Frank Edelblut

Commissioner



Christine Brannan Deputy Commissioner

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

May 15, 2018

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

REQUESTED ACTION

Authorize the Department of Education, to amend a contract on a sole source basis with Family Resource Center, Gorham, NH (Vendor Code #162412), by increasing the price limitation by \$143,000.00 from \$674,500.00 to \$817,500.00, to offer extended day programming for youth and their families, effective July 1, 2018 through June 30, 2019 upon Governor and Council approval. Item originally approved by Governor and Council on 6/18/14 (Item #150), renewed on 6/24/15 (Item #160), renewed on 6/29/16 (Item #103) and 6/21/17 (Item#133). 100% Federal Funds.

Funds to support this request are anticipated to be available in the account titled 21st Century Community Title IV as follows,

06-56-56-562010-25190000-072-500577

Grants-Federal

<u>FY19</u> \$143,000.00

EXPLANATION

The Department is requesting approval of this **sole source** amendment. The Dept. went out for RFP in 2014 with the intent of including a renewal option. The renewal option was included in the Governor and Council letter but not stated in the contract warranting that this amendment be submitted on a **sole source** basis. This is the fifth year of a five year grant. The United States Department of Education legislation allows for five-year 21st Century Community Learning Center grants to serve youth and their families during the out-of-school-time hours. Grants are awarded annually pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities for children outside of regular school hours in a safe environment. The programs will offer students a broad array of additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education.

These programs and services are designed to reinforce and complement the regular academic program of the participating students.

His Excellency, Governor Christopher T. Sununu and the Honorable Executive Council May 15, 2018 Page 2 of 2

The program services provided by the grant cited above will be coordinated by the Family Resource Center in Gorham, NH in collaboration with the Gorham School District. This collaborative approach will serve elementary and middle school Gorham School District youth and their families.

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

Respectfully submitted,

Frank Edelblut Commissioner of Education

AMENDMENT TO GRANT AGREEMENT

Now come the New Hampshire Department of Education, Bureau of Integrated Programs, hereinafter "the Agency," and the Family Resource Center, Gorham, NH, hereinafter "the Grantee", and, pursuant to an agreement between the parties that was approved by Governor and Council on 6/18/14 (Item #150), renewed on 6/24/15 (Item #160), renewed on 6/29/16 (Item #103) and renewed on 6/21/17 (Item#133), hereby agree to modify same as follows:

1. Agreement, General Provisions, Block 1.6, remove June 30, 2018 and replace with June 30, 2019.

2. Agreement, General Provisions, Block 1.8, remove \$674,500.00 and replace with \$817,500.00.

3. Replace B-1 – Budget with B-2 Budget.

4. All other provisions of this agreement shall remain in full force and effect.

5. This amendment shall commence upon Governor and Council approval and shall terminate on June 30, 2019.

This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement.

THE STATE OF NEW HAMPSHIRE

IN WITNESS WHEREOF, the parties, hereto have set their hands as of the day and year first above written.

Department of Education (Agency) Division of Commissioner's Office By: Commissioner of Education Family Resource Center Name of Entity (Grantee) en Holte, Executive Due do znature. Title STATE OF County of day of May an On this the 102018 before me. ,the undersigned known to me (or satisfactory proven) to be officer, personally appeared Paltoria the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained. JOSEPH YOUNG Notary Public, State of New Hampshire My Commission Expires August 2, 2022 In witness whereof, Lhereto set my hand and official seal. Public/Justice of the Peace Commission Expires Nótà 1St day of there, 2018. Approved as to form, substance and execution by the Attorney General this vision of Attorney General Office

Approved by the Governor and Council this _____ day of _____, 2017

EXHIBIT B-2

BUDGET

Expenditure Line Items	FY19
	July 1, 2018-June 30, 2019
Salaries and wages (directly related to service)	\$ 120,240.00
Employee Benefits	\$ 9,198.36
Supplies	\$ 5,496.44
Subtotal	\$ 134,934.80
Indirect Costs (not to exceed 8%)	\$ 8,065.20
Project Total	\$ 143,000.00

Source of Funding: Funding for this contract is 100% Federal Funds from the account titled 21st Century Community, Title IVB, as follows,

	<u>FY 19</u>
06-56-56-562010-25190000-072-500577	\$143,000.00
Grants Federal	

- Limitation on price: Upon mutual agreement between the 21st CCLC State Coordinator and the grantee, line items in this budget may be adjusted but in no case shall the total budget exceed the price limitation of \$143,000.00
- Method of Payment: Payment is to be made monthly on the basis of invoices which are supported by a summary of activities that have taken place in accordance with the terms of the approved grant proposal, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payments will be made for 100% of the expenditures listed. Invoices and reports shall be submitted to the 21st CCLC State Coordinator.

Contract between VENDOR and the New Hampshire Department of Education

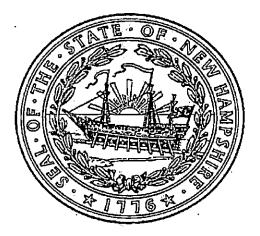


State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE FAMILY RESOURCE CENTER AT GORHAM is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on April 03, 1997. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 270161 Certificate Number : 0004094794



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 9th day of May A.D. 2018.

William M. Gardner Secretary of State

CERTIFICATE OF VOTE

I, Heidi Barker, do hereby certify that:

1. I am a duly elected Officer of The Family Resource Center at Gorham.

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 May 16, 2018:

RESOLVED: That the Patricia Stolte

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 <u>*l6⁺¹*</u>day of <u>*Mal/*</u>, 2018.

4. Patricia Stolte is the duly elected Executive Director of the Agency.

Signature

STATE OF NEW HAMPSHIRE

County of Coos

The forgoing instrument was acknowledged before me this 16 day of $M_{H_{1}}$, 2018,

By Heidi Barker	
Elected Officer of the Agency	N. N.
	Notary Public/Justice of the Peace
	\mathcal{F}°
Notary Public, State of New Hampson My Commission Expires August 2, 2022	
Commission Expires:	

ĄĆORĎ	
ACORD	

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

								05	/02/2018	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.										
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed.										
If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).										
PRODUCER CONTRACT Fairley Kenneally										
E & S Insurance Services LLC				PHONE (A/C, No E-MAIL ADDRE	(603)29		FAX (A/C, No):	(603)2	93-7188	
21 Meadowbrook Lane					ss: fairley@e	sinsurance.net				
P O Box 7425						SURER(S) AFFOR	IDING COVERAGE		NAIC #	
Gilford			NH 03247-7425	INSURE	RA: Great An	nerican Ins Gro	oup			
INSURED				INSURE	RB: Travelers	3				
Family Resource Center at Gort	am			INSURE	RC:					
123 Main Street				INSURE						
Gorham			NH 03581	INSURE						
	TIFICA		IMBER: 2018	INSURE	n(r:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF	NSURA	NCE LI	ISTED BELOW HAVE BEEN			RED NAMED A	BOVE FOR THE POLICY PER			
INDICATED. NOTWITHSTANDING ANY REQUI CERTIFICATE MAY BE ISSUED OR MAY PERT/ EXCLUSIONS AND CONDITIONS OF SUCH PC	AN, THE	EINSUI	RANCE AFFORDED BY THE	POLIC	ES DESCRIBE	D HEREIN IS S AIMS.				
INSR LTR TYPE OF INSURANCE	ADDLISU	UBR NVD	POLICY NUMBER	_	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)				
COMMERCIAL GENERAL LIABILITY							EACH OCCURRENCE DAMAGE TO RENTED	\$ 1,00		
							PREMISES (Ea occurrence)	<u></u> \$ 100,		
A			/AC3793560-14		05/10/2018	05/10/2019	MED EXP (Any one person)	\$ 5,00	0,000 -	
∫ [*]			1AC3133300-14		00/10/2010	00/10/2019	PERSONAL & ADV INJURY	\$ 1,00 \$ 3,00		
							GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	s 3,00		
							AbMol Daycare, IncAnoPA	\$ 1,00		
AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	\$		
							BODILY INJURY (Per person)	\$		
OWNED SCHEDULED AUTOS							BODILY INJURY (Per accident)	\$		
HIRED NON-OWNED AUTOS ONLY							PROPERTY DAMAGE (Per accident)	\$		
								\$		
							EACH OCCURRENCE	\$		
							AGGREGATE	5		
UED RETENTION \$		+					X PER OTH-	\$		
AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE					04/04/0040	04/04/0040	E.L. EACH ACCIDENT	s 500,	000	
B OFFICER/MEMBER EXCLUDED?	N/A	6	JUB2E6469318		01/01/2018	01/01/2019	E.L. DISEASE - EA EMPLOYEE	s 500,	000	
If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT	\$ ⁵⁰⁰ ,	000	
	S /ACO		Additional Pamarke Pahadula	maybac	tachod if mans an	1200 (c 100/-lm/)				
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLE			Auguvna, remarka Schedule, i	indy be a	requerit mote st	iace is required)				
CERTIFICATE HOLDER			T	CANC	ELLATION					
NH Department of Education Sta 101 Pleasant Street	ate Park	k South	,	THE	EXPIRATION D	ATE THEREO	SCRIBED POLICIES BE CAN 7, NOTICE WILL BE DELIVER 7 PROVISIONS.		DBEFORE	
				AUTHO	RIZED REPRESEN	ITATIVE				
Concord NH 03301-3860 Jailey Kennerley										

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Paul Leather Deputy Commissioner

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Frank Edelblut

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

May 1, 2017

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

REQUESTED ACTION

Authorize the Department of Education, to amend a grant agreement on a **sole source** basis with Family Resource Center, Gorham, NH (Vendor Code #162412), by increasing the price limitation by \$187,000.00 from \$487,500.00 to \$674,500.00 and extending the end date from June 30, 2017 to June 30, 2018 to continue to offer extended day programming for youth and their families, upon Governor and Council approval. Item originally approved by Governor and Council on 6/18/14 (Item #150), renewed on 6/24/15 (Item #160), and renewed on 6/29/16 (Item #103). 100% Federal Funds.

Funds to support this request are anticipated to be available in the account titled 21st Century Community Title IV as follows, contingent upon legislative approval of the next biennium budget:

06-56-56-563010-75380000-072-500577

Grants-Federal

. .

<u>FY18</u> \$187,000.00

EXPLANATION

The Department went out to RFP for these grant funds in January 2014 with the intent of including a renewal option. The renewal option was included in the Governor and Council letter but not stated in the contract warranting that this amendment be submitted on a **sole source** basis. This is the fourth year of a five year grant. The United States Department of Education legislation allows for five-year 21st Century Community Learning Center grants to serve youth and their families during the out-of-school-time hours. Grants are awarded annually pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

New Hampshire anticipates a FY 2018 grant award in the amount of \$4,900,000.00 from the United States Department of Education under Title IVB, the 21st Century Community Learning Center Program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities for children outside of regular school hours in a safe environment. The programs will offer students a broad array of additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education.

TDD Access: Relay NH 711 EQUAL OPPORTUNITY EMPLOYER- EQUAL EDUCATIONAL OPPORTUNITIES His Excellency, Governor Christopher T. Sununu and the Honorable Executive Council Page 2 of 2 May 1, 2017

These pragrams and services are designed to reinforce and complement the regular academic program of the participating students.

The program services provided by the grant cited above will be coordinated by the Family Resource Center in Gorham, NH in collaboration with the Gorham School District. This collaborative approach will serve elementary and middle school Gorham School District youth and their families.

This is the fourth year of a five year grant. In the event Federal Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

Frank Edelblut Commissioner of Education

AMENDMENT TO GRANT AGREEMENT

Now come the New Hampshire Department of Education, Bureau of Integrated Programs, hereinafter "the Agency," and the Family Resource Center, Gorham, NH, hereinafter "the Grantee", and, pursuant to an agreement between the parties that was approved by Governor and Council on 6/18/14 (Item #150), renewed on 6/24/15 (Item #160), and renewed on 6/29/16 (Item #103) hereby agree to modify same as follows:

1. Agreement, General Provisions, Block 1.6, remove June 30, 2017 and replace with June 30, 2018.

2. Agreement, General Provisions, Block 1.8, remove \$487,500.00.00 and replace with \$674,500.00.

3. Replace OBM Form 1 with B-1 - Budget.

4. All other provisions of this agreement shall remain in full force and effect.

5. This amendment shall commence upon Governor and Council approval and shall terminate on June 30, 2018.

This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement.

IN WITNESS WHEREOF, the parties, hereto have set their hands as of the day and year first above written.

THE STATE OF NEW HAMPSHIRE Department of Education (Agency) Division of Commissioner's Office 2 12-1 By: Commissioner of Education Date Family Resource Center Name of Entity (Grantee) 4/2/12017 Signature, Title STATE OF New Humpshire County of CODS County of On this the 21 5 day of _____ Peggy Lee Brilley, the undersigned 2017 before me, officer, personally appeared _ Heidi Barker known to me (or satisfactory proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained. PEGGY LEE BRICKLEY Notary Public, State of New Hampshire In witness whereof, hereto set my hand and official seal. My Commission Expires May 4, 2021 y Public/Justice of the Peace 05/04/2021 ommission Expires Approved as to form, substance and execution by the Attorney General this _ 2 CM day of _//acy, 2017. Division of Attorney General Offic Approved by the Governor and Council this day of ,2017 By:

EXHIBIT B-1

BUDGET

Expenditure Line Items	FY18
	July 1, 2017-June 30, 2018
Salaries and wages (directly related to service)	\$146,439.50
Employee Benefits	\$26,032.60
Supplies	\$4,205.50
Subtotal	\$176,677.60
Indirect Costs (not to exceed 8%)	10,322.40
Project Total	\$187,000.00

Source of Funding: Funding for this contract is 100% Federal Funds from the account titled 21st Century Community, Title IVB, as follows, contingent upon legislative approval of the next biennium budget:

	<u>FY 18</u>
06-56-56-563010-75380000-072-500577	\$187,000.00
Grants Federal	

- Limitation on price: Upon mutual agreement between the 21st CCLC State Coordinator and the grantee, line items in this budget may be adjusted but in no case shall the total budget exceed the price limitation of \$187,000.00.
- Method of Payment: Payment is to be made monthly on the basis of invoices which are supported by a summary of activities that have taken place in accordance with the terms of the approved grant proposal, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payments will be made for 100% of the expenditures listed. Invoices and reports shall be submitted to the 21st CCLC State Coordinator.

Contract between VENDOR and the New Hampshire Department of Education



Page 1 of 1

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 THE FAMILY RESOURCE CENTER AT GORHAM is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on April 03, 1997. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 270161



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 28th day of April A.D. 2017.

William M. Gardner Secretary of State

CERTIFICATE OF VOTE

I, Lucie Remillard, of The Family Resource Center at Gorham, do hereby certify that:

I am the duly elected Secretary of the Family Resource Center at Gorham Board of Directors

 The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the corporation, duly held on January 18, 2017

RESOLVED: That this corporation enters into a contracts with the State of New Hampshire, acting through its Department of Education.

RESOLVED: That Heidi Barker, President of the Family Resource Center at Gorham Board of Directors is hereby authorized on behalf of the agency to enter into said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as she may deem necessary, desirable, or appropriate.

- The foregoing resolutions have not been amended or revoked and remain in full force and effect as of April 21, 2017.
- 4. Heidi Barker is the duly elected President of the corporation.

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the corporation this 21th day of April, 2017.

Secretary

STATE OF NEW HAMPSHIRE COUNTY OF COOS

The foregoing instrument was acknowledged before me this 21th day of April, 2017 by Lucie Remillard.

Notary Public/Justice of the Peace My Commission Expires: PEGGY LEE BRICKLEY Notary Public, State of New Hampshire. My Commission Expires May 4, 2021



CERTIFICATE OF LIABILITY INSURANCE

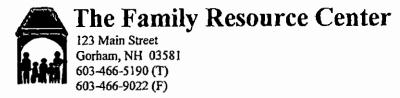
DATE (MN/DD/YYYY) 5/3/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ON CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMENI BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITU REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.	D, EXTEND	OR ALT	ER THE CO	VERAGE AFFORDED BY T	he policies										
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the															
certificate holder in lieu of such endorsement(s). PRODUCER CONTACT Fairley Kenneally															
E & S Insurance Services LLC	PHONE	NAME: Fairiey remeatly PHONE (603) 293-2791 FAX (A/G, No); (603) 293-7188													
21 Meadowbrook Lane	E-MAIL	fairley	Gesinsur	ance.com											
21 Meadowbrook Lane É-MAIL ADDRESS: fairley@esinsurance.com P O Box 7425 INSURER(S) AFFORDING COVERAGE N															
Gilford NH 03247-7425 INSURERA Great American Ins Group															
INSURED	INSURER	Travel	ers Prope	erty Casualty Co of	25674										
Family Resource Center at Gorham	INSURER C	<u>c:</u>													
123 Main Street	INSURER [D:													
	INSURER E	E:			<u> </u>										
Gorham NH 03581	INSURER F	F:			<u>.</u>										
COVERAGES CERTIFICATE NUMBER:2017 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW H	AVE DEEN			REVISION NUMBER:											
INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFOR EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAV	N OF ANY (RDED BY TH	CONTRACT	OR OTHER	DOCUMENT WITH RESPECT T	O WHICH THIS										
INSR TYPE OF INSURANCE INSD I WYD POLICY NUMBER			POLICY EXP (MINOD/YYYY)	LIMITS											
X COMMERCIAL GENERAL LIABILITY				EACH OCCURRENCE \$	1,000,000										
				DAMAGE TO RENTED PREMISES (Ea occurrence) \$	100,000										
	5,	/10/2017	5/10/2018	MED EXP (Any one person) \$	5,000										
				PERSONAL & ADVINJURY \$	1,000,000										
GENL AGGREGATE LIMIT APPLIES PER:		ł		GENERAL AGGREGATE \$	3,000,000										
		[PRODUCTS - COMPIOP AGG S	3,000,000										
OTHER:				AbMol Daycare, IncAnoPA S COMBINED SINGLE LIMIT	1,000,000										
AUTOMOBILE LIABILITY	{	4		(Ea accident)*	1,000,000										
A ANY AUTO	1_	5/10/2017	c /10 /0010	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$											
AUTOS AUTOS	5/10/2017		3/10/2017	5/10/2017	3/10/2017	3,10,101,	5/10/2017	5/10/2017	5/10/2017	5/10/2017	5/10/2017	5/10/2017	5/10/2017	5/10/2017 5/10/2018	PROPERTY DAMAGE
HIRED AUTOS X AUTOS	Ì			(Per accident) 5											
X UMBRELLA LIAB OCCUR	- -			EACH OCCURRENCE \$	1,000,000										
A EXCESS LIAB CLAIMS-MADE				AGGREGATE \$	1,000,000										
DED RETENTIONS	5,	/10/2017	5/10/2018	5											
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				PER OTH- STATUTE ER											
		ļ		EL EACH ACCIDENT \$	500,000										
B (Mandatory In NH)	1	1/1/2017	1/1/2018	EL DISEASE - EA EMPLOYEE \$	500,000										
If yes, describe under DESCRIPTION OF OPERATIONS below				E.L. DISEASE - POLICY LIMIT S	500,000										
			j												
			Ì												
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Sche		attached 14													
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CERTIFICATE HOLDER	CANCEL	LLATION													
NR Department of Education State Park South	THE E	XPIRATION	DATE THE	ESCRIBED POLICIES BE CANCEL REOF, NOTICE WILL BE DI Y PROVISIONS.											
101 Pleasant Street															
Concord, NH 03301-3860	AUTHORIZE	ED REPRESEN	TATIVE												
	F Kenne	eally/FA	IRLE	Fairley Kenn	evely_										
				ORD CORPORATION. All rig											

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Satellite Offices in Lancaster, Colebrook and Littleton, NH

Patricia Stolte Executive Director www.frc123.org

The Family Resource Center at Gorham 2017 BOARD OF DIRECTORS

Heidi Barker, President UNH Cooperative Extension Lancaster, NH 59 Gore Road Lancaster, NH 03584 603-631-0978

Nathan Morin, Vice President

Tri-County CAP, AOD Bethlehem, NH 54 Whittemore Avenue Berlin, NH 03570 603-752-3509

Lucie Remillard, Secretary

Casa NH / Berlin City Councilor Berlin, NH 58 Hinchey Street Berlin, NH 03570 603-723-2617

Donna Piet

NH-DHHS Berlin Family Services Specialist 405 Norway Street Berlin, NH 03570 603-752-7026

Betty Dube* North Country Educational Services 300 Gorham Hill Road Gorham, NH 03581 603-466-5437

Debbie Martin, Treasurer Accountant, TCCAP Berlin, NH 773 Kent Street Berlin, NH 03570 530-526-7212

Bridget Laflamme

Coos County Family Health Adm. Berlin, NH 54 Willow Street Berlin, NH 03570 603-752-2040

Anne Barber

Family Attorney-at-Law North Conway, NH P.O. Box 312 Conway, NH 03818 603-236-6724

Karen Moore

Edward Fenn Elementary, Gorham Teacher/past Principal 220 North Road Shelburne, NH 03582 603-723-5056

*position open as of May

JAMIE KNIGHT

OBJECTIVE

- -

To create a nurturing environment for children to pursue enrichment learning in an afterschool setting.

EDUCATION AND AWARDS

Rivier University

Masters of Arts in Teaching Secondary Education Social Studies

- Academic studies include early field observation hours at local high schools
- Prominent courses: The Social Studies Curriculum, Adolescent Development, Graduate Colloquium, Teaching in Inclusion Settings, Economic Analysis, Global Geography, Methods in Teaching Social Studies

Boston University, Center for Professional Education

Certificate of Paralegal Studies

- Completed a 14-week online course with emphasis on online legal research and related technology
- Courses: Legal Research, Legal Writing, Technology, Probate/Family Law, Real Estate, Corporate Law, Litigation

Unity College, Unity ME Bachelor of Science Completed degree in 3 years while maintaining Dean's List honors and Presidential Scholarship Challenged with graduate-level seminars to strengthen research and writing skills Experienced in professional presentations and publications through internships and extra-curricular activities President's Award 2011 2010

Women Environmental Leadership Program Purple Backpack Award Environmental Professionals Award

PROFESSIONAL HIGHLIGHTS

Family Resource Center, Gorham NH

January 2015 to Present Currently employed as a Site Director for the Project Youth Edward Fenn Morning and Afterschool Programs maintaining day to day operation of the programs, including developing programming and enrichment activities for elementary students.

Berlin School District, Berlin NH

November 2014 to June 2016 Employed as a full-time educational assistant at the Berlin Middle School working one-on-one with students for behavioral and academic support.

Desmarais, Ewing & Johnston, PLLC, Manchester NH July 2012 to October 2014 Employed as a full-time paralegal to assist attorneys in civil litigation matters; main duties include training new hires, organizing case files, communicating with clients, and drafting reports and critical analyses.

Peer Tutor, Unity College

September 2008 to May 2011 Provided supplemental instruction and research assistance for students of all levels and referred students to appropriate resources.

June 2013- May 2015 Current G.P.A. 4.0

~ / 7 + 0

June 2012- September 2012

May 2011 G.P.A. 3.91

2010

Jacob Daniel Butean

19 **1** 1

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Occupational Histo	ory	
Winters of 2011-2013	B Bretton Woods	Carroll, NH
Tubing and Skatin	g Supervisor	
 Overseeing the 	e tubing and skating center at the resort. In and family friendly environment.	
Summer of 2012	Fox Ridge Resort	North Conway, NH
Houseman		
÷	naintaining the cleanliness of the resort. f the resort grounds.	
 Aiding in hom 	ademic enrichment activities.	Gorham, NH
2016-present	The Family Resource Center/Project Youth	Gorham, NH
Middle School Afte	erschool Program Site Director	
 Helping studen Planning of aca Planning of m Creating a mo 	e Gorham middle school program. Its maintain good grades. ademic enrichment activities. onthly activity calendars. Inthly report on the stats and news of my program with school day teachers to maximize the succes	

Education

2012-2016White Mountain Community CollegeBerlin, NH

• Associates Degree in Teacher Education

Special Education Certificate

2017-Present

Liberty University Online

 Currently working towards Bachelors Degree in Elementary Education Interdisciplinary Studies

Special Training/Certification

- Special Education Certification
- CPR/First Aid Certified
- Afterschool Direct Service Level 3

Personal Experience

• I have worked in and with the Afterschool Programs for 3 years now.

References

References upon request.

Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

FOR THE YEARS ENDED JUNE 30, 2016 AND 2015 AND INDEPENDENT AUDITORS' REPORT

FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

TABLE OF CONTENTS

· · ·	<u>Page(s</u>)
Independent Auditors' Report	1 - 2
Financial Statements:	
Statements of Financial Position	3
Statement of Activities	4 - 5
Statements of Cash Flows	6
Statement of Functional Expenses	7 - 8
Notes to Financial Statements	9 - 15
Schedule of Expenditures of Federal Awards	16
Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	17 - 18
Independent Auditors' Report on Compliance for Each Major Program and on Internal Control over Compliance Required by Uniform Guidance	19 - 20
Schedule of Findings and Questioned Costs	21



To the Board of Directors Family Resource Center at Gorham Gorham, New Hampshire

CERTIFIED PUBLIC ACCOUNTANTS WOLFEBORO • NORTH CONWAY DOVER • CONCORD STRATHAM

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of Family Resource Center at Gorham (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2016 and 2015, and the related statements of activities, cash flows, and functional expenses for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the 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 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 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 financial statements referred to above present fairly, in all material respects, the financial position of Family Resource Center at Gorham as of June 30, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, is presented for purposes of additional analysis and is not a required part of the 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 financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated October 17, 2016, on our consideration of Family Resource Center at Gorham's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Family Resource Center at Gorham's internal control over financial reporting and compliance.

