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Frank Edelblut  
Commissioner

Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, NH 03301  
TEL. (603) 271-3495  
FAX (603) 271-1953

August 15, 2018

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

REQUESTED ACTION

Authorize the Department of Education to enter into a contract with Inclusive Technology Solutions, LLC, Brick, New Jersey (vendor code 265222) in an amount not to exceed \$190,000.00 to provide technical assistance and professional development relative to Assistive Technology needs for students with significant disabilities, effective upon Governor & Council approval through June 30, 2020 with an option to renew for two additional fiscal years. 100% Federal Funds.

Funds to support this request are available in the account titled Special Education-Elem/Sec. in FY2019 and are anticipated to be available in FY2020, upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified:

	<u>FY'19</u>	<u>FY'20</u>
06-56-56-562010-25040000-102-500371	\$95,000.00	\$95,000.00
Contracts for Program Services		

EXPLANATION

Inclusive Technology Solutions, LLC will provide services to the New Hampshire Department of Education, Bureau of Special Education to further the work of the initial pilot years with the New Hampshire Assistive Technology Project providing ongoing support, coaching and mentoring to districts and private providers through technical assistance (TA) and professional development (PD).

This TA and PD is designed to increase the implementation of effective practices to address our New Hampshire students assistive technology needs in education, by scaling up the New Hampshire Assistive Technology in Education Initiative, a statewide model that builds the capacity to disseminate and implement the New Hampshire Quality Indicators for Assistive Technology.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

August 15, 2018

Page Two

A Request for Proposals (RFP) was advertised in the Manchester Union Leader for the period April 4<sup>th</sup>, April 5<sup>th</sup> and April 6<sup>th</sup>, 2018 and posted on the Department of Education's website. There were two (2) proposals submitted to the Request for Proposals "New Hampshire Assistive Technology in Education: Implementation for Students with Significant Disabilities."

A review committee consisting of Amy Jenks, Program Specialist IV, Bureau of Special Education, Joanne DeBello, Education Consultant, Bureau of Special Education, and Jennifer Pomykato, Special Education Support Center Director, New Hampshire School Administrators Association reviewed the proposals received by the deadline. Inclusive Technology Solutions, LLC, proposal met the criteria of the Request for Proposals (Attachment A).

The Department of Education would like to contract with Inclusive Technology Solutions, LLC. Mike Marotta, ATP-AT Specialist and President of Inclusive Technology Solutions, LLC is a RESNA Certified Assistive Technology Professional with 30 years of providing direct services to individuals with all disabilities. Inclusive Technology Solutions, LLC works collaboratively with teams in all environments to effectively match individuals needs to technology supports, providing Assistive Technology devices and services to student with significant disabilities, including augmentative communication devices, powered mobility support, switch access supports, alternative access tools and works to ensure effective and successful assistive technology consideration, evaluation and implementation is provided to all students.

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

Respectfully submitted,



Frank Edelbut  
Commissioner of Education

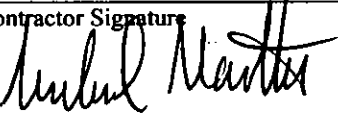

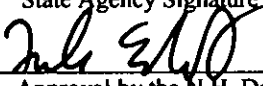
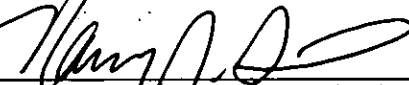
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS**

**I. IDENTIFICATION.**

1.1 State Agency Name Department of Education, Bureau of Special Education		1.2 State Agency Address 101 Pleasant Street Concord, New Hampshire 03301	
1.3 Contractor Name Inclusive Technology Solutions, LLC		1.4 Contractor Address 213 Nottingham Drive Brick, New Jersey 08724	
1.5 Contractor Phone Number 732-581-0697	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2020	1.8 Price Limitation \$190,000.00
1.9 Contracting Officer for State Agency Santina Thibedeau Administrator, Bureau of Special Education		1.10 State Agency Telephone Number 603-271-3791	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Michael Marotta, President ITS-LLC	
1.13 Acknowledgement: State of NJ, County of Ocean On 7/23/18, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] 		<div style="border: 2px solid black; padding: 5px; width: fit-content; margin: auto;">                     TIFFANY RELLA                      Notary Public, State of New Jersey                      My Commission Expires                      April 30, 2023                 </div>	
1.13.2 Name and Title of Notary or Justice of the Peace Tiffany Rella, Executive Assistant (Notary Public)			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Frank Edelblut, Commissioner	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: 8/31/2018			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

TERESA BELLA  
Notary Public, State of New Jersey  
My Commission Expires  
April 03, 2022

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

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

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

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

**4. CONDITIONAL NATURE OF AGREEMENT.**

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

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

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.  
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

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

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

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

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

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

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

**7. PERSONNEL.**

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

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

Contractor Initials MM  
Date 7/23/18

Agreement. This provision shall survive termination of this Agreement.

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

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

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### 14. INSURANCE.

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

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

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

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

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

**15. WORKERS' COMPENSATION.**

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

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

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

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

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

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

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

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

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

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

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

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

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

## Exhibit A

### SCOPE OF SERVICES

Inclusive Technology Solutions, LLC will provide the following services to the New Hampshire Department of Education, Bureau of Special Education:

#### New Hampshire Assistive Technology in Education: Implementation for Students with Significant Disabilities

Create a state-wide model using training, coaching, and/or mentoring methodologies to build and sustain evidence based practices with Assistive Technology supports, services, and provisions within the Universal Design Framework for students with disabilities, including those with significant challenges.

