

193 BID

JUN 10 2013



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

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

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

May 15, 2013

100% Federal Funds

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 Northern Strafford County Health and Safety Council, Rochester, NH (Vendor Code 158630), to offer extended day programming for youth and their families pending legislative approval of the next biennial budget. This grant will be in effect upon Governor and Council approval from July 1, 2013 through June 30, 2014. Further authorize unencumbered payment of said grant with internal accounting control within the Department of Education. This grant will not exceed \$284,025.00. 100% Federal Funds.

Funding for this request is available from:

FY 14

06-56-56-562010-32770000-072-500577
Department of Education, Division of Instruction,
21st Century Community Learning Center Program

\$284,025.00

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 2014 grant award in the amount of \$5,348,665.00 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

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council

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May 15, 2013

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.

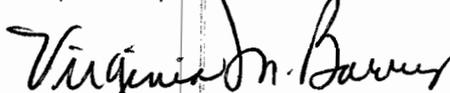
The program services provided by the grant cited above will be coordinated by Strafford County Health and Safety Council in collaboration with the Farmington School District. This collaborative approach will serve grades K-12 Farmington School District youth and their families.

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 2013 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 e-mail 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. Sixteen proposals were received and eleven 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 nine peer reviewers were represented by experienced 21st 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 is included in this packet.

Strafford County Health and Safety Council, in collaboration with the Farmington School District, was one of the eleven proposals selected for funding through a competitive process using standard state procedures. 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,



Virginia M. Barry, Ph.D.
Commissioner

VMB:SB
Enclosures

**21st Century Community Learning Center Program
2013 Competition Results**

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)	Reader Recommendation	Award Amount
Hinsdale	5.00	5.00	9.00	23.33	15.00	15.00	14.00	14.33	100.67	Yes	\$ 137,800.00
Newfound	4.00	5.00	7.00	24.33	13.67	13.67	14.33	14.33	96.33	Yes	\$ 247,139.00
Haverhill	5.00	5.00	7.67	22.33	13.67	14.00	13.00	13.33	94.00	Yes	\$ 57,950.00
Dover	5.00	5.00	10.00	22.33	13.67	14.00	12.00	12.00	94.00	Yes	\$ 86,125.00
Nashua	4.00	5.00	10.00	20.67	13.33	13.33	13.00	13.33	92.67	Yes	\$ 393,460.60
Monadnock-Emerson	4.00	5.00	7.33	22.00	14.33	13.33	12.00	13.67	91.67	Yes	\$ 110,000.00
Portsmouth	5.00	5.00	8.33	21.33	12.33	13.00	13.00	12.67	90.67	Yes	\$ 130,000.00
Monadnock-Middle School	4.00	5.00	7.33	21.00	14.00	13.67	11.33	14.00	90.33	Yes	\$ 94,500.00
Farrington	5.00	5.00	9.33	22.00	12.67	13.33	9.67	12.33	89.33	Yes	\$ 255,025.00
Conway	5.00	5.00	7.67	20.33	10.67	13.33	12.00	15.00	89.00	Yes	\$ 141,341.46
Governor Wentworth	4.00	5.00	7.00	19.67	11.67	12.33	12.00	13.00	84.67	Yes	\$ 86,125.00
Franklin	5.00	5.00	8.33	17.67	14.67	14.00	12.33	12.33	89.33	No	
Pittsfield	4.00	5.00	7.33	16.67	13.33	13.67	12.33	12.33	84.67	No	
Monadnock-Troy	4.00	5.00	4.67	18.33	12.33	10.00	8.67	10.33	73.33	No	
Plymouth	4.00	5.00	7.00	14.67	10.67	11.00	9.33	11.33	73.00	No	
Milton	4.00	5.00	7.67	14.33	10.00	10.00	7.33	10.00	68.33	No	

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # 35337
 CHANGE # _____
 PAGE 1 of 2

Federal/State Program Title: 21st Century Community Learning Center

FROM: Health & Safety Council of Strafford County
 1 Washington Street, Suite 457
 Dover, NH 03820

TO: NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

SAU/RA 61 Proposed Project Title: FAMEE (Farmington And Middleton Extending Education) Project Period: 1-Jul-13 to: 30-Jun-14

The following information is required for all projects

PROJECT MANAGER: NAME: Dean Poland TITLE: Program Director
 ADDRESS: 51, School Street, Farmington, NH 03835 TELEPHONE: (603) 509-0472
 E-MAIL ADDRESS: dpoland@hscstrafford.org FAX: (603) 755-9473

