early termination, 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, including but not limited to, identifying the present and future needs of clients receiving services under the Agreement and establishes a process to meet those needs.
  - 10.3 The Contractor shall fully cooperate with the State and shall promptly provide detailed information to support the Transition Plan including, but not limited to, any information or data requested by the State related to the termination of the Agreement and Transition Plan and shall provide ongoing communication and revisions of the Transition Plan to the State as requested.
  - 10.4 In the event that services under the Agreement, including but not limited to clients receiving services under the Agreement are transitioned to having services delivered by another entity including contracted providers or the State, the Contractor shall provide a process for uninterrupted delivery of services in the Transition Plan.
  - 10.5 The Contractor shall establish a method of notifying clients and other affected individuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.

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**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS**

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner  
NH Department of Health and Human Services  
129 Pleasant Street,  
Concord, NH 03301-6505

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
  - 1.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
    - 1.2.1. The dangers of drug abuse in the workplace;
    - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
    - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - 1.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - 1.4.1. Abide by the terms of the statement; and
    - 1.4.2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency

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*12/21-15*



- has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
    - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location)

Check  if there are workplaces on file that are not identified here.

Contractor Name:

12.21.15  
Date

Judy Caron, President  
Name:  
Title:

Contractor Initials JC  
Date 12.21.15



**CERTIFICATION REGARDING LOBBYING**

The Contractor identified in Section 1.3 of the General Provisions 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, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS  
US DEPARTMENT OF EDUCATION - CONTRACTORS  
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

Programs (indicate applicable program covered):

- \*Temporary Assistance to Needy Families under Title IV-A
- \*Child Support Enforcement Program under Title IV-D
- \*Social Services Block Grant Program under Title XX
- \*Medicaid Program under Title XIX
- \*Community Services Block Grant under Title VI
- \*Child Care Development Block Grant under Title IV

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any 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, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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 or entering into this transaction imposed by Section 1352, Title 31, 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.

Contractor Name:

12.21.15  
Date

Jeff Caron  
Name: JEFF CARON  
Title: President.

Exhibit E – Certification Regarding Lobbying

Contractor Initials J  
Date 12.21.15



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and

  
12/21/15



information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

**PRIMARY COVERED TRANSACTIONS**

11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - 11.2. have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 11.3. are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (l)(b) of this certification; and
  - 11.4. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
12. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

**LOWER TIER COVERED TRANSACTIONS**

13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
  - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Contractor Name:

12.21.15  
Date

  
Name: JEFF CARON  
Title: Resident

Contractor Initials J  
Date 12.21.15



**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO  
FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND  
WHISTLEBLOWER PROTECTIONS**

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

Contractor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Exhibit G

Contractor Initials

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections



In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this proposal (contract) the Contractor agrees to comply with the provisions indicated above.

12.21.15  
Date

Contractor Name:

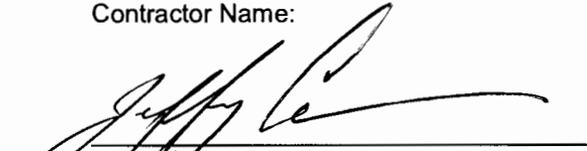
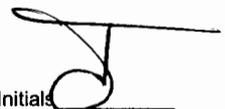
  
Name: JEFF CARON  
Title: Resident

Exhibit G

Contractor Initials



Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

Date 12-21-15



**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this contract, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

Contractor Name:

12.21.15  
Date

[Signature]  
Name: JEFF CARON  
Title: President

Contractor Initials J  
Date 12.21.15



Exhibit I

**HEALTH INSURANCE PORTABILITY ACT**  
**BUSINESS ASSOCIATE AGREEMENT**

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

**(1) Definitions.**

- a. "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.



Exhibit I

- I. “Required by Law” shall have the same meaning as the term “required by law” in 45 CFR Section 164.103.
- m. “Secretary” shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. “Security Rule” shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. “Unsecured Protected Health Information” means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) **Business Associate Use and Disclosure of Protected Health Information.**

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - I. For the proper management and administration of the Business Associate;
  - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business

*[Handwritten Signature]*  
Date 12/2/15



Exhibit I

Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

**(3) Obligations and Activities of Business Associate.**

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
  - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
  - o The unauthorized person used the protected health information or to whom the disclosure was made;
  - o Whether the protected health information was actually acquired or viewed
  - o The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (l). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

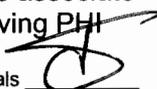
  
12.21.15



Exhibit I

pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business

12/10/15



Exhibit I

Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

**(4) Obligations of Covered Entity**

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

**(5) Termination for Cause**

In addition to Paragraph 10 of the standard terms and conditions (P-37) of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

**(6) Miscellaneous**

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.

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Exhibit I

- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) l, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

<p><u>NH DHHS</u> The State</p> <p><u>[Signature]</u> Signature of Authorized Representative</p> <p><u>MARY ANN COONEY</u> Name of Authorized Representative</p> <p><u>Associate Commissioner</u> Title of Authorized Representative</p> <p><u>1/20/14</u> Date</p>	<p><u>Mount Prospect Academy</u> Name of the Contractor</p> <p><u>[Signature]</u> Signature of Authorized Representative</p> <p><u>JEFFREY CARON</u> Name of Authorized Representative</p> <p><u>President, MPA</u> Title of Authorized Representative</p> <p><u>12.21.15</u> Date</p>
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**CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPLIANCE**

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
  - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
  - 10.2. Compensation information is not already available through reporting to the SEC.

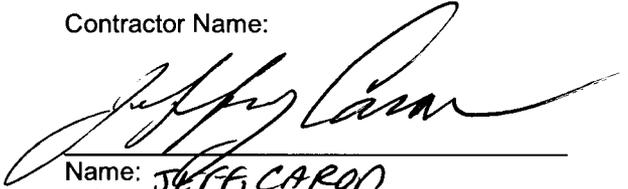
Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name:

12.21.15  
Date

  
Name: JEFF CARON  
Title: President



**FORM A**

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is: \_\_\_\_\_
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO                      \_\_\_\_\_ YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C.78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

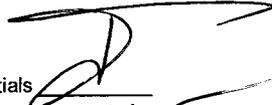
NO                      \_\_\_\_\_ YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____

  
Date 12.21.15

# 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 MOUNT PROSPECT ACADEMY, INC. is a New Hampshire nonprofit corporation formed December 24, 2002. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 23<sup>rd</sup> day of December A.D. 2015

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

William M. Gardner  
Secretary of State

# CERTIFICATE OF VOTE

I, David Chabot, do hereby certify that:  
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of Mount Prospect Academy.  
(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 September 16, 2015:  
(Date)

**RESOLVED:** That the President  
(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 he/she may deem necessary, desirable or appropriate.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 21st day of December, 2015.  
(Date Contract Signed)

4. Jeff Caron is the duly elected President  
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

David Chabot  
(Signature of the Elected Officer)

STATE OF New Hampshire

County of Grafton

The forgoing instrument was acknowledged before me this 21st day of December, 2015.

By David Chabot  
(Name of Elected Officer of the Agency)

Rita A. Meier  
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

Commission Expires: \_\_\_\_\_ **Rita A Meier**  
**Notary Public**  
**My Commission Expires**  
**November 16th, 2020**



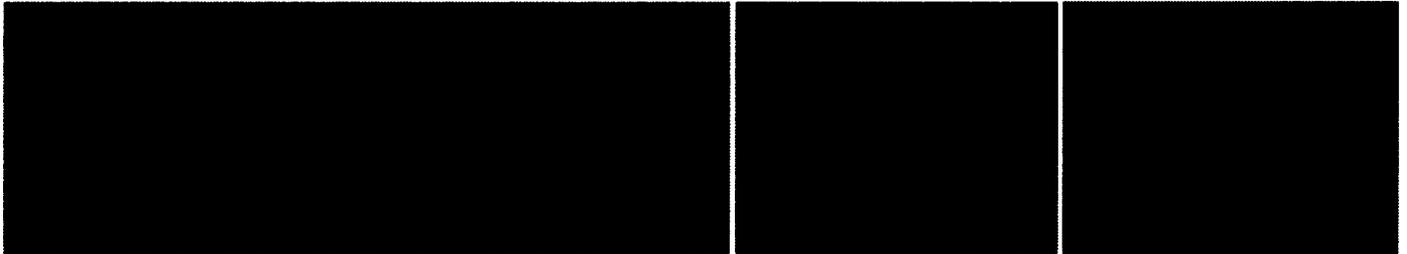


## **MOUNT PROSPECT ACADEMY**

PO Box 58  
354 Main Street  
Plymouth, NH 03264  
603-536-1102  
Fax: 603-536-3074

### **Mount Prospect Academy Mission Statement**

The mission of Mount Prospect Academy is to provide a caring and safe therapeutic environment where all students have the opportunity to acquire the skills and personal growth needed to realize their educational and social potential. Our mission is to develop trusting relationships and facilitate experiences that teach and promote a student's ability to self-regulate and manage their thoughts and feelings to develop feelings of safety, confidence and competency. Our treatment foundation is Attachment Theory and uses a variety of trauma informed practices including the Attachment, Self-Regulation, Competency (ARC) model which is integrated into both the academic and residential milieu. Mount Prospect Academy uses a strength-based philosophy that recognizes each student's potential and fosters growth in meeting their full potential. Mount Prospect Academy uses an integrated approach to motivate, educate and empower our students and provide them with the tools they will need to become contributing citizens within the community. Through active engagement in the academic and vocational experiences provided to our students at Mount Prospect Academy, we are "Preparing Our Students for the Business of Life".