- Through support, technical assistance, professional development, and coaching and mentoring, assist participating districts, private providers and parents to develop their own capacity to sustain a model for implementing research-based practices in their work with assistive technology supports, services for students with disabilities, including those with significant disabilities.
- Develop a statewide model that builds the capacity to disseminate and implement assistive supports, services and training that involves the following actions:
  - Design and coordinate technical assistance and professional development opportunities that incorporate researched-based practices and resources in conjunction with participating districts and private providers to be able to train other interested districts, private providers and parents around the State in implementing researched-based practices in the field of assistive technology supports, services to students with disabilities including those with significant challenges.
  - Provide a timeline for each year of the project that includes when goals and objectives will be accomplished, and all activities will begin and end.
  - Conduct an annual evaluation of the statewide coaching and mentoring, technical assistance and professional development opportunities and make necessary improvements to the project for each year of implementation.
  - Coordinate the distribution of resources and information to schools, families, students and other stakeholders regarding assistive technology processes, supports, and services. The resources and information must support the "Quality Indicators for Assistive Technology, Comprehensive Guide to Assistive Technology Services."

The Quality Indicator Areas include:

- Consideration of Assistive Technology Needs;
- Assessment of Assistive Technology Needs;
- Including Assistive Technology in the IEP;
- Assistive Technology Implementation;
- Assistive Technology Transition;
- Professional Development and Training in Assistive Technology; and
- Administrative Support of Assistive Technology Services.

Contractor Initials: MM  
Date: 7/23/18



Exhibit A

SCOPE OF SERVICES (Cont'd)

- Produce four video-shorts (approximately 4 minutes in length) that can be use publicly to highlight the application of assistive technologies.
- Assist in coordinated training strategies for personnel preparation, professional development and system development of certified personnel regarding assistive technology services in education, including students with significant challenges.
- Attend other assigned meetings that support the Bureau of Special Education projects, as appropriate.
- Provide evaluation at each level of technical assistance and professional development to assess the impact on local systems and changes in practice resulting in improved outcomes and compliance as well as building sustainability and capacity. Evaluation reports, to include a mid-year and annual report will be submitted to the Department.

Contractor Initials: MM  
Date: 7/23/18

Exhibit B

Budget

Budget

Description	FY'19	FY'20
NH Assistive Technology in Education: Implementation for Students with Significant Disabilities Project Management	\$36,000.00	\$36,000.00
Trainings: Face-to-Face Trainings	\$27,000.00	\$27,000.00
Trainings: Synchronous Online Webinars (recorded):		
• 8 QIAT Indicator Webinars	\$4,000.00	\$4,000.00
• 5 AT Expert Webinars – AT Topics	\$2,500.00	\$2,500.00
• 12 AT Tool Time Webinars & AT Tool Time Talk Coaching Sessions	\$6,000.00	\$6,000.00
• 50 Coaching Webinars	\$12,500.00	\$12,500.00
AT Conference: 1 day NHATE-SSD Edcamp	\$2,200.00	\$2,200.00
QIAT Book (1 x 10 teams @ \$49.99 per book)	\$500.00	\$500.00
Assistive Technology Toolkit (1 x 10 teams @ \$250.00 per toolkit)	\$2,500.00	\$2,500.00
Indirect Costs	\$1,800.00	\$1,800.00
Total	\$95,000.00	\$95,000.00

Limitations on Price: This contract will not exceed \$190,000.00

Source of Funding: Funding for this contract is 100% Federal Funds from the account titled Special Education-Elem/Sec. as follows:

Account: 06-56-56-562010-25040000-102-500731	<u>FY'19</u>	<u>FY'20</u>
Contracts for Program Services	\$95,000.00	\$95,000.00

Method of Payment:

Payment will be made upon the submittal of an invoice that is received by the 10<sup>th</sup> of the following month which is supported by a summary of activities that have taken place in accordance with the terms of the contract.

Invoices will be submitted to:

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

Contractor Initials: MM  
 Date: 7/23/18

Exhibit C

Based on the performance and identified ongoing need, the Department of Education, Bureau of Special Education reserves the right to renew the contract for an additional two (2) years.

Contractor Initials: MM  
Date: 7/23/18

**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 INCLUSIVE TECHNOLOGY SOLUTIONS, LLC is a New Jersey Limited Liability Company registered to transact business in New Hampshire on March 19, 2015. 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: 722843

Certificate Number: 0004077177



IN TESTIMONY WHEREOF,

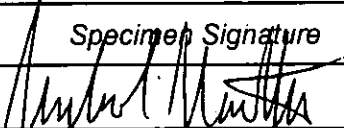
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 7th day of April A.D. 2018.