FINANCIAL CONTACT: NAME: Tory Jennison TELEPHONE: (603) 355-0168
 E-MAIL ADDRESS: tjennison@hscstrafford.org FAX: (603) 842-8343

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:

- 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, 80, 82, 85, 86; Civil Rights Regulations in 34 CFR, Parts 100 through 106, and specific program laws and regulations.
 - Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
- Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
- Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
- 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.
- 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:

Health & Safety Council of Strafford County
 1 Washington Street, Suite 457
 Dover, NH 03820

APPROVED INDIRECT COS 5 %

Tory Jennison Executive Director
 PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
 or RA/CHIEF FINANCIAL OFFICER

Tory Jennison
 SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
 or RA/CHIEF FINANCIAL OFFICER

5/13/13 DATE

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			\$192,040.00	CANNOT	\$192,040.00
200			\$30,847.71	INCLUDE	\$30,847.71
300			\$9,880.00	AUDIT FEES	\$9,880.00
400				WHEN A	\$0.00
500			\$14,052.29	PROJECT	\$14,052.29
600			\$20,940.00	LINE ITEM	\$20,940.00
700			\$2,740.00	INCLUDES	\$2,740.00
800					\$0.00
900			\$13,525.00		\$13,525.00
TOTALS			\$284,025.00		\$284,025.00

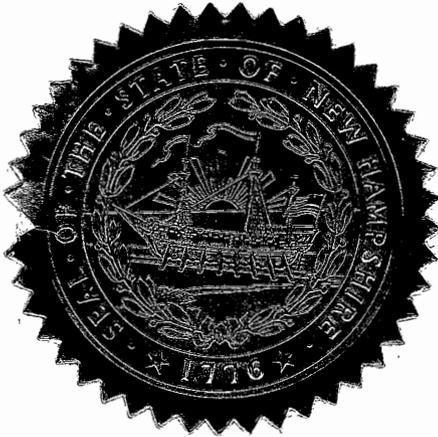
DETAIL OF PROPOSED BUDGET

FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION	FUNCTION CODE	OBJECT CODE	BUDGET AMOUNT	DETAILED INFORMATION
2210	110	\$192,040.00	Salaries				
2210	211	\$6,000.00	Health				
2210	212	\$800.00	Dental				
2210	213	\$300.00	Life Insurance				
2210	214	\$600.00	STD and LTD				
2210	220	\$16,250.71	Benefits (SSA, Medicare)				
2210	230	\$4,320.00	Retirement				
2210	250	\$500.00	Unemployment				
2210	260	\$2,077.00	Workers Comp				
2210	320	\$2,380.00	Contractual for Programs				
2210	321	\$7,500.00	Professional Development				
2100	510	\$6,359.15	Bus transportation				
2210	531	\$2,160.00	Phone/cell				
2100	534	\$500.00	Postage				
2100	550	\$1,000.00	Printing & copying				
2100	580	\$4,033.14	Field trips/academic enrichment				
2100	610	\$500.00	Supplies for programs				
2210	610	\$11,440.00	Snacks for participants				
2210	643	\$9,000.00	Database usage				
2110	730	\$2,740.00	Equipment				
5200	930	\$13,525.00	Indirect costs				
SUB TOTAL/TOTAL	SUB TOTAL/TOTAL	\$284,025.00	//////////	SUB TOTAL/TOTAL	SUB TOTAL/TOTAL	-	//////////

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 Health and Safety Council of Strafford County is a New Hampshire nonprofit corporation formed February 4, 2004. 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 14th day of May A.D. 2013

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

William M. Gardner
Secretary of State



1 Washington Street, Suite 457
Dover, NH 03820
(603) 335-0168 (office)
(603) 842-8343 (fax)

Health and Safety Council of Strafford County

Mission Statement

To improve and protect the public health and well-being of residents in the region through the facilitation of diverse organizations, institutions, and community residents that collaborate in the enhancement of clinical and community based systems.

Our Mission

To improve and protect the public health and well-being of residents in the region through the facilitation of diverse organizations, institutions, and community residents that collaborate in the enhancement of clinical and community based systems.