Leone, McDonnell ; Roberts Professional association

October 17, 2016 North Conway, New Hampshire

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STATEMENTS OF FINANCIAL POSITION AS OF JUNE 30, 2016 AND 2015

ASSETS

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		<u>2016</u>		<u>2015</u>
CURRENT ASSETS	•		•	
Cash and cash equivalents	\$	88,968	\$	39,247
Certificates of deposit		79,807		79,647
Investments		177,573		177,349
Grants receivable		214,936		187,526
Prepaid expenses		12,892		3,851
Total current assets		574,176		487,620
PROPERTY				
Leasehold improvements		74,932		72,362
Furniture and equipment		51,575		51,575
Total		126,507		123,937
Less: accumulated depreciation		(77,845)		(70,128)
Property, net		48,662		<u>53,809</u>
OTHER ASSETS				
Agency deposits - cash		26,321		22,179
TOTAL ASSETS	\$	649,159	\$	563,608
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Demand note payable	\$. •	\$	29,500
Accounts payable		13,743		11,427
Accrued expenses		18,557		10,412
Agency deposits		26,321		22,179
Refundable advances		22,448		41,887
Total current liabilities	·	81,069		115,405
NETASSETS				
Unrestricted				
Designated for long-term building maintenance		14,627		12,219
Undesignated		353,699		239,647
Permanently restricted - endowment		199,764		196,337
Total net assets		568,090		448,203
TOTAL LIABILITIES AND NET ASSETS	\$	649,159	\$	563,608

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STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2016

	<u>Unrestricted</u>	Temporarily <u>Restricted</u>	Permanently <u>Restricted</u>	<u>Total</u>
REVENUE AND SUPPORT				
Grants	\$-	\$ 1,240,184	\$-	\$ 1,240,184
Donations	18,453	-	-	18,453
Agency rents	34,763	-	-	34,763
Investment income	-	-	4,448	4,448
Interest income	188	-	-	188
Net unrealized investment gain (loss)	-	-	(787)	(787)
Net realized investment gain	-	-	2,789	2,789
Net assets released from restrictions	1,240,184	(1,240,184)	<u>-</u> _	<u> </u>
Total revenues, support and net assets				
released from restrictions	1,293,588	_	6,450	1,300,038
EXPENSES				
Program services	1,011,324	-	-	1,011,324
Management and general	165,804		3,023	168,827
Total expenses	1,177,128	<u> </u>	3,023	1,180,151
INCREASE IN NET ASSETS	116,460	-	3,427	119,887
••••	·		• •	
NET ASSETS - BEGINNING OF YEAR	251,866	<u> </u>	196,337	448,203
NET ASSETS - END OF YEAR	<u>\$ 368,326</u>	<u>\$</u>	<u>\$ 199,764</u>	<u>\$ 568,090</u>

STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2015

	<u>Unrestricted</u>	Temporarily <u>Restricted</u>	Permanently <u>Restricted</u>	<u>Total</u>
REVENUE AND SUPPORT Grants Donations Agency rents Investment income Interest income Net unrealized investment gain (loss) Net realized investment gain Net assets released from restrictions	\$	\$ 1,098,729 - - - - - - - - - - - - - - - - - - -	\$ 4,243 (5,255) 7,296 (14,629)	\$ 1,098,729 42,771 33,167 4,243 182 (5,255) 7,296
Total revenues, support and net assets released from restrictions	1,189,478		(8,345)	1,181,133
Program services Management and general	990,600 172,064		5,183	990,600 177,247
Total expenses	1,162,664		5,183	1,187,847
INCREASE (DECREASE) IN NET ASSETS	26,814	· -	(13,528)	13,286
NET ASSETS - BEGINNING OF YEAR	225,052		209,865	434,917
NET ASSETS - END OF YEAR	<u>\$ </u>	<u>\$</u>	<u>\$ 196,337</u>	<u>\$ 448,203</u>

STATEMENTS OF CASH FLOWS FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

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		<u>2016</u>		<u>2015</u>	
CASH FLOWS FROM OPERATING ACTIVITIES Increase in net assets Adjustments to reconcile change in net assets to	\$	119,887	\$	13,286	
net cash provided by operating activities: Unrealized loss on investments Depreciation		787 7,717		5,255 7,620	
(Increase) decrease in assets Grants recelvable Prepaid expenses Increase (decrease) in liabilities	•	(27,410) (9,041)		(117,140) (326)	
Accounts payable Accrued expenses Agency deposits Refundable advances	· .	2,316 8,145 4,142 (19,439)		4,155 1,808 2 (28,235)	
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		87,104		(113,575)	
CASH FLOWS FROM INVESTING ACTIVITIES Purchase of equipment Sale of investments and certificates of deposit		(2,570) (1,171)		- 6,041	
NET CASH (USED IN) PROVIDED BY INVESTING ACTIVITIES		(3,741)	<u> </u>	6,041	
CASH FLOWS FROM FINANCING ACTIVITIES Net (repayments) borrowings on line of credit		(29,500)		29,500	
NET CASH (USED IN) PROVIDED BY FINANCING ACTIVITIES	<u></u>	(29,500)		29,500	
NET INCREASE (DECREASE) IN CASH AND EQUIVALENTS		53,863		(78,034)	
CASH AND EQUIVALENTS - BEGINNING OF YEAR	-	- 61,426		139,460	
CASH AND EQUIVALENTS - END OF YEAR	<u>\$</u>	115,289	<u>\$</u>	61,426	
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION: Cash paid for interest	<u>\$</u>	182	\$	47	

See Notes to Financial Statements

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STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2016

	Management Program and					
		ervices	<u>G</u>	eneral		<u>Totai</u>
Personnel Costs			_			
Salaries and wages	\$	602,428	\$	130,228	\$	732,656
Payroli taxes		45,332		9,800		55,132
Employee benefits		61,478		13,313		74,791
Contractors and consultants		30,992		-		30,992
Program activities		54,662		• -		54,662
Program travel		44,964		382		45,346
Heat and utilities		18,720	•	985		19,705
Program materials		5,800	•	· -		5,8 00 ·
Food and supplies		29,486		1,504		30,990
Small equipment		12,333		1,902		14,235
Accounting fees		12,242		-		12,242
Telephone, internet, fax and cable		13,796		81		13,877
Liability insurance		8,027		-		8,027
Conferences and meetings		22,541		150		22,691
Depreciation		7,717		-		7,717
Rent		8,995		-		8,995
Advertising		5,135		250		5,385
Training		5,045		-	•	5,045
Bank charges				3,205		3,205
Printing		5,672		299		5,971
Maintenance and inspections		10,191		2,150		12,341
Postage and shipping		2,146	•	76		2,222
Payroll processing service				2,165		2,165
Property insurance		989		335		1,324
Technology		2,500		1,745		4,245
Interest expense				182		182
Other		133		75		208
Total	<u>\$</u>	1,011,324	\$	168,827	<u>\$</u>	1,180,151

STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2015

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	Management Program and					
	2	ervices	Č	<u>General</u>		Total
Personnel Costs						
Salaries and wages	\$	541,313	\$	122,826	\$	664,139
Payroll taxes		35,102		12,194		47,296
Employee benefits		76,229		29,557		105,786
Contractors and consultants		92,454		1,435		93,889
Program activities		83,227		-		83,227
Program travel		43,450		1,103		44,553
Heat and utilities		24,631		-		24,631
Food and supplies		9;041		1,880		10,921
Small equipment		10,365		-		10,365
Accounting fees		9,200		-		9,200
Telephone, internet, fax and cable		8,952		19		8,971
Liability insurance		8,374		-		8,374
Conferences and meetings		7,632		97		7,729
Depreciation		7,620		-		7,620
Rent		7,480		-		7,480
Program materials		7,260		• •		7,260
Training		5,908		-		5,908
Bank charges		-		5,345		5,345
Printing		4,629		69		4,698
Maintenance and inspections		3,824		· –		3,824
Postage and shipping		2,005		302		2,307
Property insurance		1,333		· - ·	•	1,333
Technology		-		1,321		1,321
Administrative		-		827		827
Interest expense	•	-		47		47
Other		571		225		796
Total	\$	990,600	\$	177,247	<u>\$</u>	1,167,847

See Notes to Financial Statements

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NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The Family Resource Center at Gorham (the Resource Center) is a voluntary, not-forprofit corporation incorporated under the laws of the State of New Hampshire (RSA 292) and organized exclusively for tax exempt chantable and educational purposes. The principal activity of the Resource Center is to deliver programming that empowers and educates children and families so they can overcome obstacles to healthy family development while providing access to social and educational services to underserved North Country populations. Primary programs include:

home visiting programs that deliver evidence based early child development and parenting support curricula which empowers parents and gives them the motivations and skills to improve parenting and foster healthy family dynamics;

afterschool programs that supports the academic, social and emotional developmental of students in grades K-8; and,

an IRS sanctioned Volunteer Income Tax Assistance (VITA) program that provides free tax preparation services to a continuum of the population with a focus on maximizing income tax refunds and earned income tax credits for all individuals entitled to claim such credits.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting.

Basis of Presentation

The Resource Center is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The classes of net assets are determined by the presence or absence of donor restrictions.

<u>Unrestricted:</u> Net assets that are not subject to donor-imposed stipulations. Board designated unrestricted net assets consist of cash and cash equivalents which are to be used only with a specific vote of the board.

<u>Temporarily Restricted:</u> Net assets whose use is limited by donor-imposed stipulations that will either expire with the passage of time or be fulfilled or removed by actions of the Resource Center. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Absent explicit donor stipulations about how long long-lived assets must be maintained or the manner of their disposition, the Resource Center reports expirations of donor restrictions when the donated or acquired long-lived

assets are placed in service. The Resource Center reports expirations of continuing donor restrictions regarding use or disposition of long-lived assets over the assets' expected useful lives.

<u>Permanently Restricted:</u> Net assets that are subject to donor-imposed stipulations that they be maintained permanently by the Resource Center. Generally, the donors of these assets permit the Resource Center to use all or part of the income earned on related investments for general or specific purposes.

As of June 30, 2016 and 2015, the Resource Center has unrestricted and permanently restricted net assets.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles 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.

Cash and Cash Equivalents

Cash and cash equivalents include all monies in banks and liquid investments with maturity dates of less than three months. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

Investments

Investments are accounted for according to Accounting Standards Codification (ASC) 958-320 Not For Profit Entities – Investments – Debt and Equity Securities. Under ASC 958-320, investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Fair values of investments are based on quoted prices in active markets for identical investments.

Property and Equipment

Property and equipment is recorded at cost if purchased and at fair value if donated. Depreciation is computed using the straight line method over the estimated useful lives of the related assets as follows:

Furniture and equipment	5 - 15 years
Leasehold improvements	20 years

The Resource Center's policy is to capitalize all assets over \$2,500 with an expected life of one year or longer. Assets sold or otherwise disposed of are removed from the accounts, along with the related depreciation allowance, and any gain or loss is recognized.

Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor or

time restrictions. A temporary restriction permits the Resource Center to use donated assets as specified for a particular purpose. Permanently restricted net assets are those that are required to be permanently maintained, but income from such investments may be used for specified purposes. All donor restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Contributed Services

From time to time, the Resource Center receives donated services in carrying out the mission and fundraising activities of the Resource Center. Such donations do not meet the criteria for recognition under ASC 958 and accordingly no amounts are reflected in the financial statements for those services.

Functional Allocation of Expenses

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

Refundable Advances

The Resource Center records grant/contract revenue as a refundable advance until it is expended for the purpose of the grant/contract, at which time it is recognized as revenue.

Income Taxes

The Resource Center is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Resource Center qualifies for the charitable contribution deduction under Section 170(b)(1)(a) and has been classified as an organization that is not a private foundation.

Management has evaluated the Resource Center's tax positions and concluded that the Resource Center has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements. With few exceptions, the Resource Center is no longer subject to income tax examinations by the United States Federal or State tax authorities prior to 2012.

Leased Facilities

The Resource Center leases its current facility from the Town of Gorham. In lieu of rent, the Resource Center is responsible for the cost of repairs and maintenance, insurance, utilities and rubbish removal. The lease is for a 20 year period and expires on May 19, 2018. The Resource Center in turn sublets space in the facility to other nonprofit and community agencies at an average rate of approximately \$10 - \$14 per square foot. All participating organizations must provide services to a client base that is at least 66% low and moderate income.

Grants Receivable

Grants receivable from various public and other nonprofit organizations at June 30, 2016 and 2015 were considered fully collectable and therefore no provisions for bad debts have been made in these financial statements.

<u>Advertising</u>

Advertising costs are expensed as incurred.

Subsequent Events

Subsequent events have been evaluated through October 17, 2016, which is the date that the financial statements were available to be issued.

Reclassifications

Certain amounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year financial statements.

Fair Value of Financial Instruments

ASC Topic No. 820-10, *Financial Instruments*, provides a definition of fair value which focuses on an exit price rather than an entry price, establishes a framework in generally accepted accounting principles for measuring fair value which emphasizes that fair value is a market based measurement, not an entity specific measurement, and requires expanded disclosures about fair value measurements. In accordance with FASB ASC 820-10, the Resource Center may use valuation techniques consistent with market, income and cost approaches to measure fair value. As a basis for considering market participant assumptions in fair value measurements, ASC Topic 820-10 establishes a fair value hierarchy, which prioritizes the inputs used in measuring fair values. The hierarchy gives the highest priority to Level 1 measurements and the lowest priority to Level 3 measurements. The three levels of the fair value hierarchy under ASC Topic 820-10 are described as follows:

Level 1 – Inputs to the valuation methodology are quoted prices available in active markets for identical investments as of the reporting date.

Level 2 - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies.

Level 3 - Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset or liability and the reporting entity makes estimates and assumptions related to the pricing of the asset or liability including assumptions regarding risk.

At June 30, 2016 and 2015, the Resource Center's investments were all classified as Level 1 and were based on fair value.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2016 and 2015.

Mutual Funds: Valued at the net asset value (NAV) of shares held by the Resource Center at year end.

The preceding method described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Resource Center believes its valuation method is appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

2. DEMAND NOTE PAYABLE

In April 2013 the Resource Center entered into a revolving line of credit with a bank. The revolving line of credit provides for maximum borrowings up to \$75,000 and is collateralized by a certificate of deposit held at the same bank. The revolving line of credit and the certificate of deposit both renew every six months. At June 30, 2016 and 2015, the interest rate on the revolving line of credit was stated at the bank's prime rate of 3.20%. There was no balance outstanding as of June 30, 2016. The balance outstanding at June 30, 2015 was \$29,500.

3. AGENCY DEPOSITS

The Resource Center serves as a fiscal agent for the Androscoggin Valley Community Partners (formerly the Berlin Area Healthcare Consortium), a collaborative effort of area health and social services agencies intended to provide health related education, information and communications to the communities of Berlin and Gorham. The amounts held on behalf of the consortium as of June 30, 2016 and 2015 were \$22,181 and \$22,179, respectively:

The Resource Center began serving as a fiscal agent for the North Country Veterans Committee during the year ended June 30, 2016. The committee has done extensive outreach, education and awareness throughout the North Country of New Hampshire in building a stronger safety net for North Country veterans and their families. The amount held on behalf of the committee as of June 30, 2016 was \$4,140.

REFUNDABLE ADVANCES

Refundable advances from program grants and contract advances at June 30, 2016 and 2015 totaled \$22,448 and \$41,887, respectively.

5. CONCENTRATION OF CREDIT RISK - CASH

The Resource Center maintains cash balances that, at times, may exceed federally insured limits. The cash balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per bank at June 30, 2016 and 2015. The Resource Center has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. At June 30, 2016 and 2015, there were no cash balances in excess of FDIC coverage.

13

6. UNRESTRICTED NET ASSETS - DESIGNATED

By vote of the Board of Directors funds have been designated for long term building maintenance. Unrestricted net assets designated by the board was \$14,627 and \$12,219 at June 30, 2016 and 2015, respectively.

7. OPERATING LEASE OBLIGATIONS

The Organization has entered into a one year operating lease agreement to rent satellite office space. The Organization also rents various other office space on a month to month basis. Rent expense under these agreements aggregated \$8,995 and \$7,480 for the years ended June 30, 2016 and 2015, respectively.

The approximate future minimum lease payments on the above leases is as follows:

Year Ending			•	,	
June 30				Amount	
		•			
.2017				<u>\$5,500</u>	
•					

8. INVESTMENTS

Investments held in the form of mutual funds at Bank of America are stated at fair value. Realized gains and losses are determined on the specific identification method. Gains and losses (realized and unrealized) are reported in the statement of activities as increases or decreases to unrestricted net assets, except for those investments for which their use is restricted. Information on investments at June 30, 2016 and 2015 is presented as follows:

Year	Investment	<u>Cost</u>	Market <u>Value</u>	Excess of Market Over <u>Cost</u>	Investment Income
	Bank of America. Bank of America		\$177,573 \$177,349	\$23,987 \$24,774	\$4,448 \$4,243

PERMANENTLY RESTRICTED NET ASSETS

In 2007, the Resource Center established a permanent endowment fund for the organization with the intent of accumulating donations and interest earnings of one million dollars. During 2013 the Resource Center began taking allowable distributions from the fund. Per the laws of the State of New Hampshire (RSA 292-B:4), 7% of the fair market value of the endowment fund, calculated on the basis of fair market value determined at least quarterly and averaged over a period of not less than three years may be appropriated for operating account expenditures.

The Not-for-Profit Entities Topic of the FASB ASC (ASC 958-205 and subsections) intends to improve the quality of consistency of financial reporting of endowments held by not-forprofit organizations. This Topic provides guidance on classifying the net assets associated with donor-restricted endowment funds held by organizations that are subject to an enacted version of the Uniform Prudent Management Institutional Funds Act (UPMIFA). New Hampshire has adopted UPMIFA. The Topic also requires additional financial statement disclosures on endowments and related net assets.

The Resource Center has followed an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve the principal of the fund and at the same time, provide a dependable source of support to help build healthier families and stronger communities.

In recognition of the prudence required of fiduciaries, the Resource Center only invests the fund in cash and mutual funds. The Resource Center has taken a risk adverse approach to managing the endowment fund in order to mitigate financial market risk such as interest rate, credit and overall market volatility, which could substantially impact the fair value of the endowment fund at any given time.

As of June 30, 2016 and 2015, the endowment fund was entirely composed of permanently restricted net assets.

Fund activity for June 30, 2016 and 2015 was as follows:

		Balances as of June 30, 2015		Activity for the Year Ended June 30, 2016		Balances as of <u>June 30, 2016</u>		
Permanent gifts Investment earnings Realized gain Transfer to unrestricted Investment expense Unrealized gain (loss)	\$	175,809 34,016 24,951 (41,590) (21,623) 24,774	\$	4,448 2,789 (3,023) (787)	\$	175,809 38,464 27,740 (41,590) (24,646) 23,987		
	<u>\$</u>	196,337	·- <u>\$</u>	3,427	\$	199.764		

		alances as of <u>e 30, 2014</u>	Ye	Activity for the ar Ended <u>e 30, 2015</u>	Balances as of <u>June 30, 2015</u>		
Permanent gifts Investment earnings Realized gain Transfer to unrestricted Investment expense Unrealized gain	\$	175,809 29,733 17,655 (26,961) (16,440) <u>30,029</u>	\$	4,243 7,296 (14,629) (5,183) (5,255)	\$	175,809 34,016 24,951 (41,590) (21,623) <u>24,774</u>	
	<u>\$</u>	209,865	<u>\$</u>	_ <u>(13,528</u>)	<u>\$</u>	196,337	

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2016

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ <u>PROGRAM TITLE</u> <u>U.S. DEPT. OF HEALTH AND HUMAN SERVICES</u> Passed through State of New Hampshire Department of Health and Human Services, Office of Human Services,	FEDERAL CFDA NUMBER	PASS THROUGH GRANTOR <u>NUMBER</u>	FEDERAL <u>EXPENDITURES</u>
Division of Children, Youth and Families Stephanie Tubbs Jones Child Welfare Services Program	93.645	42106802	\$ 7,447
Promoting Safe and Stable Families Social Services Block Grant	93.556 93.667	42107306 42106603	34,262
Temporary Assistance for Needy Families	93.558		128,468
Matemal & Child Health Services Block Grant for States	93,994	45030206 90004009	60,417
Material of Onio Fredict Delates Diock Ordin for Ordies	53.884	90004009	9,145
ACA Maternal, Infant and Early Childhood Home Visiting Program	93.505	102500731	198,226
Passed through Easter Seals			
Medical Assistance Program	93.778	None	56,703
Total U.S. Department of Health and Human Services			\$ 494,668
U.S. DEPARTMENT OF EDUCATION			۰.
Passed through State of New Hampshire			
Twenty-First Century Community Learning Centers	· 84.287	66272	\$ 211,385
Twenty-First Century Community Learning Centers	84.287	66282	170,271
Total	· · .	· • •	<u>\$ 381,656</u>
U.S. DEPARTMENT OF TREASURY			•
Passed through United Way			
VITA-IRS	21.009	· None	<u>\$3,316</u>
	•	•.	
U.S. DEPARTMENT OF VETERAN AFFAIRS			
Passed through Harbor Homes, Inc.			• • • • • •
VA Supportive Service for Veterans Families Program	64.033	None	\$ 5,006
U.S. DEPARTMENT OF AGRICULTURE			
Rural Development - Community Facility Grant	10 766	RD 1940-1	\$ 0.000
Ruiai Development - Community Facility Grant	10.766	KD 1940-1	<u>\$9,000</u>
Total expenditures of federal awards			\$ 893,646
		• •	+ 0001010

NOTE A - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of Family Resource Center at Gorham under programs of the federal government for the year ended June 30, 2016. The Information In this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements; Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Family Resource Center at Gorham, It is not intended to and does not present the financial position; changes in net assets, or cash flows of Family Resource Center.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Uniform Guidance, where in certain types of expenditures are not allowable or are limited to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normat course of business to amounts reported as expenditures in prior years.

NOTE C - INDIRECT COST RATE

Family Resource Center at Gorham has elected to use the 10-percent de minimis indirect cost rate allowed under Uniform Guidance.

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTINGAND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors Family Resource Center at Gorham Gorham, New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Family Resource Center at Gorham (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2016 and 2015, and the related statements of activities; cash flows and functional expenses for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated October 17, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Family Resource Center at Gorham's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Family Resource Center at Gorham's internal control. Accordingly, we do not express an opinion on the effectiveness of Family Resource Center at Gorham's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to ment attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Family Resource Center at Gorham's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Leone, McDonnell ; Roberts Propression D association

October 17, 2016 North Conway, New Hampshire

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY UNIFORM GUIDANCE

To the Board of Directors Family Resource Center at Gorham Gorham, New Hampshire

Report on Compliance for Each Major Federal Program

We have audited Family Resource Center at Gorham's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Family Resource Center at Gorham's major federal programs for the year ended June 30, 2016. Family Resource Center at Gorham's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Family Resource Center at Gorham's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Family Resource Center at Gorham's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Family Resource Center at Gorham's compliance.

Opinion on Each Major Federal Program

In our opinion, Family Resource Center at Gorham complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016.

Report on Internal Control Over Compliance

Management of Family Resource Center at Gorham is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Family Resource Center at Gorham's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Family Resource Center at Gorham's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance is a deficiency or a combination of deficiencies, in internal control over compliance is a deficiency or a combination of deficiencies, in internal control over compliance is a deficiency or a combination of deficiencies, in internal control over compliance is a deficiency or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Leone, Mc Connell ; Roberts Pillessional association

October 17, 2016 North Conway, New Hampshire

SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2016

A. SUMMARY OF AUDITORS' RESULTS

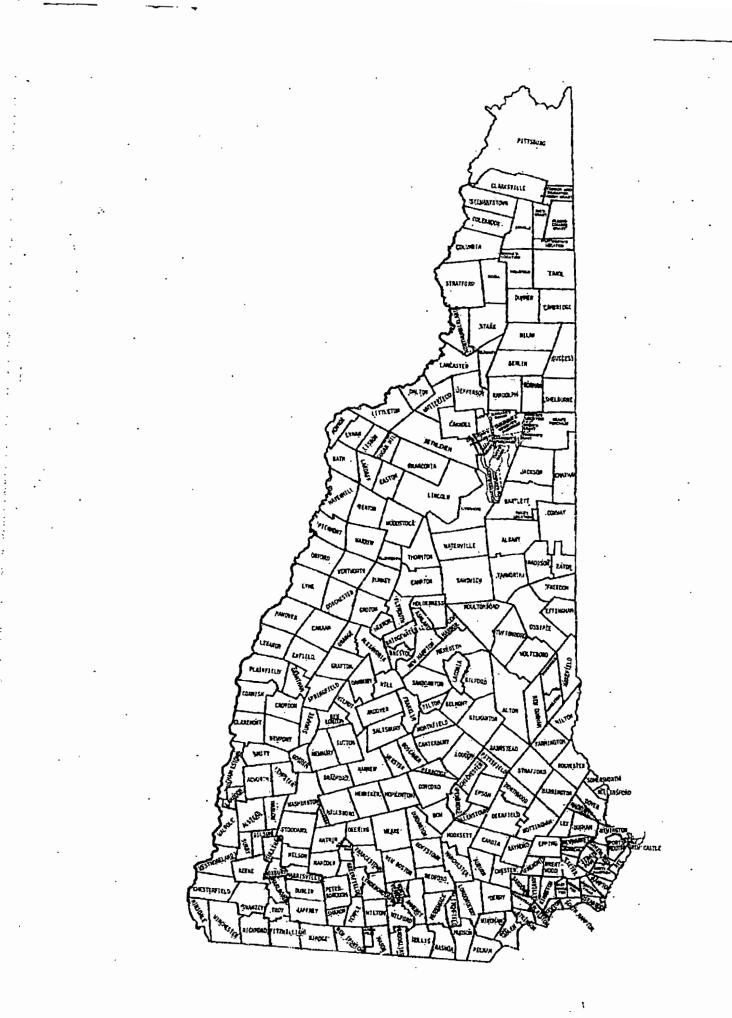
- 1. The auditors' report expresses an unmodified opinion on the financial statements of Family Resource Center at Gorham.
- 2. No significant deficiencies relating to the audit of the financial statements reported in the Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards. No material weaknesses are reported.
- 3. No instances of noncompliance material to the financial statements of Family Resource Center at Gorham, which would be required to be reported in accordance with Government Auditing Standards, were disclosed during the audit.
- 4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors'* Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by Uniform Guidance. No material weaknesses are reported.
- 5. The auditors' report on compliance for the major federal award programs for Family Resource Center at Gorham expresses an unmodified opinion on all major federal programs.
- 6. There were no audit findings that are required to be reported in accordance with 2 CFR 200.516(a).
- The program tested as a major program was: U.S. Department of Education; 21st Century Community Learning Centers, CFDA – 84.287.
- 8. The threshold for distinguishing between Type A and B programs was \$750,000.
- 9. Family Resource Center at Gorham was determined to not be a low-risk auditee.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

C. FINDINGS AND QUESTIONED COSTS-MAJOR FEDERAL AWARD PROGRAM AUDIT

None



103 3



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

June 13, 2016

Virginia M. Barry, Ph.D.

Commissioner of Education Tel. 603-271-3144

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

REQUESTED ACTION

Authorize the Department of Education, Bureau of Integrated Programs to amend grant agreement on a **sole source** basis with the Family Resource Center, Gorham, NH (Vendor Code #162412), by increasing the price limitation by \$244,500.00 from \$243,000.00 to \$487,500.00 and extending the end date from June 20, 2016 to June 30, 2017 to continue to offer extended day programming for youth and their tamilies, effective upon Governor and Council approval for the period of July 1, 2016 through June 30, 2017. Item originally approved by Governor and Council on June 18, 2014 (Item #150) and renewed on June 24, 2015 (Item #160). 100% Federal Funds.

Funding is available in the account titled 21st Century Community Title IV, as follows:

06-56-56-563010-75380000-072-500577 Grants -- Federal \$244,500.00

EXPLANATION

The Department went out to RFP for these grant funds in January 2014 with the intent of including a renewal option. The renewal option was included in the Governor and Council letter but not stated in the contract warranting that this amendment be submitted on a **sole source** basis. This is the third year of a five year grant. The United States Department of Education legislation allows for five-year 21st Century Community Learning Center grants to serve youth and their families during the out-of-school-time hours. Grants are awarded annually pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

New Hampshire anticipates a FY 2017 grant award in the amount of \$5,716,698.00 from the United States Department of Education under Title IVB, the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based

TDD Access: Rolay NH 1-800-735-2964 EQUAL OPPORTUNITY EMPLOYER- EQUAL EDUCATIONAL OPPORTUNITIES Her Excellency, Governor Margaret Wood Hassan and The Honorable Council Page 2 of 2 June 13, 2016

organizations, youth development agencies and other educational agencies to provide expanded learning opportunities for children, outside of regular school hours in a safe environment. The programs will offer students a broad array of additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education. These programs and services are designed to reinforce and complement the regular academic program of the participating students.

The program services provided by this grant will be coordinated by the Family Resource Center in Gorham, NH in collaboration with the Gorham School District. This collaborative approach will serve elementary and middle school Gorham School District youth and their families.

The competition process includes a Bidders Conference, publication of the RFP, technical support during the proposal writing process, review and scoring of the proposal by three reviewers, and award determinations based on this review process. The reviewers for all proposals include representation from experienced 21st Century Community Learning Center and school day professionals, higher education, state agencies and community based organizations.

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

Respectfully submitted,

VirginiduM. Barry, Ph.D. Commissioner

VMB:sbs Enclosures

AMENDMENT TO GRANT AGREEMENT

Now come the New Hampshire Department of Education, Bureau of Integrated Programs, hereinafter "the Agency," and Family Resource Center, Gorham, NH, hereinafter "the Grantee", and, pursuant to an agreement between the parties that was approved by Governor and Council on June 18, 2014 (Item #150) and renewed on June 24, 2015 (Item #160), hereby agree to modify same as follows:

- 1. Agreement, General Provisions, Block 1.6, remove June 30, 2016 and replace with June 30, 2017.
- 2. Agreement, General Provisions, Block 1.8, remove \$243,000 and replace with \$487,500.
- Remove OBM Form 1, Project Application Budget and Designation of Application Manager/Project Manager, with Project Period July 1, 2015 through June 30, 2016 with a Budget of \$243,000.00 and Insert OBM Form 1, Project Application Budget and Designation of Application Manager/Project Manager, with Project Period July 1, 2016 through June 30, 2017 with a budget of \$244,500.00
- 4. All other provisions of the agreement shall remain in full force and effect.