**CONSOLIDATED FINANCIAL STATEMENTS**

and

**SUPPLEMENTARY INFORMATION**

June 30, 2015

With Independent Auditor's Report





## INDEPENDENT AUDITOR'S REPORT

Boards of Trustees  
Becket Academy, Inc. and Affiliates

We have audited the accompanying consolidated financial statements of Becket Academy, Inc. and Affiliates, which comprise the consolidated statement of financial position as of June 30, 2015, and the related consolidated statements of activities and cash flows for the year then ended, and the related notes to the consolidated financial statements.

### ***Management's Responsibility for the Consolidated Financial Statements***

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with U.S. generally accepted accounting principles; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Becket Academy, Inc. and Affiliates as of June 30, 2015, and the changes in their net assets and their cash flows for the year then ended in accordance with U.S. generally accepted accounting principles.

***Other Matter***

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying consolidating schedules are presented for purposes of additional analysis of the consolidated financial statements rather than to present the financial position and changes in net assets of the individual entities and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

*Berry Dunn McNeil & Parker, LLC*

Manchester, New Hampshire  
November 13, 2015

**BECKET ACADEMY, INC. AND AFFILIATES**  
**Consolidated Statement of Financial Position**  
**June 30, 2015**

**ASSETS**

Current assets	
Cash and cash equivalents	\$ 3,109,907
Assets whose use is limited	64,696
Tuition and fees receivable, net of allowance for doubtful accounts of \$120,000	4,392,513
Current portion of notes receivable	135,000
Prepaid expenses	<u>50,524</u>
Total current assets	<u>7,752,640</u>
Property and equipment	
Land and land improvements	4,318,221
Buildings and building improvements	10,473,032
Leasehold improvements	1,339,258
Vehicles and equipment	3,094,203
Furniture and fixtures	1,097,430
Construction-in-progress	<u>413,554</u>
	20,735,698
Less accumulated depreciation	<u>7,290,962</u>
Net property and equipment	<u>13,444,736</u>
Other assets	
Replacement reserves	36,999
Notes receivable, net of current portion	<u>44,300</u>
Total other assets	<u>81,299</u>
Total assets	<u>\$ 21,278,675</u>

---

The accompanying notes are an integral part of these consolidated financial statements.

## LIABILITIES AND NET ASSETS

Current liabilities	
Current portion of long-term debt	\$ 812,000
Accounts payable	543,987
Accrued expenses	2,210,937
Prepaid tuition	264,303
Estimated third-party payor settlements	<u>326,068</u>
Total current liabilities	4,157,295
Long-term debt, excluding current portion	<u>8,265,333</u>
Total liabilities	12,422,628
Unrestricted net assets	<u>8,856,047</u>
Total liabilities and net assets	\$ <u>21,278,675</u>

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**BECKET ACADEMY, INC. AND AFFILIATES**

**Consolidated Statement of Activities**

**Year Ended June 30, 2015**

Changes in unrestricted net assets	
Revenue and support	
Tuition, room and board, and other support, net	\$44,867,613
State nutrition program	143,095
Other revenue	<u>580,068</u>
Total revenue and support	<u>45,590,776</u>
Operating expenses	
Program expenses	
Education and home life	39,312,492
Supporting expenses	
General administration	<u>4,011,734</u>
Total operating expenses	43,324,226
Loss on disposal of property and equipment	(62,067)
Deconsolidation of affiliate	<u>(2,197,845)</u>
Change in unrestricted net assets	6,638
Changes in temporarily restricted net assets	
Deconsolidation of affiliate	<u>(8,000)</u>
Total change in net assets	(1,362)
Net assets, beginning of year	<u>8,857,409</u>
Net assets, end of year	<u>\$ 8,856,047</u>

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The accompanying notes are an integral part of these consolidated financial statements.

# BECKET ACADEMY, INC. AND AFFILIATES

## Consolidated Statement of Cash Flows

Year Ended June 30, 2015

Cash flows from operating activities	
Change in net assets	\$ (1,362)
Adjustments to reconcile change in net assets to net cash provided by operating activities	
Depreciation and amortization	1,444,448
Loss on disposal of property and equipment	62,067
Change in allowance for doubtful accounts	(35,000)
Deconsolidation of affiliate, net of cash held	1,738,944
Decrease (increase) in	
Tuition and fees receivable	(1,243,097)
Prepaid expenses	69,269
Notes receivable	34,893
Increase in	
Accounts payable	18,529
Accrued expenses	348,428
Prepaid tuition	91,223
Estimated third-party payor settlements	<u>89,364</u>
Net cash provided by operating activities	<u>2,617,706</u>
Cash flows from investing activities	
Increase in replacement reserve	(8,922)
Increase in due from related parties	275,713
Proceeds from sale of property and equipment	8,054
Purchase of property and equipment	(1,105,082)
Decrease in assets whose use is limited	<u>92,105</u>
Net cash used by investing activities	<u>(738,132)</u>
Cash flows from financing activities	
Proceeds from long-term borrowings	37,940
Principal payments on long-term borrowings	(925,638)
Payment of deferred financing costs	<u>(46,841)</u>
Net cash used by financing activities	<u>(934,539)</u>
Net increase in cash and cash equivalents	945,035
Cash and cash equivalents, beginning of year	<u>2,164,872</u>
Cash and cash equivalents, end of year	<u>\$ 3,109,907</u>
<u>Supplemental disclosures</u>	
Noncash transactions:	
Acquisition of property and equipment with issuance of long-term debt	<u>\$ 1,604,655</u>

---

The accompanying notes are an integral part of these consolidated financial statements.

## BECKET ACADEMY, INC. AND AFFILIATES

### Notes to Consolidated Financial Statements

June 30, 2015

#### Nature of Business

Becket Academy, Inc. and Affiliates (the Organization) provides community-based and residential treatment and education services to children, adolescents and young adults through various schools and programs collectively known as the Becket Family of Services.

Becket Academy, Inc. (Becket) is a not-for-profit corporation incorporated under provisions of the laws of the State of Maine at locations in Belgrade, Lewiston, Auburn and Litchfield. Becket operates two region based special purpose schools to serve the residents at the programs and community students in need of specialized academic services. Becket also operates adult group homes in Maine, Massachusetts and New Hampshire. In February 2015, Becket began operations of the Becket House in Rumney, New Hampshire, which was previously operated by Mount Prospect Academy, Inc. (MPA), an affiliate of Becket.

Upper Valley Stewardship Center (UVSC) is a not-for-profit corporation incorporated under provisions of the laws of the State of Maine. Becket is its sole member. UVSC operates the Mountain Valley Treatment Center (MVTC) in East Haverhill, New Hampshire. MVTC provides residential treatment for adolescents struggling with anxiety disorders.

MPA is a not-for-profit corporation incorporated under provisions of the General Statutes of the State of New Hampshire. Since 2008, MPA has had a self-perpetuating Board of Trustees completely separate from the Board which governs Becket. Despite the division of control among these entities, they continue to be economically reliant on each other. MPA is licensed by the State of New Hampshire and operates a residential school in Plymouth, New Hampshire. MPA also provides comprehensive in-home and community support services to families in New Hampshire and northeastern Massachusetts under the name Project Connect and Solid Foundations. In February 2015, MPA's interest in two community group homes located in Rumney, New Hampshire and Campton, New Hampshire were transferred to Becket and Vermont Permanency Initiative, Inc. (VPI), respectively.

VPI is a not-for-profit corporation incorporated under provisions of the General Statutes of the State of Vermont. VPI operates the Bennington School, a 55-bed co-educational residential treatment program and the Vail House, a 4-bed female crisis support program in Bennington, Vermont. VPI also operates Connecticut River Academy, LLC (CRA), a specialized day school in Bradford, Vermont, the Becket House at Newbury in Newbury, Vermont, and the Becket House at Campton, in Campton, New Hampshire. VPI offers offers community based support to youth and families in Vermont through the trade name Vermont Support & Stabilization. VPI has a self-perpetuating Board of Trustees completely separate from the Boards which govern MPA, Becket and UVSC. Despite the division of control among these entities, they continue to be economically reliant on each other.

Connecticut River Academy, LLC (CRA), is a not-for-profit corporation incorporated under provisions of the General Statutes of the State of Vermont and is a subsidiary of VPI. All material intercompany transactions and balances have been eliminated.

# BECKET ACADEMY, INC. AND AFFILIATES

## Notes to Consolidated Financial Statements

June 30, 2015

The Organization receives a significant portion of its support from state and local governments. A reduction in the level of this support may have a significant effect on the Organization's programs and activities. While the Organization has diversified its funding streams in recent years, policy changes at both the state and federal level could drastically impact operations, including policy changes involving Medicaid reimbursement systems that are under consideration in both New Hampshire and Maine relating to residential child care. Management believes that the current funding environment is more volatile and uncertain than at any point in the Organization's operating history.