**Health and Safety Council of Strafford County
BOARD OF DIRECTORS**

current as of May 13, 2013

Cindy Cunningham- Chair Frisbie Memorial Hospital 11 Whitehall Road Rochester, NH 03867	335-8119 C.Cunningham@FMHospital.com	Director of Infection Prevention
Joan Sundberg - Vice Chair Town of Madbury 13 Town Hall Road Madbury, NH 03823	742-5131 sundberg@comcast.net	Liaison - Town of Madbury
Chief Norman Sanborn - Secretary Rochester Fire Department 37 Wakefield Street Rochester, NH 03867	office 330-7180, cell: 234-6213 Norm.sanborn@rochesternh.net	Fire Chief/EMD
Allan Dennis Town of Lee 7 Mast Road Lee, NH 03861	659-6783, ext. 18 adennis@leenh.org	Health Officer
Terry Jarvis Town of New Durham PO Box 207 New Durham, NH 03855	859-2091 jarvis@metrocast.net	Town Selectman
Paul Robidas American Ambulance Service 183 Rte 108 Suite A Somersworth, NH 03878	480-5600 parobidas@gmail.com	Operations Manager
Chief Norman Sanborn Rochester Fire Department 37 Wakefield Street Rochester, NH 03867	office 330-7180, cell: 234-6213 Norm.sanborn@rochesternh.net	Fire Chief/EMD
Chief Rick Walker Barrington Fire Department 249 Route 9 Barrington, NH 03825	office: 664-2241, cell 396-4469 bfd10c1@aol.com	Fire Chief/EMD
Chief Kevin Willey Farmington Police Department North Main Street Farmington, NH 03855	755-2731 ltwilley@farmingtonpd.com	Police Chief
Jamie Donovan City of Dover 288 Central Ave Dover, NH 03820	603-516-6150 j.donovan@dover.nh.gov	Health Officer

**The board members listed above
are non-salaried**

**New Hampshire Department of Education
21st Century Community Learning Center Program (CCLC)
2013 Competition Reviewers**

Gretchen Berger-Wabuti	Volunteer New Hampshire, Director
Jan Caron	Manchester Community College, Education Department Chair
Janine Lesser	DHHS, Division of Family Assistance, TANF Program Specialist
Victor Maloney	Seacoast Youth Services, Director
Holly Morehouse	Vermont Afterschool Network, Director
Rick Nannicelli	Marlborough Elementary School, Principal
Barbara Russ	Winooski School District, VT, 21 st CCLC Director
Cathy Paradis	Family School Connections Childcare Resource and Referral, Director
Meredith Stidham	Granite State United Way, Community Impact Southern Region, Director

Key Personnel

Key Personnel and their salaries as it relates to the grant:

After School Program Director, Dean Poland	\$43,000
Full-time Site Coordinator, Katrina Kretschmar	\$35,360
Elementary Site Coordinator, (to be hired)	\$27,300
Part-time Site Coordinator, Jeremy Walker	\$15,600
Other support staff for this project	\$70,780
Benefits including health, dental, life insurance, STD & LTD, retirement, unemployment & workers Compensation	\$30,847.71

Dean Poland

Current Position

November 08-present 21st Century After School Program Director Farmington, NH

Program Director

- Responsibilities include providing leadership and overall vision of the FAMEE after school program, general management, fiscal management and program development
 - Work effectively and collaboratively with school administrators, teachers, staff, parents, community members and local businesses
 - Maintain a positive and effective learning environment for all students participating in the FAMEE program
 - Facilitate monthly advisory board meetings and communicate effectively with all board members
 - Attend multiple professional development trainings/workshops to enhance self, program and student development.
 - CIPAS team member-Dec 2011
 - High School Leadership Conference in Laconia with 4 students-April 2011
 - Facilitated a trip to the Afterschool for All Challenge in Washington, DC to advocate for after school programs-May 2011
 - PIC (Parent Involvement Committee) member – School committee that meets monthly
 - Currently applying to be credentialed at the administration level
-

Experience

August 2003-Nov 08 Lighthouse Construction Durham, NH

Carpenter

- Field supervisor responsible for up to 8 employees and numerous sub-contractors
 - Assistant supervisor in the construction of Exchange City in Rhode Island
 - Perform carpentry and remodeling skills on a daily basis
-

July 2000-August 2003 Lake Ossipee Conference Center/Cody Camps Freedom, NH

Assistant Director

- Directed weekend retreats for adults and children of all ages. Including teambuilding, waterfront sports, group sports, and large group activities. This also includes overseeing the office, kitchen, and grounds to accommodate groups from 30 to 450 people.
 - Program coordinator for a summer camp of up to 250 children. Duties were to provide a new program for the camp each day, organizing activities for both staff members and campers.
 - Assisted in sporting activities and organizing team sport competitions.
-

March 1998-July 1999 Nature's Classroom & Life-Tech Ventures Freedom, NH & Charlton, MA

Outdoor Educator

- Taught a variety of science based classes ranging from animals to mini structures.
- Worked with 5th - 8th graders in an outdoor facility encouraging self esteem and team building.
- Computer teacher for Nature's Classroom's summer camp (Life-Tech Ventures).
- Responsible for both small class instruction and large group activities.