This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement. This modification shall be effective upon the date of approval from the Governor and the Executive Council for the period of July 1, 2016 through June 30, 2017.

IN WITNESS WHEREOF, the parties, hereto have set their hands as of the day and year below written.

THE STATE OF NEW HAMPSHIRE
Department of Education (Agency)
By: Virginia M. Barry, Ph. D., Commissioner of Education
Virginia M. Barry, Ph. D., Commissioner of Education
•
Family Resource Center
Name of Entity (Grantee)
Matt man.
By: Mann Man
Nathan Morih, Board President
STATE OF New Hampshire
STATE OF <u>New Hampshire</u> County of <u>Cuis</u>
On this the <u>25</u> day of <u>May</u> , 2016 before me, <u>leqqy</u> <u>Lee</u> <u>Brickley</u> , the undersigned officer, personally appeared <u>Nathan Marin</u> who acknowledged
undersigned officer, personally appeared Nathan Morin who acknowledged
himself/herself to be the President of FRC
a 50103 , and that (s)he as such <u>elected</u> , being authorized so to do,
executed the foregoing instrument for the purposes therein contained, by signing the name of the
President by himself/herself as Nathan Morin.
In witness whereof, I hereto set my hand and official seal.
Λ
PEGGY LEE BRICKLEY LEEP In Some
Notary Public, State of New Hamoshire Notary Public/Justice of the Peace

My Commission Expires May 4, 2021

Approved as to form, substance and execution by the Attorney General this 15/2 day of ____. June 2016.

Division of Attorney General Office

By: _ Cua Melintye

Approved by the Governor and Council this _____ day of _____, 2016

.

. By:_____

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92003					
Federal/State Program Title:		21st Century Community Learning Center Grant	, ,	PROJECT # CHANGE # PAGE 1 of	
FROM:		TO:		TYPE OF CHANGE	_
Project Youth Aftersch	nool Programs	NH Department of Education		BUDGET	
123 Main Street	-	State Office Park South		FUND AUTH	
Gorham, NH 03581		101 Pleasant Street	•	FISCAL AGENT	
SAU/RA:		Concord, New Hampshire 03301-3860		OTHER	
Proposed Project Title: Proposed Project Title: Proposed Project Title: Project Title: Project Title: Proposed Project Project Title: Proposed Project Title: Proposed Project Title: Proposed Project Title: Project Project Title: Project P	roject Youth Afle	rschool Programs	Project Period:	1-Jul-16 to: 30-Jun-17	,
***The following information is requ	ired for all projects				
PROJECT MANAGER:	NAME:	Judy Arsenault	TITLE:	Program Director	
	ADDRESS:	123 Main Street	TELEPHONE:	603-466-5190 ext 306	
E-MA	NIL ADDRESS;	udy.arsenauli@frc123.org	FAX:	603-466-9022	
	_				
FINANCIAL CONTACT:	NAME:	Marie Demers	TELEPHONE:	603-466-5190 ext 300	
E-MA	NIL ADDRESS:	marie.demers@frc123.org	FAX:	603-466-9022	_
	-				

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ansuring that only authorized items required to implement the project are charged to the project, and for initiating request to smend the approved project. No sorvices or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

- 1. This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations;
- Education Department General Administrative Regulations (EDGAR) in Title 34 Code of Federal Regulations (CFR), Parts 74, 75, 76, 77, 79, 50, 52, 55, 56; Civit Righto Regulations in 34 CFR, Parts 100 through 108, and specific program laws and regulations.
- b. Any amondments in effect on the date of this grant award or to become effective during the project period are incorporated.
- 2. Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federel Funds Financial Management Manual".
- 3. Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
- 4. Audits will be in compliance with the Bingle Audit Act Amendments of 1986 (P.L. 104-158) and U.S. Office of Management and Budget (OMB) Circulare.
- 5. Project approval, if given, will be on the condition that full funding of the Approval Budget and payment by the granter: are contingent upon the availability of a Federal Grant and Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Notifier the State nor the Department of Education shall be liable for payments under this grant except from such funds.

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

MARK ECOM 4

The Family Resource Center 123 Main Street Gorham, NH 03581

APPROVED INDIRECT COST RATE: ______ 8%

Patricia Stolle, Executive Director Family Resource Center

PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS or RAICHIEF FINANCIAL OFFICER

SIGNATURE SAU SUPERINTENDENT OF SCHOOLS of RAACHIEF FINANCIAL OFFICER

Trine All

DATE

OBM FORM 1

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9/2005

BUDGET SUMMARY BY OBJECT AND FUNCTION CODES

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(See NH Financial Accounting Handbook 1999 Edition pages A-38 through A-75)

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OBJECT CODE	1000 INSTRUCTION	2000 SUPPORT	2 ADMIN		5000 INDIRECT	TOTAL
100		152,418.70			COST BELOW	152,418.70
200		28,472.10			CANNOT	28,472.10
300	3,000.00	5,500.00			INCLUDE AUDIT	8,500.00
400			4,800.00		FEES WHEN A	4,800.00
500	13,314.00	5,000.00	2,500.00		PROJECT LINE	20,814.00
600	10,000.00				ITEM INCLUDES	10,000.00
700			1,500.00		AUDIT FEES	1,500.00
800			·			-
900			17,995.20			17,995.20
TOTALS	26,314.00	191,390.80	26,795.20	 -	-	244,500.00

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DETAIL OF PROPOSED BUDGET

FUNCTION	OBJECT	BUDGET	DETAILED	FUNCTION	OBJECT	BUDGET	DETAILED
CODE	CODE	AMOUNT	INFORMATION	CODE	CODE	AMOUNT	INFORMATION
1100	110	152,418.70	Key Staff Salaries	2300	930	17,995.20	Indirect Cost
1100	211	12,865.01	Health Insurance				
1100	220	10,713.90	FICA				
1100	239	1,136.00	IRA				
1100	250	2,129.00	Unemployment				
1100	260	1,628.19	Worker's Comp				
1400	320	1,000.00	Licensing/Bkgrd				
1400	330	2,000.00	Contract Service				
2830	330	1,500.00	Prof. Dev.				
2516	330	2,500.00	Audit				
2814	330	1,500.00	CIPAS			_	
2320	441	4,800.00	Occupancy				
2700	510	8,500.00	Transportation			<u>-</u>	
2620	520	2,614.00	Liability				
1000	531	2,200.00	Telephone				
2823	534	1,000.00	Postage				
2540	550	1,500.00	Printing				
1100	580	4,000.00	Travel/lodg/meal				U.
2820	532	1,000.00	Cayen				Matthew 040
1100	600	10,000.00	Food/Supply				
2520	730	1,500.00	Equipment_				
							Jaman
	SUB TOTAL/TOTAL	226,504.80			SUB TOTAL/TOTAL	17,995.20	

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CERTIFICATE OF VOTE

I, Katherine Baublis, of The Family Resource Center at Gorham, do hereby certify that:

- I am the duly elected Secretary/Treasurer of the Family Resource Center at Gorham Board of Directors
- The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the corporation, duly held on March 16, 2016.

RESOLVED: That this corporation enters into a contracts with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Children Youth and Families.

RESOLVED: That the President of the Family Resource Center at Gorham Board of Directors is hereby authorized on behalf of this corporation to enter into 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. Nathan Morin is the duly elected President of the corporation.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of May 25, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary/Treasurer of the corporation this 25th day of May, 2016.

Baublie Secretary/Treasurer

STATE OF NEW HAMPSHIRE COUNTY OF COOS

The foregoing instrument was acknowledged before me this 25th day of May, 2016 by Katherine Baublis.

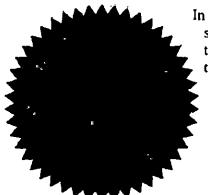
Notary Public/Justice of the Peace My Commission Expires:

PEGGY LEE BRICKLEY
Notary Public, State of New Hampshire
My Commission Expires May 4, 2021

State of New Hampshire Bepartment of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE FAMILY RESOURCE CENTER AT GORHAM is a New Hampshire nonprofit corporation formed April 3, 1997. 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 27th day of January A.D. 2016

William M. Gardner Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (NWDDYYYY) 3/25/2016

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

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

PRODUCER		CONTACT Fairley Kenneally					
E & \$ Insurance Services	LLC	PHONE (603) 293-2791 FAX (603) 293-7188					
21 Meadowbrook Lane		E-MAIL ADDRESS: fairley@esinsurance.com					
P O Box 7425		INSURER(S) AFFORDING COVERAGE	NAIC #				
Gilford NH	03247-7425	INSURERA Great American Ins Group					
DNSURED		INSURER B Travelers Property Casual	ty Co of 25674				
Family Resource Center at	Gorham	INSURER C :					
123 Main Street	·	INSURER D :					
		INSURER E :					
Gorham NH	03581	INSURER F :					

6	JACK	AGES	CERTIFICAT	ENUMBERIZONO		REVISION NUMBER:	
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INS LT	R	TYPE OF INSURANCE	ADOL SUB		POLICY EFF POLICY EXP	บมาร	
	X	CONNERCIAL GENERAL LIABILITY				EACH OCCURRENCE \$	1,000,000
А						DAMAGE TO RENTED PREMISES (Ea occurrence)	100,000
					5/10/2016 5/10/2017		5,000
				{		PERSONAL & ADVINJURY \$	1,000,000
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]	GE	LAGGREGATE LIMIT		IES PER:						GENERAL AGGREGATE	3	3,000,000
	X	POLICY PRO-		ιœ						PRODUCTS - COMPIOP AGG	5	3,000,000
	\square	OTHER:	_			ĺ				AbMol Daycare, IncAnoPA	\$	1,000,000
	AUT	DHOELE LIABILITY								COMBINED SINGLE LIMIT (Ea accident)	3	1,000,000
١.		ANY AUTO								BODILY INJURY (Per person)	\$	
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[X	UNBRELLA LIAS	x	OCCUR						EACH OCCURRENCE	5	1,000,000
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ł	ANY	PROPRIETOR/PARTNER	RÆX	ECUTIVE Y/N	N/A					E.L. EACH ACCIDENT	\$	500,000
в	(Na:	CER/MEMBER EXCLUDE datory in NH)	507					1/1/2016	1/1/2017	E.L. DISEASE - EA EMPLOYEE	5	500,000
<u> </u>	JI YES	, describe under CRIPTION OF OPERATI	IONS	below						E.L. DISEASE - POLICY LIMIT	\$	500,000
	-											(
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]							-)

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

 CERTIFICATE HOLDER
 CANCELLATION

 NH Department of Education
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE

 NH Department of Education
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE

 State Park South
 THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN

 101 Pleasant Street
 AUTHORIZED REPRESENTATIVE

F Kenneally/FAIRLE

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Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

FOR THE YEARS ENDED JUNE 30, 2015 AND 2014 AND INDEPENDENT AUDITORS' REPORT

FINANCIAL STATEMENTS

JUNE 30, 2015

TABLE OF CONTENTS

Page(s)

Independent Auditors' Report1Financial Statements:Statements of Financial Position2Statement of Activities3Statement of Activities3Statements of Cash Flows4Statement of Functional Expenses5Notes to Financial Statements6-13

To the Board of Directors Family Resource Center at Gorham Gorham, New Hampshire



INDEPENDENT AUDITORS' REPORT

CERTIFIED PUBLIC ACCOUNTANTS WOLFEBORO • NORTH CONWAY DOVER • CONCORD

We have audited the accompanying financial statements of Family Resource Center at Gorfani Wa nonprofit organization) which comprise the statements of financial position as of June 30, 2015 and 2014, and the related statements of cash flows, and notes to financial statements for the years then ended, and the related statement of activities and statement of functional expenses for the year ended June 30, 2015.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the 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 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 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 financial statements referred to above present fairly, in all material respects, the financial position of Family Resource Center at Gorham as of June 30, 2015 and 2014, and its cash flows for the years then ended, and the changes in its net assets for the year ended June 30, 2015 in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Family Resource Center at Gorham's 2014 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated November 5, 2014. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2014, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Leony Mc Dennell i Roberts Profression D association

October 16, 2015 North Conway, New Hampshire

STATEMENTS OF FINANCIAL POSITION AS OF JUNE 30, 2015 AND 2014

ASSETS	<u>2015</u>	<u>2014</u>
CURRENT ASSETS Cash and cash equivalents Certificates of deposit Investments Grants receivable	\$ 61,426 79,647 177,349 187,526 3,851	\$ 139,460 79,488 188,804 70,386 3,525
Prepaid expenses Total current assets	509,799	481,663
PROPERTY Leasehold improvements Furniture and equipment Total Less: accumulated depreciation	72,362 51,575 123,937 (70,128	123,937
Property, net	53,809	61,429
Total assets	<u>\$ 563,608</u>	<u>\$ 543,092</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES Demand note payable Accounts payable Accrued expenses Agency deposits Refundable advances	\$ 29,500 11,427 10,412 22,179 41,887	7,272 8,604 22,177
Total current liabilities	115,405	108,175
NET ASSETS Unrestricted Designated for long-term building maintenance Undesignated Permanently restricted - endowment	12,219 239,647 196,337	215,842
Total net assets	448,203	434,917
Total liabilities and net assets	<u>\$ 563,608</u>	\$ 543,092

See Notes to Financial Statements

STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2015 WITH COMPARATIVE TOTALS FOR 2014

		Temporarily	Permanently		2014
	Unrestricted	Restricted	Restricted	Total	Total
REVENUE AND SUPPORT					
Grants	s -	\$ 1,098,729	\$-	\$ 1,09B,729	\$ 1,000,114
Donations	42,771	•	-	42,771	25,270
Agency rents	33,167	-	-	33,167	32,104
Investment income	-	-	. 4,243	4,243	4,139
Interest income	182	-	-	182	369
Net unrealized investment gain	-	-	(5,255)	(5,255)	12,007
Net realized investment gain	-	-	7,296	7,296	9,859
Net assets released from restrictions	1,113,358	(1,098,729)	(14,629)		<u> </u>
Total revenues, support and net assets released from restrictions	1,189,478	<u> </u>	(<u>8,</u> 345)	1,181,133	1,063,862
EXPENSES					
Program services	990,600	-	-	990,600	908,518
Management and general	172,064		5,183	177,247	155,144
Total expenses	1,162,664		5,183	<u>1,167,847</u>	1.063,662
INCREASE (DECREASE) IN NET ASSETS	26,814	-	(13,528)	13,286	20,200
NET ASSETS - BEGINNING OF YEAR	225.052	<u> </u>	209,865	434,917	414,717
NET ASSETS - END OF YEAR	<u>\$ 251,866</u>	<u>s </u>	<u>\$ 195,337</u>	\$ 448,203	<u>\$ 434,917</u>

See Notes to Financial Statements

STATEMENTS OF CASH FLOWS FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

		<u>2015</u>		<u>2014</u>
CASH FLOWS FROM OPERATING ACTIVITIES				
Increase in net assets	\$	13,286	\$	20,200
Adjustments to reconcile change in net assets to	•		•	,
net cash provided by operating activities:				
Unrealized gain on investments		5,255		· (12,007)
Depreciation .		7,620		7,620
(increase) decrease in assets		•		
Grants receivable		(117,140)		57,871
Prepaid expenses		(326)		6,305
Increase (decrease) in liabilities		. ,		
Accounts payable		. 4,155		4,238
Accrued expenses		1,808		2,222
Agency deposits		2		. 2
Refundable advances		(28,235)		(28,204)
NET CASH (USED IN) PROVIDED BY OPERATING ACTIVITIES		(113,575)		58,247
CASH FLOWS FROM INVESTING ACTIVITIES				
Sale of Investments and certificates of deposit		6,041		7,037
NET CASH PROVIDED BY INVESTING ACTIVITIES		6,041		7,037
			-	
CASH FLOWS FROM FINANCING ACTIVITIES				
Net borrowings on line of credit		29,500		-
NET CASH PROVIDED BY FINANCING ACTIVITIES		29,500		-
	_	20,000	-	
NET (DECREASE) INCREASE IN CASH AND EQUIVALENTS		(78,034)		65,284
		(10,004)		00,201
CASH AND EQUIVALENTS - BEGINNING OF YEAR		139,460		74,176
	_			
CASH AND EQUIVALENTS - END OF YEAR	\$	61,426	S	139,460
			÷	
SUPPLEMENTAL DISCLOSURE OF				
CASH FLOW INFORMATION:				
Cash paid for interest	5	47	8	_
	<u>*</u>	<u> </u>	<u>*</u>	

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See Notes to Financial Statements

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STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2015 WITH COMPARATIVE TOTALS FOR 2014

	Program Services	2015 Management and General	Total	2014 Total
Personnel Costs				
Salaries and wages	\$ 541,313	\$ 122,826	\$ 664,139	\$ 596,491
Payroll taxes	35,102	12,194	47,296	44,168
Employee benefits	76,229	29,557	105,786	97,151
Contractors and consultants	82,454	1,435	93,889	67,830
Program activities .	67,118	-	67,118	80,226
Program travel	43,450	1,103	44,553	43,411
Heat and utilities	24,631	.,	24,631	22,981
Program materials	23,369	-	23,369	15,057
Food and supplies	9,041	1,880	10,921	10,907
Small equipment	10,365	-	10,365	2,659
Accounting fees	9,200	-	9,200	9,000
Telephone, Internet, fax and cable	B,952	19	8,971	11,453
Liability Insurance	8,374	-	8,374	7,694
Conferences and meetings	7,632	97	7,729	8,184
Depreciation	7,620	-	7,620	7,620
Rent	7,480	-	7,480	7,250
Training	5,908	· -	5,908	5,479
Bank charges	-	5,345	5,345	4,382
Printing	4,629	69	4,698	5,233
Maintenance and inspections	3,824	-	3,824	7,244
Postage and shipping	2,005	302	2,307	1,653
Property insurance	1,333	-	1,333	1,200
Technology	•	1,321	1,321	3,977
Administrative	-	827	827	1,415
Interest expense	-	47	47	-
Other	571	225	796	987
Total	<u>\$ 990,600</u>	<u>\$ 177,247</u>	<u>\$1,167,847</u>	<u>\$ 1,063,662</u>

See Notes to Financial Statements

NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The Family Resource Center at Gorham (the Resource Center) is a voluntary, not-for-profit corporation incorporated under the laws of the State of New Hampshire (RSA 292) and organized exclusively for tax exempt charitable and educational purposes. The principal activity of the Resource Center is to deliver programming that empowers and educates children and families so they can overcome obstacles to healthy family development while providing access to social and educational services to underserved North Country populations. Primary programs include:

home visiting programs that deliver evidence based early child development and parenting support curricula which empowers parents and gives them the motivations and skills to improve parenting and foster healthy family dynamics;

afterschool programs that supports the academic, social and emotional developmental of students in grades K-8; and,

an IRS sanctioned Volunteer Income Tax Assistance (VITA) program that provides free tax preparation services to a continuum of the population with a focus on maximizing income tax refunds and earned income tax credits for all individuals entitled to claim such credits.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting.

Basis of Presentation

The Resource Center is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The classes of net assets are determined by the presence or absence of donor restrictions.

<u>Unrestricted</u>: Net assets that are not subject to donor-imposed stipulations. Board designated unrestricted net assets consist of cash and cash equivalents which are to be used only with a specific vote of the board.

<u>Temporarily Restricted</u>: Net assets whose use is limited by donor-imposed stipulations that will either expire with the passage of time or be fulfilled or removed by actions of the Resource Center. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Absent explicit donor stipulations about how long long-lived assets must be maintained or the manner of their disposition, the Resource

Center reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service. The Resource Center reports expirations of continuing donor restrictions regarding use or disposition of long-lived assets over the assets' expected useful lives.

<u>Permanently Restricted:</u> Net assets that are subject to donor-imposed stipulations that they be maintained permanently by the Resource Center. Generally, the donors of these assets permit the Resource Center to use all or part of the income earned on related investments for general or specific purposes.

As of June 30, 2015 and 2014, the Resource Center has unrestricted and permanently restricted net assets.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles 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.

Cash and Cash Equivalents

Cash and cash equivalents include all monies in banks and liquid investments with maturity dates of less than three months. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

<u>Investments</u>

Investments are accounted for according to Accounting Standards Codification (ASC) 958-320 Not For Profit Entities – Investments – Debt and Equity Securities. Under ASC 958-320, investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Fair values of investments are based on quoted prices in active markets for identical investments.

Property and Equipment

Property and equipment is recorded at cost if purchased and at fair value if donated. Depreciation is computed using the straight line method over the estimated useful lives of the related assets as follows:

Furniture and	equipment	
Leasehold im	provements	

5 - 15 years 20 years

The Resource Center's policy is to capitalize all assets over \$2,500 with an expected life of one year or longer. Assets sold or otherwise disposed of are removed from the accounts, along with the related depreciation allowance, and any gain or loss is recognized.

Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor or time restrictions. A temporary restriction permits the Resource Center to use donated assets as specified for a particular purpose. Permanently restricted net assets are those that are required to be permanently maintained, but income from such investments may be used for specified purposes. All donor restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Contributed Services

From time to time, the Resource Center receives donated services in carrying out the mission and fundraising activities of the Resource Center. Such donations do not meet the criteria for recognition under ASC 958 and accordingly no amounts are reflected in the financial statements for those services.

Functional Allocation of Expenses

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

Refundable Advances

The Resource Center records grant/contract revenue as a refundable advance until it is expended for the purpose of the grant/contract, at which time it is recognized as revenue.

income Taxes

The Resource Center is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Resource Center qualifies for the charitable contribution deduction under Section 170(b)(1)(a) and has been classified as an organization that is not a private foundation.

Management has evaluated the Resource Center's tax positions and concluded that the Resource Center has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements. With few exceptions, the Resource Center is no longer subject to income tax examinations by the United States Federal or State tax authorities prior to 2011.

Leased Facilities

The Resource Center leases its current facility from the Town of Gorham. In lieu of rent, the Resource Center is responsible for the cost of repairs and maintenance, insurance, utilities and rubbish removal. The lease is for a 20 year period and expires on May 19, 2018. The Resource Center in turn sublets space in the facility to other nonprofit and community agencies at an average rate of approximately \$10 - \$14 per square foot. All participating organizations must provide services to a client base that is at least 66% low and moderate income.

Grants Receivable

Grants receivable from various public and other nonprofit organizations at June 30, 2015 and 2014 were considered fully collectable and therefore no provisions for bad debts have been made in these financial statements.

<u>Advertising</u>

Advertising costs are expensed as incurred.

Subsequent Events

Subsequent events have been evaluated through October 16, 2015, which is the date that the financial statements were available to be Issued.

Prior Year's Information

The financial statements include certain prior year summarized comparative information in total but not by function. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Resource Center's financial statements for the year ended June 30, 2014, from which the summarized information was derived.

Reclassifications

Certain amounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year financial statements.

Fair Value of Financial Instruments

ASC Topic No. 820-10, *Financial Instruments*, provides a definition of fair value which focuses on an exit price rather than an entry price, establishes a framework in generally accepted accounting principles for measuring fair value which emphasizes that fair value is a market based measurement, not an entity specific measurement, and requires expanded disclosures about fair value measurements. In accordance with FASB ASC 820-10, the Resource Center may use valuation techniques consistent with market, income and cost approaches to measure fair value. As a basis for considering market participant assumptions in fair value measurements, ASC Topic 820-10 establishes a fair value hierarchy, which prioritizes the inputs used in measuring fair values. The hierarchy gives the highest priority to Level 1 measurements and the lowest priority to Level 3 measurements. The three levels of the fair value hierarchy under ASC Topic 820-10 are described as follows:

Level 1 – Inputs to the valuation methodology are quoted prices available in active markets for identical investments as of the reporting date.

Level 2 - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies.

Level 3 - Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset or liability and the reporting entity makes estimates and assumptions related to the pricing of the asset or liability including assumptions regarding risk.

At June 30, 2015 and 2014, the Resource Center's investments were all classified as Level 1 and were based on fair value.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2015 and 2014.

Mutual Funds: Valued at the net asset value (NAV) of shares held by the Resource Center at year end.

The preceding method described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Resource Center believes its valuation method is appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

2. DEMAND NOTE PAYABLE

In April 2013 the Resource Center entered into a revolving line of credit with a bank. The revolving line of credit provides for maximum borrowings up to \$75,000 and is collateralized by a certificate of deposit held at the same bank. The revolving line of credit and the certificate of deposit both renew every six months. At June 30, 2015 and 2014, the interest rate on the revolving line of credit was stated at the bank's prime rate of 3.10% and 3.20%, respectively. The balance outstanding at June 30, 2015 was \$29,500. There was no balance outstanding as of June 30, 2014.

3. AGENCY DEPOSITS

The Resource Center serves as a fiscal agent for the Androscoggin Valley Community Partners (formerly the Berlin Area Healthcare Consortium), a collaborative effort of area health and social services agencies intended to provide health related education, information and communications to the communities of Berlin and Gorham. The amounts held on behalf of the consortium as of June 30, 2015 and 2014 were \$22,179 and \$22,177, respectively

4. REFUNDABLE ADVANCES

Refundable advances from program grants and contract advances at June 30, 2015 and 2014 totaled \$41,887 and \$70,122, respectively.

5. CONCENTRATION OF CREDIT RISK - CASH

The Resource Center maintains cash balances that, at times, may exceed federally insured limits. The cash balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per bank at June 30, 2015 and 2014. The Resource Center has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. At June 30, 2015 and 2014, there were no cash balances in excess of FDIC coverage.

6. UNRESTRICTED NET ASSETS - DESIGNATED

By vote of the Board of Directors funds have been designated for long term building maintenance. Unrestricted net assets designated by the board was \$12,219 and \$9,210 at June 30, 2015 and 2014, respectively.

7. OPERATING LEASE OBLIGATIONS

The Organization has entered into a one year operating lease agreement to rent satellite office space. The Organization also rents various other office space on a month to month basis. Rent expense under these agreements aggregated \$7,480 and \$7,250 for the years ended June 30, 2015 and 2014, respectively.

The approximate future minimum lease payments on the above leases is as follows:

Year Ending June 30	Amount				
2016	<u>\$6,000</u>				
Total	<u>\$6.000</u>				

8. INVESTMENTS

Investments held in the form of mutual funds at Bank of America are stated at fair value. Realized gains and losses are determined on the specific identification method. Gains and losses (realized and unrealized) are reported in the statement of activities as increases or decreases to unrestricted net assets, except for those investments for which their use is restricted. Information on investments at June 30, 2015 and 2014 is presented as follows:

			Market	Excess (Deficiency) of Market Over	Investment
<u>Year</u>	Investment	<u>Cost</u>	<u>Value</u>	Cost	Income
2015 2014	Bank of America Bank of America	\$152,575 \$158,775	\$177,349 \$188,804	\$24,774 \$30,029	\$4,243 \$4,139

9. PERMANENTLY RESTRICTED NET ASSETS

In 2007, the Resource Center established a permanent endowment fund for the organization with the intent of accumulating donations and interest earnings of one million dollars. During 2013 the Resource Center began taking allowable distributions from the fund. Per the laws of the State of New Hampshire (RSA 292-B:4), 7% of the fair market value of the endowment fund, calculated on the basis of fair market value determined at least quarterly and averaged over a period of not less than three years may be appropriated for operating account expenditures.

The Not-for-Profit Entities Topic of the FASB ASC (ASC 958-205 and subsections) intends to improve the quality of consistency of financial reporting of endowments held by not-for-profit organizations. This Topic provides guidance on classifying the net assets associated with donor-restricted endowment funds held by organizations that are subject to an enacted version of the Uniform Prudent Management Institutional Funds Act (UPMIFA). New Hampshire has adopted UPMIFA. The Topic also requires additional financial statement disclosures on endowments and related net assets.

The Resource Center has followed an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve the principal of the fund and at the same time, provide a dependable source of support to help build healthier families and stronger communities.

In recognition of the prudence required of fiduciaries, the Resource Center only invests the fund in cash and mutual funds. The Resource Center has taken a risk adverse approach to managing the endowment fund in order to mitigate financial market risk such as interest rate, credit and overall market volatility, which could substantially impact the fair value of the endowment fund at any given time.

As of June 30, 2015 and 2014 the endowment fund was entirely composed of permanently restricted net assets.