### 1. Summary of Significant Accounting Policies

#### Principles of Consolidation

The consolidated financial statements include the activity of Becket, MPA, UVSC and VPI. All material intercompany transactions and balances have been eliminated in consolidation.

#### Basis of Presentation

The accompanying consolidated financial statements, which are presented on the accrual basis of accounting, have been prepared to focus on the Organization as a whole and to present balances and transactions according to the existence or absence of donor-imposed restrictions. The Organization displays its activities and net assets in three classes: unrestricted, temporarily restricted and permanently restricted.

Revenues are reported as increases in unrestricted net assets unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Expirations of temporary restrictions on net assets, that is, situations in which the donorimposed stipulated purpose has been accomplished and/or the stipulated time period has elapsed, are reported as reclassifications between the applicable classes of net assets. The Organization had no temporarily or permanently restricted net assets as of June 30, 2015.

#### Use of Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles (U.S. GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

## BECKET ACADEMY, INC. AND AFFILIATES

### Notes to Consolidated Financial Statements

June 30, 2015

#### **Cash and Cash Equivalents**

All unrestricted, highly liquid investments with an original maturity of three months or less are considered to be cash equivalents.

The Organization maintains its cash and certificates of deposit in bank deposit accounts which, at times, may exceed federally insured limits. The Organization has not experienced any losses in such accounts. The Organization believes it is not exposed to any significant risk with respect to these accounts.

#### **Assets Whose Use is Limited**

Assets whose use is limited consists of cash and cash equivalents reserved for the Organization's self-insured health care plan.

#### **Tuition and Fees Receivable**

Tuition and fees receivable are stated at the amount the Organization expects to collect from outstanding balances, net of discounts of \$528,114. The Organization provides for probable uncollectible amounts through a charge to current year earnings and a credit to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after the Organization has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable.

#### **Property and Equipment**

Property and equipment are stated at cost or, if donated, at the fair market value at the date of donation. Expenditures for repairs and maintenance are expensed when incurred, and betterments and assets purchased in excess of \$1,000 are considered for capitalization.

Depreciation of property and equipment is charged against operations using the straight-line method over the estimated useful lives of these assets, as follows:

	<u>Years</u>
Land improvements	7 - 10
Buildings and building improvements	7 - 30
Leasehold improvements	5 - 25
Vehicles and equipment	3 - 5
Furniture and fixtures	2 - 15

## BECKET ACADEMY, INC. AND AFFILIATES

### Notes to Consolidated Financial Statements

June 30, 2015

When assets are sold or disposed of, the related cost and accumulated depreciation and amortization are removed from the respective accounts, and any resulting gain or loss is included in the consolidated statement of activities.

#### **Replacement Reserves**

Becket has mortgage notes payable to Maine State Housing Authority. These mortgage notes require Becket to maintain replacement reserve funds in separate accounts for the purpose of providing a cash reserve for future property replacement needs. These restricted amounts are classified as "replacement reserves" in the consolidated statement of financial position and are generally not available for routine operating expenses.

#### **Deferred Costs**

Certain costs related to long-term debt such as accountants, attorneys and underwriting fees are capitalized and amortized on a straight-line basis over the lives of the respective debt issues, which mature at various dates through January 2038. During the year ended June 30, 2015, the Organization adopted Financial Accounting Standards Board Accounting Standards Update No. 2015-03 - *Interest-Imputation of Interest - Simplifying the Presentation of Debt Issuance Costs*. As a result, the unamortized deferred costs as of June 30, 2015 have been reclassified to be presented as a direct deduction from the carrying amount of the related long-term debt. In addition, the amortization of the deferred costs has been reclassified to interest expense.

#### **Tuition, Room and Board, and Other Support and Other Changes in Net Assets**

Tuition, room and board, and other support are recorded as increases in unrestricted net assets at the time the services are provided. In some circumstances, tuition revenues are received prior to the school year and are recorded as a current liability under prepaid tuition. Expenses are reported as decreases in unrestricted net assets. Gains and losses on other assets and liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor restriction or by law. Expirations of temporary restrictions, if any, on net assets by fulfillment of the donor-stipulated purpose or by passage of the stipulated time period are reported as reclassifications between the applicable classes of net assets.

Additionally, the Organization has contractual arrangements with the Maine Department of Health and Human Services (DHHS) to render services to qualifying residents under certain cost-based and fee-for-service reimbursement programs, which may result in the Organization receiving payments for such services which differ from the standard charges. The Organization records its revenue at the net amount expected to be paid by DHHS based upon established rates.

#### **Income Taxes**

The entities comprising the Organization are not-for-profit corporations as described in Section 501(c)(3) of the Internal Revenue Code (the Code) whereby only unrelated business income, as defined by Section 512(a)(1) of the Code, is subject to federal income tax.

# BECKET ACADEMY, INC. AND AFFILIATES

## Notes to Consolidated Financial Statements

June 30, 2015

### **Allocation of Costs**

The costs of providing various programs and other activities have been summarized on a functional basis in the consolidated statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

### **Advertising**

The Organization follows the policy of charging the costs of advertising to expense as incurred. Advertising expense totaled \$226,429 in 2015.

### **Deconsolidation of Affiliate**

Effective July 1, 2014, The Oliverian School, Inc. (Oliverian) was no longer affiliated with the Organization and therefore is not reported as an affiliate in the consolidated financial statements. The related net assets were transferred to Oliverian. The net amount transferred to Oliverian was \$2,205,845 and is reflected as a change in net assets.

## 2. **Significant Concentrations and Estimated Third-Party Payor Settlements**

Approximately 15% of the revenue recorded during 2015 was from beneficiaries of the New Hampshire Medicaid program.

Approximately 12% of the revenue recorded during 2015 was from beneficiaries of the Vermont Medicaid program.

Approximately 13% of the revenue recorded during 2015 was from the Vermont Department of Education and various school districts located in Maine, New Hampshire, Vermont, Massachusetts, New York and Connecticut.

Approximately 12% of the revenue recorded during 2015 was from the Massachusetts Department of Mental Health and Developmental Services.

Approximately 19% of the revenue recorded during 2015 was from beneficiaries of the Maine Medicaid (MaineCare) program. Under this program, the provider is reimbursed for the care of qualified residents at specified interim rates during the year. Differences between these interim contractual rates and the "cost" of this care, as defined by the Principles of Reimbursement (the Principles) governing the respective programs, are determined and settled on a retroactive basis. Laws and regulations governing the MaineCare program are extremely complex and subject to interpretation. As a result, there is at least a reasonable possibility that recorded estimates will change by a material amount in the near term.

## BECKET ACADEMY, INC. AND AFFILIATES

### Notes to Consolidated Financial Statements

June 30, 2015

The consolidated financial statements reflect estimated settlements due under the MaineCare program. Although management expects to receive the estimated amounts, different interpretations of the governing Principles by regulatory authorities could result in subsequent adjustments. Settlements do not become final until cost reports are audited and approved by DHHS. Differences between estimated and actual settlements are recorded as contractual adjustments in the year of final determination. Net resident service revenue decreased approximately \$298,000 in 2015 due to an increase in estimated third-party payor settlements included in tuition, room and board, and other support in the consolidated statement of activities.

The cost reports for 2011, 2012, 2013 and 2014 have not reached final settlement. The estimated balance due to MaineCare was \$326,068 as of June 30, 2015. As of November 13, 2015, these amounts have not increased or decreased. Of this amount, approximately \$181,000 has been audited and is subject to cost settlement as of November 13, 2015. All other estimated amounts due have not yet been cost settled.

Following is a summary of net Maine revenue for 2015:

Tuition, room and board, and other fees	\$12,242,042
Provision for contractual adjustments under third-party reimbursement programs	<u>(198,658)</u>
Net Maine revenue	<u>\$12,043,384</u>

Due to the concentration of residents who receive benefits from the Medicaid reimbursement programs, the Organization is highly dependent upon regulatory authorities' establishing reimbursement rates that are adequate to sustain the Organization's operations.

**BECKET ACADEMY, INC. AND AFFILIATES**

**Notes to Consolidated Financial Statements**

**June 30, 2015**

**3. Notes Receivable**

Notes receivable consists of the following:

**Becket Academy, Inc.**

Note receivable from an employee bearing interest of 5% annually. This note receivable requires payment of \$20,000, plus accrued interest, on October 31, annually through 2015. However, if the employee remains employed by Becket or MPA on the day such payments are due, such amounts shall be forgiven in their entirety.

\$ 20,000

Non-interest bearing note receivable from Connections for Kids, an unaffiliated organization, due in full at date of maturity, June 30, 2016.

100,000

Total Becket Academy, Inc.

120,000

**Upper Valley Stewardship Center**

Note receivable from an employee bearing interest of 4% annually. Seventy-five percent of the note receivable will amortize over five years with the balance to be paid as a balloon payment in 2017.