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

William M. Gardner  
Secretary of State

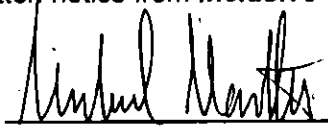
**Certificate of Authority for  
Inclusive Technology Solutions, LLC**

Resolved, that the following individuals are hereby authorized to act on behalf of **Inclusive Technology Solutions, LLC** and to issue instructions to **State of New Hampshire Department of Education** subject to the limitations on the authority of such individuals to act alone or to act with respect to specific matters indicated below ; and

Name	Specimen Signature	Limitations on Authority
Michael Marotta		No limits

Resolved, that **State of New Hampshire Department of Education** be and hereby is authorized to rely on the actual or purported signatures of any of the individual authorized by these resolutions to act on behalf of the **Inclusive Technology Solutions, LLC** subject to the limitations on their authority specified above and, unless these individuals have their authority limited as provided above, they may issue instructions to and sign agreements with **State of New Hampshire Department of Education** with respect to the Account; and Resolved, that the foregoing authorization will remain in effect until the **State of New Hampshire Department of Education** account officer responsible for the Account has actually received and had a reasonable time to act on written notice from **Inclusive Technology Solutions, LLC** revoking such authority.

7/23/18  
Date

  
Signature

Michael Marotta, President  
(Print Name and Title)

State of NS, County of Ocean

On this day, personally appeared before me to me known to be the person(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his/her voluntary act and deed, for the uses and purposes therefore mentioned.

Witness my hand and official seal hereto affixed this 23rd day of July, 2018.

Notary Public in the State of \_\_\_\_\_

My commission expires \_\_\_\_\_

Tiffany Rella





26255 American Drive  
Southfield, MI 48034-6112  
(800) 482-2726

## CERTIFICATE OF INSURANCE

**Named Insured:** Inclusive Technology Solutions  
LLC Marotta, Michael E

**Address:**



**City, State Zip:**

This Certificate is provided only for information purposes and confers no rights upon the certificate holder. It does not amend, extend, reduce or otherwise alter the coverage afforded by the policy shown below, nor does it constitute a contract between this insurance company, or its authorized representative or producer, and the certificate holder.

**IMPORTANT:** If the Certificate holder is an additional insured, the policy must be endorsed.

<b>Producer:</b> Name: Richard F. Jones, Jr. Agent/Broker Address: 3130 Broadway City, State Zip: Kansas City, MO 64141-9131	<b>Policy No.:</b> [REDACTED] Policy Effective Date: 11/25/17 Policy Expiration Date: 11/25/18 Tab No.: 057216
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**Coverages:** This certifies that the policy of insurance shown below was issued to the Named Insured above for the policy period stated herein, commencing with the policy effective date and concluding with the policy expiration. The insurance afforded by the policy is subject to all the terms, exclusions and conditions of such policy in spite of any requirement, term or condition of any other contract or document with respect to which this Certificate may pertain. The Limit of Liability shown below may have been reduced by paid Claims.

<b>Private Educators Professional Liability (Claims Made)</b>  <b>Limit of Liability:</b> \$ <u>1,000,000</u> Per Claim Limit of Liability \$ <u>3,000,000</u> Aggregate Limit for all Claims <b>Deductible:</b> \$ <u>1,000</u> Limit Increase Effective: 08/02/18	<b>Off Premises Liability</b>  <b>Limit of Liability:</b> \$ _____ Per Claim Limit of Liability \$ _____ Aggregate Limit for all Claims <b>Deductible:</b> \$ _____
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<b>Certificate Holder:</b> New Hampshire Department of Education 100 Pleasant St Concord, NH 03301	<b>Cancellation:</b> In the event the above described policy is cancelled before the expiration date shown above, notice of cancellation will be delivered in accordance with the policy provisions.
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**Date Issued:** 8/7/18

Authorized Representative

**Workers' Compensation Insurance for  
Inclusive Technology Solutions, LLC**

Let it be known that **Inclusive Technology Solutions, LLC**, as a sole proprietor LLC, is not required to provide Workers' Compensation insurance. Inclusive Technology Solutions, LLC does not employ any employees and any work associated with this **State of New Hampshire Department of Education** project will be completed by consultants.

8/9/18



Michael Marotta  
President; ITS, LLC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Print Name and Title)

State of NJ, County of Ocean

On this day, personally appeared before me to me known to be the person(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his/her voluntary act and deed, for the uses and purposes therefore mentioned.

Witness my hand and official seal hereto affixed this 9th day of August, 2018

Notary Public in the State of New Jersey



My commission expires Lisa Heumiller  
Notary Public of New Jersey  
My Commission Expires Dec. 22, 2019

**Inclusive Technology Solutions, LLC**  
**213 Nottingham Drive**  
**Brick, NJ 08724**

Mission Statement

To promote inclusive, accessible learning for all through collaborative, multi modal professional learning experiences for educators and direct services to individuals with disabilities.

Brief Overview of Inclusive Technology Solutions, LLC

Inclusive Technology Solutions, LLC is a sole proprietor limited liability company that has been providing Assistive Technology and Universal Design for Learning professional development activities and direct services to consumers with disabilities since 2014. The President of ITS, LLC is Michael Marotta, a RESNA Certified Assistive Technology Professional who has been providing services to individuals with disabilities and educators since 1989.

Inclusive Technology Solutions, LLC has worked collaboratively with local educational agencies, state educational agencies and non-profit disability organizations to effectively provide programs and educational experiences the support an inclusive, accessible environment for all people.

List of Board of Director / Trustees

Inclusive Technology Solutions, LLC is a sole proprietor limited liability company with no board of directors and/or trustees.