Dean Poland

July 1996-February 1998

Benefits Agency

Penrith, England

Administrative Assistant

- Responsibilities included data entry, dealing with income support claims and communicating with the public.

Education

1992 - 1996

Carlisle College & Central Lancashire University
(Business Technology Education Council)

Carlisle & Preston,
England

National & Higher National Diploma in Computer studies

Katrina A. Kretschmar

PO Box 156 ♦ Henniker, NH 03242 ♦ (603) 397-7085 ♦ Kkretschmar@plustime.org

Skills Summary

- ♦ Facilitation and Public Speaking
- ♦ Curriculum Development
- ♦ Group Management and Motivation
- ♦ Excellent Customer Service
- ♦ Technology Based learning tools
- ♦ Excellent team-building skills
- ♦ CPR and First Aid Certified
- ♦ Strong Interpersonal Communication
- ♦ Discipline/Conflict Resolution
- ♦ Afterschool Master Credential :Workshop Trainer

Education and Awards

Southern New Hampshire University, Manchester, NH
BA: General Studies in Education, May 2009
Major: Education Studies Minor: Business

Cape Cod Community College, Hyannis, MA
Program Development and Evaluation & Professional Grant Writing
1.4 Continuing Education Units (CEU)

Mary Stuart Gile Award Recipient, April 2010

In recognition of commitment to the development of the next generation of early childhood and afterschool professionals.

Professional Experience

Lifeguard & Swim Instructor 05/04 - 09/04

Franklin Recreation Department, Franklin NH

- ♦ Swim Instructor for Youth, Levels 1-5
- ♦ Supervised and insured safety of public beach patrons, both youth and adult.
- ♦ CPR/First Aid Certified
- ♦ Water Safety Instructor (WSI) Certified

Program Supervisor 09/04 - 01/09

Franklin Recreation Department, Franklin NH

- ♦ Motivated and Managed Staff
- ♦ Provided Training for Staff on: Facilitating Leadership/Team building activities and Games, Group Management, Discipline
- ♦ Strengthened Activity Schedule for Summer Program by implementing Team Building and Leadership Activities
- ♦ Planned and Supervised Field Trips consisting of 150 children ages 5-15 years
- ♦ Facilitated Special Events Including: Weekly Fieldtrips, Holiday Events, and Themed Days
- ♦ Coached Preschool - Second Grade Soccer and Basketball
- ♦ Taught a Preschool Play day
- ♦ Swim Instructor Levels 1-5
- ♦ Curriculum Development; Team-Building and Youth Leadership; Developed a structured CIT Program

Child Development and Family Studies Intern 1/09 - 6/09

PlusTime NH, Concord NH

- ♦ Actively Participated in Afterschool Credential Task Force
- ♦ Researched Higher education courses available throughout the state for professional credential
- ♦ Collected, analyzed and compiled data to be used for credential
- ♦ Assisted in creating and facilitating Afterschool Basics Module One: Youth Development in Afterschool Environments

A*VISTA PlusTime NH

- ♦ Trained professionals in: Digital storytelling, youth development and setting a positive environment
- ♦ Created a Leadership development and civic engagement curriculum for high school youth
- ♦ Collected and compiled data
- ♦ Participated in Afterschool Credential Task Force for the creation of the Afterschool Professional Credential
- ♦ Created a Organizational Communications Plan

Summary

A seeker of meaningful and multi-dimensional work targeted toward the improvement of community and the empowerment and education of youth.

Jeremy Walker

Objective

A position with in an educational setting that uses my skills and abilities to enhance the school district's mission and goals.

Experience

8/12/13-Present F.A.M.E.E. Program Farmington, NH

Afterschool Program Facilitator

- Develop nine week curriculums involving emphasis on student's engagement in meaningful afterschool activities.
- Supervise and train new staff.
- Ensure a safe, fun and educational setting for students seeking afterschool activities.