Fund activity for June 30, 2015 and 2014 was as follows:

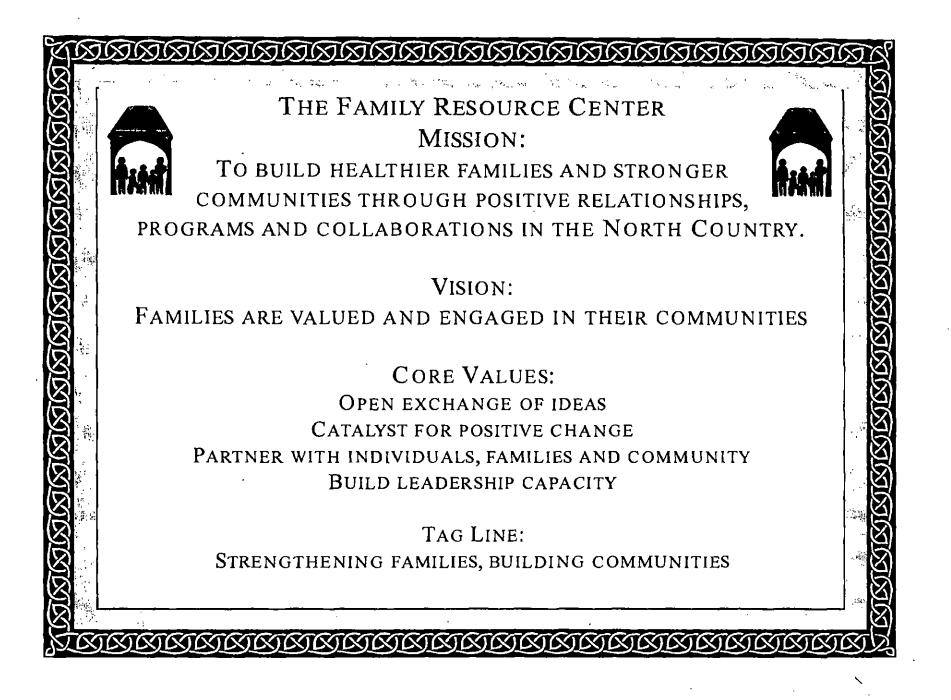
	Balances as of <u>June 30, 2014</u>	Activity for the Year Ended June 30, 2015	Balances as of <u>June 30, 2015</u>		
Permanent gifts	\$175,809	\$ -	\$175,809		
Investment earnings	29,773	4,243	34,016		
Realized gain	17,655	7,296	24,951		
Transfer to unrestricted	(26,961)	(14,629)	(41,590)		
Investment expense	(16,440)	(5,183)	(21,623)		
Unrealized gain (loss)	30,029	(5,255)	24,774		
	<u>\$209,865</u>	<u>\$(13,528)</u>	<u>\$196,337</u>		

	Balances as of June 30, 2013	Activity for the Year Ended June 30, 2014	Balances as of <u>June 30, 2014</u>
Permanent gifts	\$175,809	\$-	\$175,809
Investment earnings	25,634	4,139	29,773
Realized gain	7,796	9,859	17,655
Transfer to unrestricted	(13,123)	(13,838)	(26,961)
Investment expense	(12,284)	(4,156)	(16,440)
Unrealized gain	18,022	12,007	30,029
	<u>\$201,854</u>	<u>\$_8,011</u>	<u>\$209,865</u>

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			The Family Resource Center at Gorham Board Members FY16									
LAST	FIRST	ADDRESS	ADDRESS 2	CITY	STATE	ZIP	PHONE	Title	E-MAIL	YEAR	Employer	Committee
Barker	Heidi	c	,	Lancaster	NH	03584	-	Vice-President		2013		Executive, Strategic, Policy
Baublis	Katherine			Berlin	NH	03570	•	Interim Treasurer	6	2010		Executive/Finance/Compensation
Piet	Donna	:		Berlin	NH	03570	ι 1		<u>.</u>	2015		
Morin	Nathan	<u>.</u>		Berlin	NH	03570		President	a	2013		Finance/Compensation/Policy
Remillard	Lucie			Berlin	NH	03570		Secretary		2013		Fundraising/Planned Giving
Porter	Andrew			Gorha	NH	03581			<u>.</u> .	2015		

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List of Key Personnel and Salaries

Program Director: Judy Arsenault

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Salary: \$17,399.20 (50% of total salary based on a 35 hour work week for 52 weeks) Benefits: \$7,750.00

Assistant Program Director: Naomi Levesque

Salary: \$15,515.50 (50% of total salary based on a 35 hour work week for 52 weeks) Benefits: \$3,500.00

Site Director (Edward Fenn Elementary) (K-5): TBA

Salary: \$23,660.00 (35 hour work week for 52 weeks) Benefits: \$5,000.00

Group Leader #1 Edward Fenn Elementary (K-2): Joanne Gajewski Salary: \$9,000 (25 hour work week for 36 weeks) Benefits: \$840.49

Group Leader #2 Edward Fenn Elementary (K-2): Samantha Newton

Salary: \$7,416.00 (20 hour work week for 36 weeks) Benefits: \$740.49

Teacher Edward Fenn Elementary Homework (K-2) : Nicole Palmieri

Salary: \$5,600.00 (8 hour work week for 35 weeks) Benefits: \$540.30

Group Leader #1 Edward Fenn Elementary (3-5): TBA

Salary: \$7,416.00 (20 hour work week for 36 weeks) Benefits: \$740.49

Group Leader #2 Edward Fenn Elementary (3-5): Cassie DeMontigny Salary: \$7,416.00 (20 hour work week for 36 weeks) Benefits: \$740.49

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Teacher Edward Fenn Elementary Homework (3-5) : Karen Moore Salary: \$5,600 (8 hour work week for 35 weeks) Benefits: \$540.30

Assistant Group Leader Edward Fenn Elementary: Salary: \$2,304.00 (\$8 per hour X 8 hours per week X 36 weeks) Benefits: \$317.77 Site Director (Gorham Middle School): Jacob Buteau Salary: \$23,660.00 (35 hour work week for 52 weeks) Benefits: \$5,000.00

Gorham Middle School Group Leader #1 (6-8): Monica Remillard Salary: \$7,416.00 (20 hour work week for 36 weeks) Benefits: \$740.49

Gorham Middle School Group Leader #2 (6-8): Ann Leblanc Salary: \$7,416.00 (20 hour work week for 36 weeks) Benefits: \$740.49

Gorham Middle School Homework Teacher (6-8) : TBA Salary: \$5,600.00 (8 hour work week for 35 weeks) Benefits: \$540.30

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Summer Program Group Leaders (K-8 based on enrollments): TBA Salary: \$7,000 (\$1,750 X 4 staff at 35 hours/week for 5 weeks) Benefits: \$740.04 (\$185.01 X 4 staff)

JUDY A. ARSENAULT

A challenging career in the Human Service Field **OBJECTIVE:**

EMPLOYMENT:

Program Director Family Resource Center - Project Youth July 2014 -Present

September 2013 – July 2014 Family Service Worker Family Resource Center - Family Support Program

Assistant Director NFI -North Country Shelter

Assistant Director NFI - Davenport School

Director TLC Child Care Center

Lead Teacher Tri- County Head Start

EDUCATION: Bachelor's Degree in Child & Family Studies College For Lifelong Learning

1998 Associate's Degree in Early Childhood Education College For Lifelong Learning

Coos County Family Mediation Certificate

Associate's Degree in Office Technology 1981 Berlin, NH New Hampshire Community College

1978 Dipolma Berlin, NH Berlin High School

OUALIFICATIONS:

30 years experience working with children and families

20 years experience working with Special Education

September 2010 - April 2013

September 2004 - October 2009 Jefferson, NH

August 1999 - April 2004 Berlin, NH

September 1993 - June 1999 Berlin, NH

2003 Berlin, NH

Berlin, NH

1994

- 3 years experience as an Assistant Director at NFI Davenport / provided supervision for 31 Employees and served over 80 familes
- 5 years experience as a Director of a child care center / provided supervision for 13 employees and served over 51 families
- Qualified in Early Childhood Assessment
- Developed Individualized Behavioral Plans

SKILLS:

- Excellent organizational and communication skills
- Advocate for Children and Families

AWARDS:

In May of 2003 received the Exemplary Leadership and Service Award given to a Child Care Program by DCYF

REFERENCES: Linda Pivin NH Department of Health and Human Services 752-7800 ext. 329 or 752-5776 (Home)

Brenda Letellier TLC Child Care Center 449-6692

Heather Perry, Past Director NFI - Davenport School 586-7856 (Home)

Tara MacKillop, NFI North Supervisor North Country Shelter Jefferson, NH 03583 586-7161

NAOMI LEVESQUE

To serve the communities of Berlin and Gorham and provide quality afterschool and summer **OBJECTIVE** programming that meets the needs of children and their families. B.S. Environmental Science and Wildlife Studies, Graduated June 2012 EDUCATION Granite State College, Berlin, NH GPA 3.91/4.0 summa cum laude · Assistant Program Director (February 2016-present) EMPLOYMENT Site Director (September 2014-February 2016) Interim Program Director (November 2013-September 2014) Site Director (2009-2013) Group Leader and Administrative Assistant (November 2005-2009) The Family Resource Center- Project Youth, Gorham, NH Leadership of the Project Youth Afterschool and Summer Programs for 5 schools serving grades K-8; some duties include on-site, hands-on staff development for 25 staff serving @180 students, coordinating the introduction of evidence-based programming such as Let's Go 5-2-1-0 and managing associated grant budgets, strengthening and expanding community partnerships, maintaining database and hilling systems, overseeing family/community events, data collection and analysis Directing the Project Youth Afterschool and Summer Programs for 4 schools serving grades K-8 on an interim basis; some duties included leading and managing 18 staff and services for @120 students, projecting and balancing budgets, performing background checks, maintaining databases, fundraising, co-writing grants and fulfilling the terms there-in While offered the opportunity to retain the Program Director position, 1 chose to hold a management position which allowed more opportunities to impact children directly through hands-on specialized programming and quality staff development Managing the Project Youth Gorham Middle School Afterschool Program for grades 6-8 (since 2009); some duties include managing 4 staff, building a substitute list, coordinating and delivering services for 35-45 students, creating scaffolded lesson plans linking to Common Core Standards, cultivating relationships with school day staff, preparing daily USDA approved snacks, fundraising, event planning and implementation, partnership development with local companies and organizations, and collaborating with three other Afterschool Program Site Directors, stationed at other local schools, for consistent practices Administrative Assistant to the Project Youth Program Director continued for a period of time, in addition to my new Site Director duties. Primary administrative duties included managing QuickBooks for old client accounts while converting to a new database for billing management, payment receiving, NH DHHS child care billing, managing student files, answering phones, communicating with parents and school personnel, creating all program documents including registration forms, monthly calendars and pamphlets with Microsoft Office Programs, press releases, and assisting all needs of the Program Director and Site Directors from 3 other schools. Began as Group Leader for the Project Youth Brown School Afterschool Program grades 1-3 in 2005 in the afternoons, and in 2006 was selected as the Project Youth Program Director's Administrative Assistant in the mornings. In 2007, converted to full time Administrative Assistant and staff back-up for all Afterschool Programs grades 1-8 before becoming a full time Site Director in 2009. Primary duties as Group Leader were creating and implementing age-appropriate, standards based lesson plans for students.

Machine Operator Specialist/Secretary

Car Freshner Corporation, Berlin, NH- May 1993-November 2005

- Filled in administratively as the primary back-up secretary for the Plant Manager, Production Supervisors, and facilitated communication with the Head Plant in New York. Primary duties included QC of incoming paperwork for production and payroll data entry, inventory reporting, supply orders, truck receivables, answering phones and filling other needs of the Plant Manager and Production Supervisors in a high paced environment.
- Trained secondary back-up secretary
- Supported the manufacturing team as a lead operator mastering all machine operating
 positions within the plant and trained most incoming personnel. Consistently met and
 exceeded work quota receiving highest payout of bonus

Receptionist

Gallus & Green Realtors, Berlin, NH- August 1992-March 1993

Managed administrative duties in a high paced environment during a period where two
realty offices were merging. Primary duties included changing all Century 21 listings onto
Gallus & Green letterhead during merger, meeting deadlines for newspaper advertisements
and rotating through listings, file management, answering phones, client communication,
meeting the needs of the Principal Broker as well as other brokers, agents and realtors.

OTHER WORK EXPERIENCE Moose Tour Guide for the Town of Gorham, NH- 2007 Cashier/Food Preparer, StoryLand in Glen, NH- 1992 Waitress/Cook/Baker, Milan Luncheonette in Milan, NH- 1991-1992 Drama/Entertaining families at StoryLand in Glen, NH- 1991

CREDENTIALS/ CERTIFICATIONS

- NH DHHS Afterschool Professional Development Credential- Afterschool Direct Service Level 4- April 2013 (expires 04/2016)
- Water Safety- July 2, 2015 (expires 07/2016)
- First Aid/CPR/AED- January 28, 2014 (expires 08/2017)
- New Hampshire Coverts Cooperator 2012-present
- Courage to Care Instructor- December 14, 2011
- NH 4-H Shooting Sports Leader Class II Archery Instructor- May 22, 2011
- Project WILD and WILD Aquatic Instructor- 2010-present
- Project Learning Tree Instructor- 2009-present

ACTIVITIES /VOLUNTEER

- Attend regular environmental and youth related trainings, workshops and presentations-Ongoing
- New Hampshire Volunteer River Assessment Program participant 2012-present
- Board member and Secretary for Ammonoosuc Chapter of NH Audubon 2011-present
- Scotland Brook in Landaff, NH trail maintenance 2012-present
- Committee member and Secretary for The Medallion Opera House 2011-present
- NH Fish & Game Winter Weather and White-tailed Deer Data Collection Project participant and youth instructor 2010-present
- NH Audubon Bird Survey participant 2009-present
- Loki Clan Wolf Refuge in Chatum, NH- grounds crew, wolf-dog care and integration, education booths 2005-2013
- Loki Clan Wolf Refuge Board member 2011-2012
- Leadership North Country alumni 2010-2011
- High Pond Farm in Plymouth, NH- participated in work study to attend 3-day Avian Ecology workshop July 2009
- Pondicherry Wildlife Refuge in Whitefield, NH- mapped trails GPS/GIS July 2009
- Watershed to Wildlife, Inc in Littleton, NH- job shadow June 2008 and co-presenter for NH Association of Natural Resource Scientists Workshop May 2010

- Mentored a 16 year old and fostered his interest in nature- December 2007-2009
- Lake Umbagog Wildlife Refuge in Errol, NH- catalogued resources August 2007-2009
- Heritage Park in Berlin, NH- Gift shop volunteer Summer 2003

Mentoring, leading, collaborating, community involvement, event planning, education, communicating, researching, strategizing, taking initiative, self-driven to succeed Microsoft Office Excel, Word Publisher, Powerpoint; QuickBooks; GIS (beginner)

SKILLS

1/31/2016

Joanne M. Gajewski

Objectives

To obtain a position where I can begin to use my skills in Elementary Education that provides stability, growth, and a connection to the community.

Education

Grand Canyon University 3300 W. Camel Back Rd Phoenix, AZ 85017 Estimated Graduation April, 2017 Bachelor of Science Elementary Education/Special Education K-12 • Dean's List 2016

Experience

Lead Closing Server – October 2014 Portland Pie Company j Nashua, NH 03064

Customer Service, handle monetary transactions, preparation and serving of food and beverage, making sure all Servers completed their work before the end of their shift, make sure that restaurant was ready for opening, takeout and delivery orders.

Server – January, 2012 to May 2012

99 Restaurant | Nashua, NH 03064

Customer Service, handling monetary transactions, preparation and serving of food and beverage, making sure that daily side work was completed, answer take out phone, take call ahead seating.

Door Server May 2009 – October 2011 99 Restaurant J Falmouth, Ma First line of customer service, meet, greet, and seat all guests, in charge of Curbside Takeout, responsible for cash register, maintaining a cash drawer, and issuing gift certificates, assist in preparation and packaging take out orders.

Skills

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Resumes

- Computer Skills including Microsoft Word, Power Point, and Excel.
- Computer Hardware Skills including installing and maintenance of hardware and software.
- Extensive Customer Service skills both on the phone and in person.
- Able to work well in a team environment.
- Ability to Multitask
- Ability to work well under pressure and meet critical deadlines
- Passion for working with children
- Advocate for my 11-Year-Old Child with ASD for over 11 years.
- Extensive IEP experience in creating and working as part of the team
- Dedicated and Reliable.
- Able to take the lead when needed in a critical situation.
- Ability to schedule and oversee tasks

Samantha Newton

Objective:

Currently I am attending White Mountains Community College in a 4 year program to become an elementary teacher.

Special Skills:

I am certified in CPR-for adults, children and infants. Having a younger brother with autism, I have the ability to learn to adapt to children with special needs and to teach them. I've had the opportunity to go out on internships for grades 1-3 & 5.

Education Background:

Edward Fenn Elementary School (K-5) & Gorham Middle High School (6-12).

Work Experience:

E&E Teacher Prep Job Studies

- 3rd Grade (Mrs. Blair)
- 5th Grade (Ms. Stockbridge)

School-To-Career

- 3rd Grade (Mrs. Blair)
 - 2nd Grade (Mrs. Dube)
 - 1st Grade (Mrs. Palmieri & Ms. Walsh)

Subway Restaurant

Sandwich Artist

Town & Country Inn & Resort

Housekeeping

Babysitting

Infants/preemies up to 13 years old

Peebles

Clothing Sales

Activities/Interests

- Gorham Fire & EMS Explorer Post 60
- · Working with young children in a safe & healthy environment

NICOLE PALMIERI

Address:

EDUCATION: Bachelor of Arts in Mathematics, Castleton State College, December 2008 New Hampshire State Licensure in Elementary Education (K-6), 2009-Current Reading Recovery Teacher, Training Completed Spring 2012

EDUCATIONAL AND CHILD-BASED EXPERIENCE

First Grade Teacher: Edward Fenn Elementary School, Gorham, NH. August 2009 – Current, Principal: Chris Blair

• Two years experience teaching in a self-contained classroom, and three years experience in a co-teaching model. During two of these years, I also provided Reading Recovery services to struggling learners.

Daycare Supervisor: Penguin Playground, Okemo Mountain Resort, VT.

November 2008 -- July 2009, Daycare Manager: Jean Edwards

• Supervised operations of daycare for 38 children ages 6 months to 4 years. Provided a safe and clean environment for children and staff. Took guest reservations and provided information about daycare.

Daycare Teacher:

Penguin Playground, Okemo Mountain Resort, VT. November 2006 - April - 2008, Daycare Manager: Jean Edwards

Provided age appropriate play for children ages 6 months to 4 years. Planned daily craft activities and "circle time" for children.

Park and Recreation Summer Track, Springfield VT. Summers 2001-2008, Park and Recreation Director: Andy Bladyka

 Designed and ran an eight week summer track program for children ages 2-14 that encouraged students to exercise and participate in friendly competition. Provided children with an introduction to a variety of track and field events.

Camp Counselor:

Summer Daze Children's Camp, Springfield VT. Summers 2006, 2007, 2008, Camp Director: Tami Stagner

• Created and planned history curriculum for students in grades second through fourth that focused on the Revolutionary War. Engaged students in whole and small group activities both in a classroom setting and outside. Supervised students as they engaged in summer camp activities.

Cassie DeMontigny

SUMMARY:

Highly motivated and dedicated professional seeking entry level paraprofessional position. Previous work experience includes working with traditional and special education students. Strong technological skills and an understanding of analytic research and statistical analysis.

EDUCATION:

Franklin Pierce University, Rindge NH

Bachelor of the Arts in History and Education, May 2013

CERTIFICATION:

State of New Hampshire

- Paraeducator 2
- EdID # 99171

CONFERENCES ATTENDED:

North Country Education Services

Differentiating Assessment Grading in a World Common Core Standards and Accountability

WORK EXPERIENCE:

Edward Fenn Elementary School February 2014-current

Title 1 Aide

- Develop and taught individual plans to strengthening student reading and comprehension
- Work with many students on spelling and word recognition
- Promote literacy and learning with small groups through the Magic Tree House series

Easter Seals Lancaster, NH November 2013-February 2014 Teachers Assistant

- Participated in classroom activities focusing on life skills
- Worked with students with a range of learning disabilities in a small group environment
- Assisted in the preparation of daily lessons for students.
- Transported and monitored two day students from home to school and back

Franklin Pierce University, September 2012-May 2013

Student Campus Safety Switchboard Operator

- Handle all Incoming calls to the university and connect callers with appropriate departments
- Sign in all campus guests and maintain accurate visitor logs

Franklin Pierce University, January 2010-December 2012 Mail Carrier

 Picked up the campus mail at the Rindge post office and then delivered it safely back to the warehouse for sorting. Delivered student mail to campus post office Delivered packages, mail and supplies to faculty and administrative office on campus

Franklin Pierce University, September 2011-December 2012

Community Service Student Manager

Served as Student Manager for Telephone Tales and Senior Computer Tutoring

- Recruited student volunteers and worked closely with community members utilizing the programs
- Coordinated schedules and ensured that all events and shifts are covered
- Oversaw publicity for the programs including working with local newspapers
- Staffed information tables at Admissions Open Houses and other on-campus events
- Collected and tracked program data

Franklin Pierce University, September 2011-May 2012

Student Library Assistant

 Assisted library patrons in locating appropriate materials, using the catalog system or with printing/copying

RELATED EXPERIENCE:

Student Teaching: Overlook Middle School, Ashburnham, MA March 2013-May 2013

- Created lessons and unit plans for eighth grade team
- Participated in the discussions of Individual Education Plans
- Used data to inform instruction, and worked on a block schedule
- Attended LUK conference and Career Day Field Trips
- Collaborated in a Professional Learning Community
- Gained familiarity with the Common Core

Student Teaching, Murdock Middle School, Winchendon, MA January 2013-March 2013

- Attended professional development days
- Taught sixth grades about Egypt and Greek Myths
- Attended Parent Teacher Conferences and gave feedback to parents and guardians
- Developed and initiated a Greek Unit which involved reading, analyzing, and understanding the importance of myths

<u>Classroom Observation</u>: South Meadow Middle School, Peterborough, NH January 2012-March 2013

- Participated in daily classroom routines
- Created lessons on students literature books
- Assisted in grading exams and evaluated student performances

Classroom Observation: Conval High School, Peterborough, NH, September 2011- November 2011

- Participated in students classroom activities focused on the East
- Graded and evaluated student's projects
- Developed a lesson and activities on Imperialism and China focusing on the Boxer Rebellion and its significance

Classroom Observation: Conant High School, Jaffrey, NH, Spring 2011

- Observed and participated in daily activities in a special needs classroom
- Participated in classroom activities focusing on life skills and basic math skills

- Worked with students with learning disabilities in a small environment
- Developed a lesson focusing on math skills in a fun way through math bingo

Classroom Observation: Outlook Middle School/ Oakmont Regional High School, Ashburnham, MA, Fall 2010

- Participated in classroom procedures
- Worked with students by assisting them with their assignments
- Developed and taught lessons on the five themes of geography and another on King Louis the XVI

LEADERSHIP POSITIONS

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- Student Government Association Executive Board Vice President of Clubs, January 2012- May 2013
- Student Government Association Club Representative, January 2010-December 2012

Objective

To obtain the position of Principal of the Edward Fenn School in Gorham, NH

Qualifications

NH Certified School Principal (Anticipated completion date Spring 2013)

Certified Reading Recovery Teacher, 1997

NH Certified Reading Specialist, 1992

NH Certified Elementary Educator, 1984

Work History

Spring 2011 Facilitator for ED 5500 "Special Topics: Literacy Learning, K-5" Plymouth State University

 Collaborated with Plymouth State University's Graduate Program and designed, coordinated and facilitated a year long 3 credit graduate course in literacy for 15 teachers in order to build common language and understandings regarding literacy education as well as address SINI status.

2009-Present RTI Co-Coordinator-Edward Fenn Elementary School-GRS Cooperative-Gorham, NH

- Created, and then adapted, streamlined and expanded the existing Title I student selection process to address
 areas of math and writing to allow for an efficient data collection process to be used in the identification and
 selection of students in need of intervention services.
- Currently involved in transitioning the current data collection process into a digital, data-based format.
- Evaluate, research and identify intervention tools, materials and instructional practices to meet the needs of students.
- Collaborate with staff in the development of schedules and the collection and review of data in order to provide services which supplement the regular curriculum.

2004-Present Title 1 Project Manager/Teacher-Edward Fenn Elementary School-GRS Cooperative-Gorham, NH

- Assess and provide services for students in need of remedial help in reading through federal funding.
- Evaluate and design and monitor the Title I program annually.
- Attend regular meetings of the North Country Title | Project Managers to keep informed of issues in Title | and plan the North Country Title | Conference for teachers and parents.
- Collaborate with SAU staff in the writing of the Title I grant.
- Provide parent workshops in the area of literacy.

2001-Present Assistant Principal-Edward Fenn Elementary School-GR5 Cooperative-Gorham, NH

- Assist the Principal by handling discipline issues, staff concerns, programming, parent concerns at the request of the Principal and/or in her/his absence when needed.
- Participated in the review of data and the development of the SINI plan.

1996-2011 Reading Recovery Teacher-Edward Fenn Elementary School-GRS Cooperative-Gorham, NH

- Traveled weekly to Plymouth, NH for a year to attend training in order to become certified as a Reading Recovery teacher.
- Provided intensive, individualized instruction to first graders.
- Attended monthly professional development in Plymouth, NH.
- Advocated for the continued support of the Reading Recovery program at the district and state level.
- Mentored new Reading Recovery teachers within the Edward Fenn School.

1996-2011 Reading Curriculum Head-Edward Fenn Elementary School-GRS Cooperative-Gorham, NH

- Evaluated, researched and identified instructional tools, materials and practices for reading and language arts.
- Surveyed staff for curricular needs and completed requisitions for materials and supplies needed for the school's reading and language arts programs.

1995-Present Reading Specialist-Edward Fenn Elementary School-GRS Cooperative-Gorham, NH

- Assess and provide services for students in need of remedial services in reading through district funding.
- Maintain regular and ongoing communication with teachers and parents regarding the progress of students and their needs in order to ensure academic progress.

1992-1995 Grade 6 Teacher-Language Arts/Social Studies-Gorham Middle High School-GRS Cooperative-Gorham, NH

- Was selected to be one of the original seven teachers responsible for forming the Gorham Middle School.
- Taught language arts and social studies as part of the middle school team and participated in the planning and organization of several school activities and programs.

1984-1994 Girls Basketball Coach-Berlin Junior High/High School-Gorham High School

Coached a variety of teams ranging from junior high school to junior varsity level.

1987-1992 Grade 1 Classroom Teacher-Edward Fenn Elementary School-GRS Cooperative-Gorham, NH

1984-1987 Grade 1 Classroom Teacher-Bartlett Elementary School-Berlin School District-Berlin, NH

Education

Spring 2012, "The Effective Literacy Coach" Training, Lesley University Spring 2012, Graduate Course, Staff Development and Evaluation, Plymouth State University Winter 2012, Graduate Course, Leadership in Curriculum Development and Assessment, Plymouth State University 1996-1997, Certified as Reading Recovery Teacher, University of New Hampshire 1988-1991, Master's of Education-Reading and Writing Specialist-Plymouth State College 1980-1984, Bachelor's of Education-Elementary Education-Plymouth State College

References

Karen Cloutier, Principal, Edward Fenn School, (603) 466-3334 Wendy Mattson, Reading Recovery Teacher Leader, (603) 781-3766 Sandy Tilton, Reading Recovery Teacher Leader, (603) 466-5905 Patricia Weathers, Teacher, Edward Fenn School, (603) 466-3334

Jacob Daniel Buteau

Experience Winters of 2011-2013 Bretton Woods Ski Resort Bretton Woods, NH Tubing/Skating Supervisor Timeless Memories LLC Summer of Bretton . Woods, NH 2014-2015 Photographer I was the primary photographer for the company. We were housed at Bretton Woods. I would provide photography for the canopy tour in the summer and I shot family portraits in the winter at the resort. Family Resource Center/Project Youth Gorham, NH September 2014 -December 2015 After School Program Group Leader In this job I did daily lesson planning, led structured activities for students, aided the students with homework help, and monitored the bus after program ended. January 4, 2016 - Present

After School Site Director

• The leader of the program.