# Inclusive Technology Solutions, LLC

## Income Statement

For 2018 Year to Date [Jan 1, 2018 to July 23, 2018]

Sales revenue	-
(Less sales returns and allowances)	
Service revenue	74,718
Interest revenue	
Other revenue	
<b>Total Revenues</b>	<b>74,718</b>
Advertising	114
Bad debt	
Commissions	
Cost of goods sold	
Depreciation	
Employee benefits	
Furniture and equipment	
Insurance	248
Interest expense	
Maintenance and repairs	
Office supplies	1,274
Payroll taxes	
Rent	
Research and development	
Salaries and wages	
Software	
Travel	6,421
Utilities	
Web hosting and domains	54
Other	288
<b>Total Expenses</b>	<b>8,399</b>
Net Income Before Taxes	66,319
Income tax expense	10,611
<b>Income from Continuing Operations</b>	<b>55,708</b>
Income from discontinued operations	
Effect of accounting changes	
Extraordinary items	
<b>Net Income</b>	<b>55,708</b>

## **Project Managers**

**Mike Marotta, ATP - AT Specialist; President, Inclusive Technology Solutions, LLC (@mmatp)** is a RESNA Certified Assistive Technology Professional who has been providing direct services to individuals with all disabilities for almost 30 years. He was awarded the 2017 International Society for Technology in Education (ISTE) Inclusive Learning Network Outstanding Educator award. He runs his own technology consulting firm, Inclusive Technology Solutions, LLC. As an evaluator, Mike works collaboratively with teams in all environments (school, workplace, and community) to effectively match the individual's needs to technology supports. Mike has extensive experience providing Assistive Technology devices and services to students with significant disabilities, including augmentative communication devices, powered mobility support, switch access supports, alternative access tools, and fabrication of custom Assistive Technology solutions to meet the unique significant needs of each individual. Mike provides ongoing Assistive Technology consultation support at several school districts and works to ensure effective, and successful, assistive technology consideration, evaluation and implementation is provided to all students.

In addition, Mike works collaboratively to build district capacity within the area of Assistive Technology service delivery. Mike is currently collaborating with Alt+Shift in Michigan to build a statewide system of effective team based Assistive Technology service delivery for students of all abilities. This 40 hour hybrid course, entitled AT Journey Symposium: From Consideration to Capacity Building to Implementation, aims to provide district level education teams with research based strategies to design and implement effective service delivery systems to meet the needs of all students with disabilities, including students with significant disabilities. This course consists of live training, content area webinars and online coaching opportunities.

In several districts, Mike serves as the district contact person for Accessible Educational Materials acquisition and has extensive experience with Bookshare, Learning Ally and NIMAC. He is a strand advisor for the ATIA conference, founder of EdCampAccess NJ and EdcampAccess International, and co-moderator of #atchat (a weekly synchronous conversation on Twitter). Additional information can be located at [www.mmato.com](http://www.mmato.com)

**Jennifer Edge-Savage, MS, EdS, OTR/L (@JenniferSavage)** is the President of SavEDgeTECH, an AT Specialist and Associate Professor of Clinical Practice at Simmons College, Boston. She has been working in the field of AT for nearly 20 years, co-founding the SSEC Center for Assistive Technology in Hingham MA, exploring the corporate side of AT as the Director of Implementation Services for Kurzweil Educational Systems and IntelliTools, and providing Assistive Technology consulting services through her active private practice in MA, SavEDgeTech Consulting since 2003. She has experience in both local and state-wide technology integration initiatives. She is the former Director of the Graduate Program in Assistive Technology at Simmons College and is the current President of the International Society for Technology in Education's (ISTE) Inclusive Learning Network.

## **Learning Experience Facilitators**

**Christopher R. Bugaj, MA CCC-SLP (@attipscast)** is a founding member the Assistive Technology Team for Loudoun County Public Schools. Chris hosts *The A.T. TIPSCAST*

(<http://attipscast.com>); a multi-award winning podcast featuring strategies to design educational experiences. Chris is the author of *The New Assistive Tech: Make Learning Awesome of All!* and co-author of *The Practical (and Fun) Guide to Assistive Technology in Public Schools* published by the International Society on Technology in Education (ISTE) and has designed online courses for ISTE on Assistive Technology and Universal Design for Learning. He is the author of *ATEval2Go* (<http://bit.ly/ateval2go>), an app for iPad that helps professionals perform technology assessments for students. Chris co-authored two chapters for a book by Brookes Publishing titled *Technology Tools for Students with Autism*. Chris has presented over 250 sessions at local, regional, state, national and international events, including TEDx, each listed at <http://bit.ly/bugajpresentations>.

**Karen Janowski, MS Ed, OTLi (@KarenJan)** maintains a private practice as an Assistive & Educational Technology Consultant, specializing in practical technology solutions for struggling learners using ubiquitous technologies. She is an Adjunct Professor at Simmons College in Boston, MA and presents regionally, nationally and virtually on a variety of topics including Professional Development, Tools for Executive Functions, Strategies for Accommodating Students with Writing and/or Reading Challenges, Universal Design for Learning, and iPads in the Classroom. She developed the UDL Tech Toolkit wiki, a resource used by educators throughout the world, which has been cited in numerous publications. She is a founding member of EdCampBoston and EdCampAccess and co-moderates #ATchat on Twitter. Karen is a member of the MassMatch AT Act Advisory Council.

