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



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

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

November 13, 2013

Her Excellency, Governor Margaret Wood Hassan  
And the Honorable Council  
State House  
Concord, NH 03301

**REQUESTED ACTION**

Authorize the Department of Education to enter into a contract with North Country Education Services, Gorham, NH, (Vendor code 154707) to provide support and training to school and district educators on the use of data analysis tools and resources made available to them by the Department. The total amount not to exceed \$107,900, effective from November 20, 2013, or upon Governor and Council approval, whichever is later through June 30, 2015. 100% Federal Funds

Funding is available in account titled Longitudinal Data Grant as follows:

|                                     | <u>FY 2014</u> | <u>FY 2015</u> |
|-------------------------------------|----------------|----------------|
| 06-56-56-563510-61560000-102-500731 | \$40,300       | \$67,600       |

**EXPLANATION**

In 2007, the Department contracted with SunGard/Performance PLUS (formerly Performance Pathways) to implement their Performance Tracker, Assessment Builder and Tech Paths software. This software is available to all educators and enables districts and schools to analyze state and local assessment data in conjunction with student demographics, enrollment and academic data. Schools can also develop and administer local assessments as well as import data from national assessments they conduct locally.

Also, in 2012, the Department received a three year SLDS grant with three major initiatives: 1) develop tools to help schools evaluate effective educators, 2) develop tools to allow a variety of stakeholders access to individual and/or aggregate student data to improve student education and 3) develop tools as part of an early warning system and college readiness system to help ensure students are successful in K-12 schools and prepared for college. Training is a major component of all three grant initiatives. The SLDS Grant provides the funding for the PerformancePlus tool and also provides funds for training.

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North Country Education Services (NCES) has worked with the DOE in the past to support training in the north country. NCES staff is proficient in the use of PerformancePlus and has experience training educators on how data can be used to make ongoing decisions that will support student growth. NCES will provide training on the data use and analysis tools available to schools and districts throughout the state.

An advertisement was placed in the *Union Leader* on June 17, 18, and 19 and posted on the Department website from June 14, 2013 through June 28, 2013. The Department received 3 responses to the RFP. Department staff members Irene Koffink and Virginia Clifford, and DOE consultant Michael Schwartz, who are knowledgeable about the services needed, reviewed the proposals and the top two candidates were interviewed and both were recommended for hire which included North Country Education Services (NCES). North County Education Services received the highest score.

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

Respectfully submitted,



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

Her Excellency, Governor Margaret Wood Hassan  
And the Honorable Council

**PROPOSAL REVIEW SCORE SHEET**

| Name   | Score 1 | Score 2 | Score 3 | Total Average |
|--|---------|---------|---------|---------------|
| North Country Education Services - Paula Churchill | 93      | 79      | 95      | 89            |
| Allison Estes-Brown                                | 60      | 80      | 72      | 71            |
| Rebecca Gagnon                                     | 89      | 90      | 85      | 88            |

100 points

- a. (zero to 50 points) a concise abstract of the candidate's experiences that explain the background brought to the role of Trainer;
- b. (zero to 35 points) a description of the services to be provided; and
- c. (zero to 15 points) an itemized budget of cost per hour times the number of hours of contracted service to be provided.

Subject: North Country Education Services **FORM NUMBER P-37 ( version 1/09)**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

|   |  |  |  |
|---|--|--|--|
| 1.1 State Agency Name<br><u>Department of Education</u>   |  | 1.2 State Agency Address<br><u>101 Pleasant Street, Concord, NH 03301</u>                      |  |
| 1.3 Contractor Name<br><u>North Country Education Services</u>  |  | 1.4 Contractor Address<br><u>300 Gorham Hill Rd, Gorham NH 03581</u>                           |  |
| 1.5 Contractor Phone Number<br><u>(603)466-5437</u>   | 1.6 Account Number<br><u>See Exhibit B</u> | 1.7 Completion Date<br><u>June 30, 2015</u>  | 1.8 Price Limitation<br><u>\$107,900</u> |
| 1.9 Contracting Officer for State Agency<br><u>Virginia M. Barry, Ph.D., Commissioner</u>   |  | 1.10 State Agency Telephone Number<br><u>(603) 271-3142</u>                                    |  |
| 1.11 Contractor Signature<br><u>Lori Langlois</u>   |  | 1.12 Name and Title of Contractor Signatory<br><u>Lori Langlois, Director</u>                  |  |
| 1.13 Acknowledgement: State of <u>NH</u> , County of <u>Coos</u><br>On <u>Oct 29 2013</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12. |  |  |  |
| 1.13.1 Signature of Notary Public or Justice of the Peace<br><u>Betty A Lemelin-Dube</u><br>[Seal]  |  | BETTY A. LEMELIN-DUBE, Notary Public<br>My Commission Expires November 17, 2015                |  |
| 1.13.2 Name and Title of Notary or Justice of the Peace<br><u></u>  |  |  |  |
| 1.14 State Agency Signature<br><u>Virginia M. Barry</u>   |  | 1.15 Name and Title of State Agency Signatory<br><u>Virginia M. Barry, Ph.D., Commissioner</u> |  |
| 1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)<br>By: _____ Director, On: _____  |  |  |  |
| 1.17 Approval by the Attorney General (Form, Substance and Execution)<br>By: <u>[Signature]</u> On: <u>11/8/13</u>  |  |  |  |
| 1.18 Approval by the Governor and Executive Council<br>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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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.