Education

2011-present

White Mountain Community College

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Berlin, NH

References

Lindsay Demers

Phone: (603)915-0041

Rev. Paul Lavigne

Phone: (603)723-4350

Monica L. Remillard

Professional Experience

Manager

Maureen's Boutique, Berlin, NH

- Manage sales, merchandising and general store operations for an independently owned tanning and clothing store
- Supervise a professional team of four sales staff
- Design window displays, floor displays, and visual merchandising.
- Open and close store, calculate accounts receivables, and complete daily deposits.

Prepare and complete daily paperwork, including store gross and daily goals.

Assistant Manager

Aldo Group, Burlington, MA

- Inventory control and book keeping in order to make and plan weekly sales budgets
- Hiring, training and supervising staff
- Set weekly and daily goals for staff
- Any and all management responsibilities

Assistant Manager

Pacific Sunwear, North Conway, NH

- Manage and develop a staff of 10+
- Create competitive daily, weekly and monthly sales goals
- Organize and create and list of daily tasks for myself and staff, making sure that all lime is being utilized to promote better business
- Construct a weekly schedule built around projected sales and hourly budgets
- Travel within district to help store teams develop higher visual standards

Assistant Manager Lucky Brand Jeans, Merrimack, NH

- Took the role as assistant manager as well as acting manager in order to hire and train a full staff for the new store opening in Merrimack NH.
- Created a weekly schedule and productivity plan in order to maximize production
- Each week I have been in the top 5 for sales and sales per hour company wide.
- Leading and coaching sales team to not only make but exceed all sales goals.
- Travel throughout the country to train trouble stores how to become more productive and profitable using product knowledge and customer service.

Cashier

Rudy's Market, Berlin, NH

Cash out customers while providing them any customer service they may need.

2008

2011-2012

2012-2013

2013-2014

2001 - 2010

- Take sandwith or other food orders by phone or in person and make sure that are properly seen and done.
- Execute sandwich orders quickly and efficiently
- Prep ,clean and organize kitchen at beginning and end or day

Education

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International Academy of Tech & Design, Montreal, Quebec Fashlon Merchandising Program

- Fashion Phenomenon
- Marketing Research
- Purchasing Fashion Products
- Budget Management
- Introduction to Fashion Merchandising: Merchandising Principals & Practices

Berlin High School, Berlin, NH

Graduated with Academic Honors

2005

2005

Ann LeBlanc

Objective

Looking for a career that will let me use my strong organizational skills, ability to multi-task, provide excellent customer service and be part of a team that works well together.

Qualifications

- Answering phones
- Scheduling oppointments on computer program & appointment book
- Customer service
- Bookkeeping
- Computer skills Microsoft, Excel, Quickbooks
- Spreadsheets
- Purchase & sales
- Money transactions cash, credit & debit
- Inventory
- Following stote sterilization laws and regulations for NH board of Barbering and cosmetology
- Licensed in hair cutting, perming, multidimensional coloring, waxing, manicure and pedicures, extensions, facials
- Follow laws pertaining to booth rental state of NH
- follow confidentiolity policies
- Instruct children with learning disabilities
- Instruct children ages 18 months to 18 years
- Assist children with disabilities to obtain goals according to their Individualized Educational Program
- provide proper social emotional support and assist with everyday life skills with patient and friendly guidance

Certifications

Paraeducator 1 EdID#107625 Cosmetologist license #4542 state of NH

Education

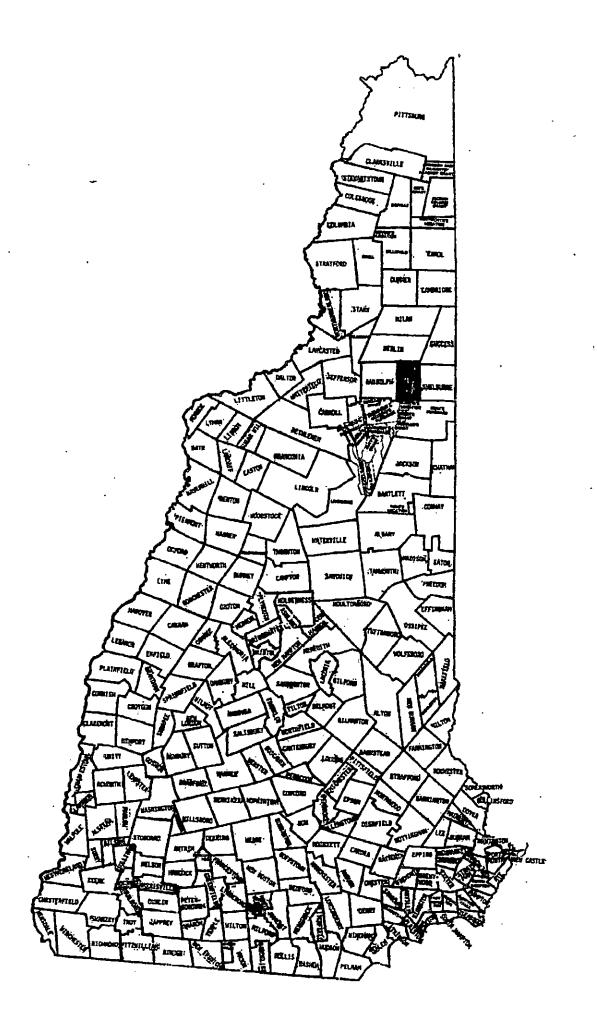
Gorham High School 1990 Maine state academy of hair design – Cosmetologist 1992

Work History

JCPenney 1992-2002 Hands & Tans 2002-2004 Wavelengths Hair & Nail Salon 2004-current Home Health Care 2012 Gorham High school – Paraeducator 10/2012- present Gorham Community Learning Center 10/2012- present

Relevant Experience

Having worked independently as a cosmetologist for the past 20 years I have a demonstrated track record in working effectively with people in a service oriented capacity. Accordingly, I believe the qualities and capabilities developed over the years as a responsible and independent worker will prove to be an asset to your program and the clients you serve.





Paul Leather Deputy Commissioner of Education Tel, 603-271-3601

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

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

> > May 26, 2015

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

REQUESTED ACTION

Authorize the Department of Education to exercise a renewal option to grant funds to the Family Resource Center, Gorham, NH (Vendor Code162412), originally approved by Governor and Council on 06/18/14, item #150, to continue to offer extended day programming for youth and their families, effective upon Governor and Council approval for the period of July 1, 2015 through June 30, 2016 in an amount not to exceed \$243,000.00. 100% Federal Funds.

Funding is available in account titled 21st Century Community Learning Center.

<u>FY 16</u>

06-56-56-563010-75380000-072-500577

\$243,000.00

Subject to Governor and Council approval and pending approval of the next biennium budget authorize the Department of Education to exercise a renewal option on this grant for up to three additional fiscal years.

Explanation

The United States Department of Education legislation allows for five year 21st Century Community Learning Center grants to serve youth and their families during the out of school time hours. Grants are renewed annually pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

> TDD Access: Relay NH 1-600-735-2984 EQUAL OPPORTUNITY EMPLOYER- EQUAL EDUCATIONAL OPPORTUNITIES

Her Excellency, Governor Margaret Wood Hassan and The Honorable Council Page Two May 26, 2015

New Hampshire anticipates a FY 2016 grant award in the amount of \$5,643,198.00 from the United States Department of Education under Title IVB, the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities outside of regular school hours for children in a safe environment. The programs will offer students a broad array of additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education. These programs and services are designed to reinforce and complement the regular academic program of the participating students.

The program services provided by the grant cited above will be coordinated by the Family Resource Center in Gorham, NH in collaboration with the Gorham School District. This collaborative approach will serve elementary and middle school Gorham School District youth and their families.

The competition process includes: a Bidders Conference, publication of the RFP, technical support during the proposal writing process, review and scoring of the proposal by three reviewers, and award determinations based on this review process. The reviewers for all proposals include representation from: experienced 21st Century Community Learning Center and school day professionals, higher education, state agencies and community based organizations.

This is the second year of a five year grant. In the event Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

Vilgeman Dr. Bener

Virginia M. Barry, Ph.D. Commissioner

VMB:SBS Enclosures

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby Mutually agree as follows:

GENERAL PROVISIONS

1. Identification and Defin	nitions.						
1.1. State Agency Name NH Department of E		1.2. State Agency Address 101 Pleasant Street Concord, NH 03301					
	ily Resource Cente at Gorham, Gorham	r1.4. Grantce Address NH Gorl	123 Main Street ham, NH 03581				
1.5. Effective Date G&C Approval	1.6. Completion Date 6.30.16	1.7. Audit Date 1.8. Grant Limit N/A \$ 243,000.00					
1.9. Grant Officer for S Suzanne Birdsall-Sto		1.10. State Agency Tele 603-520-6263	phone Number				
"By signing this form we cer grant, including if applicable	tify that we have complied with RSA 31:95-b."	th any public meeting requirer	ment for acceptance of this				
1.11. Grantee Signatur	e l	1.12. Name & Title of Grantee Signor 1 Nathan Morin, Board President					
Grantee Signature 2		Name & Title of Grante	ee Signor 2				
Grantee Signature 3		Name & Title of Grantce Signor 3					
/10 /15, before the unde known to me (or satisfac	ctorily proven) to be the	e, County of Coos ly appeared the person id person whose name is sign at in the capacity indicate	ned in block 1.11., and				
	ary Public or Justice of t	he Peace	· · · · · · · · · · · · · · · · · · ·				
	Notary Public or Justice mith Justice o						
1.14. State Agency Sign		1.15. Name & Title of St	Ň				
	ney General (Form, Sub	Via EiNia M. BARK stance and Execution)	1, winner				
By: Assistant Attorney General, On: 6 /11/15							
1.17. Approval by Gove	rnor and Council						
By: On: / /							
2. SCOPE OF WORK:	In exchange for grant fi	unds provided by the State	e of New Hampshire,				

2. <u>SCOPE OF WORK</u>: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:36, the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

Grantee Initials NM Page 1 of 3 Date 1/14/15

- <u>AREA COVERED</u>, Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
 9.2.
- 4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hercunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later 9.3. (hereinafter referred to as "the effective date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all 9.4. reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").
- 5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
- 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration 10. of the satisfactory performance of the Project, as determined hy the State, and as timited by subparagraph 3.3 of these general provisions, the State shall pay the Grantee the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall he the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred hy the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no 11. liabilities to the Grantee other than the Grant Amount. 11.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all 11.1.1 payments authorized, or actually made, hereunder exceed the Grant limitation 11.1.2 set forth in block 1.8 of these general provisions. 11.1.3
- 6. <u>COMPLIANCE BY GRANTEL WITH LAWS AND REGULATIONS</u>. In 11.1.4 connection with the performance of the Project, the Grantee shall comply with 11.2 all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, 11.2.1 including the acquisition of any and all necessary permits.
- 7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date three (3) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of 11.2.2 administration, transportation, insurance, telephone calls, and elerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 1.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the 11.2.3 State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the 11.2.4 State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is 12. hereinafter defined), and other information relating to all matters covered by this 12.1. Agreement. As used in this paragraph, "Grantee" includes all persons, natural or flectional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.
- B. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the 12.2. Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 82. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined 12.3. effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or 8.3. appointed.
- The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant 12.4
- 9. Officer, and higher decision on any dispute, shall be final.

9.1. DATA: RETENTION OF DATA: ACCESS.

As used in this Agreement, the word "data" shall mean all information and 13. 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, paper, and documents, all whether finished or unfinished

- Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- On and after the Effective Date 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, whichever shall first occur.
- The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
- <u>CONDITIONAL NATURE OR AGREEMENT</u>. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those 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 Grantee notice of such termination.
- EVENT OF DEFAULT. REMEDIES.

9.5.

- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of 11.1.1 Default"):
 - .1.2 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.3 Failure to submit any report required hereunder: or
 - 1.1.4 Failure to maintain, or permit access to, the records required hereunder; or
- 1.2 Failure to perform any of the other covenants and conditions of this Agreement.
- Upon the occurrence of any Event of Default, the State may take any one, or 11.2.1 more, or all, of the following actions:
- Give the Grantee 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 2.2 giving the Grantee notice of termination; and
- Give the Grantee 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 Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State 2.3. discriming that the Grantee has sured the Forent of Default shall prove the paid to
- 1.2.3 determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 1.2.4 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and

 Treat the agreement as breached and pursue any of its remedies at law or in 2.1. equity, or both.

TERMINATION.

In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including

the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all Hability for damages sustained urincurred by the State as a result of she Grantee's breach of its obligations hereunder.

Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.

<u>CONFLICT OF INTEREST</u>. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Grantee Initials Page 2 of 3

NM

Date 6/10/15

approval of the undertaking or carrying out of such Project, shall participate in 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

GRANTEE'S RELATION TO THE STATE. In the performance of this 18. Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits,

15, workmen's compensation or emoluments provided by the State to its 19, employees.

ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or 20.

16. subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.

INDEMNIFICATION. The Grantee shall defend, indemnify and hold hamiless the State, its officers and employees, from and against any and all 21 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 on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to 22, constitute a waiver of the sovereign immunity of the State, which immunity is

17. 17.1 hereby reserved to the State. This covenant shall survive the termination of 23, this agreement.

INSURANCE AND BOND.

- The Grantee shall, at its own expense, obtain and maintain in force, or shall 17.1.1 require any subcontractor, subgrantee or assignce performing Project work to 24 obtain and maintain in force, both for the benefit of the State, the following
- 17.1.2 insurance:

14

Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and

Comprehensive public liability insurance against all claims of bodily injuries. death or property damage, in amounts not less than \$2,000,000 for hodily injury or death any one incident, and \$500,000 for property damage in any one incident; and

standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.

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, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver 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 default on the part of the Grantee.

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 first above given.

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 Council of the State of New Hampshire.

CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignces. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intend of the parties hereto.

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.

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.

SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

Grantee Initials Page 3 of 3

Date (11415

OBM FORM 1

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

Federal/State Program Ti	tl <u>e: 2137 (</u>	Entroy Community Learning Center Grant		PROJECT # CHANGE # PAGE 1 of	
FROM:		то:		TYPE OF CHANGE	
Project Youth Afte	rschool Programs	NH Department of Education		B	UDGET
123 Main Street		State Office Park South		F	UND AUTH
Gorham, NH 035	81	101 Pleasant Street		F	ISCAL AGENT
SAU/RA:		Concord, New Hampshire 03301-3860		CC	THER
Proposed Project Title:	Project Youth Gor	ham Afterschool Programs	Project Period:	1-Jul-15 to:	30- J un-16
***The following information is	required for all projects	,			
PROJECT MANAGER:	NAME:	Judy Arsenault	TITLE:	Program Director	
	ADDRESS:	123 Main Street Gorham, NH 03581	TELEPHONE:	603-466-5190 ext 300	; ;
E	-MAIL ADDRESS:	Judy.arsenault@frc123.org	FAX:	603-466-9022	
FINANCIAL CONTACT:	NAME:	Marie Demers	TELEPHONE:	603-466-5190 ext 300	h
		marie.demers@frc123.org	FAX:		

The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ensuring that only authorized items required to implement the project are charged to the project, and for initiating request to amend the approved project. No services or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

- 1. This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:
 - a. Education Department General Administrative Regulations (EDGAR) in Title 34 Code of Federal Regulations (CFR), Parts 74, 75, 76, 77, 79, 80, 82, 85, 86; Civil Rights Regulations in 34 CFR, Parts 100 through 106, and specific program laws and regulations.
 - b. Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
- 2. Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
- 3. Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
- 4. Audits will be in compliance with the Single Audit Act Amendments of 1996 (P.L. 104-156) and U.S. Office of Management and Budget (OMB) Circulars.
- 5. Project approval, if given, will be on the condition that full funding of the Approved Budget and payment by the grantor are contingent upon the availability of a Federal Grant and Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Neither the State nor the Department of Education shall be liable for payments under this grant except from such funds.

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

The Family Resource Center 123 Main Street Gorham, NH 03581

APPROVED INDIRECT COST RATE:

8 %

Pursuant to the formula contained in the 34 CFR 76.564 The Indirect Cost Rate will be determined by the Department of Education and will not exceed 8%.

PRINT NAME AND TH	LE of SAU SL	PTERINTENDENT OF SCHOOL	S or RAVCHIEF FINANCIA
\rightarrow	7		6-2-15
SIGNATURE SAU SUI	AL OFFICER	NT OF SCHOOLS Hon. James E, Minhai Executive Director,	DATE lik, Retired

Family Resource Center

BUDGET SUMMARY BY OBJECT AND FUNCTION CODES

(See NH Financial Accounting Handbook 1999 Edition pages A-38 through A-75)

OBJECT CODE	1000 INSTRUCTION	2000 SUPPORT	2 ADMIN			5000 INDIRECT	TOTAL
100		137,710.12				COST BELOW	137,710.12
200		28,144.23				CANNOT	28,144.23
300	1,000.00	3,002.65				INCLUDE AUDIT	4,002.85
400			4,800.00			FEES WHEN A	4,800.00
500	14,924.00	4,380.00	2,700.00			PROJECT LINE	22,004.00
600	15,899.00					ITEM INCLUDES	15,899.00
700			11,000.00			AUDIT FEES	11,000.00
800							-
900			19,440.00				19,440.00
TOTALS	31,823.00	173,237.00	37,940.00	-	-	•	243,000.00

DETAIL OF PROPOSED BUDGET

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FUNCTION	OBJECT	BUDGET	DETAILED	FUNCTION	OBJECT	BUDGET	DETAILED
CODE	CODE	AMOUNT	INFORMATION	CODE CODE AMOUNT		AMOUNT	INFORMATION
1100	110	137,710,12	Key Staff Salaries	2300	930	19,440.00	
1100	211	12,855.36	Health Insurance				
1100	220	10,495.68	FICA				
1100	239	1,136.00	IRA				
1100	250	2,129.00	Unemployment				
1100	260	1,528.19	Worker's Comp			Michallk, Retir	d
1400	320	1,000.00	Licensing/Bkgrd		Executive Dir		
					Family Resou	oe Center	
2830	330	1,500.00	Prof. Dev.				
2516	330	1,502.65	Audit				
2320	441	4,800.00	Occupancy				
2700	510	10,110.00	Transportation		4		
2620	520	2,614.00	Liability			15	
1000	531	2,200.00	Telephone				
2520	730	11,000.00	Equipment				
2823	534	1,500.00	Postage				
2540	550	1,200.00	Printing				
1100	580	3,380.00	Travel/lodg/meal				
2820	532	1,000.00	Cayen				
1100	600	15,899.00	Food/Supply				
•							
	SUB TOTAL/TOTAL	223,560.00	m_{nnnn}	· S	UB TOTAL/TOTAL	19,440.00	<u> </u>

OBM FORM 1

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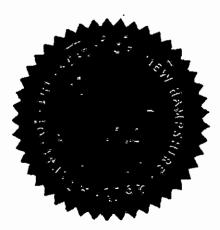
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8/2005

State of New Hampshire Bepartment of State

CERTIFICATE

. I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE FAMILY RESOURCE CENTER AT GORHAM is a New Hampshire nonprofit corporation formed April 3, 1997. 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 6th day of March A.D. 2015

William M. Gardner Secretary of State

CERTIFICATE OF AUTHORITY

I, Katherine Baublis, of The Family Resource Center at Gorham, do hereby certify that:

- 1. I am the duly elected Secretary/Treasurer of the Family Resource Center at Gorham Board of Directors
- 2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the corporation, duly held on June 10, 2015

RESOLVED: That this corporation enters into a contract with the State of New Hampshire, acting through its Department of Education.

RESOLVED: That the President of the Family Resource Center at Gorham Board of Directors is hereby authorized on behalf of this corporation to enter into 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. Nathan Morin is the duly elected President of the corporation.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of June 10, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary/Treasurer of the corporation this 10th day of June, 2015.

acherine Baublis

STATE OF NEW HAMPSHIRE COUNTY OF COOS

The foregoing instrument was acknowledged before me this 10th day of June, 2015 by Katherine Baublis.

Notary Public/Justice of the Peace

My Commission Expires: 8/14/201



CERTIFICATE OF LIABILITY INSURANCE

DATE (100000000)

_									/2//2015
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.									
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an ondersement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).									
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Б	& S Insurance Services I	LC			HONE	Erth. (603)	293-2791	FAX IANG Not 160	3) 293-7199
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	DESCRIPTION OF OPERATIONS below		<u> </u>				04/06/2015		
С	Directors & Officers		ĺ	20002003373#	ľ	04/06/14	nela017012	D & O fieldly EPU	\$1,000,000
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Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

FOR THE YEARS ENDED JUNE 30, 2014 AND 2013 AND INDEPENDENT AUDITORS' REPORT

FAMILY RESOURCE CENTER AT GORHAM

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FINANCIAL STATEMENTS

JUNE 30, 2014

TABLE OF CONTENTS

	<u>Page(s)</u>
Independent Auditors' Report	1
Financial Statements:	
Statements of Financial Position	2
Statement of Activities	3
Statements of Cash Flows	4
Statement of Functional Expenses	5
Notes to Financial Statements	6 - 13



To the Board of Directors Family Resource Center at Gorham Gorham, New Hampshire

INDEPENDENT AUDITORS' REPORT

CERTIFIED PUBLIC ACCOUNTANTS WOLFEBORO • NORTH CONWAY DOVER • PEABROKE STRATHAM

We have audited the accompanying financial statements of Family Resource Center at Gorham, (a nonprofit organization) which comprise the statements of financial position as of June 30, 2014 and 2013, and the related statements of cash flows, and notes to financial statements for the years then ended, and the related statement of activities and statement of functional expenses for the year ended June 30, 2014.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether or not due to fraud or error.

Auditors' Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the 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 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 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 financial statements referred to above present fairly, in all material respects, the financial position of Family Resource Center at Gorham as of June 30, 2014 and 2013, and its cash flows for the years then ended, and the changes in its net assets for the year ended June 30, 2014 in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Family Resource Center at Gorham's 2013 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 17, 2013. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2013, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Leon, Mc Donnell & Roberts, Professional association

November 5, 2014 North Conway, New Hampshire

FAMILY RESOURCE CENTER AT GORHAM

STATEMENTS OF FINANCIAL POSITION AS OF JUNE 30, 2014 AND 2013

	<u>2014</u>	<u>2013</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 139,460	\$ 74,176
Certificates of deposit	79,488	
Investments	188,804	183,992
Grants receivable	70,386	
Prepaid expenses	3,525	9,830
Total current assets	481,663	475,585
PROPERTY		
Leasehold improvements	72,362	72,362
Furniture and equipment	51,575	
Talat		
Total Less: accumulated depreciation	123,937	
	(62,508) (54,888)
Property, net	61,429	69,049
Total assets	\$ 543,092	<u>\$ 544,634</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES	-	
Accounts payable	\$ 7,272	\$ 3,034
Accrued expenses	8,604	
Agency deposits	22,177	•
Refundable advances	70,122	98,326
Total current liabilities	108,175	129,917
NET ASSETS		
Unrestricted		
Designated for long-term building maintenance	9,210 215 P42	
Undesignated Permanently restricted - endowment	215,842 209,865	
	200,000	201,004
Total net assets	434,917	414,717
Total liabilities and net assets	\$ 543,092	\$ 544,634

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See Notes to Financial Statements

EAMILY RESOURCE CENTER AT GORHAM

STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2014 WITH COMPARATIVE TOTALS FOR 2013

	2014									
	Unrestricted			mporarily estricted		Permanently Restricted		Total		2013 Total
							-	•		
REVENUE AND SUPPORT			_				-			
Grents ·	•	of 670	\$	1,000,114			ş	1,000,114	\$	935,679
Donations	\$	25,270						25,270		30,096
Agency rents		32,104				4 490		32,104		35,468
Investment Income Interest income		369			\$	4,139		4,139 369		4,940 348
Net unrealized investment gain		309				12,007		12.007		6,304
Net realized investment gain						9,859		9,859		4,485
Net assets released from restrictions		1,013,952		(1,000,114)		(13,838)				
Total revenues, support and net assets	·			•						
 released from restrictions 	, 	1,071,695				12,167	<u> </u>	1,083,862		1,018,530
EXPENSES										
Program services		908,518						908,518		661,031
Management and general		150,988			<u> </u>	4,156		155,144		192,759
Total expenses		1,059,506				4,156		1,063,662		1,053,790
INCREASE (DECREASE) IN NET ASSETS		12,189				8,011		20,200		(35,260)
NET ASSETS - BEGINNING OF YEAR		212,863				201,854_	_	414,717		449,977
NET ASSETS - END OF YEAR	5	225,052	5		5	209,865	\$	434,917	5	414,717

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENTS OF CASH FLOWS FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

		<u>2014</u>		<u>2013</u>
CASH FLOWS FROM OPERATING ACTIVITIES Increase (decrease) in net assets Adjustments to reconcile change in net assets to	\$	20,200	\$	(35,260)
net cash provided by operating activities: Unrealized gain on investments Depreciation		(12,007) 7,620		(8,304) 6,410
(Increase) decrease in assets Grants receivable Prepaid expenses		57,871 6,305		5,307 (3,670)
Increase (decrease) in liabilities Accounts payable Accrued expenses Agency deposits		4,238 2,222 2		(3,613) 4,508 3
Refundable advances	.	(28,204)		25,898
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<u> </u>	58,247		(6,721)
CASH FLOWS FROM INVESTING ACTIVITIES Additions to property and equipment Sale (purchase) of investments and certificates of deposit		7,037	<u> </u>	(13,531) (3,655)
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES		7,037		(17,186)
NET INCREASE (DECREASE) IN CASH AND EQUIVALENTS		65,284		(23,907)
CASH AND EQUIVALENTS - BEGINNING OF YEAR		74,176		98,083
CASH AND EQUIVALENTS - END OF YEAR	\$	139,460	<u>\$</u>	74,176

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See Notes to Financial Statements

4

FAMILY RESOURCE CENTER AT GORHAM

STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2014 WITH COMPARATIVE TOTALS FOR 2013

	Program Services	2014 Management and General	Total	2013 Total
Personnel Costs				•
Salaries and wages	\$ 487,787	\$ 108,704	\$ 596,491	\$ 625,034
Payroll taxes	38,075	10,303	48,378	49,648
Employee benefits	63,580	29,361	92,941	65,653
Program activities	80,226		80,226	36,066
Contractors and consultants	67,830		67,830	99,30D
Program travel	42,386	1,025	43,411	31,507
Heat and utilities	22,981		22,981	20,394
Program materials	15,067		15,067	2,315
Food and supplies	9,495	1,412	10,907	13,197
Telephone, internet, fax and cable	11,042	411	11,453	11,834
Accounting fees	9,000		9,000	8,800
Conferences and meetings	7,454	730	8,184	12,370
Liability insurance	7,694		7,694	6,300
Depreciation -	7,620		7,620	- 6,410
Rent	7,250	,	7,250	6,000
Maintenance and inspections	7,244		7,244	18,791
Training	5,479		5,479	18,403
Printing Contractions	5,008	225	5,233	6,370
Bank charges	4,382	400	4,382	4,885
Technology	3,489	488	3,977	1,861
Small equipment	1,646	1,013 57	2,659	2,481
Postage and shipping Administrative	1,596		1,653	1,372
	4 000	1,415	1,415	4.400
Property insurance Cleaning	1,200		1,200	1,168
Advertising and promotion	987		987	2,892 739_
Total	\$ 908,518	<u>\$ 155,144</u>	\$ 1,063,662	\$1,053,790

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2014 AND 2013

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The Family Resource Center at Gorham (the Resource Center) is a voluntary, not-for-profit corporation incorporated under the laws of the State of New Hampshire (RSA 292) and organized exclusively for tax exempt charitable and educational purposes. The principal activity of the Resource Center is to deliver programming that empowers and educates children and families so that can overcome obstacles to healthy family development while providing access to social and educational services to underserved North Country populations. Primary programs include:

home visiting programs that deliver evidence based early child development and parenting support curricula which empowers parents and gives them the motivations and skills to improve parenting and foster healthy family dynamics;

afterschool programs that supports the academic, social and emotional developmental of students in grades K-8; and,

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an IRS sanctioned Volunteer Income Tax Assistance (VITA) program that provides free tax preparation services to a continuum of the population with a focus on maximizing income tax refunds and earned income tax credits for all individuals entitled to claim such credits.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting.