1/03/13-Present S.A.Z Program Seabrook, NH

Afterschool Program Instructor

- Engage students in meaningful and productive afterschool activities.
- Emphasis on physical and mental activities promoted through juggling

9/2010-8/2012 AmeriCorps Farmington, NH

Afterschool Program Volunteer

- Trained in volunteer participation and management.
- Established new afterschool programs which engaged and promoted student wellness
- Received substantial educational award for completion of AmeriCorps two year program,

8/2005-1/2007 Santa Fe College Gainesville, Fl

Grounds Keeper

- Responsible for overall esthetics of the entire college grounds; covering gardens, entry ways, lawns and student buildings.
- Duties included but not limited to: weeding, edging, blowing, mulching and gardening.

Education

2009 University of West Florida Pensacola, Florida

BA-Social Science

- President and Founder- Student Activities Club

2005

AS-Zoo Animal Technology Santa Fe Community College Gainesville, Florida

Health and Safety Council of Stafford County
Balance Sheet
 As of March 31, 2013

	Mar 31, 13
ASSETS	
Current Assets	
Checking/Savings	55,610.62
10000 · People's United Bank	55,610.62
Total Checking/Savings	55,610.62
Accounts Receivable	26,052.46
11000 · Grants Receivable	26,052.46
Total Accounts Receivable	26,052.46
Other Current Assets	6,998.12
12000 · Undeposited Funds	6,998.12
Total Other Current Assets	6,998.12
Total Current Assets	88,661.20
Other Assets	1,473.74
13000 · Prepaid Expenses	1,473.74
18700 · Security Deposits Asset	985.33
Total Other Assets	2,459.07
TOTAL ASSETS	91,120.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	36,545.53
20000 · Accounts Payable	36,545.53
Total Accounts Payable	36,545.53
Credit Cards	
10500 · Business Card Services	
10501 · BCS_Katie Kemen	-1,326.51
10502 · BCS_Dean Poland_5502	250.19
10503 · BCS_J Seyer O'Connell	77.81
Total 10500 · Business Card Services	-998.51
Total Credit Cards	-998.51

9:31 AM

05/14/13

Accrual Basis

Health and Safety Council of Stafford County Profit & Loss

July 2012 through March 2013

Jul '12 - Mar '13

Ordinary Income/Expense	
Income	
43400 · Direct Public Support	2,970.00
43450 · Individ, Business Contributions	
Total 43400 · Direct Public Support	2,970.00
44500 · Government Grants	
44520 · Federal Grants	294,228.28
44530 · Local Government Grants	43,145.41
Total 44500 · Government Grants	337,373.69
46400 · Other Types of Income	
46430 · Miscellaneous Revenue	25.00
46450 · Directed Support	2,500.00
Total 46400 · Other Types of Income	2,525.00
47200 · Program Income	
47240 · Program Service Fees	16,436.00
Total 47200 · Program Income	16,436.00
49000 · Special Events Income	
49010 · Special Events Contributions	1,003.00
Total 49000 · Special Events Income	1,003.00
Total Income	360,307.69
Expense	
50000 · Salaries and Wages	
50100 · Salary - Executive Director	0.00
50200 · Salaries - Coordinator	87,016.90
50300 · Wages -	140,598.58
50000 · Salaries and Wages - Other	0.00
Total 50000 · Salaries and Wages	227,615.48
56000 · Taxes & Benefits - Co-ordinator	
56300 · Health Insurance	14,000.00
56400 · Dental Insurance	1,269.60
Total 56000 · Taxes & Benefits - Co-ordinator	15,269.60

Health and Safety Council of Stafford County
Profit & Loss
 July 2012 through March 2013