Contractor Initials   JJ    
Date   10/29/13

## 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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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 \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance 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 fifteen (15) 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 endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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.

**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**

The total amount not to exceed \$107,900, effective from November 20, 2013, or upon Governor and Council approval, whichever is later through June 30, 2015. North Country Education Services will assist the Department in providing training to schools and districts. Training and Support will include:

- On-line, phone and in-person training, both small groups and large groups.
- Training and assistance with PerformancePLUS tools to add new assessment data and analyze assessment data.
- Provide training and support to schools and districts to submit their i4see course submissions, class submissions and educator assignments.
- Training on the NH Network.
- Training on data used for evaluation.
- Identification of additional data and assessments that can be used for evaluations.
- Creation of online training tools.
- Tracking of training and support activities.
- Independent leadership to solicit training opportunities.
- Work with Professional Development centers to deliver regional learning opportunities and build skills and support within these centers.
- Collaboration with Department staff and schools to create a partnership to embrace evaluation and support for effective educators.
- Assist in other ways as needed with the SLDS teams.

The trainer(s) may be expected to work or attend meetings at the NH Department of Education in Concord.

Contractor Initials



Date

10/24/13

Contract: North Country Education Services

**EXHIBIT B**

**Program Facilitation**

\$65 per hour for approximately 20 hours per week.

**Limitation on Price:**

|          |          |
|----------|----------|
| FY 2014  | FY 2015  |
| \$40,300 | \$67,600 |

The total amount not to exceed \$107,900, effective from November 20, 2013, or upon Governor and Council approval, whichever is later through June 30, 2015.

Funding is available in account titled Longitudinal Data Grant as follows:

06-56-56-563510-61560000-102-500731

**Method of Payment:**

Payment to be made on the basis of bi-weekly or monthly invoices which are supported by a summary of activities that have taken place in accordance with the terms and conditions of the contract as stated in Exhibit A. if otherwise correct and acceptable, payment will be made for 100% of the expenditures listed.

Invoices will be submitted to:

Irene Koffink, Administrator III  
Division of Program Support  
NH Department of Education  
101 Pleasant Street  
Concord, NH 03301

Contractor Initials



Date

10/29/13

Contract: North Country Education Services

**EXHIBIT C**

Contractor will carry appropriate levels of insurance per provision 14.1.1-14.3.

Contractor will carry appropriate levels of automobile insurance during the term of this contract.

Contractor Initials JS  
Date 10/29/13

# State of New Hampshire Department of State

## CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that North Country Education Services Agency is a New Hampshire nonprofit corporation formed October 29, 1971. 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 14<sup>th</sup> day of March A.D. 2013

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

William M. Gardner  
Secretary of State



CERTIFICATE OF AUTHORITY

I, the undersigned officer, Carl Ladd, certify that as of June 18, 2013 the following resolution is duly authorized by the Governing Board of North Country Education Services.

RESOLUTION: That Lori Langlois, Executive Director of North Country Education Services, is hereby authorized to enter into a contract/agreement with the State of New Hampshire, through its Department of Education.

This resolution has not been amended or revoked, and remains in full force and effect as of the date hereof.

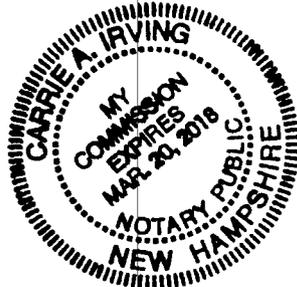
I, the undersigned officer, hereby certify that as of this date Lori Langlois, is Executive Director of North Country Education Services.