Basis of Presentation

The Resource Center is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The classes of net assets are determined by the presence or absence of donor restrictions.

<u>Unrestricted:</u> Net assets that are not subject to donor-imposed stipulations. Board designated unrestricted net assets consist of cash and cash equivalents which are to be used only with a specific vote of the board.

<u>Temporarily Restricted</u>: Net assets whose use is limited by donor-imposed stipulations that will either expire with the passage of time or be fulfilled or removed by actions of the Resource Center. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Absent explicit donor stipulations about how long long-lived assets must be maintained or the manner of their disposition, the Resource Center reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service. The Resource Center reports expirations of continuing donor restrictions regarding use or disposition of long-lived assets over the assets' expected useful lives.

<u>Permanently Restricted:</u> Net assets that are subject to donor-imposed stipulations that they be maintained permanently by the Resource Center. Generally, the donors of these assets permit the Resource Center to use all or part of the income earned on related investments for general or specific purposes.

As of June 30, 2014 and 2013, the Resource Center has unrestricted and permanently restricted net assets.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles 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.

Cash and Cash Equivalents

Cash and cash equivalents include all monies in banks and liquid investments with maturity dates of less than three months. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

Investments

Investments are accounted for according to Accounting Standards Codification (ASC) 958-320 Not For Profit Entities – Investments – Debt and Equity Securities. Under ASC 958-320, investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Fair values of investments are based on quoted prices in active markets for identical investments.

Property and Equipment

Property and equipment is recorded at cost if purchased and at fair value if donated. Depreciation is computed using the straight line method over the estimated useful lives of the related assets as follows:

Furniture and equipment Leasehold improvements 5 - 15 years 20 years

The Resource Center's policy is to capitalize all assets over \$2,500 with an expected life of one year or longer. Assets sold or otherwise disposed of are removed from the accounts, along with the related depreciation allowance, and any gain or loss is recognized.

Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor or time restrictions. A temporary restriction permits the Resource Center to use donated assets as specified for a particular purpose. Permanently restricted net assets are those that are required to be permanently maintained but income from such investments may be used for specified purposes. All donor restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Contributed Services

From time to time, the Resource Center receives donated services in carrying out the mission and fundraising activities of the Resource Center. Such donations do not meet the criteria for recognition under ASC 958 and accordingly no amounts are reflected in the financial statements for those services.

Functional Allocation of Expenses

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

Refundable Advances

The Resource Center records grant/contract revenue as a refundable advance until it is expended for the purpose of the grant/contract, at which time it is recognized as revenue.

Income Taxes

The Resource Center is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Resource Center qualifies for the charitable contribution deduction under Section 170(b)(1)(a) and has been classified as an organization that is not a private foundation.

Management has evaluated the Resource Center's tax positions and concluded that the Resource Center has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements. With few exceptions, the Resource Center is no longer subject to income tax examinations by the United States Federal or State tax authorities prior to 2010.

Leased Facilities

The Resource Center leases its current facility from the Town of Gorham. In lieu of rent, the Resource Center is responsible for the cost of repairs and maintenance, insurance, utilities and rubbish removal. The lease is for a 20 year period and expires on May 19, 2018. The Resource Center in turn sublets space in the facility to other nonprofit and community agencies at an average rate of \$10 per square foot. All participating organizations must provide services to a client base that is at least 66% tow and moderate income.

Grants Receivable

Grants receivable from various public and other nonprofit organizations at June 30, 2014 and 2013 were considered fully collectable and therefore no provisions for bad debts have been made in these financial statements.

Advertising

Advertising costs are expensed as incurred.

Subsequent Events

Subsequent events have been evaluated through November 5, 2014, which is the date that the financial statements were available to be issued.

Prior Year's Information

The financial statements include certain prior year summarized comparative information in total but not by function. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Resource Center's financial statements for the year ended June 30, 2013, from which the summarized information was derived.

Reclassifications

Certain amounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year financial statements.

Fair Value of Financial Instruments

ASC Topic No. 820-10, *Financial Instruments*, provides a definition of fair value which focuses on an exit price rather than an entry price, establishes a framework in generally accepted accounting principles for measuring fair value which emphasizes that fair value is a market based measurement, not an entity specific measurement, and requires expanded disclosures about fair value measurements. In accordance with FASB ASC 820-10, the Resource Center may use valuation techniques consistent with market, income and cost approaches to measure fair value. As a basis for considering market participant assumptions in fair value measurements, ASC Topic 820-10 establishes a fair value hierarchy, which prioritizes the inputs used in measuring fair values. The hierarchy gives the highest priority to Level 1 measurements and the lowest priority to Level 3 measurements. The three levels of the fair value hierarchy under ASC Topic 820-10 are described as follows:

Level 1 -Inputs to the valuation methodology are quoted prices available in active markets for identical investments as of the reporting date.

Level 2 - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies.

Level 3 - Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset or liability and the reporting entity makes estimates and assumptions related to the pricing of the asset or liability including assumptions regarding risk.

At June 30, 2014 and 2013, the Resource Center's investments were all classified as Level 1 and were based on fair value.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2014 and 2013.

Mutual Funds: Valued at the net asset value (NAV) of shares held by the Resource Center at year end.

The preceding method described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Resource Center believes its valuation method is appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

2. <u>DEMAND NOTE PAYABLE</u>

In April 2013 the Resource Center entered into a revolving line of credit with a bank. The revolving line of credit provides for maximum borrowings up to \$75,000 and is collateralized by a certificate of deposit held at the same bank. The revolving line of credit, and the certificate of deposit, both renew every six months. At June 30, 2014 and 2013, the interest rate on the revolving line of credit was stated at the bank's prime rate of 3.20% and 3.15%, respectively. There was no balance outstanding at June 30, 2014 and 2013.

3. AGENCY DEPOSITS

The Resource Center serves as a fiscal agent for the Androscoggin Valley Community Partners (formerly the Berlin Area Healthcare Consortium), a collaborative effort of area health and social services agencies intended to provide health related education, information and communications to the communities of Berlin and Gorham. The amounts held on behalf ~ of the consortium as of June 30, 2014 and 2013 were \$22,177 and \$22,175, respectively

4. <u>REFUNDABLE ADVANCES</u>

Refundable advances from program grants and contract advances at June 30, 2014 and 2013 totaled \$70,122 and \$98,326, respectively.

5. CONCENTRATION OF CREDIT RISK - CASH

The Resource Center maintains cash balances that, at times, may exceed federally insured limits. The cash balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per bank at June 30, 2014 and 2013. The Resource Center has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. At June 30, 2014 and 2013, there were no cash balances in excess of FDIC coverage.

6. UNRESTRICTED NET ASSETS - DESIGNATED

By vote of the Board of Directors funds have been designated for long term building maintenance. Unrestricted net assets designated by the board was \$9,210 and \$8,496 at June 30, 2014 and 2013, respectively.

7. OPERATING LEASE OBLIGATIONS

The Organization has entered into a one year operating lease agreement to rent satellite office space. The Organization also rents various other office space on a month to month basis. Rent expense under these agreements aggregated \$7,250 and \$6,000 for the years ended June 30, 2014 and 2013, respectively.

The approximate future minimum lease payments on the above leases is as follows:

Year Ending June 30	Amount
2015	<u>\$6,000</u>
Total	<u>\$6.000</u>

8. INVESTMENTS

Investments held in the form of mutual funds at Bank of America are stated at fair value. Realized gains and losses are determined on the specific identification method. Gains and losses (realized and unrealized) are reported in the statement of activities as increases or decreases to unrestricted net assets, except for those investments for which their use is restricted. Information on investments at June 30, 2014 and 2013 is presented as follows:

				Excess (Deficiency) f of Market	-
<u>Year</u>	Investment	<u>Cost</u>	Market <u>Value</u>	Over <u>Cost</u>	Investment Income
2014 2013	Bank of America Bank of America		\$188,804 \$183,992	\$30,029 \$18,022	\$4,1 39 \$4,9 40

9. PERMANENTLY RESTRICTED NET ASSETS

In 2007, the Resource Center established a permanent endowment fund for the organization with the intent of accumulating donations and interest earnings of one million dollars. During 2013 the Resource Center began taking allowable distributions from the fund. Per the laws of the State of New Hampshire (RSA 292-B:4), 7% of the fair market value of the endowment fund, calculated on the basis of fair market value determined at least quarterly and averaged over a period of not less than three years may be appropriated for operating account expenditures.

The Not-for-Profit Entities Topic of the FASB ASC (ASC 958-205 and subsections) intends to improve the quality of consistency of financial reporting of endowments held by not-for-profit organizations. This Topic provides guidance on classifying the net assets associated with donor-restricted endowment funds held by organizations that are subject to an enacted version of the Uniform Prudent Management Institutional Funds Act (UPMIFA). New Hampshire has adopted UPMIFA. The Topic also requires additional financial statement disclosures on endowments and related net assets.

The Resource Center has followed an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve the principal of the fund and at the same time, provide a dependable source of support to help build healthier families and stronger communities.

In recognition of the prudence required of fiduciaries, the Resource Center only invests the fund in cash and mutual funds. The Resource Center has taken a risk adverse approach to managing the endowment fund in order to mitigate financial market risk such as interest rate, credit and overall market volatility, which could substantially impact the fair value of the endowment fund at any given time.

As of June 30, 2014 and 2013 the endowment fund was entirely composed of permanently restricted net assets.

Fund activity for June 30, 2014 and 2013 was as follows:

		Activity for the	
	Balances as of	Year Ended	Balances as of
	<u>June 30, 2013</u>	<u>June 30, 2014</u>	<u>June 30, 2014</u>
Permanent gifts	\$175,809	\$ -	· \$175,809
Investment earnings	25,634	4,139	· 29,773
Realized gain	7,796	9,859	17,655
Transfer to unrestricted	(13,123)	(13,838)	(26,961)
Investment expense	(12,284)	(4,156)	(16,440)
Unrealized gain	<u> 18,022</u>	12,007	30,029
	<u>\$201.854</u>	<u>\$ 8.011</u>	\$209.865

	Balances as of June 30, 2012	Activity for the Year Ended June 30, 2013	Balances as of June 30, 2013
Permanent gifts	\$168,168	\$ 7,641	\$175,809
Investment earnings	20,694	4,940	25,634
Realized gain	3,301	4,495	7,796
Transfer to unrestricted	j –	(13,123)	(13,123)
Investment expense	(8,139)	(4,145)	(12,284)
Unrealized gain	<u> </u>	6,304	18,022
	<u>\$195,742</u>	<u>\$_6,112</u>	<u>\$201.854</u>

10. UNBILLED SERVICES FOR THE YEAR ENDED JUNE 30, 2013

A delay by the State of New Hampshire's Department of Health and Human Services (DHHS) in approving, before July 1, 2012, the final contract documents for four grants awarded to the Resource Center resulted in no billings under these grants for the first quarter of the year ended June 30, 2013. For the four grants impacted, it amounted to approximately \$72,000 of unbilled services. Unlike prior years when such contract delays occurred, for the fiscal year ended June 30, 2013, DHHS prohibited retroactive billing for services provided.

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The Family Resource Center at Gorham

Board of Directors FY 2015

LAST	FIRST	ADDRESS	CITY	STATE	ZIP	Title	YEAR
		Coos County, UNH Cooperative Extension					
Barker	Heidi		Lancaster	NH	03584	Secretary	2013
Baubiis	Katherine		Berlin	NH	03570	President	2010
Caron	Andre		Berlin	NH	03570		2011
Gauthier	Sharon		Berlin	NH	03570		2013
Gregory	Scott		Berlin	NH	03570		2011
Hoyt	Kim		Gorham	NH	03581		2013
Morin	Nathan		Berlin	NH	03570	Treasurer	2013
Remillard	Lucie		Berlin	NH	03570		2013
Stolte	Patti		Shelburne	NH	03581	Vice-Presid	2009

2/27/2015 All positions are non-salaried



List of Key Personnel and Salaries

Program Director: Judy Arsenault

Salary: \$13,497.12 (40% of total salary based on a 35 hour work week for 52 weeks) Benefits: \$8,697.88

Administrative Assistant: Deidre Blair

Salary: \$7,463.94 (40% of total salary based on a 30 hour work week for 52 weeks) Benefits: \$2,628.86

Site Director (Edward Fenn Elementary) (K-5): Jessica Figueroa Salary: \$21,840.00 (35 hour work week for 48 weeks) Benefits: \$1,064.00

Group Leader #1 Edward Fenn Elementary (K-2): Kyleh Lurvey Salary: \$7,416.00 (20 hour work week for 36 weeks) Benefits: \$740.49

Group Leader #2 Edward Fenn Elementary (K-2): Shannon Lavertu Salary: \$7,416.00 (20 hour work week for 36 weeks) Benefits: \$740.49

Group Leader #3 Edward Fenn Elementary (K-2): TBD

Salary: \$7,416.00 (20 hour work week for 36 weeks) Benefits: \$740.49

Teacher Edward Fenn Elementary Homework (K-2): Nicole Palmieri Salary: \$4,200.00 (8 hour work week for 35 weeks) Benefits: \$440.30

Group Leader #1 Edward Fenn Elementary (3-5): Cassie DeMontigny Salary: \$7,416.00 (20 hour work weck for 36 weeks) Benefits: \$740.49

Group Leader #2 Edward Fenn Elementary (3-5): TBD

Salary: \$7,416.00 (20 hour work week for 36 weeks) Benefits: \$740.49

Teacher Edward Fenn Elementary Homework (3-5) : Meghan Merchant Salary: \$4,200 (8 hour work week for 35 weeks) Benefits: \$440.30

Site Director (Gorham Middle School): Naomi Levesque Salary: \$29,993.06 (35 hour work week for 52 weeks) Benefits: \$8,879.14

Gorham Middle School Group Leader #1 (6-8): Tammy Messineo Salary: \$7,416 (20 hour work week for 36 weeks) Benefits: \$740.49

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Group Leader #2 Gorbam Middle School : TBD

Salary: \$4,320 (12 hour work week for 36 weeks) Benefits: \$740.49

Gorham Middle School Homework Teacher (6-8) : TBA

Salary: \$4,200 (8 hour work week for 35 weeks) Benefits: \$440.30

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Summer Program Group Leaders (K-8 based on enrollments): TBA Salary: \$3,500.00 (\$1,750 X 2 staff at 35 hours/week for 5 weeks) Benefits: \$370.02 (\$185.01 X 2 staff)

JUDY A. ARSENAULT



OBJECTIVE: A challenging career in providing quality afterschool and summer programing for the youth and families in the Berlin/Gorham Communities.

EMPLOYMENT: Project Youth Program Director Family Resource Center

Family Assessment/Support Worker Family Resource Center

Assistant Director NFI – North Country Shelter

Assistant Director NFI - Davenport School

Director TLC Child Care Center

Lead Teacher Tri- County Head Start

EDUCATION: Bachelor's Degree in Child & Family Studies College For Lifelong Learning

Associate's Degree in Early Childhood Education 199 College For Lifelong Learning Ber

Coos County Family Mediation Certificate

Associate's Degree in Office Technology New Hampshire Community College

Dipolma Berlin High School July 2014 - present Gorham, NH

July 2013 – July 2014 Gorham, NH

September 2010 – June 2013 Jefferson, NH

September 2004 - October 2009 Jefferson, NH

August 1999 - April 2004 Berlin, NH

September 1993 - June 1999 Berlin, NH

2003 Berlin, NH

1998 Berlin, NH

1994

1981 Berlin, NH

1978 Berlin, NH

QUALIFICATIONS:

- 28 years experience working with children and families
- 20 years experience working with Special Education
- 6 years experience as an Assistant Director at NFI / provided supervision for 31 Employees and served over 400 familes
- 5 years experience as a Director of a child care center / provided supervision for 13 employees and served over 51 families
- Qualified in Early Childhood Assessment
- Developed Individualized Behavioral Plans

SKILLS:

- Excellent organizational and communication skills
- Advocate for Children and Families

AWARDS:

In May of 2003 received the Exemplary Leadership and Service Award given to a Child Care Program by DCYF

REFERENCES:

Linda Pivin NH Department of Health and Human Services 752-7800 ext. 329 or 752-5776 (Home)

Brenda Letellier TLC Child Care Center 449-6692

Heather Perry, Past Director NFI - Davenport School 586-7856 (Home)

Tara MacKillop, NFI North Supervisor North Country Shelter Jefferson, NH 03583 586-7161

Hon. James Michalik, Retired Executive Director, Family Resource Center (603) 466-5190 ext. 304

Deidre Blair

EDUCATION

B.A. Portland State University 2011
Major: Art Practices
B.A. University of Connecticut 1989
Major: Anthropology

License of Massage Therapy East-West College of Healing Arts 1997 Registered Yoga Teacher Training through The Movement Center 2010

PROFESSIONAL EXPERIENCE

Detox/Milieu Counselor May 2013- May 2014 De Paul Treatment Centers. Portland, Oregon

- Screened potential alcohol/drug detox clientele; scheduled those that met detox criteria paying attention to treatment plans and insurance policies. Kept accurate record of all communication
- Administered UAs, pregnancy test, and breathalyzers.
- Administered and recorded medications given to adult residential clients; the facility served 85 residential clients.
- Facilitated day to day care of 4-7 detox clientele; this included care of clients belongings, meal service, room/bedding cleaning. Kept accurate record of clients' treatment progress.
- Communicated the medical needs of residential floor to medical team.
- Kept accurate record of milieu activities/interventions/issues.

Youth Milieu Counselor June 2010- September 2011 De Paul Treatment Centers. Portland, Oregon

> Supported and facilitated alcohol and drug treatment for youth in a residential treatment setting.

 Duties included: transporting clients; administering medication; keeping accurate documentation of client treatment; monitoring client behavior and intervening when appropriate.

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Yoga Teacher RYT September 2010-present

- Community Yoga Instructor at The Movement Center
- Community Yoga Instructor at TaborSpace
- Taught yoga in a residential drug and alcohol treatment. center for youth

Licensed Massage Therapist (6184) September 1997-December 2012

- Owned and operated private massage therapy practice
- Worked as independent contractor in chiropractic and therapeutic settings
- Trained and licensed in the following modalities: ONSEN, Prenatal Massage, Swedish Massage, Sports Massage, CranioSacral Therapy, Neuromuscular Therapy, Zero Balancing, Hot Stone Massage, Polarity, Reiki, Ayurvedic Massage
- Volunteer LMT working with homeless women

Instructional Assistant Structured Learning Center-Behavior (SLC-B)

North Clackamas School District, Wichita Elementary School 09/2006-12/2007

- Assisted teacher and students in a self contained behavior classroom with students from kindergarten through third grade.
- Led reading and math groups within a large range of reading abilities and math skills. Tested and documented students, both for Individual Education Plan (IEP) goals and state assessment.
- Was trained in Oregon Intervention System.
- Was trained with the Columbia Regional Program for Autism Spectrum Disorder.

Volunteer Coordinator

Rose Haven, Catholic Charities 05/2002-09/2003

- Recruited, trained, and scheduled large and diverse volunteer staff at Portland's only day center for homeless women.
- Coordinated a public health studies program with several area universities and colleges for nursing students.

Trained and supported clientele in volunteering.

Job Facilitator

Sherwood Work Activity Center 08/1994-05/1996

- Assisted and supported developmentally disabled adults in work activities.
- Planned and facilitated outings and activities for clients.
- Supported and documented behavior management programs for clients with behavior issues.

Barista/Bookseller

Borders Books and Music Waikoloa, Hawaii 04/1993-04/1994

- Worked as a barista is coffee shop/deli of bookstore
 - Assisted customers in bookstore
 - Stocked and inventoried bookstore

COMMUNITY INVOLVMENT

Volunteer Coordinator and Board Member for Rahab's Sisters, an ecumenical program serving prostituted, homeless, and marginalized women in SE Portland. January 2006-June 2009; Jan 2013-May 2014

- Hosted and led Friday evening hospitality program.
- Developed volunteer training program and recruited and trained new volunteers
- Solicited for donations and led fundraising events.
- Acted as liaison for the women of Rahab's Sisters with the 82nd Avenue Prostitution Advisory Council.

Senior Warden of Saints Peter and Paul Episcopal Church January 2008-December 2009

- Head of administrative body for Episcopal congregation in SE Portland
- Planned and presented annual budget
- Hired and directed paid staff
- Facilitated monthly vestry meeting
- Acted as a liaison between Rector and community

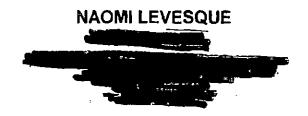
Team Leader for Brigid's Table, meal program serving those in need in SE Portland January 2006-July 2008.

 Led a once a month team of volunteers to serve 60+ meals on a Wednesday evening. Duties included shopping, preparing and serving food, set up and clean up, and general hospitality.

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igueroa	student success and the introdu	Project Youth. Passionate about action of advanced topics. Driven atively and to fullest potential.	
Objective	Obtain a Site Director position with Project Youth After School Programs.		
Education	Granite State College Expected B.A. in Math Studies with Teacher Certification in Elementary Education, 2017	White Mountains Community College Associates in Teacher Education, 2013 Certificate in Special Education. 2013	
}	Family Resource Center, Project Youth Site Coordinator August 2014-Present	Family Resource Center, Project Youth Group Leader December 2010-August 2014	
Work Experience	<u>Primary Responsibility;</u> -Directly responsible for the day to day operation of the Afterschool Pro- gram including developing program- ming, and enrichment activities that link to the school day, grade level expectations and curriculum. Being a team leader for staff.	<u>Primary Responsibility:</u> -Lead afterschool activities as assigned by the Site Director for the day to day operation of the Afterschool Program.	
Special Training	American Academy of Pediatrics Medication Administration in Early Education and Childcare [June 2014] Face-Up First Water Safety Education for Parents and Caregivers [June 2014] UNH Cooperative Extensions Conflict Management Training [April 2013] American Heart Association Heart Saver First Aid CPR AED [March 2013-2015] NAMI NH Connect Suicide Prevention Curriculum [February 2013] BOOST NH Afterschool Credential Work Session, Parts I & 11 [January/February 2013]		
Skills & Accomplishments	 Broad range of lesson topics; Innovative approach to teaching Community service raising Autism awareness Ability to successfully modify others' lesson plans Skilled with Scaffolding and Understanding by Design planning methods Assistance in program hosted family nights and Lights On! events Rapid advancements in responsibilities while employed with Storyland (2006-2012) 		



OBJECTIVE To serve the communities of Berlin and Gorham and provide quality afterschool and summer programming that meets the needs of children and their families.

EDUCATION B.S. Environmental Science and Wildlife Studies, Graduated June 2012 Granite State College, Berlin, NH GPA 3.91/4.0 summa cum laude

EXPERIENCE

Site Director (September 22,2015-present) Interim Program Director (beginning November 2014-September 22, 2015) Site Director and Administrative Assistant (2011-2014) Group Leader (November 28, 2005-2011)

The Family Resource Center- Project Youth, Gorham, NH

- Directing the Project Youth Afterschool and Summer Programs for 4 schools serving grades K-8 on an interim basis; some duties include managing 18 staff and services for @120 students, projecting and balancing budgets, performing background checks, maintaining databases, fundraising and co-writing grants and fulfilling the terms there-in
- Managing the Project Youth Gorham Middle School Afterschool Program for grades 6-8 (since 2009); some duties include managing 4 staff, building a substitute list, coordinating and delivering services for 35-40 students, creating scaffolded lesson plans linking to Common Core Standards, preparing a daily USDA approved snack and fundraising
- Administrative Assistant position for the Project Youth Program Director added to
 my schedule in addition to my Site Director duties. Primary administrative duties
 include managing QuickBooks for old client accounts while converting to a new
 database for billing management, payment receiving, NH DHHS child care billing,
 managing student files, answering phones, communicating with parents and school
 personnel, creating all program documents including registration forms, monthly
 calendars and pamphlets with Microsoft Office Programs, press releases, and
 assisting all needs of the Program Director and Site Directors from 3 other schools.
- Began as Group Leader for Project Youth Brown School Afterschool Program grades 1-3 in 2005 in the afternoons and became the Administrative Assistant in the mornings in 2006. In 2007, was full time Administrative Assistant and staff back-up for grades 1-8 before becoming a full time Site Director in 2009

Production Worker/Back-up Secretary, Car Freshner Corporation, Berlin, NH- May 13, 1993-November 22, 2005

- Primary back-up secretary for the Plant Manager, Production Supervisors, and facilitated communication with the Head Plant in New York. Primary duties included QC of incoming paperwork for production and payroll data entry, inventory reporting, supply orders, truck receivables, answering phones and filling other needs of the Plant Manager and Production Supervisors in a high paced environment.
- Trained secondary back-up secretary
- Learned all machine operating positions within the plant and trained new personnel

	 Receptionist, Gallus & Green Realtors, Berlin, NH- August 21, 1992-March 19, 1993 Primary duties included changing all Century 21 listings onto Gallus & Green letterhead during merger, meeting deadlines for newspaper advertisements and rotating through listings, file management, answering phones, client communication, and meeting the needs of the Principal Broker as well as the other brokers, agents and realtors. 		
COMPUTER SKILLS	ExcelQuickBooks (some parts relevant to current position)WordGIS (beginner)PublisherPowerPoint		
OTHER WORK EXPERIENCE	Moose Tour Guide for the Town of Gorham, NH- 2007 Cashier/Food Preparer, StoryLand in Glen, NH- 1992 Waitress/Cook/Baker, Milan Luncheonette in Milan, NH- 1991-1992 Drama/Entertaining families at StoryLan in Glen, NH- 1991		
CREDENTIALS/ CERTIFICATIONS	NH DHHS Afterschool Professional Development Credential- Afterschool Direct Service Level 4- April 2013		
	Water Safety- April 11, 2013		
	First Aid/CPR/AED- February 13, 2012		
	Courage to Care Instructor- December 14, 2011		
	NH 4-H Shooting Sports Leader Class II Archery Instructor- May 22, 2011		
ACTIVITIES /VOLUNTEER	Attend regular environmental and youth related trainings, workshops and presentations- Ongoing		
	New Hampshire Coverts Cooperator-2012-present		
	Board member for Ammonoosuc Chapter of NH Audubon- 2011-present		
	Committee member for The Medallion Opera House- 2011-present		
	Participation in NH Fish & Game Winter Weather and Whit-tailed Deer Data Collection Project- 2010-present		
	Project WILD and WILD Aquatic Instructor- 2010-present		
	Project Learning Tree Instructor- 2009-present		
	Participate in Bird Surveys for NH Audubon- 2009-present		
	Volunteer at Luki Clan Wolf Refuge in Chatum, NH- Summer 2005-present		
	Board member for Loki Clan Wolf Refuge- 2011-2012		
	Participated in Leadership North Country- 2010-2011		
	Participated in work study at High Pond Farm in Plymouth, NH to attend 3-day Avian Ecology workshop- July 2009		
	Mapped trails for Pondicherry Wildlife Refuge in Whitefield, NH- July 2009		
	Job shadowed at Watershed to Wildlife, Inc. in Littleton, NH- June 2008		
	Mentored a 16 year old and fostered his interest in nature- December 2007-2009		
	Volunteered at Lake Umbagog Wildlife Refuge in Errol, NH- August 26, 2007-2009		
	Volunteered in the gift shop at Heritage Park in Berlin, NH- Summer 2003		

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TAMMY L. MESSINEO



OBJECTIVE

* Project Youth GMS Afterschool Program Position

QUALIFICATION HIGHLIGHTS

- * Six years para-educator working with students in one-on-one and group settings
- * Excellent communicator; patient and effective when working with diverse personalities
- * Experience with behavior plans and data collection of student academic progress
- * Provided positive reinforcement to motivate students and acknowledge proper behavior
- * Assisted middle/high school students with development of social and academic skills
- * Motivated students to overcome obstacles to learning resulting in academic success
- * Incorporates techniques to effectively build rapport with learning disabled students
- * Advocate for abused and neglected children in the State of New Hampshire
- * Conducts home visits for CASA of New Hampshire to establish client well-being
- * Collaborates with multiple agencies concerning abused and neglected children
- * Advocate for abused and neglected children in the State of New Hampshire

EDUCATION/PROFESSIONAL DEVELOPMENT

- * Bachelors in Behavioral Science, Granite State College, 2014
- * Foster Parenting training which included Regulations of the DCYF system, the Developing Child, the Effects of Childhood Trauma, Experiencing Grief and Loss, Promoting Positive Behavior and Lifelong Connections, awarded 21 CEU's, 2013
- Attended Autism & Asperger's Syndrome Conference, awarded 6 CEUs, 2013

EXPERIENCE

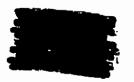
- * Paraprofessional for 6 years Gorham Middle/High School, 2008-present
- * Tutor, Academic Consulting and Educational Services, 2013
- * Administrative Personal Assistant to elderly, 2007
- * Medical Transcriptionist, 2005-07
- * H & R Block Tax Preparer, 2005-2007
- * Long Term Substitute Speech Therapy Millbrook School, (Gr. 4-8), Alabama, 2004-05
- * Security Guard, Pinkerton Security, 1997-99
- * United States Air Force (USAF), Structural Repair/Instructor, 1979-85

COMMUNITY INVOLVEMENT

- * Court Appointed Special Advocate (CASA) 2011-present
- * Internship, Child Advocacy Center of Coos County N.H., Jan-Mar 2012
- * Habitat for Humanity, 1994, 2004
- Clothing drive for tornado victims, 2007

AVAILABILITY

* Available now



References

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Co-Director of Special Services

Rebecca Hebert-Sweeny E-mail: <u>rebecca.hebert-sweeny@sau20.org</u> (603) 466-3632

Assistant Principal

Tina Binette E-mail: <u>tina.binette@sau20.org</u> (603) 466-2776

Special Education Case Manager

Katrina Fowler E-mail: <u>katrina.fowler@sau20.org</u> (603) 466-2776

Guidance Counselor

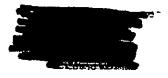
Matthew Saladino E-mail: <u>matthew.saladino@sau20.org</u> (603) 466-2776

Program Manager CASA of New Hampshire

Jerry Larson (603) 237-8411

Tri-County CAP

Andrea Gagne 30 Exchange St, Berlin, NH 03570 (603) 752-4103 November 18, 2014



The Family Resource Center 123 Main St. Gorham, New Hampshire 03581

Dear Judy Arsenault,

I was very pleased to learn of the opening for the Project Youth GMS Afterschool Program position

I have over six years of experience as a paraprofessional at Gorham Middle School working with students who have learning disabilities. 1 provide positive reinforcement to motivate students to become successful learners in an academic environment on a daily basis. I have experience working with students in one-to-one and group settings. My experience also includes teaching students how to overcome obstacles to learning resulting in academic success. I really enjoy working with students in all age groups and have been successful in building rapport with every student I have encountered to help them become responsible citizens and successful learners.