59,300

Less current portion

179,300  
135,000

Notes receivable, net of current portion

\$ 44,300

**4. Lines of Credit**

Becket holds a line of credit agreement with Key Bank under which Key Bank agrees to advance up to \$225,000 to Becket upon request. Monies advanced accrue interest at the rate of 4.25%. There was no balance outstanding as of June 30, 2015. The line of credit is collateralized by a security interest in all assets of Becket.

## BECKET ACADEMY, INC. AND AFFILIATES

### Notes to Consolidated Financial Statements

June 30, 2015

#### 5. Long-term Debt

Long-term debt consists of the following:

##### **Becket Academy, Inc.**

Note payable to Maine State Housing Authority, due in monthly installments of \$2,661, including interest at 7%, through April 2032; collateralized by land, buildings and equipment in Litchfield, Maine.	\$ 303,788
Note payable to Maine State Housing Authority, due in monthly installments of \$2,565, including interest at 7%, through March 2031; collateralized by land, buildings and equipment in Norridgewock, Maine.	304,288
Note payable to Key Bank, due in monthly installments of \$3,608, including interest at 3.99%, through October 2017, at which time the remaining balance is due in full; collateralized by real estate in Belgrade, Maine.	538,699
Note payable to United Bank, due in monthly installments of \$2,178, including interest at 4.25%, through February 2023; collateralized by certain real estate in Lakeville, Massachusetts.	322,864
Note payable to United Bank, due in monthly installments of \$2,158, including interest at 4.25%, through January 2023; collateralized by real estate in Springfield, Massachusetts.	213,024
Note payable to Lake Sunapee Bank, due in monthly installments of \$4,636, including interest at 4.5%, through February 2032; collateralized by certain real estate of Becket.	112,970
Note payable to Coastal Enterprises, Inc., due in monthly installments of \$4,985, including interest at 6.0%, through March 2023, at which time the remaining balance is due in full; collateralized by substantially all assets of Becket.	358,468
Note payable to United Bank, due in monthly installments of \$2,158, including interest at 4.25%, through March 2023; collateralized by real estate in Westminister, Massachusetts.	303,606
Note payable to Coastal Enterprises, Inc., due in monthly installments of \$5,572, including interest at 6.0%, through February 2024, at which time the remaining balance is due in full; collateralized by real estate in Auburn and Belgrade, Maine.	449,369
Note payable to Lake Sunapee Bank, due in monthly installments of \$4,636, including interest at 4.625%, through June 2034; collateralized by certain real estate of Becket.	702,428

## BECKET ACADEMY, INC. AND AFFILIATES

### Notes to Consolidated Financial Statements

June 30, 2015

Note payable to Union Bank, due in monthly installments of \$3,079, including interest at 4.25%, through September 2019, at which time the remaining balance is due in full; collateralized by real estate in Bethlehem, New Hampshire.	279,510
Various vehicle notes payable to financial institutions, due in monthly installments, including interest, ranging from \$290 to \$793, totaling \$23,285. Interest rates range from 0% to 9.50%. Maturities range from November 2016 through August 2020. The notes are collateralized by vehicles.	<u>581,380</u>
Total Becket Academy, Inc.	<u>4,470,394</u>
<b>Mount Prospect Academy, Inc.</b>	
Note payable to Meredith Village Savings Bank, due in monthly installments of \$6,294, including interest adjusted annually in April to <i>The Wall Street Journal's</i> prime rate plus 1% (4.25% at June 30, 2015), through April 2028; collateralized by real estate in Plymouth, New Hampshire.	745,681
Note payable to Meredith Village Savings Bank, due in monthly installments of \$5,392, including interest adjusted annually in April to <i>The Wall Street Journal's</i> prime rate plus 1% (4.25% at June 30, 2015), through April 2028; collateralized by real estate in Plymouth, New Hampshire.	670,878
Note payable to Meredith Village Savings Bank, due in monthly installments of \$2,827, including interest adjusted annually in April to <i>The Wall Street Journal's</i> prime rate plus 1% (4.25% at June 30, 2015), through April 2028; collateralized by real estate in Haverhill, New Hampshire.	274,928
Note payable to Community Guarantee Savings Bank, due in monthly installments of \$8,835, including interest at 6.50%, through December 2023; collateralized by real estate associated with the debt.	125,519
Various vehicle and equipment notes payable to financial institutions, payable in monthly installments, including interest, ranging from \$256 to \$748, totaling \$17,874. Interest rates range from 0% to 10.96%. Maturities range from August 2015 through August 2021. The notes are collateralized by vehicles and equipment.	<u>305,546</u>
Total Mount Prospect Academy, Inc.	<u>2,122,552</u>
<b>Upper Valley Stewardship Center</b>	
Note payable to Meredith Village Savings Bank, due in monthly installments of \$3,772, including interest at 6.25%, through May 2017, at which time the remaining balance is due in full; collateralized by real estate in Plymouth, New Hampshire.	252,324

## BECKET ACADEMY, INC. AND AFFILIATES

### Notes to Consolidated Financial Statements

June 30, 2015

Various vehicle and equipment notes payable to financial institutions, payable in monthly installments, including interest, ranging from \$362 to \$916, totaling \$5,684. Interest rates range from 0% to 11.99%. Maturities range from August 2015 through November 2019. The notes are collateralized by vehicles and equipment.	<u>141,982</u>
Total Upper Valley Stewardship Center	<u>394,306</u>
<b>Vermont Permanency Initiative, Inc.</b>	
Note payable to Merritt Family, due in monthly installments of \$8,835, including interest at 7%, through January 2038, at which time the remaining balance is due in full; collateralized by land and property in Bennington, Vermont.	1,201,397
Note payable to Woodsville Guaranty Savings Bank, due in monthly installments of \$5,372, including interest at 6.0%, through August 2022, at which time the remaining balance is due in full; collateralized by real estate in Newbury, Vermont.	733,407
Note payable to William and Carol Bailey, due in monthly installments of \$1,988, including interest at 6%, through August 2019, at which time the remaining balance is due in full; collateralized by real estate in Newbury, Vermont.	167,821
Note payable to William and Carol Bailey, at an interest rate of 5%. Interest only payments of \$313 are due in monthly installments through August 2019. Principal and interest payments will commence September 2019 of \$1,415 through September 2024; collateralized by real estate in Newbury, Vermont.	75,000
Various vehicle and equipment notes payable to financial institutions, payable in monthly installments, including interest, ranging from \$309 to \$847, totaling \$3,441. Interest rates range from 4.49% to 12.95%. Maturities range from January 2017 through November 2018. The notes are collateralized by vehicles and equipment.	<u>93,757</u>
Total Vermont Permanency Initiative, Inc.	<u>2,271,382</u>
	9,258,634
Less: Current portion	812,000
Deferred costs	<u>181,301</u>
Long-term debt, excluding current portion	<u>\$ 8,265,333</u>

## BECKET ACADEMY, INC. AND AFFILIATES

### Notes to Consolidated Financial Statements

June 30, 2015

Maturities of long-term debt are as follows:

2016	\$ 812,000
2017	972,000
2018	1,127,000
2019	519,000
2020	726,000
Thereafter	<u>5,102,634</u>
	<u>\$ 9,258,634</u>

Interest expense charged to operations, including amortization of deferred costs of \$19,387, was \$566,984 in 2015. Cash paid for interest approximates interest expense.

#### 6. Commitments and Contingencies

##### Operating Leases

The Organization leases facilities from various parties, including related parties. All related party leases are at or below fair market value as determined by independent licensed appraisers. Certain facilities used for the operations of the Organization are owned and maintained by entities, trusts or individuals related to the Organization's President. Total rent for all leases was \$1,187,009 in 2015. Total rent paid to related parties was \$417,969 in 2015.

Future minimum lease payments for all non-cancelable leases having a lease term in excess of one year are as follows:

2016	\$ 586,509
2017	398,679
2018	380,576
2019	145,323
2020	<u>23,850</u>
Total	<u>\$ 1,534,937</u>

##### Self-Insurance

The Organization has a self-insured health care plan for substantially all of its employees. The Organization has obtained reinsurance coverage to limit its exposure associated with this plan individually of \$75,000 with an aggregate limit of 125% of the expected claims. At June 30, 2015, the Organization has accrued \$304,330, under the self-insurance contract, reported in the Organization's accrued expenses in the consolidated statement of financial position.

**BECKET ACADEMY, INC. AND AFFILIATES**

**Notes to Consolidated Financial Statements**

**June 30, 2015**

Litigation

The Organization is involved in litigation arising in the normal course of business. After consultation with legal counsel, management estimates these matters will be resolved without a material adverse effect on the Organization's future positions or results of operations.

**7. Defined Contribution Retirement Plans**

The Organization provides defined contribution retirement plans for eligible employees. All employees aged 21 or older may begin participation in the plans. Years of service requirements range from one to two years depending on the entity. Plan contributions by participants and the Organization range from three percent to five percent of regular salary.