In Witness whereof, I have hereunto set my hand as Board President of the above named entity, this 29th day of October, 2013.

[Handwritten signature of Carl Ladd]
Signature of Authorizing Officer

The State of New Hampshire
County of COOS

On the 29th day of October, 2013, before me, the undersigned notary public/justice of the peace, personally appeared Board President and acknowledged himself/herself to be the President of the above-named entity and as such, executed the foregoing instrument for the purposes therein contained.



[Handwritten signature of Carrie Irving]
Notary Public/Justice of the Peace
Printed name: Carrie Irving
My commission expires: 3/20/2018

Promoting excellence in education for SAUs and their learning communities through cost-effective collaboration

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## CERTIFICATE OF COVERAGE

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

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

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

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

| <i>Participating Member:</i><br>North Country Education Services<br>300 Gorham Hill Road<br>Gorham, NH 03581 |  | <i>Member Number:</i><br>953   | <i>Company Affording Coverage:</i><br>NH Public Risk Management Exchange - Primex <sup>3</sup><br>Bow Brook Place<br>46 Donovan Street<br>Concord, NH 03301-2624 |   |                        |
|--|--|--------------------------------|--|---|------------------------|
| Type of Coverage   |  | Effective Date<br>(mm/dd/yyyy) | Expiration Date<br>(mm/dd/yyyy)  | Limits - NH Statutory Limits May Apply, If Not:           |                        |
| <input checked="" type="checkbox"/>  | <b>General Liability (Occurrence Form)</b>                               | 7/1/2013                       | 7/1/2014   | Each Occurrence   | \$ 5,000,000           |
| <input checked="" type="checkbox"/>  | <b>Professional Liability (describe)</b>                                 |                                |  | General Aggregate   | \$ 5,000,000           |
|  | <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence |                                |  | Fire Damage (Any one fire)                                | \$                     |
|  |  |                                |  | Med Exp (Any one person)                                  | \$                     |
| <input checked="" type="checkbox"/>  | <b>Automobile Liability</b>  | 7/1/2013                       | 7/1/2014   | Combined Single Limit (Each Accident)                     | \$5,000,000            |
|  | Deductible    Comp and Coll: \$1,000                                     |                                |  | Aggregate   | \$5,000,000            |
|  | <input type="checkbox"/> Any auto  |                                |  |   |                        |
| <input checked="" type="checkbox"/>  | <b>Workers' Compensation &amp; Employers' Liability</b>                  | 7/1/2013                       | 7/1/2014   | <input checked="" type="checkbox"/> Statutory             |                        |
|  |  |                                |  | Each Accident   | \$2,000,000            |
|  |  |                                |  | Disease – Each Employee                                   | \$2,000,000            |
|  |  |                                |  | Disease – Policy Limit                                    | \$                     |
| <input checked="" type="checkbox"/>  | <b>Property (Special Risk includes Fire and Theft)</b>                   | 7/1/2013                       | 7/1/2014   | Blanket Limit, Replacement Cost (unless otherwise stated) | Deductible:<br>\$1,000 |
| <b>Description:</b> Proof of Primex Member coverage only.  |  |                                |  |   |                        |

|  |                                 |                   |  |
|--|---------------------------------|-------------------|--|
| <b>CERTIFICATE HOLDER:</b>                                   | <b>Additional Covered Party</b> | <b>Loss Payee</b> | <b>Primex<sup>3</sup> – NH Public Risk Management Exchange</b>   |
| NH Dept of Education<br>101 Pleasant St<br>Concord, NH 03301 |                                 |                   | <b>By:</b> <i>Tammy Dower</i>  |
|  |                                 |                   | <b>Date:</b> 11/13/2013    tdenver@nhprimex.org  |
|  |                                 |                   | Please direct inquires to:<br><b>Primex<sup>3</sup> Claims/Coverage Services</b><br>603-225-2841 phone<br>603-228-3833 fax |



## **Proposal for Data Collection and Data Use Trainer**

### **Abstract of experience:**

This proposal is for the NH Department of Education to contract with North Country Education Services to provide data collection and data use training to help ensure districts and schools are submitting data required for the State Longitudinal Data. Paula Churchill will provide this training and support on behalf of NCES. She has 10 years of experience training teachers, administrators and students in a variety of areas: technology integration in all content areas and grade levels, the use of iPad in the classroom for regular and special education, online tools such as Performance Tracker and other cloud-based technologies such as Google Drive. Paula Churchill has three years of Performance Tracker training (2009-2011) across the state with both small and large groups and supported clients with follow-up information, one on one support and customized reporting. She also conducted several Train the Trainer workshops with Performance Pathways to encourage and build inside support for data reporting and understanding.