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A copy of my resume is enclosed. I look forward to the opportunity for an interview concerning this position,

Sincerely, Tammy I Messineo

Shannon Lavertu

OBJECTIVE: to work in a position that would allow me to use my experience and education to assist families, and challenge me to continue to learn and develop as a person.

EXPERIENCE

August 8, 2012 to Current

Fortier Library, White Mountains community College

Library Aide

- Assisting library customers
- Manning circulation desk
- Assist library staff in maintaining and operating the library
- > Organizing and shelving materials

August 8, 2012 to Current

Academic Support Center, White Mountains community College Peer Mentor/Tutor

- Assist peers with course assignments
- Support peers in on campus activities

December 1, 2012 to May 2014

Kids Only Daycare Center

Assistant Teacher per diem

- Assist lead teacher with daily lesson plans
- Assist students with activities
- Prepare meals

EDUCATION

January 21, 2011 to Current

White Mountains Community College

Teachers Education

Autism Certificate

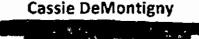
Degrees:

Associates degree Early Childhood Education May 2014 Associates degree Human Services December 2014 Certificate in special Education December 2014

References are available upon request.







SUMMARY:

Highly motivated and dedicated professional seeking entry level paraprofessional position. Previous work experience includes working with traditional and special education students. Strong technological skills and an understanding of analytic research and statistical analysis.

EDUCATION:

Franklin Pierce University, Rindge NH

Bachelor of the Arts in History and Education, May 2013

CERTIFICATION:

State of New Hampshire

- Paraeducator 2
 - EdID # 99171

CONFERENCES ATTENDED:

North Country Education Services

Differentiating Assessment Grading in a World Common Core Standards and Accountability

WORK EXPERIENCE:

Edward Fenn Elementary School February 2014-current Title 1 Alde

- Develop and taught individual plans to strengthening student reading and comprehension
- Work with many students on spelling and word recognition
- Promote literacy and learning with small groups through the Magic Tree House series

Easter Seals Lancaster, NH November 2013-February 2014 Teachers Assistant

- Participated in classroom activities focusing on life skills
- Worked with students with a range of learning disabilities in a small group environment
- Assisted in the preparation of daily lessons for students
- Transported and monitored two day students from home to school and back

Franklin Pierce University, September 2012-May 2013 Student Campus Safety Switchboard Operator

Handle all incoming calls to the university and connect callers with appropriate departments

Sign in all campus guests and maintain accurate visitor logs

Franklin Pierce University, January 2010-December 2012 Mail Carrier

> Picked up the campus mail at the Rindge post office and then delivered it safely back to the warehouse for sorting. Delivered student mail to campus post office

- Worked with students with learning disabilities in a small environment
- Developed a lesson focusing on math skills in a fun way through math bingo

Classroom Observation: Outlook Middle School/ Oakmont Regional High School, Ashburnham, MA, Fall 2010

Participated in classroom procedures

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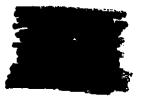
- Worked with students by assisting them with their assignments
- Developed and taught lessons on the five themes of geography and another on King Louis the XVI

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LEADERSHIP POSITIONS

- Student Government-Association Executive Board Vice President of Clubs, January 2012- May 2013
 - Student Government Association Club Representative, January 2010-December 2012

Kyleh Lurvey



Education Groveton High School Groveton, NH Graduating class of 2005 High School Diploma

White Mountains Community College Berlin, NH Fall Term 2006 – Teacher Preparation 16 Credits – 3.39 GPA

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Employment

2009-2011 Intake Worker for Tri-County Community Action Program in Lancaster, NH Here I scheduled appointments for clients, met with them, and worked closely with them in the completion of their application for Fuel Assistance benefits and Electric Disount eligibility. Also, I provided communication between TCCAP's main office and the clients, to address any questions, concerns, and/or requirements regarding applications.

2011-2011 Office Manager for Malletts Bay Marina in Colchester, VT

At the Marina, I was in charge of communications between the Marina Manager, Owner, mechanics, staff, and customers. Keeping up with invoicing, payroll, accounts payable, and errands were part of my daily tasks.

2011-2013 Self-Employed

During this time, I stayed home with my daughter and eventually opened my home to children during the day. I planned for and bought supplies for our scheduled weekly activities and crafts, and planned and shopped for snacks and meals. I kept logs of each childs progress with different milestones they were showing, and took notes about each child's interests. I included activities in our weeks that were specific to each child's interest. I also communicated my observations to parents, along with tracking payments and families schedules.

2013-2014 Bookkeeper/Office Manager for Landscaping With Styles in Berlin, NH My job description at the landscaping company is very extensive. I communicate frequently, daily with the owner about his finances, jobs, employees, and appointments. I'm responsible for all yearly and quarterly forms and payments, weekly time sheets and paychecks, invoicing customers for regular property maintenance, creating quotes for construction customers, invoicing construction customers for periodic installments on projects, ordering and purchasing materials, all accounts payable, customer communications, and communicating with each employee daily about schedules and expenses.

Kyleh Lurvey



References

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Mark Lurvey Previous Supervisor/Marina Manager Malletts Bay Marina in Colchester, VT 802-338-2408

Deborah Stewart Professor of Teacher Education White Mountains Community College in Berlin, NH 603-752-1113 x3023

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Amy Nelson Previous Supervisor/Co-worker Tri-County Community Action Program in Lancaster, NH 603-631-0105

Megan Merchant

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Objective:	To obtain a teaching position at the Elementary level.		
Education:	Keene State College, Keene, NH Bachelor of Science Degree in Elementary Education, Dec. 2002 Bachelor of Arts Degree in Music, May 2002		
Work Experience:			
09/04-Prescnt ,	 First Grade Teacher, Berlin School District Brown School Berlin, NH Assumed all responsibilities and duties as the first grade teacher Such responsibilities included curriculum planning, daily preparation, parent interactions, teacher conferences and meetings. 		
09/03-06/04	 Long-Term Substitute, Berlin School District Brown School Berlin, NH Was asked by administrator to assume roll for long term substitute of second grade. Assumed all responsibilities and duties as the second grade teacher in regular classroom teacher's absence. Such responsibilities included planning, daily preparation, parent interactions, teacher conferences and incetings. 		
01/03-06/03	 Educational Assistant, Berlin School District Brown School Berlin, NH Worked one-on-one with a special needs child in a first grade classroom. Worked with other students in classroom when needed. Received a letter of recommendation and accomplishment from classroom teacher. (attached) Visited Keene State College in the spring and spoke with a teacher education class about working with a student with special needs. Attended a summer class on Teaching Diverse Populations to strengthen my classroom knowledge. 		

	10/01 - 12/02	Mason Library, Keene State College Keene, NH Kathy Halverson (603) 358-2712	
		Circulation desk	,
		 Checking books in and out, re-shelving books and assisting students and community members with library materials and services. 	
	Winter		
	01/02	 Substitute teaching, Berlin School District Hillside Elementary, Brown School and Berlin High School Berlin, NH Supervised students and assisted them with their classroom work in 	
		teacher aid's absence for kindergarten.Supervised students and assisted them with their classroom work in	
		teacher's absence for grade onc.	•
		 Supervised high school students and assisted them with their homework for grades nine through twelve in the disciplines of Math and English. 	
	Winter		
	00/01	Substitute teaching, Berlin School District	E
	••••	Bartlett School and Hillside Elementary	•
		Berlin, NH	
_		 Supervised students and assisted them with their homework in teacher aid's absence for grades two and three 	-
•		 Supervised students in special education at the elementary and junior high level 	
	Winter		
	98/99	Substitute teaching, Colebrook Middle School	;
		Colebrook, NH	
		 Supervised students and assisted them with their homework in teacher's absence 	¥ :
	X	 Worked with students in sixth, seventh and eighth grade as well as in music classes 	:
			1 1
	Summers		
	1996 2005	Story Land, Glen, NH	
		Bob Grant (603) 383-4293	
	•	• Ride operator (3 years)	:
		 Grounds maintenance; including mowing lawns and landscaping (3 	•
		 years) Ride trainer; instruction of proper operation and safety procedures of 	
		the rides (1 year)	
		Ride coordinator; public and employee relations, supervisor of	<u>.</u>
		specified areas and further instruction of proper operation and safety	• -
		procedures of the rides (3 years)	•

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NICOLE PALMIERI

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EDUCATION: Bachelor of Arts in Mathematics, Castleton State College, December 2008 New Hampshire State Licensure in Elementary Education (K-6), 2009-Current Reading Recovery Teacher, Training Completed Spring 2012

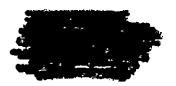
EDUCATIONAL AND CHILD-BASED EXPERIENCE

First Grade Teacher: Edward Fenn Elementary School, Gorham, NH. August 2009 – Current, Principal: Chris Blair

• Two years experience teaching in a self-contained classroom, and three years experience in a co-teaching model. During two of these years, I also provided Reading Recovery services to struggling learners.

Daycare Supervisor	 Penguin Playground, Okemo Mountain Resort, VT. November 2008 – July 2009, Daycare Manager: Jean Edwards Supervised operations of daycare for 38 children ages 6 months to 4 years. Provided a safe and clean environment for children and staff. Took guest reservations and provided information about daycare.
Daycare Teacher:	 Penguin Playground, Okemo Mountain Resort, VT. November 2006 - April -2008, Daycare Manager: Jean Edwards Provided age appropriate play for children ages 6 months to 4 years. Planned daily craft activities and "circle time" for children.
Program Director:	 Park and Recreation Summer Track, Springfield VT. Summers 2001-2008, Park and Recreation Director: Andy Bladyka Designed and ran an eight week summer track program for children ages 2-14 that encouraged students to exercise and participate in friendly competition. Provided children with an introduction to a variety of track and field events.
Camp Counselor:	 Summer Daze Children's Camp, Springfield VT. Summers 2006, 2007, 2008, Camp Director: Tami Stagner Created and planned history curriculum for students in grades second through fourth that focused on the Revolutionary War. Engaged students in whole and small group activities both in a classroom setting and outside. Supervised students as they engaged in summer camp activities.

NICOLE PALMIERI



EDUCATION: Bachelor of Arts in Mathematics, Castleton State College, December 2008 New Hampshire State Licensure in Elementary Education (K-6), 2009-Current Reading Recovery Teacher, Training Completed Spring 2012

EDUCATIONAL AND CHILD-BASED EXPERIENCE

First Grade Teacher: Edward Fenn Elementary School, Gorham, NH. August 2009 – Current, Principal: Chris Blair

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• Provided age appropriate play for children ages 6 months to 4 years. Planned daily craft activities and "circle time" for children.

Program Director: Park and Recreation Summer Track, Springfield VT. Summers 2001-2008, Park and Recreation Director: Andy Bladyka

• Designed and ran an eight week summer track program for children ages 2-14 that encouraged students to exercise and participate in friendly competition. Provided children with an introduction to a variety of track and field events.

Camp Counselor:

Summer Daze Children's Camp, Springfield VT. Summers 2006, 2007, 2008, Camp Director: Tami Stagner

• Created and planned history curriculum for students in grades second through fourth that focused on the Revolutionary War. Engaged students in whole and small group activities both in a classroom setting and outside. Supervised students as they engaged in summer camp activities.

SPECIAL INTEREST TEACHING

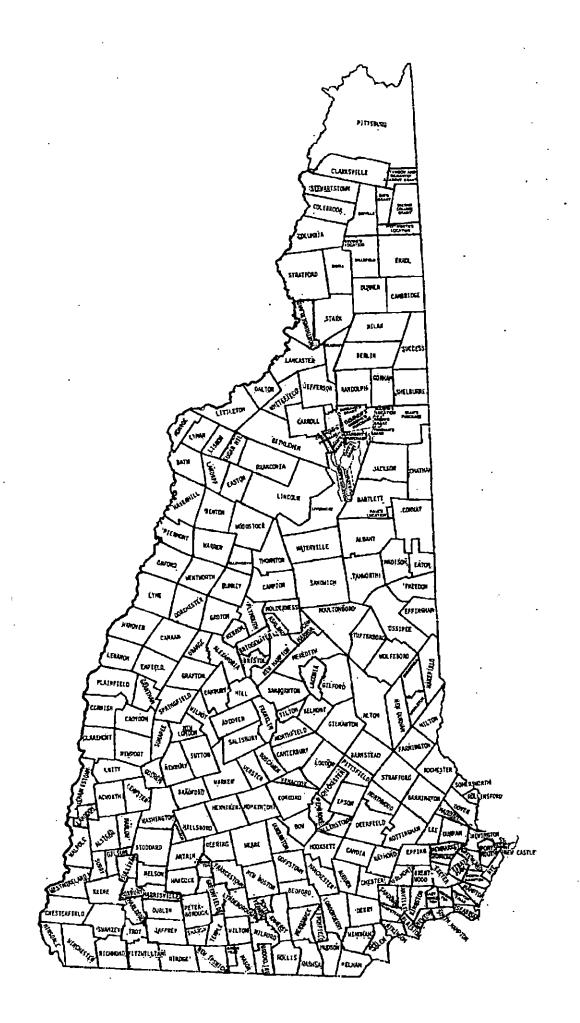
History Teacher:

Variety of Vermont Schools, 2004 – 2009

• Created and provided Civil War and Revolutionary War presentations for student grades kindergarten to twelfth grade. Provided age appropriate hands-on activities for students as an alterative way to discover history. **Portfolio available.**

REFERENCES

- Karen Moore, Former Edward Fenn Elementary School Principal, Current Title One Teacher, 603-466-3334
- Tricia Walsh, First Grade Teacher at Edward Fenn Elementary School, 603-466-3334
- Karen Cloutier, Former Edward Fenn Elementary School Principal, 603-723-2640



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

Virginia III. Barry, Ph.O. Commissioner of Education Tel. 603-271-3144

STATE OF NEW HAMPSHIRE DEPARTMENT OF EDUCATION 101 Pleasant Street Concord, N.H. 03301 FAX 603-Z71-1663 Citizens Services Line 1-800-339-9800

May 14, 2014

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

REQUESTED ACTION

Authorize the Department of Education to grant funds to the Family Resource Center, Gotham, NH (Vendor Code 162412), to offer extended day programming for youth and their families effective upon Governor and Council approval from July 1, 2014 through June 30, 2015 in an amount not to exceed \$220,000.00. 100% Federal Funds.

Funding is available in account titled 21st Century Community Learning Center.

<u>FY 15</u>

06-56-56-562010-32770000-072-500577

\$220,000.00

Subject to Governor and Council approval, authorize the Department of Education to exercise a renewal option on this grant for up to four additional fiscal years.

Explanation

The United States Department of Education legislation allows for five year 21st Century Community Learning Center grants to serve youth and their families during the out of school time hours. Grants are annually pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

New Hampshire anticipates a FY 2015 grant award in the amount of \$5,643,199.00 from the United States Department of Education under the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities outside of regular school hours for children in a safe environment. The programs will offer students a broad array of

> TOD Access: Relay NH 1-600-735-2964 EQUAL OPPORTUNITY EMPLOYER- EQUAL EDUCATIONAL OPPORTUNITIES

Her Excellency, Governor Margaret Wood Hassan and The Honorable Council Page Two May 14, 2014

additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education. These programs and services are designed to reinforce and complement the regular academic program of the participating students.

The program services provided by the grant cited above will be coordinated by the Fomily Resource Center in Gorham, NH in collaboration with the Gorham School District. This collaborative approach will serve elementary and middle school Gorham School District youth and their families.

Funding for this grant is provided by the 21st Century Community Learning Center program under Part B of Title IV of the Elementary and Secondary Education Act (ESEA) of 1965, as amended. In January 2014 the New Hampshire Department of Education issued a Request for Proposals (RFP) soliciting proposals for these funds. School Districts, Community Based Organizations, and Extended Day Programs were notified through email about the Bidders' Conference and publication of the online RFP. The projects funded demonstrated that partnerships between school districts and community based organizations have promise to help youth improve academic achievement. Fourteen proposals were received and six were funded based on a peer review process. Peer Reviewers worked in teams of three to rate proposals based on the RFP's matrix criteria. Each team had an experienced 21st Century Community Learning Center member to help steer the review and two other experienced professionals to create well-balanced teams. The twelve peer reviewers were represented by experienced 21[#] Century Community Learning Center and school day professionals, higher education, the Department of Health and Human Services, and community based organizations. A list of reviewers and the results are included in this packet.

We request a renewal option for four additional fiscal years since those selected for funding are eligible for five years of funding based on previous successful progress.

This is the first year of a five year grant. In the event Federal Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

anne M. Barry

Virginia (J. Barry, Ph.D. Commissioner

VMB:SBS Enclosures

> TDD Access: Relay NH 1-500-738-2964 EQUAL OPPORTUNITY EXPLOYER- EQUAL EDUCATIONAL OPPORTUNITIES

21st Century Community Learning Center Applicant	Complete Application (5)	Priority Points (5)	Need (10)	Program Design (25)	Resources (15)	Management (15)	Evaluation (15)	Budget (15)	TOTAL (105)	Award Amount
Awarded:				_						<u></u>
Berlin	4.00	5.00	8,00	21.00	15.00	15.00	11.00	12.67	91.67	\$ 182,920.
Winchester	5:00	0.00	8.67	22.33	14.67	15.00	11.00	14.00	90.67	5 70,735.
Gorbarn	5.00	0.00	10.00	21.00	13.00	13.33	14.33	12.33	89.00	\$ 220,000.
Concord	5.00	0.00	10.00	23.33	13.00	13.33	11.33	12.67	ts .67	\$ 220,000.
Manchester	5.00	6.00	5.00	20,33	13.00	12.67	13.67	13.33	**************************************	\$ 670,388
Bamstead	4.00	0.00	10.00	20.67	14.00	13.67	11.33	13.00	\$6.67	\$ 135,000.
Not Awarded:										
Monadnock	5.00	0.00	10.00	19.00	13.33	14.00	11.00	13.00	85.33	
Milton	4.00	5.00	6.67	18.00	11.67	11.00	10.00	10.00	76.33	
Rochester	3.00	5,00	8.67	14.67	11.67	12.67	9.67	11.00	76.33	
Seabrook	5.00	0.00	9.33	14.33	14.67	12.33	8.67	11.33	75.67	
Hillsboro-Deering	4.00	0.00	7.00	16.33	12.67	11.00	8.00	13.67	72.67	
Koene	5.00	0.00	7.33	14.67	11.00	11.33	7.33	11.00	67.67	
Claremont	4.00	0.00	5.00	18.67	8.67	10.33	10.00	9.33	66.00	·
Nashua	2.00	0.00	7.67	15.67	9.00	10.33	8.67	6.33	59.67	
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21st Century Community Learning Center Program 2014 Competition Results

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New Hampshire Department of Education 21st Century Community Learning Center Program 2014 Competition Reviewers

Name	Organization/Role
Caroline Butler	Somersworth School District, Title I and Retired Principal
Scot Foster	DHHS, Physical Activity Coordinator
Christine Gingerella	Laconia School District, 21st CCLC Program Director
Elyse Harris	World Affairs Council of NH, Program Coordinator
Janice Hastings	New Heights, Director of Marketing and Development
Debra Hathaway	VT 21st CCLC Program Director
Katrina Kretschmar	Health and Safety Council of Strafford County, 21st CCLC Site Director
Tessa McDonnell	Granite State College, Retired Dean of Learner Services
Jen Rainone	RI 21st CCLC Program Director
Jenn Steinfeld	RI 21st CCLC Program Director
Lisa Strout	Rivier University, Instructor and Faculty Advisor
Hilary Swank	Plymouth State University, Assistant Professor of Education

08M FORM (1/2005

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

				PROJECT # CHANGE # PAGE 1 of			
Federal/State Program Title 21st Center	Federal/State Program Title 21st Century Community Learning Center Grant						
FROM: Project Youth Afterschool Proj	ams	TO: Suzanne Birdsall-Stone		TYPE OF CHANGE			
123 Main Street		NH Department of Education			BUDGET		
Gorham, NH 03581		State Office Park South			FUND AUTH		
		101 Pleasant Street			FISCAL AGENT		
SAU/RA:		Concord, New Hampshire 03301-3860	N		OTHER		
Proposed Project Title: Project Yo	th Gorham Aftersch	ool Program	Project Period:	July 1, 2014 to	June 30, 2014		
The following information is required for a	projects						
PROJECT MANAGER:	ME: Naomi Lev	esque	TITLE:	Program Director			
ADD	ESS: 123 Main S	treet Gorham, NH 03581	TELEPHONE:	603-466-5190 ext.	306		
E-MAIL ADD	ESS: <u>naomi.leve</u>	sque@frc123.org	FAX:	603-466-9022			
FINANCIAL CONTACT:	AME: <u>Marie Dem</u>		TELEPHONE:	603-466-5190 ext.	300		
E-MAIL ADD	ESS: <u>marie.dem</u>	ers@frc123.org	FAX:	603-466-9022			

The above named parson is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ensuing that only authorized items required to implement the project are charged to the project, and for initiating request to among the approved project. No services or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

- 1. This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:
- a. Education Department General Administrative Regulations (EDGAR) in Title 34 Code of Federal Regulations (CFR), Parts 74, 75, 78, 77, 79, 80, 82, 85, 86; Civil Rights Regulations in 34 CFR, Parts 100 through 108, and specific program laws and regulations.
- b. Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
- 2. Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
- 3. Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
- 4. Audits will be in compliance with the Single Audit Act Amendments of 1996 (P.L. 104-156) and U.S. Office of Management and Budget (OMB) Circulars.
- 5. Project approval, if given, will be on the condition that full funding of the Approved Budget and payment by the grantor are contingent upon the availability of a Federal Grant and Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Neither the State nor the Department of Education shall be liable for payments under this grant except from such funds.

FISCAL AGENT - MAKE CHECKS PAYABLE TO:	APPROVED INDIRECT COST RATE:5.50% %
The Family Resource Center 123 Main Street Gorham, NH 03581	PRINT NAME AND TITLE of SAU SUPERIFICIEND CONTON CONTINUES OF RAVCHIEF FINANCIAL OFFICER
	SIGNATURE SAU SUPERINTENDENT OF SCHOOLS

OBN FORM 1

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1/2006

BUDGET SUMMARY BY OBJECT AND FUNCTION CODES

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(See NH Financial Accounting Handbook 1999 Edition pages A-38 through A-75)

OBJECT CODE	1000 INSTRUCTION	2000 SUPPORT	2 ADMIN		5000 INDIRECT	TOTAL
100		137,198.32			COST BELOW	137,198.32
200		18,930.77			CANNOT	18,930.77
300	4,849.35	4,302.65	,		INCLUDE AUDIT	9,152.00
400			4,800.00		FEES WHEN A	4,800.00
500	14,924.00	7,380.00	2,700.00		PROJECT LINE	25,004.00
600	9,861,00				ITEM INCLUDES	
700			5,000.00		AUDIT FEES	5,000.00
800			300.00			300.00
900			9,753.91			9,753.91
TOTALS	29,834,35	167,811.74	22,553.91	•	 	220,000.00

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DETAIL OF PROPOSED BUDGET

FUNCTION	OBJECT	BUDGET	DETAILED	FUNCTION	OBJECT	BUDGET	DETAILED
CODE	CODE	AMOUNT	INFORMATION	CODE	CODE	AMOUNT	INFORMATION
1100	110	137,198.32	Key Staff Salaries	2300	930	9,753,91	Indirect Cost
1100	211	3,641.00	Health Insurance				
1100	220	10,495.68	Social Security				
1100	239	1,136.00	IRA				
1100	_250	2,129.90	Unemployment				
1100	260	1,528.19	Worker's Comp				
1400	320	1,468.35	Licensing/Bkgrnd				
1400	330		Student Mentorshp				
2830	330	2,500.00	Prof Dev				
2814	330	300.00	CIPAS				
2516	330	1,502.65	Audit				
2320	441	4,800.00	Occupancy				
2700	510	10,110.00	Transportation				
2620	520	2,614.00	Liability			47	5/12/14
1000	531	2,200.00	Telephone				
2820	532	1,000.00	Cayen				
2823	534	1,500.00	Postage			James B, Micha	
2540	550	1,200.00	Printing		E AU	utive Director,	
1100	580		Travel/lodging/mea		2411	ity Resource Can	
1100	600	9,861.00	Food/Supply				
2520	730	5,000.00	Equipment				
5100	810	300.00	NSF (Bank Fees)				
	SUB TOTAL/TOTAL	210,246.09	mmmm	5	UB TOTAL/TOTAL	9,753.91	<u></u>

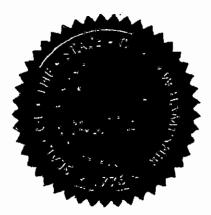
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State of New Hampshire Bepartment of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE FAMILY RESOURCE CENTER AT GORHAM is a New Hampshire nonprofit corporation formed April 3, 1997. 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 9th day of April A.D. 2014

William M. Gardner Secretary of State

						- <u></u>
ACORD [®] CERTIFICATE C)F LIABIL	ITY IN	ISUR	ANCE		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORM CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVE BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE IMPORTANT: If the certificate holder is an ADDITIONAL IN	ATION ONLY AND LY AMEND, EXTI CONSTITUTE A HOLDER.	CONFERS	no rights Ter the co Hetween '	UPON THE CERTIFIC OVERAGE AFFORDED THE ISSUING INSURE	ATE HO BY THE R(S), A	e policies Uthorized
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Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

FOR THE YEARS ENDED JUNE 30, 2013 AND 2012 AND INDEPENDENT AUDITORS' REPORT



CERTIFIED PUBLIC ACCOUNTANTS

FINANCIAL STATEMENTS

JUNE 30, 2013

TABLE OF CONTENTS

Page(s)

Independent Auditors' Report	1
Financial Statements:	
Statements of Financial Position	2
Statement of Activities	3
Statements of Cash Flows	4
Statement of Functional Expenses	5
Notes to Financial Statements	6 - 12

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To the Board of Directors Family Resource Center at Gorham Gorham, New Hampshire

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying financial statements of Family Resource Center at Gorham, (a nonprofit organization) which comprise the statements of financial position as of June 30, 2013 and 2012, and the related cash flows, and notes to financial statements for the years then ended, and the related statement of activities and statement of functional expenses for the year ended June 30, 2013.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether or not due to fraud or error.