**Sally Norton-Darr, MS, CCC-SLP (@snortondarr)**, is currently an independent consultant for educational and Assistive Technology solutions who served for many years as an Assistive Technology trainer for Loudoun County Public Schools in Virginia and is also a nationally certified speech-language pathologist. Sally has worked in a variety of venues across the USA and abroad. She has presented internationally, regionally, and virtually to diverse audiences on a wide range of everyday to high-tech strategies, interventions, and solutions. Sally is a lifelong learner committed to the full spectrum of educational and Assistive Technology to provide practical solutions readily accessible to all learners. She is the co-author of several articles and the ISTE publication: *The Practical (and Fun) Guide to Assistive Technology in Public Schools*.

**Beth Poss (@possbeth)** is currently an administrator for Montgomery County Public Schools (MCPS) in Maryland, supervising and supporting educators who work with students with disabilities. As a former member of the MCPS curriculum writing team, she helped design and implement a curriculum aligned with the Common Core State Standards and the principles of Universal Design for Learning. As a certified Speech Language Pathologist, she served as a member of the MCPS Assistive Technology team for 10 years. She is an adjunct faculty member for Johns Hopkins University, and presents nationally on best practices in Professional Development, Early Childhood Special Education, Learning and other Educational Disabilities, Assistive Technology, Instructional Technology and Universal Design for Learning. Areas of special interest include Inclusive Learning Environments, Using iPads in Early Childhood, Use of Google Apps for Education, Implementing the Common Core State Standards, and Resources to Support Universal Design for Learning in the 21st Century.

**Judith Schoonover, MEd, OTR/L, ATP, FAOTA (@JudithSchoonov1)** is an occupational therapist and former elementary school teacher. She is a founding member of the Loudoun RFP #SPED-2018-5 New Hampshire Assistive Technology in Education: Implementation for Students with Significant Disabilities

County Public Schools Assistive Technology Team, and has worked in schools for over 40 years. She has authored articles and chapters, and presented on the topics of school-based occupational therapy, transition, literacy, Universal Design for Learning, and Assistive Technology nationally. She has served on the board of the Virginia Occupational Therapy Association, and as the communication liaison for the American Occupational Therapy Association's (AOTA) Early Intervention and School Special Interest Section. She has participated on National Association of Directors of Special Education (NASDE) work groups pertaining to response to intervention (RtI), transition, and virtual schools. Judith represents AOTA on the National Joint Committee (NJC) for the Communication Needs of Persons with Severe Disabilities.

## **Resumes**

*Michael Marotta, ATP*

### Curriculum Vitae

#### **Educational Experience and Professional Credentials**

**Certificate in Assistive Technology Applications (ATACP)**, California State University, Northridge (CSUN) - College of Extended Learning, October 2003

**Assistive Technology Professional (ATP) Credential**, RESNA (The Rehabilitation Engineering and Assistive Technology Society of North America), September 1998

**Associate in Applied Science, Electronics Engineering Technology**, Ocean County College, Toms River, NJ, May 1989

**Surviving Disruptive Technologies**, University of Maryland, Robert H Smith School of Business (via Coursera), May 2013

**Virtual Teacher Program**, University of California-Irvine (via Coursera), Summer 2017 completion

#### **Employment Experience**

##### ***Career Highlights***

- Over 28 years providing direct Assistive Technology evaluation and training service to consumers with a wide range of disabilities and needs; in all environments (home, work and school).
- Owner of Inclusive Technology Solutions, LLC, a consulting company which provides assistive technology professional development and technical assistance.
- Provide leadership to Assistive Technology field through work as Strand Advisor for Workplace and Vocational Rehabilitation strand for Assistive Technology Industry Association (ATIA) national conference.
- As an advocate for sharing and learning in the social media arena, promote effective use of AT as co-moderator of #ATchat on Twitter.

- Founder of edcampAccess NJ and edcampAccess International, participant driven, free professional development conferences designed to raise the professional discourse with regards to delivering AT devices and services to individuals with disabilities.
- Collaboration with Assistive Technology manufacturers to facilitate technology transfer to consumers with disabilities through consulting with Don Johnston, Inc., Learning Ally, Text Help and AbleNet, Inc.
- Seven years of leadership and management within Advancing Opportunities, Assistive Technology Services Department. Responsible for writing grants and contracts, including working closely with NJ Department of Labor, Division of Vocational Rehabilitation to create a systematic program to promote Assistive Technology consideration for counselors and consumers.
- Over 20 years leadership experience providing quality, universally designed, multi-modal training opportunities in all areas of Assistive Technology.
- Extensive knowledge of Individuals with Disabilities Education Act (IDEA); Every Student Succeeds Act (ESSA); National Education Technology Plan (2017); International Society of Technology in Education (ISTE) Student Standards of 2016 and Teacher Standards of 2016; Web Content Accessibility Guidelines 2, Level AA (WCAG2.0AA); and, Americans with Disabilities Act (ADA)
- Recognized as an Assistive Technology content expert by national Assistive Technology organizations (ATIA, ISTE and AbleNet) by providing on-line learning experiences.
- Integral part of the team that developed, designed and delivered the Assistive Technology Applications Certificate Program (ATACP) - the largest hybrid (on-line and live) certificate program in Assistive Technology. To date, the program has trained over 3,000 service providers both nationally and internationally.

Assistive Technology Director, The Richard West Assistive Technology Advocacy Center

Disability Rights New Jersey (July 2017 - Present)

- Oversee program activities for New Jersey's Tech Act Project
- Manage program subcontractors in order to deliver core services to New Jersey residents with disabilities: AT Device Demonstrations, AT Device Loans, AT Device Reutilization
- Manage financial duties in order to comply with all state and federal regulations.