9:31 AM
 05/14/13
 Accrual Basis

	Jul '12 - Mar '13
59000 · Payroll Taxes and Benefits	
59100 · Social Security Tax	13,840.17
59150 · Medicare Employer Contribution	3,237.16
59200 · Federal Unemployment Tax	508.29
59250 · State Unemployment Tax	2,526.37
59700 · Workmen's Compensation Ins	1,605.54
59000 · Payroll Taxes and Benefits - Other	0.00
Total 59000 · Payroll Taxes and Benefits	21,717.53
60900 · Business Expenses	
60920 · Business Registration Fees	150.00
Total 60900 · Business Expenses	150.00
62100 · Contract Services	
62110 · Accounting Fees	4,940.82
62120 · Audit Fees	0.00
62140 · Legal Fees	2,826.75
62150 · Outside Contract Services	16,140.36
62100 · Contract Services - Other	2,546.00
Total 62100 · Contract Services	26,453.93
62800 · Facilities and Equipment	
62840 · Equip Rental and Maintenance	3,125.77
62890 · Rent, Parking, Utilities	3,135.00
62800 · Facilities and Equipment - Other	140.97
Total 62800 · Facilities and Equipment	6,401.74
65000 · Operations	
65010 · Books, Subscriptions, Reference	485.40
65020 · Postage, Mailing Service	288.97
65030 · Printing and Copying	2,768.77
65040 · Supplies	
65041 · Academic Enrichment	2,164.14
65042 · Program Snacks	4,947.81
65043 · Office Supplies	1,819.17
65045 · Program Materials	2,466.96
65047 · Outreach Supplies	6,051.73
Total 65040 · Supplies	17,449.81
65050 · Telephone, Telecommunications	
65051 · Telephone	2,742.49
65052 · Telecommunications Web based	232.78
65050 · Telephone, Telecommunications - Other	50.00
Total 65050 · Telephone, Telecommunications	3,025.27
65055 · Software	927.00

**Health and Safety Council of Stafford County
 Profit & Loss
 July 2012 through March 2013**

	Jul '12 - Mar 13
65060 · Field Trips	
65061 · Transportation	7,356.17
65060 · Field Trips - Other	3,616.05
Total 65060 · Field Trips	<u>10,972.22</u>
65000 · Operations - Other	302.50
Total 65000 · Operations	<u>36,219.94</u>
65100 · Other Types of Expenses	
65115 · Marketing Expense	724.40
65120 · Insurance - Liability, D and O	
65121 · Insurance - Liability	4,558.50
65122 · Insurance - D & O	1,625.22
Total 65120 · Insurance - Liability, D and O	<u>6,183.72</u>
65130 · Interest Expense - General	12.67
65140 · Banking Fees	159.99
65150 · Memberships and Dues	233.00
65170 · Staff Development	3,049.00
65500 · Other Costs	348.55
Total 65100 · Other Types of Expenses	<u>10,711.33</u>
65180 · Meeting Expense	358.25
65200 · Background Checks	25.00
66000 · Payroll Expenses	457.65
66900 · Reconciliation Discrepancies	-0.01
68300 · Travel and Meetings	
68320 · Travel	
68323 · CADCA Conference	597.70
68326 · Lodging & Meals	2,628.91
68327 · Transportation	594.05
68320 · Travel - Other	288.80
Total 68320 · Travel	<u>4,109.46</u>
68330 · Mileage	1,099.84
Total 68300 · Travel and Meetings	<u>5,209.30</u>
68400 · Miscellaneous Expense	1,712.13
Total Expense	<u>352,301.87</u>
Net Ordinary Income	8,005.82
Net Income	<u><u>8,005.82</u></u>

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 HUB International New England 136 Turnpike Road, Suite 105 Southborough, MA 01772 508 303-9470	CONTACT NAME: Jessica Kelley
	PHONE (A/C, No, Ext): 508-303-9470 FAX (A/C, No): 508-303-9476 E-MAIL ADDRESS: jessica.kelley@hubinternational.com
INSURED Health & Safety Council 1 Washinton Street, Suite 457 Dover, NH 03820	INSURER(S) AFFORDING COVERAGE INSURER A : Great American Ins Co
	INSURER B : Technology Insurance Co
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		PAC1898688	07/31/2012	07/31/2013	EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					MED EXP (Any one person) \$5,000
	AUTOMOBILE LIABILITY					PERSONAL & ADV INJURY \$1,000,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				GENERAL AGGREGATE \$2,000,000
						PRODUCTS - COMP/OP AGG \$2,000,000
A	UMBRELLA LIAB		UMB1898689	07/31/2012	07/31/2013	COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000					BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		TWC3320757	07/31/2012	07/31/2013	PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N N/A				
						WC STATU-TORY LIMITS OTH-ER \$
						E.L. EACH ACCIDENT \$500,000
						E.L. DISEASE - EA EMPLOYEE \$500,000
						E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
FAMEE Program (Farmington and Middleton Extending Education)

CERTIFICATE HOLDER Department of Education Attn: Suzanne Birdsall 101 Pleasant Street Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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School Administrative Units