Employer contributions were as follows:

Becket	\$ 115,049
MPA	60,987
UVSC	40,003
VPI	<u>70,246</u>
Total	<u>\$ 286,285</u>

**8. Service Provider Tax**

The Maine Legislature enacted legislation that repealed the sales tax on certain kinds of services and replaced it with a new Service Provider Tax (SPT). This law imposes a 5% SPT, effective July 1, 2004, on the "value" (i.e., sales price) of certain services provided in the State including Private Non-Medical Institutions services and certain clinical and outpatient services. Providers are taxed based on all revenue, regardless of source, received for the purpose of providing food, shelter and treatment. MaineCare is then reimbursing facilities for their portion of the tax by increasing their direct care per diem rate. The portion of the tax paid on revenue generated from private pay residents will not be funded by MaineCare.

Total SPT expense was \$206,415 in 2015.

**BECKET ACADEMY, INC. AND AFFILIATES**

**Notes to Consolidated Financial Statements**

**June 30, 2015**

**9. Surplus Revenue Retention**

The Organization is allowed to retain a portion of any surplus generated by its contracts with the Commonwealth of Massachusetts. Retention of surplus is based on 5% on current year contract revenue not to exceed current year surplus or 20% of prior year contract revenue not to exceed the Organization's cumulative surplus balance. The Organization's cumulative surplus balance included in net assets is as follows:

	<u>2015</u>	<u>2014</u>
Cumulative surplus balance, beginning of year	\$ 60,328	\$ 50,922
Surplus amount	<u>(225,433)</u>	<u>9,406</u>
Cumulative surplus balance, end of year	<u>\$ (165,105)</u>	<u>\$ 60,328</u>

The Organization identified no liability based on the 5% surplus criteria in 2015 and 2014. As of June 30, 2015 and 2014, the Organization did not identified a contingent liability based on the 20% contractor surplus revenue accumulated retention criteria.

**10. Subsequent Events**

For purposes of the preparation of these consolidated financial statements in conformity with U.S. GAAP, management has considered transactions or events occurring through November 13, 2015, which is the date that the consolidated financial statements were available to be issued.

## **SUPPLEMENTARY INFORMATION**

**BECKET ACADEMY, INC. AND AFFILIATES**  
**Consolidating Statement of Financial Position**

**June 30, 2015**

**ASSETS**

	Becket Academy, Inc.	Mount Prospect Academy, Inc.	Upper Valley Stewardship Center	Vermont Permanency Initiative	Total	Intercompany Eliminations	Consolidated Total
<b>Current assets</b>							
Cash and cash equivalents	\$ 1,287,236	\$ 799,275	\$ 309,580	\$ 713,816	\$ 3,109,907	\$ -	\$ 3,109,907
Assets whose use is limited	64,696	-	-	-	64,696	-	64,696
Tuition and fees receivable, net	2,011,309	956,436	58,531	1,366,237	4,392,513	-	4,392,513
Current portion of notes receivable	120,000	-	15,000	-	135,000	-	135,000
Prepaid expenses	30,330	12,763	1,209	6,222	50,524	-	50,524
Due from related parties	<u>2,571,593</u>	<u>-</u>	<u>13,632</u>	<u>2,939</u>	<u>2,588,164</u>	<u>(2,588,164)</u>	<u>-</u>
<b>Total current assets</b>	<u>6,085,164</u>	<u>1,768,474</u>	<u>397,952</u>	<u>2,089,214</u>	<u>10,340,804</u>	<u>(2,588,164)</u>	<u>7,752,640</u>
<b>Property and equipment</b>							
Land and land improvements	684,887	592,378	592,639	2,448,317	4,318,221	-	4,318,221
Buildings and building improvements	6,026,679	3,254,384	1,191,969	-	10,473,032	-	10,473,032
Leasehold improvements	280,299	417,901	580,441	60,617	1,339,258	-	1,339,258
Vehicles and equipment	1,429,976	1,082,159	406,543	175,525	3,094,203	-	3,094,203
Furniture and fixtures	487,893	247,186	322,965	39,386	1,097,430	-	1,097,430
Construction-in-progress	94,123	187,281	6,612	125,538	413,554	-	413,554
<b>Less accumulated depreciation</b>	<u>9,003,857</u>	<u>5,781,289</u>	<u>3,101,169</u>	<u>2,849,383</u>	<u>20,735,698</u>	<u>-</u>	<u>20,735,698</u>
	<u>2,983,417</u>	<u>2,731,772</u>	<u>1,352,116</u>	<u>223,657</u>	<u>7,290,962</u>	<u>-</u>	<u>7,290,962</u>
<b>Net property and equipment</b>	<u>6,020,440</u>	<u>3,049,517</u>	<u>1,749,053</u>	<u>2,625,726</u>	<u>13,444,736</u>	<u>-</u>	<u>13,444,736</u>
<b>Other assets</b>							
Replacement reserves	36,999	-	-	-	36,999	-	36,999
Notes receivable, net of current portion	504,438	-	44,300	-	548,738	(504,438)	44,300
<b>Total other assets</b>	<u>541,437</u>	<u>-</u>	<u>44,300</u>	<u>-</u>	<u>585,737</u>	<u>(504,438)</u>	<u>81,299</u>
<b>Total assets</b>	<u>\$ 12,647,041</u>	<u>\$ 4,817,991</u>	<u>\$ 2,191,305</u>	<u>\$ 4,714,940</u>	<u>\$ 24,371,277</u>	<u>\$ (3,092,602)</u>	<u>\$ 21,278,675</u>

**BECKET ACADEMY, INC. AND AFFILIATES**

**Consolidating Statement of Financial Position (Concluded)**

**June 30, 2015**

**LIABILITIES AND NET ASSETS (DEFICIT)**

	Becket Academy, Inc.	Mount Prospect Academy, Inc.	Upper Valley Stewardship Center	Vermont Permanency Initiative	Total	Intercompany Eliminations	Consolidated Total
<b>Current liabilities</b>							
Current portion of long-term debt	\$ 422,000	\$ 222,000	\$ 74,000	\$ 94,000	\$ 812,000	\$ -	\$ 812,000
Accounts payable	221,469	95,994	60,970	165,554	543,987	-	543,987
Accrued expenses	1,035,584	336,181	166,262	672,910	2,210,937	-	2,210,937
Prepaid tuition	-	-	264,303	-	264,303	-	264,303
Estimated third-party payor settlements	326,068	-	-	-	326,068	-	326,068
Due to related parties	-	192,615	1,856,374	539,175	2,588,164	(2,588,164)	-
<b>Total current liabilities</b>	<b>2,005,121</b>	<b>846,790</b>	<b>2,421,909</b>	<b>1,471,639</b>	<b>6,745,459</b>	<b>(2,588,164)</b>	<b>4,157,295</b>
<b>Long-term liabilities</b>							
Long-term debt, excluding current portion	3,979,907	1,867,057	313,029	2,105,340	8,265,333	-	8,265,333
Note payable	-	-	-	504,438	504,438	(504,438)	-
<b>Total liabilities</b>	<b>5,985,028</b>	<b>2,713,847</b>	<b>2,734,938</b>	<b>4,081,417</b>	<b>15,515,230</b>	<b>(3,092,602)</b>	<b>12,422,628</b>
Unrestricted net assets (deficit)	6,662,013	2,104,144	(543,633)	633,523	8,856,047	-	8,856,047
<b>Total liabilities and net assets (deficit)</b>	<b>\$ 12,647,041</b>	<b>\$ 4,817,991</b>	<b>\$ 2,191,305</b>	<b>\$ 4,714,940</b>	<b>\$ 24,371,277</b>	<b>\$ (3,092,602)</b>	<b>\$ 21,278,675</b>