Independent Technology Consultant, Owner

Inclusive Technology Solutions, LLC (October 2014 - Present)

- Work, individually and as part of a team, to provide an array of AT solutions to individuals with disabilities and their families; public school districts; and centers serving people with disabilities.
- Conduct Assistive Technology assessments and recommend appropriate Assistive Technology solutions for people with disabilities.
- Design, develop, and deliver Assistive Technology presentations and workshops for educational, vocational, and consumer groups.
- Manage customer contacts and facilitate assistive technology implementation to empower individuals with disabilities, and the professionals that support them.

Adjunct Professor, EDSP 640 (Assistive Technology)

Ramapo College of New Jersey (January 2016 – Present)

- Graduate Program – Teacher Education
- Design, develop and deliver course materials, in accordance with university rules and regulations.
- Provide students with an interactive on-line, application driven overview of Universal Design for Learning and assistive technology trends that will impact all individuals with disabilities.

**Adjunct Professor, ATHS 694 (Current and Emerging Topics in Assistive Technology)**

California State University, Northridge *(September 2012 – Present)*

- Masters in Assistive Technology Program
- Design, develop and deliver course materials, in accordance with university rules and regulations.
- Provide students with an interactive on-line, application driven overview of assistive technology trends that will impact all individuals with disabilities.

**Private Consultant - Trainer**

Don Johnston Incorporated *(November 2009 – Present)*

Learning Ally *(November 2013 – Present)*

AbleNet, Inc. *(February 2014 – Present)*

TextHelp Inc. *(September 2014 – Present)*

- Design, develop and deliver course materials to customers that highlight company products.
- Act as liaison between company and customer by providing specialized training on uses of software tools and strategies for technology integration for people with disabilities.

**Adjunct Professor, SPED410 (Universal Design for Learning and Assistive Technology)**

Felician College *(September 2008 – Present)*

- Undergraduate Program – Teacher Education
- Design, develop and deliver course materials, in accordance with university rules and regulations.
- Provide students with an interactive, application driven overview of Universal Design for Learning and assistive technology tools beneficial to all learners within the K – 12 educational environment.

**Assistant Director for Fee-for-Service, Outreach and Training**

Advancing Opportunities, Inc. [formerly CP of New Jersey *(June 2006 – October 2014)*]

- Design, develop and deliver training programs to meet the needs of consumers and professionals.
- Develop new partnerships, and cultivate existing partnerships, to provide Assistive Technology assessments and training for individuals with disabilities.
- Participate in a variety of committees and workgroups to realize the vision of the agency.
- Write contracts, grants and proposals to develop funding opportunities for growth.
- Oversee the training needs of department staff to ensure appropriate training to meet the diverse needs of our consumers.

**Rehabilitation Technologist**

Cerebral Palsy of New Jersey *(March 2003 – June 2006)*

- Worked, individually and as part of a team, to provide an array of AT solutions to individuals with disabilities and their families; public school districts; and centers serving people with disabilities.
- Conducted Assistive Technology assessments and recommend appropriate Assistive Technology solutions for people with disabilities.
- Designed, developed, and delivered Assistive Technology presentations and workshops for educational, vocational, and consumer groups.

#### Trainer

Center on Disabilities, California State University, Northridge. *(July 1998 – March 2003)*

- Design, develop and conduct Assistive Technology Applications Certificate Program (ATACP) 100-hour certificate courses throughout the country and abroad.
- Supervise and coordinate ATACP trainers and consultants.
- Coordinate accessibility of all aspects of ATACP trainings (course materials, on line curriculum, training sites) for participants with disabilities.
- Develop Assistive Technology training curriculum using a variety of methodologies and delivery media, including live presentation, group process facilitation and computer based on-line training.
- Develop training curriculum (both live presentation and computer based on-line training) for multi-day specialized Assistive Technology training programs.

#### Rehabilitation Technology Manager

Cerebral Palsy of Monmouth and Ocean Counties, Inc. *(February 1995 – July 1998)*

- Supervised technical staff in two program locations.
- Designed / conducted trainings on Assistive Technology for agency staff, individuals with disabilities and their families, schools, and businesses.
- Provided Assistive Technology recommendations in the areas of computer access, seating and positioning, activities of daily living aids, environmental control units, and home accessibility.

#### Rehabilitation Technologist

United Cerebral Palsy Associations of New Jersey, Inc. *(January 1992 - February 1995)*

- Provided Assistive Technology services to consumers in central New Jersey at their homes, workplaces, or schools; including evaluations and fabrication of custom equipment.

#### Rehabilitation Technology Specialist

United Cerebral Palsy of Monmouth /Ocean Counties, Inc. *(November 1989-January 1992)*

- Modified and adapted Assistive Technology devices for consumers.
- Fabricated custom equipment to meet consumer's needs when commercial products were unavailable.