Auditors' Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the 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 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 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 financial statements referred to above present fairly, in all material respects, the financial position of Family Resource Center at Gorham as of June 30, 2013 and 2012, and its cash flows for the years then ended, and the changes in its net assets for the year ended June 30, 2013 in accordance with accounting principles generally accepted in the United States of America.

Long Mc Donnell's Roberts, Profilesing association

October 17, 2013 North Conway, New Hampshire

STATEMENTS OF FINANCIAL POSITION AS OF JUNE 30, 2013 AND 2012

	2013			2012
ASSETS				
CURRENT ASSETS				
Cash and cash equivalenis	5	74,176	5	98,083
Certificates of deposit		79,330	-	79.089
Investments		183,992		174,274
Grants receivable		128,257	•	133,564
Prepaid expanses		9,830		6,160
Total current assets		475,585		491,170
PROPERTY				
Leasehold improvements		72,362		70,231
Fumiture and equipment		51,575		40,175
Total		123,937		110.406
Less: accumulated depreciation		(54,888)		(48,478)
Property, net		69,049		61,928
Total assets	5	544,634	\$	553,098
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts payable	5	3,034	\$	6,647
Accrued expenses		6,382		1,874
Agency deposits		22,175		22,172
Refundable advances		98.325		72,428
Tolal current liabBilies		129,917		103,121
NET ASSETS				
Unrestricted				
Designated for long-term building maintenance		8,496		9,057
Undesignated		204,367		245,178
Permanently restricted - endowment		201,854	~	195,742
Tolal net assets		414,717		449,977
Total liabilities and net assets	<u>.</u> \$	544,634	5	553,098

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See Notes to Financial Statements

STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2013 WITH COMPARATIVE TOTALS FOR 2012

	2013									
	Unrestricted		Temporarily Restricted		Permanently Restricted		Total			2012 Total
REVENUE AND SUPPORT										
Grants			\$	935,879			S	935,879	\$	936,227
Denations	\$	22,455			\$	7,641		30,096		45,273
Agency rents		36,468						36,468		36,450
Investment income						4,940		4,940		4,581
Interest income		348				•		348		976
Net unrealized investment gain						5,304		6,304		456
Net realized investment gain				1000 000		4,495		4,495		2,171
Net assets released from restrictions		949,002	<u> </u>	(935.879)		(13,123)				
Total revenues, support and net assets										
released from restrictions		1,008,273			· · · · · · ·	10,257		1,018,530	_	1,026,134
EXPENSES										
Program services		861,031						861,031		856,387
Management and general		188,514				4,145		192,759		163,126
Total expenses		1,049,645		<u></u>		4,145		1,053,790		1.019,513
(DECREASE) INCREASE IN NET ASSETS		(41,372)				5,112		(35,260)		6,621
NET ASSETS - BEGINNING OF YEAR		254,235				195,742		449,977		443,356
NET ASSETS - END OF YEAR	<u>s</u>	212,853	\$		<u> </u>	201,854	<u> </u>	414,717	\$	449,977

See Notes to Financial Statements

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STATEMENTS OF CASH FLOWS FOR THE YEARS ENDED JUNE 30, 2013 AND 2012

		2013		2012
CASH FLOWS FROM OPERATING ACTIVITIES				
(Decrease) increase in net assets	\$	(35,260)	\$	6,621
Adjustments to reconcile change in net assets to		•		•
net cash provided by operaling activities:				
Unrealized gain on investments		(6,304)		(456)
Depreciation .		6,410		4,215
(Increase) decrease in assets				
, Grants receivable		5,307		(46,987)
Prepaid expenses		(3,670)		1,286
Increase (decrease) in liabilities				
Accounts payable		(3,613)		548
Accrued expenses		4,508		982
Agency deposits		3		5
Refundable advances		25,898		(9,846)
NET CASH USED IN OPERATING ACTIVITIES	<u> </u>	(6,721)		(43,632)
CASH FLOWS FROM INVESTING ACTIVITIES				
Additions to property and equipment		(13,531)		(15,962)
Proceeds from sale of investments				77,339
. Purchase of investments and certificates of deposit		(3,655)	·	(11,170)
NET CASH (USED IN) PROVIDED BY INVESTING ACTIVITIES		(17,186)		50,207
NET (DECREASE) INCREASE IN CASH AND EQUIVALENTS		(23,907)		6,575
CASH AND EQUIVALENTS - BEGINNING OF YEAR		98,083		91.508
CASH AND EQUIVALENTS - END OF YEAR	5	74,176	5	98,083

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See Notes to Financial Statements

STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2013 WITH COMPARATIVE TOTALS FOR 2012

		2013			
		Management			
	Program	and		2012	
	Services	General		Total	
Personnel Costs				•	
Salaries and wages	\$ 481,211	\$	\$ 625,034	\$ 596,635	
Payrol laxes	37,651	11,997	49,648	44,197	
Employee benefils	41,265	24,388	65,653	84,175	
Contractors and consultants	99,300		99,300	97,814	
Program activities	37,923		37.923	50,335	
Program travel	31,387	120	31,507	21,176	
Heat and utilities	20,394		20,394	21,882	
Maintenance and inspections	18,791		18,7 9 1	7,677	
Training	18,403		18,403	7,629	
Food and supplies	12,280	917	13,197	20,642	
Conferences and meetings	12,274	96	12,370	11,354	
Telephone, internet, fax and cable	10,341	1,493	11,834	10,605	
Accounting fees		8,800	8,800	13,285	
Depreciation	6,410		6,410	4,215	
Printing	5,752	618	6,370	5,265	
Liability insurance	6,300		6,300	5,499	
Rent	6,000		6,000	1,400	
Bank charges '	4,502	383	4,685	2,816	
Cleaning	2,892		2,692	4,458	
Small equipment	2,481		2,481		
Program materials	2,315		2,315	113	
Postage and shipping	1,248	124	1,372	2,137	
Property insurance	1,168		1,168	884	
Advertising and promotion	739		739	543	
Technology	4		4	2,976	
Other	. <u> </u>	<u> </u>	<u></u>	1,800	
Total	<u>\$ 661,031</u>	<u>\$ 192,759</u>	\$ 1,053,790	\$ 1,019,513	

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See Notes to Financial Statements

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NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2013 AND 2012

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The Family Resource Center at Gorham (the Resource Center) is a voluntary, not-forprofit corporation incorporated under the laws of the State of New Hampshire (RSA 292) and organized exclusively for tax exempt charitable and educational purposes. The principal activity of the Resource Center is to deliver programming that empowers and educates children and families so that can overcome obstacles to healthy family development while providing access to social and educational services to underserved North Country populations. Primary programs include:

home visiting programs that deliver evidence based early child development and parenting support curricula which empowers parents and gives them the motivations and skills to improve parenting and foster healthy family dynamics;

afterschool programs that supports the academic, social and emotional developmental of students in grades K-8; and,

an IRS sanctioned Volunteer Income Tax Assistance (VITA) program that provides free tax preparation services to a continuum of the population with a focus on maximizing income tax refunds and earned income tax credits for all individuals entitled to claim such credits.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting.

Basis of Presentation

The Resource Center is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The classes of net assets are determined by the presence or absence of donor restrictions.

<u>Unrestricted:</u> Net assets that are not subject to donor-imposed stipulations. Board designated unrestricted net assets consist of cash and cash equivalents which are to be used only with a specific vote of the board.

<u>Temporarily Restricted:</u> Net assets whose use is limited by donorimposed stipulations that will either expire with the passage of time or be fulfilled or removed by actions of the Resource Center. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Absent explicit donor stipulations about how long long-lived assets must be maintained or the manner of their disposition, the Resource Center reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service. The Resource Center reports expirations of continuing donor restrictions regarding use or disposition of long-lived assets over the assets' expected useful lives.

<u>Permanently Restricted</u>: Net assets that are subject to donor-imposed stipulations that they be maintained permanently by the Resource Center. Generally, the donors of these assets permit the Resource Center to use all or part of the income earned on related investments for general or specific purposes.

As of June 30, 2013 and 2012, the Resource Center has unrestricted and permanently restricted net assets.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles 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.

Cash and Cash Equivalents

Cash and cash equivalents include all monies in banks and liquid investments with maturity dates of less than three months. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

Investments

Investments are accounted for according to Accounting Standards Codification (ASC) 958-320 Not For Profit Entities – Investments – Debt and Equity Securities. Under ASC 958-320, investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Fair values of investments are based on quoted prices in active markets for identical investments.

Property and Equipment

Property and equipment is recorded at cost if purchased and at fair value if donated. Depreciation is computed using the straight line method over the estimated useful lives of the related assets as follows:

Furniture and equipment	5 - 15 years
Leasehold improvements	20 years

The Resource Center's policy is to capitalize all assets over \$500 with an expected life of one year or longer. Assets sold or otherwise disposed of are removed from the accounts, along with the related depreciation allowance, and any gain or loss is recognized.

Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor or time restrictions. A temporary restriction permits the Resource Center to use donated assets as specified for a particular purpose. Permanently restricted net assets are those that are required to be permanently maintained but income from such investments may be used for specified purposes. All donor restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. The Resource Center records donor restricted contributions whose restrictions are met in the same reporting period as unrestricted support.

Contributed Services

From time to time, the Resource Center receives donated services in carrying out the mission and fundraising activities of the Resource Center. Such donations do not meet the criteria for recognition under ASC 958 and accordingly no amounts are reflected in the financial statements for those services.

Functional Allocation of Expenses

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

Refundable Advances

The Resource Center records grant/contract revenue as a refundable advance until it is expended for the purpose of the grant/contract, at which time it is recognized as revenue.

Income Taxes

The Resource Center is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Resource Center qualifies for the charitable contribution deduction under Section 170(b)(1)(a) and has been classified as an organization that is not a private foundation.

Management has evaluated the Resource Center's tax positions and concluded that the Resource Center has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements. With few exceptions, the Resource Center is no longer subject to income tax examinations by the United States Federal or State tax authorities prior to 2009.

Leased Facilities

The Resource Center leases its current facility from the Town of Gorham. In lieu of rent, the Resource Center is responsible for the cost of repairs and maintenance, insurance, utilities and rubbish removal. The lease is for a 20 year period and expires on May 19, 2018. The Resource Center in turn sublets space in the facility to other nonprofit and community agencies at an average rate of \$10 per square foot. All participating organizations must provide services to a client base that is at least 66% low and moderate income.

Grants Receivable

Grants receivable from various public and other nonprofit organizations at June 30, 2013 and 2012 were considered fully collectable and therefore no provisions for bad debts have been made in these financial statements.

Advertising

Advertising costs are expensed as incurred.

Subsequent Events

Subsequent events have been evaluated through October 17, 2013, which is the date that the financial statements were available to be issued.

Prior Year's Information

The financial statements include certain prior year summarized comparative information in total but not by function. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Resource Center's financial statements for the year ended June 30, 2012, from which the summarized information was derived.

Reclassifications

Certain amounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year financial statements.

Fair Value of Financial Instruments

ASC Topic No. 820-10, *Financial Instruments*, provides a definition of fair value which focuses on an exit price rather than an entry price, establishes a framework in generally accepted accounting principles for measuring fair value which emphasizes that fair value is a market based measurement, not an entity specific measurement, and requires expanded disclosures about fair value measurements. In accordance with FASB ASC 820-10, the Resource Center may use valuation techniques consistent with market, income and cost approaches to measure fair value. As a basis for considering market participant assumptions in fair value measurements, ASC Topic 820-10 establishes a fair value hierarchy, which prioritizes the inputs used in measuring fair values. The hierarchy gives the highest priority to Level 1 measurements and the lowest priority to Level 3 measurements. The three levels of the fair value hierarchy under ASC Topic 820-10 are described as follows:

Level 1 – Inputs to the valuation methodology are quoted prices available in active markets for identical investments as of the reporting date.

Level 2 - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies.

Level 3 - Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset or liability and the reporting entity makes estimates and assumptions related to the pricing of the asset or liability including assumptions regarding risk.

At June 30, 2013 and 2012, the Resource Center's investments were all classified as Level 1 and were based on fair value.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2013 and 2012.

Mutual Funds: Valued at the net asset value (NAV) of shares held by the Resource Center at year end.

The preceding method described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Resource Center believes its valuation method is appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

2. DEMAND NOTE PAYABLE

In April 2013 the Resource Center entered into a revolving line of credit with a bank. The revolving line of credit provided for maximum borrowings up to \$75,000 and is collateralized by the certificate of deposit held at the same bank. The revolving line of credit, and the certificate of deposit, both renew every six months. At June 30, 2013 the interest rate on the revolving line of credit was stated at the bank's prime rate of 3.15% and no amount was outstanding.

3. AGENCY DEPOSITS

The Resource Center serves as a fiscal agent for the Androscoggin Valley Community Partners (formerly the Berlin Area Healthcare Consortium), a collaborative effort of area health and social services agencies intended to provide health related education, information and communications to the communities of Berlin and Gorham. The amounts held on behalf of the consortium as of June 30, 2013 and 2012 were \$22,175 and \$22,172, respectively.

4. REFUNDABLE ADVANCES

Refundable advances from program grants and contract advances at June 30, 2013 and 2012 totaled \$98,326 and \$72,428, respectively.

5. CONCENTRATION OF CREDIT RISK - CASH

The Resource Center maintains cash balances that, at times, may exceed federally insured limits. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 at June 30, 2013. At June 30, 2012 non-interest bearing accounts

were fully insured and interest bearing accounts were insured up to \$250,000. The Resource Center has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. At June 30, 2013 and 2012 there were no cash balances in excess of FDIC coverage.

6. UNRESTRICTED NET ASSETS - DESIGNATED

By vote of the Board of Directors designated long term building maintenance was \$8,496 and \$9,057 at June 30, 2013 and 2012, respectively.

7. INVESTMENTS

Investments held in the form of mutual funds at Bank of America are stated at fair value. Realized gains and losses are determined on the specific identification method. Gains and losses (realized and unrealized) are reported in the statement of activities as increases or decreases to unrestricted net assets, except for those investments for which their use is restricted. Information on investments at June 30, 2013 and 2012 is presented as follows:

			Excess (Deficiency) of Market		
<u>Year</u>	Investment	Market <u>Cost</u>	Over <u>Value</u>	Investment <u>Cost</u>	Income
2013 2012	Bank of America Bank of America	• •	\$183,992 \$174,274	\$18,022 \$11,718	\$4,940 \$4,581

8. PERMANENTLY RESTRICTED NET ASSETS

In 2007, the Resource Center established a permanent endowment fund for the organization with the intent of accumulating donations and interest earnings of one million dollars. During 2013 the Resource Center began taking allowable distributions from the fund. Per the laws of the State of New Hampshire (RSA 292-B:4), 7% of the fair market value of the endowment fund, calculated on the basis of fair market value determined at least quarterly and averaged over a period of not less than three years may be appropriated for operating account expenditures.

The Not-for-Profit Entities Topic of the FASB ASC (ASC 958-205 and subsections) intends to improve the quality of consistency of financial reporting of endowments held by not-forprofit organizations. This Topic provides guidance on classifying the net assets associated with donor-restricted endowment funds held by organizations that are subject to an enacted version of the Uniform Prudent Management Institutional Funds Act (UPMIFA). New Hampshire has adopted UPMIFA. The Topic also requires additional financial statement disclosures on endowments and related net assets.

The Resource Center has followed an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve the principal of the fund and at the same time, provide a dependable source of support to help build healthier families and stronger communities.

In recognition of the prudence required of fiduciaries, the Resource Center only invests the fund in cash and mutual funds. The Resource Center has taken a risk adverse approach to managing the Fund in order to mitigate financial market risk such as interest rate, credit and overall market volatility, which could substantially impact the fair value of the Fund at any given time.

As of June 30, 2013 and 2012 the endowment was entirely composed of permanently restricted net assets.

	Balances as of June 30, 2012	Activity for the Year Ended June 30, 2013	Balances as of <u>June 30, 2013</u>
Permanent gifts	\$168,168	\$ 7,641	\$175,809
Investment earnings	20,694	4,940	25,634
Realized gain	3,301	4,495	7,796
Transfer to unrestricte	d	(13,123)	(13,123)
Investment expense	(8,139)	(4,145)	(12,284)
Unrealized gain	11,718	<u> </u>	18,022
	<u>\$195,742</u>	<u>\$ 6,112</u>	<u>\$201,854</u>
		Activity for the	
	Balances	Year	Balances
	as of	Ended	as of
	<u>June 30, 2011</u>	<u>June 30, 2012</u>	<u>June 30, 2012</u>
Permanent gifts	\$160,179	\$ 7,989	\$168,168
Investment earnings	16,113	4,581	20,694
Realized gain	1,130	2,171	3,301
Investment expense	(5,541)	(2,598)	(8,139)
Unrealized gain	11,262	456	11,718
	<u>\$183.143</u>	<u>\$_12,599</u>	<u>\$195,742</u>

Fund activity for June 30, 2013 and 2012 was as follows:

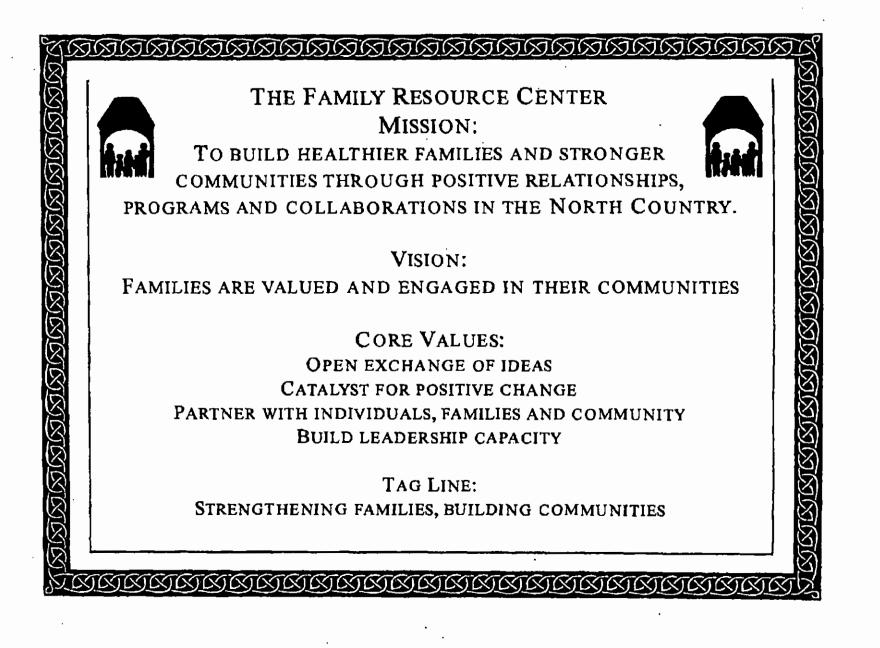
9. UNBILLED SERVICES

A delay by the State of New Hampshire's Department of Health and Human Services (DHHS) in approving, before July 1, 2012, the final contract documents for four grants awarded to the Resource Center resulted in no billings under these grants for the first quarter of the year ended June 30, 2013. For the four grants impacted, it amounted to approximately \$72,000 of unbilled services. Unlike prior years when such contract delays occurred, for this fiscal year DHHS prohibited retroactive billing for services provided.

The Family Resource Center at Gorham Board of Directors FY 2015

LAST	FIRST	ADDRESS	СПҮ	STATE	ZIP	Title	YEAR
		Coos County, UNH Cooperative Extension					
Barker	Heidi	629A Main Street	Lancaster	NH	03584	Secretary	2013
Baublis	Katherine	436 Willard Street	Berlin	NH	03570	President	2010
Caron	Andre	Grandview Drive	Berlin	NH	03570		2011
Gauthier	Sharon	P.O. Box 336	Berlin	NH	03570		2013
Gregory	Scott	c/o Teabirds 151 Main Street	Berlin	NH	03570	1	2011
Hoyt	Kim	P.O. Box 193	Gorham	NH	03581		2013
Morin	Nathan	54 Whittemore Avenue	Berlin	NH	03570	Treasurer	2013
Remillard	Lucie	85 Hinchey Street	Berlin	NH	03570		2013
Stolte	Patti	1289 North Road	Shelburne	NH	03581	Vice-Presid	2009

All positions are non-salaried



Project Youth List of Key Personnel and Salaries

Program Director:

Naomi Levesque Salary: \$13,497.12 (40% of total salary based on a 35 hour work week for 52 weeks) Benefits: \$3,499.09

Administrative Assistant: TBA

Salary: \$6,159.40 (40% of total salary based on a 29 hour work week for 52 weeks) Benefits: \$641.70

Site Director (Edward Fenn Elementary/Gorham Middle School): TBA Salary: \$24,369.80 (35 hour work week for 52 weeks) Benefits: \$5038.06

Program Coordinator (Edward Fenn Elementary) (K-5): TBA

Salary: \$15,540 (35 hour work week for 37 weeks) Benefits: \$1624.24

Group Leader #1 Edward Fenn Elementary (K-2): TBA

Salary: \$7,200 (20 hour work week for 36 weeks) Benefits: \$764.67

Group Leader #2 Edward Fenn Elementary (K-2): TBA

Salary: \$7,200 (20 hour work week for 36 weeks) Benefits: \$764.67

Group Leader #3 Edward Fenn Elementary (K-2): TBA

Salary: \$7,200 (20 hour work week for 36 weeks) Benefits: \$764.67

Teacher Edward Fenn Elementary Homework (K-2) : TBA

Salary: \$4,200 (8 hour work week for 35 weeks) Benefits: \$446.06

Group Leader #1 Edward Fenn Elementary (3-5): TBA Salary: \$7,200 (20 hour work week for 36 weeks) Benefits: \$764.67

Group Leader #2 Edward Fenn Elementary (3-5): TBA Salary: \$7,200 (20 hour work week for 36 weeks) Benefits: \$764.67

Group Leader #3 Edward Fenn Elementary (3-5): TBA Salary: \$7,200 (20 hour work week for 36 weeks) Benefits: \$764.67

Teacher Edward Feon Elementary Homework (3-5) : TBA Salary: \$4,200 (8 hour work week for 35 weeks) Benefits: \$446.06 Gorbam Middle School Group Leader #1 (6-8): TBA

Salary: \$7,416 (20 hour work week for 36 weeks) Benefits: \$769.98

Gorbam Middle School Group Leader #2 (6-8): TBA Salary: \$7,416 (20 hour work week for 36 weeks) Benefits: \$769.98

Gorham Middle School Homework Teacher (6-8) : TBA Salary: \$4,200 (8 hour work week for 35 weeks) Benefits: \$446.06

Summer Program Group Leaders (K-8 based on enrollments): TBA Salary: \$7,000 (\$1,750 X 4 staff at 35 hours/week for 5 weeks) Benefits: \$661.52 (\$165.38 X 4 staff)

NAOMI LEVESQUE

780 Fourth Avenue Berlin, NH 03570 www.linkedin.com/pub/neomi-levesque/37/498/910 omi@ncia.net 603-723-7253

OBJECTIVE	To serve the communities of Berlin and Gorham and provide quality afterschool and summer programming that meets the needs of children and their families.
EDUCATION	B.S. Environmental Science and Wildlife Studies, Graduated June 2012 Granite State College, Berlin, NH GPA 3.91/4.0 summa cum laude
EXPERIENCE	 Program Director (beginning November 2014-present) Site Director and Administrative Assistant (2011-2014) Group Leader (November 28, 2005-2011) The Family Resource Center- Project Youth, Gorham, NH Directing the Project Youth Afterschool and Summer Programs for 4 schools serving grades K-8 (since 2014); some duties include managing 18 staff and services for @120 students, projecting and balancing budgets, performing background checks, maintaining databases, fundraising and writing grants and fulfilling the terms therein Managing the Project Youth Gorham Middle School Afterschool Program for grades 6-8 (since 2009); some duties include managing 4 staff, building a substitute list, coordinating and delivering services for 35-40 students, creating scaffolded lesson plans linking to Common Core Standards, preparing a daily USDA approved snack and fundraising Administrative Assistant position for the Project Youth Program Director added to my schedule in addition to my Site Director duties. Primary administrative duties include managing QuickBooks for old client accounts while converting to a new database for billing management, payment receiving, NH DHHS child care billing, managing student files, answering phones, communicating with parents and school personnel, creating all program Director and Site Directors from 3 other schools. Began as Group Leader for Project Youth Brown School Afterschool Program grades 1-3 in 2005 in the afternoons and became the Administrative Assistant in the mornings in 2006. In 2007, was full time Administrative Assistant and staff back-up for grades 1-8 before becoming a full time Site Director in 2009 Production Worker/Back-up Secretary, Car Freshner Corporation, Berlin, NH- May 13, 1993-November 22, 2005 Primary back-up secretary for the Plant Manager, Production Supervisors, and facilitated communication with the Head Plant in New York. Primary duties included QC of incoming paperwork for prod

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	 Primary duties included changing all Century 21 listings onto Gallus & Green letterhead during merger, meeting deadlines for newspaper advertisements and rotating through listings, file management, answering phones, client communication, and meeting the needs of the Principal Broker as well as the other brokers, agents and realtors.
COMPUTER SKILLS	Excel QuickBooks (some parts relevant to current position) Word GIS (beginner) Publisher PowerPoint
OTHER WORK EXPERIENCE	Moose Tour Guide for the Town of Gorham, NH- 2007 Cashier/Food Preparer, StoryLand in Glen, NH- 1992 Waitress/Cook/Baker, Milan Luncheonette in Milan, NH- 1991-1992 Drama/Entertaining families at StoryLan in Glen, NH- 1991
CREDENTIALS/ CERTIFICATIONS	NH DHHS Afterschool Professional Development Credential-Afterschool Direct Service Level 4- April 2013
	Water Safety- April 11, 2013
	First Aid/CPR/AED- February 13, 2012
	Courage to Care Instructor- December 14, 2011
	NH 4-H Shooting Sports Leader Class II Archery Instructor- May 22, 2011
ACTIVITIES /VOLUNTEER	Attend regular environmental and youth related trainings, workshops and presentations- Ongoing
	New Hampshire Coverts Cooperator-2012-present
	Board member for Ammonoosuc Chapter of NH Audubon- 2011-present
	Committee member for The Medallion Opera House- 2011-present
	Participation in NH Fish & Game Winter Weather and Whit-tailed Deer Data Collection Project-2010-present
	Project WILD and WILD Aquatic Instructor-2010-present
	Project Learning Tree Instructor- 2009-present
	Participate in Bird Surveys for NH Audubon- 2009-present
	Volunteer at Loki Clan Wolf Refuge in Chatum, NH- Summer 2005-present
	Board member for Loki Clan Wolf Refuge- 2011-2012
	Participated in Leadership North Country- 2010-2011
	Participated in work study at High Pond Farm in Plymouth, NH to attend 3-day Avian Ecology workshop- July 2009
	Mapped trails for Pondicherry Wildlife Refuge in Whitefield, NH- July 2009
	Job shadowed at Watershed to Wildlife, Inc in Littleton, NH- June 2008
	Mentored a 16 year old and fostered his interest in nature- December 2007-2009
	Volunteered at Lake Umbagog Wildlife Refuge in Errol, NH- August 26, 2007-2009
	Volunteered in the gift shop at Heritage Park in Berlin, NH- Summer 2003

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