**BECKET ACADEMY, INC. AND AFFILIATES**

**Consolidating Statement of Activities**

**Year Ended June 30, 2015**

	Becket Academy, Inc.	The Oliverian School, Inc.	Mount Prospect Academy, Inc.	Upper Valley Stewardship Center	Vermont Permanency Initiative	Total	Intercompany Eliminations	Consolidated Total
Changes in unrestricted net assets								
Revenue and support								
Tuition, room and board, and other support, net	\$ 18,778,584	\$ -	\$ 8,964,475	\$ 4,281,537	\$ 12,843,017	\$ 44,867,613	\$ -	\$ 44,867,613
Slate nutrition program	49,012	-	94,083	-	-	143,095	-	143,095
Management fees	421,719	-	72,120	-	-	493,839	(493,839)	-
Other revenue	291,628	-	199,613	78,392	136,463	706,096	(126,028)	580,068
Forgiveness of intercompany debt	-	-	407,247	-	375,361	782,608	(782,608)	-
Total revenue and support	<u>19,540,943</u>	<u>-</u>	<u>9,737,538</u>	<u>4,359,929</u>	<u>13,354,841</u>	<u>46,993,251</u>	<u>(1,402,475)</u>	<u>45,590,776</u>
Operating expenses								
Program expenses								
Education and home life	15,412,358	-	7,976,823	4,316,303	11,733,035	39,438,519	(126,027)	39,312,492
Supporting expenses								
General administration	<u>2,439,602</u>	<u>-</u>	<u>504,790</u>	<u>585,772</u>	<u>975,410</u>	<u>4,505,574</u>	<u>(493,840)</u>	<u>4,011,734</u>
Total operating expenses	<u>17,851,960</u>	<u>-</u>	<u>8,481,613</u>	<u>4,902,075</u>	<u>12,708,445</u>	<u>43,944,093</u>	<u>(619,867)</u>	<u>43,324,226</u>
Loss on disposal of property and equipment	<u>(54,963)</u>	<u>-</u>	<u>(1,977)</u>	<u>(5,127)</u>	<u>-</u>	<u>(62,067)</u>	<u>-</u>	<u>(62,067)</u>
Non-operating revenue (expense)								
Forgiveness of intercompany debt	<u>(407,247)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(375,361)</u>	<u>(782,608)</u>	<u>782,608</u>	<u>-</u>
Net non-operating revenue (expense)	<u>(407,247)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(375,361)</u>	<u>(782,608)</u>	<u>782,608</u>	<u>-</u>
Deconsolidation of affiliate	<u>-</u>	<u>(2,197,845)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(2,197,845)</u>	<u>-</u>	<u>(2,197,845)</u>
Change in unrestricted net assets (deficit)	1,226,773	(2,197,845)	1,253,948	(547,273)	271,035	6,638	-	6,638
Changes in temporarily restricted net assets								
Deconsolidation of affiliate	<u>-</u>	<u>(8,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(8,000)</u>	<u>-</u>	<u>(8,000)</u>
Total change in net assets (deficit)	1,226,773	(2,205,845)	1,253,948	(547,273)	271,035	(1,362)	-	(1,362)
Net assets, beginning of year	<u>5,435,240</u>	<u>2,205,845</u>	<u>850,196</u>	<u>3,640</u>	<u>362,488</u>	<u>8,857,409</u>	<u>-</u>	<u>8,857,409</u>
Net assets, end of year	<u>\$ 6,662,013</u>	<u>\$ -</u>	<u>\$ 2,104,144</u>	<u>\$ (543,633)</u>	<u>\$ 633,523</u>	<u>\$ 8,856,047</u>	<u>\$ -</u>	<u>\$ 8,856,047</u>

**BECKETT ACADEMY, INC. AND AFFILIATES**  
**Consolidating Statement of Functional Expenses**  
**Year Ended June 30, 2015**

	Education and Home Life				General Administration				Total		
	Beckett Academy, Inc.	Mount Prospect Academy, Inc.	Upper Valley Stewardship Center	Vermont Permanency Initiative	Beckett Academy, Inc.	Mount Prospect Academy, Inc.	Upper Valley Stewardship Center	Vermont Permanency Initiative			
Salaries and wages	\$ 9,394,600	\$ 4,605,894	\$ 2,201,846	\$ 7,196,604	\$ 1,249,031	\$ 171,266	\$ -	\$ 258,770	\$ 1,679,067	\$ 25,078,011	
Employee benefits	995,761	650,685	417,762	678,587	132,389	24,195	-	24,400	180,984	2,923,779	
Payroll taxes	809,937	400,445	173,208	743,941	140,666	14,890	-	79,516	235,072	2,362,603	
Total personnel costs	11,200,298	5,657,024	2,792,816	8,619,132	1,522,086	210,351	-	362,686	2,095,123	30,364,393	
Advertising	22,822	16,540	24,459	35,557	8,968	4,273	113,810	-	127,051	226,429	
Athletic transport and recreation	41,645	29,782	32,701	90,408	-	-	-	-	-	194,536	
Auto repairs and leasing	171,207	54,764	63,694	222,770	13,943	(20)	-	-	13,923	480,317	
Bad debts, net of recoveries	-	36,242	63,710	22,690	-	-	-	-	-	122,642	
Consultation	217,689	-	-	55,500	-	-	-	-	-	273,189	
Contracted labor	-	22,000	1,000	-	-	5,800	-	-	5,800	28,800	
Dues and subscriptions	6,473	5,091	4,545	392	5,643	300	60	1,156	7,159	23,660	
Equipment rental and maintenance	38,034	22,553	29,493	29,501	8,584	1,339	1,339	-	9,923	129,504	
Facilities rental expense	474,608	266,111	244,516	240,405	41,355	-	-	-	41,355	1,187,009	
Farm	-	-	24,981	-	-	-	-	-	-	24,981	
Food and supplies	445,921	286,008	139,631	575,392	10,661	235	1,628	1,026	13,570	1,460,522	
Heating fuel	130,487	37,746	27,385	173,207	3,774	-	-	-	3,774	372,599	
Home life supplies	133,474	38,878	32,690	91,887	4,651	1,020	15,711	-	21,382	318,311	
Infirmity supplies	19,209	27,516	4,650	96,741	-	-	-	-	-	148,116	
Insurance	202,946	99,628	54,474	71,104	-	-	-	-	-	428,152	
Interest	89,730	15,038	16,309	79,788	-	99,292	5,420	-	366,119	566,984	
Management fees	-	-	-	-	-	168,194	-	-	(493,840)	-	
Materials and supplies	9,681	10,439	3,311	8,066	-	-	-	-	-	63,859	
Office supplies	136,768	68,687	21,966	62,324	20,095	9,599	1,053	1,615	32,362	366,611	
Other	237,781	12,454	3,074	24,790	289,745	10,618	431	24,159	76,866	939,522	
Other occupancy costs	163,354	58,189	38,364	103,168	278,099	21,535	338,573	16,062	661,423	366,932	
Pension contribution	88,328	51,840	40,003	31,331	3,857	9,147	-	38,915	74,783	286,285	
Professional services	142,460	60,141	160,782	69,036	26,721	127,502	2,983	20,703	350,120	782,559	
Real estate taxes	118,810	80,571	50,649	107,429	198,932	3,975	-	-	3,975	361,434	
Repair and maintenance	97,420	62,531	61,539	118,771	340,261	1,904	-	-	1,904	342,165	
Student clothing and personal items	25,967	23,705	215	66,568	-	-	-	-	-	116,435	
Student educational supplies	30,829	66,332	13,320	65,085	-	-	-	-	-	175,566	
Student transportation	309,862	309,033	72,126	232,092	-	3,973	-	-	3,973	927,086	
Teacher training and development	25,578	29,101	24,867	51,726	5,738	441	160	1,146	7,485	138,757	
Telephone	88,958	82,220	34,928	105,124	18,227	1,352	23	-	19,602	330,832	
Travel	-	-	-	-	24,914	1,335	1,006	9,024	36,279	36,279	
Utilities	104,357	94,181	24,448	87,290	4,413	-	-	-	4,413	314,689	
Depreciation	637,642	352,478	209,657	195,771	16,036	(1,963)	5,497	9,943	29,513	1,425,061	
Total	\$ 15,412,358	\$ 7,976,823	\$ 4,316,303	\$ 11,733,035	\$ (126,027)	\$ 39,312,492	\$ 585,772	\$ 975,410	\$ (493,840)	\$ 4,011,734	\$ 43,324,226



**MOUNT PROSPECT ACADEMY**

**Board of Directors**

Paul Fitzgerald- Chairman

James Carey, M.Ed.

Kendall Turner, M.S., M.B.A.

Robert Bannon

Andrew Ribolini

Charles Wheeler

## **Denise Castonguay**

### **Objectives**

My goal is to continue working with the at risk population and better prepare them to live independent lives outside of residential care.

### **Education**

September 1967  
Connecticut School of Broadcasting  
Hartford CT

June, 1969  
Bristol Eastern High School  
Bristol CT

September 1971  
Manchester Technical School ,Manchester England

September 1994  
Tunxis Community College ,

### **Experience**

Providing culinary arts instruction  
2000 – 20014 – Culinary Arts Instructor

Mount Prospect Academy  
354 Main Street  
Plymouth ,NH 03264

Development and implementation of a comprehensive culinary arts program with a focus on job readiness within the hospitality industry.

20014- present -Adult and Transitional Living Coordinator

Mount Prospect Academy  
354 Main Street  
Plymouth NH 03264

Implementing and expanding the adult living curriculum to meet or exceed the NH DOE requirements as to measurable life skills, secondary school readiness, and realistic transitional planning for an independent life outside of residential care.

# SARA HUGHEN

ACCOMPLISHMENTS Earned an Associate's Degree in Business Management from University Of New Hampshire

New Hampshire Real Estate Salesperson License

## SKILLS & ABILITIES

- Able to work with diverse groups
- Able to multi task in a fast paced environment
- Superior communication skills
- Skilled in crisis intervention
- Knowledgeable in community and statewide resources

## PROFESSIONAL EXPERIENCE

### **TITLE I INSTRUCTOR**

*Mount Prospect Academy Plymouth, NH 03264 September 2015- Current*

Provide student with remedial instruction in reading, writing and mathematics.

### **CULINARY ARTS TEACHERS ASSISTANT**

*Becket Family Of Services Plymouth, NH November 2007 -- Current*

Assist in teaching and training Culinary Arts student. Maintaining and overseeing daily operations including, ordering, inventory, receiving orders, monitor student behavior, provide life skills education, providing crisis intervention, daily tracking and report writing of student.

### **TRANSPORTER**

*Becket Family Of Services Plymouth, NH November 2007 - Current*

Transportation and supervision of students for appointments, home visits, and meetings.