#### Professional Affiliations:

- National Center on Accessible Education Materials, CAST
  - Advisory Board Member since 2015
- New Jersey Coalition for the Advancement of Rehabilitation and Assistive Technology (NJ CART)
  - Currently Immediate Past President; Member since 1989
- Strand Advisor, Assistive Technology Industry Association Conference (ATIA)

- 2015 - Current; Responsibilities include reviewing session proposal abstracts and approving conference proceedings for "Everyday Technology" strand
- 2007 – 2015; Responsibilities include reviewing session proposal abstracts and approving conference proceedings for "Workplace and Vocational Rehabilitation" strand
- Center on Technology and Disability (ctdinstitute.org)
  - Faculty Member since 2014
- National Assistive Technology in Education (NATE) Association
  - Member since 2007
- State Leaders of Assistive Technology in Education (SLATE)
  - Member since 2015
- New Jersey Assistive Technology Advocacy Center (ATAC) Advisory Council
  - Member since 2006
- New Jersey Association for Education Technology (NJ AET)
  - Member since 2006
- International Society for Technology in Education (ISTE)
  - Member since 2013
- RESNA, an interdisciplinary association for the advancement of rehabilitation and assistive technologies
  - Member since 1990

**Publications:**

- "Tool Time: Aids for daily living provide people with disabilities and the elderly with the necessary tools for independence." *Rehab Management*, volume 14 number 5, June/July 2001
- "Size Does Matter: Computer Ergonomics for Children." *Inclusion Times*, volume 11, number 2, November/December 2003
- "Chromebooks in the Classroom." Laminated Quick Start Guide, National Professional Resources, Inc. 2015.
- "Chrome as Assistive Technology." *Closing the Gap Solutions*, June/July 2016
- Chromebooks for ALL Learners: A Teacher's Checklist, National Professional Resources, Inc. 2016.



**Jennifer Edge-Savage, MS, EdS, OTR/L, RYT200**

**Educational and Assistive Technology Consultant**

**Education**

- May 07 Simmons College, Boston, Massachusetts  
**EdS Degree in Special Education Administration**
- Jan 04 Simmons College, Boston, Massachusetts  
**EdS degree in Assistive Technology for Special Education**
- Dec 99 Tufts University, Somerville, Massachusetts  
**Certificate in Assistive Technology - Engineering Department**
- Jan 96 Boston University, Boston, Massachusetts  
**Master of Science in Occupational Therapy**
- May 92 University of Massachusetts at Boston, Boston, Massachusetts  
**Bachelor of Arts in Psychology and Sociology**
- Jun 87 Silver Lake Regional High School, Kingston, Massachusetts

**Experience**

**Jan 2005 – Present**

**Simmons College, Boston MA**

**Associate Professor of Clinical Practice**

**Director, Special Education Assistive Technology Graduate Program**

**Adjunct Faculty – (2005-2013)**

**Courses taught: Weekend Cohort Model, Blended online/face-to-face**

- SPND 420 Introduction to Assistive Technology
- SPND 422 Differentiated Instruction Using Technology Across the Curriculum
- SPND 457 Literacy Supports for Learners with Special Needs using Technology
- SPND 463 Universal Classroom Design: Creating an Accessible Curriculum in the Inclusive Classroom
- SPND 473 Providing Specialized Curriculum and Environmental Access Using Customized Tech Tools

**Responsibilities:**

- Manage existing off-site AsTech Program (In Walpole and Williamstown) and develop plans for expansion
- Recruit and advise Students
- Collaborate with collegiate team on multiple committees and initiatives
- Facilitate professional learning network for AsTech alumni
- Instruct 6-9 courses per year for graduate students in the following programs: Assistive Technology, Language and Literacy, Special Education, General Education (MAT)

**Jan 2003 – Present**

**Private Practice - Educational and Assistive Technology Consultant**

**Services Provided:**

- Professional Development for School Districts for wide range of Educational and Assistive Technology Topics
- Individual and Classroom Assistive Technology Consultations and Assessments for School Districts

- Technology Implementation Planning
- Product Development Consultations
- Training Materials Development
- Conference Presentations on a wide variety of AsTech and EdTech topics
- Course Development (Online, In-Person, Blended)
- Educational Technology Research
- Independent trainer for Kurzweil Educational Systems and AbleNet, Inc.
- Services provided to districts throughout MA. Recent services provided for the following districts: Scituate, Kingston, Leominster, Boston, Norwell, Canton, Norwood, Wayland, Dover-Sherborn, Dedham, Easton, Cohasset, South Shore VoTech, and TEC Collaborative

**Jan 2010 - Present**

**ISTE Inclusive Learning Network Board of Directors:** Appointed as a board officer for the International Society of Technology in Education (ISTE) Special Education Technology Special Interest Group (SETSIG) now the Inclusive Learning Network.

**President-Elect 2016-2017**

**Responsibilities have included:**

- Coordinate SETSIG sponsored professional development activities for membership of 4,000+ special education technology professionals
- Develop collaborative vision for SETSIG services and membership expansion as an active and voting board member
- Create popular webinar series with nationally recognized speakers to provide free opportunities for members to learn about the most current special education technology, research and best practices.
- Facilitate sharing of key special education technology and UDL resources via SETSIG/Inclusive LN Wikispace and Google Site
- Alert membership to important special education technology professional development opportunities outside of ISTE
- Develop and edit monthly Newsletter for membership
- Leverage web tools to develop new opportunities to expand the personal learning network of our international SETSIG membership
- Review ISTE Conference proposals
- Present and participate in annual ISTE conference and specific Inclusive Learning Network sponsored activities

**Aug 2004-Dec 2010 Cambium Learning Technologies (CLT): Kurzweil & IntelliTools - Natick, MA**

**Director of Implementation Services**

**Responsibilities:**

- Provided strategic leadership of international Implementation Services Department
- Provided Educational Technology Market expertise to influence Product Development, Marketing, and Sales Team Efforts
- Developed and expanded training offerings from a single-day feature-focused drive-by training to multiple in-person and on-line training offerings that provide ongoing technology integration support for customers and reflect best practices in technology implementation
- Managed nationwide team of Assistive Technology trainers