### **Description of the services that could be provided as the trainer:**

As outlined in the Request for Proposal, services will focus on:

- Assisting districts to ensure districts and schools submit accurate and timely data that is required of the SLDS.
- Assisting district and school staff to utilize the tools and resources available to educators in the state.
- Assisting district and school staff in understanding how to analyze and use data.
- Assisting district and school staff to develop data teams.
- Assisting districts and schools in using data in the educator evaluation processes.

Services to be provided include training at all levels in PerformancePLUS including basic reporting, importing and exporting data into the system. Ms. Churchill can provide training to schools and districts for submitting student data to the Educator Information System (EIS) and the i4see System as well as provide training and support for PerformanceTRACKER and AssessmentBUILDER, Longitudinal Reports, student growth data, the Educator Evaluation Model System and the NH Network.

Additionally, by entering into this contract, the NCES staff person agrees to:

- Providing on-line, phone and in-person training, both small groups and large groups as the situation dictates.
- Training and assistance with PerformancePLUS tools to add new assessment data and analyze assessment data.
- Training and assistance with other data tools.
- Training on the NH Network.
- Training on data used for evaluation.
- Identification of additional data and assessments that can be used for evaluations.
- Creation of online training tools.
- Tracking of training and support activities.
- Independent leadership to solicit training opportunities.
- Work with Local Education Support Center Network and other appropriate locations to deliver regional learning opportunities and build skills and support within these centers.
- Collaboration with NH Department of Education staff and schools to create a partnership to embrace evaluation and support for effective educators.
- Assist in other ways as needed with the SLDS teams.

**Time available:**

This proposal is for 36 days or 288 hours based on an estimate of one day per week during the school year. Additional time may be available upon request. With enough advanced notice, any week day or time can be made available. NCES requests to provide training in districts with no more than 2 hours of driving time from Conway, NH. This would include as North Country SAUs, districts north of Concord and approximately into the Seacoast area on the south eastern side of the state.

**Budget based on a per hour cost:**

The hourly rate shall be \$70.00. Travel time shall be counted in the daily training hours. For example, training in Pittsburg, NH would be 1.5 hours travel to site, 5 hours of training, and return travel 1.5 hours for a total of 8 billable hours.

Total budget request: 288 hours @ \$70 hour = \$20,160.

**References:**

Virginia Clifford, NHDOE, 603-271-3455, virginia.clifford@doe.nh.gov

Elaine Stockbridge, Edward Fenn, elementary teacher, estockbridge@sau20.org

Ann Gray, Pittsburg School, library media specialist, agray@pittsburg.k12.nh.us

Brenda Tilton, formerly Groveton Elementary, tiltonsugarhouse@gmail.com

# Paula F. Churchill

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**Objective** To provide districts and schools with technology integration and data literacy services

**Experience** *North Country Education Services, Gorham, NH* October 2005 - present

**Technology Integrator:** Professional development for educators in integrating technology using various tools and software such as iPads, interactive whiteboards and computers; alignment to ICT Literacy Standards; developing portfolios; understanding NECAP (Performance Tracker) & NWEA reporting and designing action plans.

*Conway School District, Conway, NH* 1996 – October 2005

**Technology Coordinator:**

- Increased computers from 10 networked to 500 networked (LAN and WAN) with 10 servers. Implemented use of handhelds, mobile labs.
- Implemented data collection and analysis to research factors to increase student achievement.
- Designed and implemented an integrated technology curriculum
- Trained teachers, students and administrators on productivity software, database tools, Internet use and administrative software packages.

*College For Lifelong Learning, Conway, NH* 1997 - 1999

**Instructor:** Software Tools, Advanced Software Tools, Computer Systems, Visual Basic Programming in regular classroom and distance learning environments

*H&R Block, North Conway and Berlin, NH* 1990 – 1996

**Franchise Owner:** Created two tax offices, preparing 1200 returns per year.

**Education** Trinity College, Hartford, CT 1970–1974  
B.S. Biology

Pepperdine University, Culver City, CA 1999-2000  
M.A. Educational Technology

Nova Southeastern University, Ft. Lauderdale, FL 2001- 2002  
Doctoral Candidate in Computing Technology in Education

**Interests** Mountain biking, white water and sea kayaking, hiking, telemark, skate and backcountry skiing, gardening, ice and rock climbing.