### **WAITRESS/ PREP & LINE COOK**

*Benton's Sugar Shack Thornton, NH 2004- Current*

Front and back of the house experience. Waitress for 4 years, prep and line cook for 6+ years. Responsible for inventory rotation, placing and receiving orders. Maintained a safe and clean work space daily.

## EDUCATION

### **UNIVERSITY OF NEW HAMPSHIRE- DURHAM NH**

Associate Degree in Business Management  
May 2002

### **RAPALDI'S REAL ESTATE SCHOOL – LACONIA NH**

New Hampshire Real Estate Sales Person License  
April 2006

### **CURRENTLY CERTIFIED IN:**

CRISIS PREVENTION INTERVENTION  
MEDICATION ADMINISTRATION  
FIRST AID/ CPR  
SERV SAFE CERTIFIED

## **KIMBERLY CUSHING**

Self-directed, engaging, professional that fosters lifelong learners and is invested in each individual reaching their full potential. Active team member who initiates feedback and eagerly collaborates with all levels of staff members.

**January 2015-present: Mount Prospect Academy, Plymouth, NH**

**Special Education Case Manager- Grades 6,7,8,9,10,11,12**

- Administered and interpreted data in reports from the following assessments: curriculum based assessments, Woodcock Johnson IV, and Academic tracking system data. Research and create alternative assessment methods. Implemented Literature Circles and created curriculum for students of varying ages and needs.
- Case Manager of middle and high school students with identified disabilities. Focused on supporting student's transitional and executive functional needs in and out of the general classroom.
- Collaborates effectively with schools as outside agencies, clinicians, strong communication with parents, administrators and community and other team members.
- Conducted functional behavioral assessments as needed to determine environmental stressors in an attempt to change behavior and reported findings out to team.

**September 2012-July 2014: Farmington High School, Farmington, NH**

**Special Education Teacher- Grades 9,10,11,12**

- Research and create alternative assessment methods. Implemented Literature Circles and created curriculum for students of varying ages and needs.
- Case Manager of high school students with identified disabilities. Focused on supporting student's learning and executive functional needs in and out of the general classroom.
- Collaborates effectively with teachers, strong communication with parents, administrators and community.
- Contributed ideas and verbiage as a member of the Professional Development Committee to the creation of a new master professional development plan for the Farmington School District.

**September 2011-June 2012: Antietam Elementary School, Woodbridge VA**

**Special Education Teacher - Grades 4**

- Assisted students in collaborative approach to process writing from prewriting to publishing stage.
- Supported student in reading skills in the classroom: comprehension strategies, visualizing, summarizing, and synthesizing information through the use of graphic organizers.
- Utilized the techniques of guided practice and direct instruction. Conducted informal checks, and formal assessment on comprehension. Knowledge of Middle School curriculum.

**April 2008-June 2011: Concord Christian Academy, Concord, NH**

**Special Education Teacher - Grades 3, 4, 5, 6, 7, 8**

- Assisted students within the area of phonics, syllabication, and reading comprehension.
- Moved student to word automaticity through memorization and use of semantic clues through explicit instruction. Knowledge of Middle School Curriculum.
- Monitored student's progress, documented classroom observations and developed classroom materials. Attended and contributed to I.E.P meetings.
- Collaborated with team on student progression and communicated same with parents.

**August 2008- July 2011: MHM Services, Inc., Concord, NH**

**Corporate Trainer**

- Successfully made abstract concepts such as depression and anxiety clear and comprehensible to varying levels of ability in the audience. Openly welcomed questions and comments to deepen understanding.
- Wrote lesson plans specific to audience and topic, created graphic organizer to assist with organization of complex information. Developed training modules and presented as a Power Point.

**February 2007-August 2008: New Hampshire Department of Corrections, Concord, NH**

**Special Education Teacher-Grades 9-12**

## **KIMBERLY CUSHING**

- Conducted comprehensive needs assessment for diverse adult population aged 18 to 45.
- Served and created Special Education program based on assessment, consent decree, and Federal and State Special Education Law.
- Training coordinator for 17 colleagues and one supervisor.
- Guided small groups of students through all stages of process writing as they composed personal essays, poems, and various other written assignments.
- Supported students in various reading comprehension strategies.
- Created rubrics for essays, projects and oral presentations. Also, broke larger projects into step-by-step instructions.
- Identified community supports, conducted observations, revised IEP's, created transition plans.
- Contributed, as a member of the team, to the formation of IEP's. Managed cases and utilized Easy IEP.

### **January 2006 – February 2007: Shortridge Academy, Milton, NH**

#### **English Teacher - Grades 9 & 11**

- Served the educational, emotional and behavioral needs of students with low self-esteem, mild to severe defiance, students lacking social skills, and those who have a difficult time bringing themselves under control.
- Integrated process writing, peer editing, and student-teacher conferencing with writing topics aligned with course readings.
- Employed a collection of classical and modern literature. Utilized both reading and writing to meet GLE in line with State of New Hampshire.
- Developed journal topics to access prior knowledge, introduce the set, or check for understanding.
- Delivered informative lectures emphasizing literary devices, rhetorical technique, and literary interpretation.
- Addressed a wide range of skills such as dramatic, kinesthetic, mathematical, linguistic, and musical, through offering project choices.

### **September 2005 – January 2006: Life Centered Learning Institute, Tilton, NH**

#### **English Teacher - Grades 8, 9, 10, 11, 12**

- Established a successful learning environment with students who had low self-esteem, lacked social skills and showed defiance, lack of control and aggressive or violent behavior.
- Promoted critical thinking skills through teacher lead class discussions. Created review games and administered weekly assessments.
- Team taught English/Social Studies and tutored students individually when necessary.
- Taught curriculum for each grade entitled Exploring Literature, American Literature, World Literature and Grammar.

#### **TECHNICAL SKILLS**

- Microsoft Office Software (Word, Excel, PowerPoint, Outlook)
- Digital Learning Systems - SMART Board & Blackboard
- Microsoft & Apple Operating Systems
- EasyIEP Software

#### **EDUCATION**

- RENEW Secondary Transition Planning Facilitator
  - Master's Coursework: Special Education Methods and Techniques, Sociolinguistics & Curriculum and Assessment - University of New Hampshire, Manchester, NH
  - Bachelor of Arts with English Major - Saint Anselm College, Manchester NH - May 2004
  - Teaching Certificate: English Grade 5 - 12 (NH Endorsement Code 0500), Saint Anselm College, Manchester NH - May 2004
  - Teaching Certificate: General Special Education (NH Endorsement Code 1900), State of New Hampshire.
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# Brooke Zimmer

## Education

M.Ed., Plymouth State University

K-12 Education

Received August 2012

B.S., Northern Michigan University

Outdoor Recreation Leadership and Management

Received August 2010

## Current Certifications

**General/Special Educator CPR/AED for the Professional Rescuer, Lifeguard, First Aid, Nonviolent Crisis Intervention, Chauffeur's License  
WORK EXPERIENCE**

MOUNT PROSPECT ACADEMY, BECKET FAMILY OF SERVICES, Plymouth, NH January 2015-Present

### *Academic Case Manager*

- Facilitates the RENEW process with students and their teams
- Teaches, assists, and guides students in completing their class work.
- Create, Amend and Implement Individual Educational Plans
- Provide consistent feedback to students regarding their progress.
- Obtain and maintain student records
- Administer academic testing for re-evaluation as needed
- Monitor student progress in all academic classes
- Administer pre and post achievement tests to monitor student progress

CONNECTICUT RIVER ACADEMY, BECKET FAMILY OF SERVICES, Bradford, VT

September 2012-December 2014

### *Assistant Director/Special Education*

- Oversaw the daily operations of an alternative school of 42 students and supervised 12 faculty
- Planned and facilitated trainings and weekly meetings
- Implemented a self-created Adventure Education Curriculum for at risk youth ages 7-19
- Assisted with recruiting, tours and informational meetings for prospective students

MOUNT PROSPECT ACADEMY, BECKET FAMILY OF SERVICES, Plymouth, NH

September 2010-September 2012

### *Youth Counselor*

- Programmed with at risk youth, as well as kids with Autism, aging from 12-18 in a residential treatment center
- Taught adult living and transitional skills such as hygiene, sexual education, cooking, baking, budgeting
- Planned field trips for students to museums, farms, community events etc.
- Facilitated outdoor education and physical fitness activities for students
- Designed and ran campus recycling program

CAMP HENRY, WESTMINSTER PRESBYTERIAN CHURCH, Newaygo, MI

### *Counselor, 2006-2008*

- Managed and organized weekly outdoor activities for campers from ages 5 to 17

### *Waterfront Director, 2009*

- Oversaw and instructed other lifeguards to ensure camper safety in and around the waterfront

### *Teen Challenge Program Coordinator, 2010*

- Planned and co-facilitated a backcountry hiking and canoe trips for teenagers

### *Assistant Director, 2013*

- Planned trips, activities and events for the camp
- Helped in staff supervision and behind the scenes logistics

## REFERENCES

**Dr. Jeff Jacobs or Jennifer Jacobs , Executive Director, Camp Henry and his wife**

jake@camphenny.org

Jeff "Jake" (616) 558-3503

Jennifer (616) 558-3757

**Ladd Raine, Residential Director, Becket Family of Services**

lraine@mail.plymouth.edu

(603) 953-8274

**Kelly Hotaling or Kenneth Hotaling**

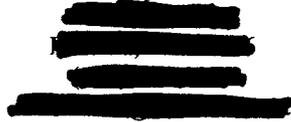
Day Camp Director and Chaplin, Camp Henry

805-772-5982

**Carmella Grodus**

231-652-6444

## **Rosemary A. Davis**



### **EXPERIENCE:**

7/13/15 – 8/6/15

#### **Special Education Teacher/Case Manager**

Co-Teacher and Case Manager for a class of 14 first grade students;  
ESY Summer School Program/Primary emphasis on small group instruction with  
nine students who are currently on IEP's; working on their individual goals and objectives  
Goffstown School District, Bartlett Elementary School, 689 Mast Rd., Goffstown, NH 03102  
(Summer program housed @ Mountain View Middle School, 41 Lauren Lane, Goffstown, NH 03045)

8/20/14 – 6/19/15

#### **Special Education Teacher/Case Manager**

Teacher and Case Manager in an Alternative Education Program/Self-  
Contained EH Classroom/emphasis teaching and supporting sixth-eighth grade students.  
Taught Common Core Curriculum for 6<sup>th</sup> Grade Science, 8<sup>th</sup> Grade ELA, and 6<sup>th</sup> Grade  
Social Studies / Case Manager for four students Hillsboro-Deering School District,  
Hillsboro-Deering Middle School, 6 Hillcat Dr., Hillsboro, NH 03244

7/14/14-8/7/14

#### **Special Education Paraeducator II**

SPED Support/ Rehabilitative Assistant for first grade student,  
EYP Summer Program/ Primary emphasis on one to one support/instruction  
Laconia School District, Woodland Heights School, 225 Winter Street, Laconia, NH 03246

10/22/13- 6/20/14

#### **Special Education Teacher/Support Professional/ Paraeducator II**

Educational Assistant for seventh grade students, inclusive classrooms  
Primary emphasis on one to one behavioral & academic support  
General Building Substitute for sixth-eighth grade  
Laconia School District, Laconia Middle School, 150 McGrath St., Laconia, NH 03246

8/26/13- 11/27/13

#### **Special Education Practicum**

Student Teaching/eighth grade team/Laconia Middle School, Laconia, NH 03246  
Plymouth State University's, College of Graduate Studies  
MSC 11, 17 High Street, Plymouth, NH 03264-1595

8/11-6/13

#### **Special Education Paraeducator II**

Educational Assistant for second through fifth grade students, inclusive classrooms,  
primary emphasis on one to one support/instruction.  
Laconia School District, Elm Street School, 478 Elm Street, Laconia, NH 03246

8/10- 6/11

#### **Special Education Paraeducator II**

Educational Assistant for sixth through eighth grade students, inclusive classrooms,  
primary emphasis on one to one instruction.  
Rumney School District, Russell Elementary School, 195 School Street, Rumney, NH 03266

8/06- 6/10

#### **Special Education Paraeducator II**

Educational Assistant for third through fifth grade students, inclusive classrooms,  
primary emphasis on one to one instruction.  
Hampton School District, A.C. Marston Elementary School, 4 Marston Way, Hampton, NH 03842

### **EDUCATION:**

#### **K-12 General Special Education Certification Program, Nov. 2013**

Educator Certification Major  
Plymouth State University: College of Graduate Studies, Plymouth, NH 03264

#### **Masters of Education, May 2011**

Special Education, Curriculum & Instruction  
Lesley University, Cambridge, MA 02138

#### **Bachelor of Arts, June 1988**

Social Science/Child Development  
San Jose State University, San Jose, CA 95128

#### **Associate of Arts, June 1984**

Child Development  
Gavilan College, Gilroy, CA 95020

# Bronwyn Read Paveglio

Deeply committed to promoting standards of excellence and innovation in education practice and policy in order to foster exceptional teaching for exceptional children. Working cooperatively with students, staff, families, and the community to promote each student's individual growth and well-being as they prepares for future endeavors.

*"... Her knowledge of disabilities is incredible... she is morally and ethically upstanding... Her integrity is stellar"*

Susan Rysnik  
Special Education Teacher

*"...dedicated educator committed to student learning...consistently considers the whole child in the decisions we make in our classrooms and schools everyday."*

Christopher Lewis  
Special Education Coordinator

*"...As a former school principal for over fifteen years, she is a person I would choose first as part of my school safety team...."*

John R. Couture Ed.D.  
Associate Professor of  
Education  
Keene State College

## ***Certifications and Education***

- NH Elementary Education Experienced Educator in Special Education
- NH Special Education Experienced Educator in Elementary Education
- Graduate Program in Special Education  
Granite State College, Concord, NH. 2007
- B.A. Elementary Education and Social Science  
Mount Saint Mary's College, Newburg NY. 1998

## ***Core Competencies***

- Individualized Education
- Learning Disabilities
- Developmental Disabilities
- Teacher and Staff Supervision and Administration
- At Risk Youth and Adults
- Curriculum Development and Improvement
- Professional Learning Communities
- Alternative Education Settings
- Materials and Document Development
- Technology Integration

## ***Professional Affiliations, memberships and Honors***

- International Dyslexia Association Board Member
- International Reading Association
- Association for Supervision and Curriculum Development
- Kappa Delta Pi Honor Society Member
- Pi Lambda Theta Honor Society and Professional Association Member
- Phi Alpha Theta Member

# Bronwyn Read Paveglio

## *Employment*

*"...evidences an understanding of how alternative schools operate and how they must organize their resources to provide quality education for all students."*

P. Alan Parry, Ed.D.  
Executive Director  
NH Association of SE  
Administrators

*"...professional and competent, with a solid knowledge of child development and educational theory... a master at individualized education and differentiation."*

Betty Mulrey  
Principal  
Mason School District

*"I have met many Special Education Directors; and Bronwyn stands out...showing insight, and dedication"*

Kim Stiles  
Technical Assistant Consultant  
NH Bureau of Special Education

- **Elementary Special Education Coordinator**  
July 2013 to June 2015  
MRSD, Swanzey, NH
- **Elementary Special Education Coordinator**  
July 2012 to June 2013  
Farmington School District, Farmington, NH
- **Director of Student Services**  
July 2009 to June 2012  
Mason Elementary School, Mason, NH
- **Lead Special Education Teacher/Case Manager/Mentor**  
December 2008 to June 2009  
Mason Elementary School, Mason, NH
- **Special Education Teacher, Middle and Elementary Grades**  
August 2003 to May 2008  
Concord School District, Concord, NH
- **Alternative Education Program**  
September 2001 to May 2003  
Brick Schools, Brick, NJ
- **Special Education Teacher, Alternative High School**  
September 1999 to May 2001  
MOESC, Lakeview, NJ
- **Youths at Risks/Tutor**  
September 1996 to may 1999  
Highland Falls, NY

# KEY ADMINISTRATIVE PERSONNEL

## NH Department of Health and Human Services

**Contractor Name:** Mount Prospect Academy

**Name of Program:** Mount Prospect Academy

<b>BUDGET PERIOD:</b>		<b>SFY 16</b>		
<b>NAME</b>	<b>JOB TITLE</b>	<b>SALARY</b>	<b>PERCENT PAID FROM THIS CONTRACT</b>	<b>AMOUNT PAID FROM THIS CONTRACT</b>
Karen Langley	Director of Academics	\$62,500	0.00%	\$0.00
Denise Castonguay	Adult Living and Transition Coordinator	\$49,743	100.00%	\$49,743.33
Sara Huguen	Title I tutor	\$35,373	100.00%	\$35,373.33
Kimberly Cushing	Renew Facilitator	\$7,292	25.00%	\$1,822.92
Brooke Zimmer	Renew Facilitator	\$7,292	25.00%	\$1,822.92
Rosemary Davis	Renew Facilitator	\$7,292	25.00%	\$1,822.92
Bronwyn Pavegio	Renew Facilitator	\$7,292	25.00%	\$1,822.92
<b>TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)</b>				<b>\$92,408.33</b>

<b>BUDGET PERIOD:</b>		<b>SFY 17</b>		
<b>NAME</b>	<b>JOB TITLE</b>	<b>SALARY</b>	<b>PERCENT PAID FROM THIS CONTRACT</b>	<b>AMOUNT PAID FROM THIS CONTRACT</b>
Karen Langley	Director of Academics	\$12,500	0.00%	\$0.00
Denise Castonguay	Adult Living and Transition Coordinator	\$9,949	100.00%	\$9,948.67
Sara Huguen	Title I tutor	\$5,833	25.00%	\$1,458.33
Kimberly Cushing	Renew Facilitator	\$5,833	25.00%	\$1,458.33
Brooke Zimmer	Renew Facilitator	\$5,833	25.00%	\$1,458.33
Rosemary Davis	Renew Facilitator	\$5,833	25.00%	\$1,458.33
Bronwyn Pavegio	Renew Facilitator			<b>\$15,782.00</b>