- Developed, managed, and delivered large district-wide technology implementations in line with district goals
- Developed Training courses & materials (In-Person, Online synchronous via Webex, Online asynchronous via Angel Learning LMS, and blended)
- Master Trainer for all CLT-KI products.
- Grew training services revenue from \$200,000 to \$1,000,000 per year
- Managed \$1,000,000+ Departmental Budget
- Forged collaborative relationships with other Assistive Technology companies to better meet the needs of customers
- Routinely presented at Local, National and International Conferences
- Partnered and collaborated with AT Industry Leaders
- Routinely collaborated with teams of corporate and educational professionals

**Sep 1997-Aug 2004 South Shore Educational Collaborative, Hingham, MA**

**Occupational Therapist and Assistive Technology Specialist**

**Co-Founder SSEC Center for Assistive Technology**

**Responsibilities:**

- Provided full range of educational Occupational Therapy services
- Provided Assistive Technology Consultations, Assessments and Training
- Delivered timely Documentation and Professional Writing: IEP goals and quarterly reports, Initial and 3-year evaluations, AT evaluations, parent-teacher-student communications, training and services brochures, website content
- Fostered expansion of AT services provided to Collaborative Programs and School Districts throughout Massachusetts

**Grants**

- (2016) Grant Writer, Instructor and Coordinator with Mike Marotta: "Spreading the Word about Assistive Technology and UDL: Tools and Strategies for ALL Students" Massachusetts Department of Education Summer Institute (\$60,000)
- (2001-2002) Grant Writer and Coordinator: "Curriculum Access for All" Massachusetts Department of Education Lighthouse Grant (\$30,000)
- (2001-2002) Grant Writer and Coordinator: "Accessing the Curriculum Through Technology" Massachusetts Department of Education Lighthouse Grant (\$30,000)
- (2004-2010) Supported numerous grants and proposals with Cambium Learning Technologies

**Presentations on the use of Technology in Education**

- Boston Public Schools AT Expo (2016) - Invited Presenter: Top 10 AT/UDL Tools for Teaching and Learning
- Simmons College Faculty "Teaching with Technology" (2016) Guest Speaker Keynote Speaker addressing UDL at The Williamstown Reading Institute Literacy and Technology Symposium (2009)
- International Society of Technology in Education Conference (ISTE) UDL/Inclusive Learning Playgrounds (2011, 2012, 2014, 2015, 2016)
- British Educational Teaching and Technology Conference (BETT) - London (2009, 2010)
- Assistive Technology Industry Association Conference (ATIA) (2005 through 2015)
- California State University of Northridge Assistive Technology Conference (CSUN) (2006 through 2010)
- Closing the Gap Conference (CTG) (2005 through 2013)

- Tech Access Rhode Island Assistive Technology Conference (ATAP) (2012, 2014, 2015)
- Mass Computer Using Educators (MassCUE) (2001 through 2005)
- Mass DOE Spring Technology Conferences (2001, 2002)
- Superintendent Technology Leadership Conference (STLC) (2002 through 2004)
- Mass Organization of Educational Collaboratives (MOEC) (2003)
- Technology, Learning and Reading Diversity Conference (TRLD) (2008, 2009)
- Council for Exceptional Children Conference - Simmons AsTech Symposium (CEC) (2008)
- Learning Disabilities Organization of America Conference (Fall 2003)
- Multiple Program and District Presentations as part of my role at SSEC (1997-2004)
- District Presentations for a wide variety of topics as part of Private Practice (2003-Present)

#### **Publications**

- *Using Technology to Support a Comprehensive Reading Program and Checklist for Evaluating Technology in:* Savage, John F. *Sound It Out!: Phonics in a Comprehensive Reading Program.* 4th Edition, Dubuque, IA: McGraw-Hill, (2011)
- *Closing the Gap, Vol 28, No. 2, (2009): Kurzweil 3000 Version 11 - New Tools to Support the Writing Process*
- *Closing the Gap, Vol 25 No. 3, (2006): Collaborating to make UDL a Reality - Alternate Access to Kurzweil 3000*

#### **Research**

- Spring 2004 - Kurzweil3000 Efficacy Study @ O'Hearn Elementary School, Boston - Project Manager and Trainer
- Spring/Fall 2003 - Kurzweil3000 Efficacy Study @ Madison Park High School, Boston - Primary Researcher and Author
- Spring 2002 - Pilot for MA DOE: Use of Kurzweil3000 as an accommodation for MCAS - Project Manager
- Case Studies to support the use of Assistive Technology

#### **Certifications**

Nationally Registered and Licensed Occupational Therapist OTR/L, Former RESNA certified ATP, Advanced Sensory Integration and Praxis Certification Training (SIPT), Registered 200hr Yoga Teacher (RYT), pursuing 500hr Yoga Teacher Training and 95hr Children's Yoga Teacher Training (RCYT)

#### **Special Interests**

21st Century Education, Universal Design for Learning, EdTech Research, Grant Writing, Assistive Technology, Product development and design, Accountability in the field of AT, Professional Development for Educators, Web Tools for learning, Google Apps for Education, Accessibility, Mobile technology, Pre-Service Teacher Training, Digital Citizenship, Connected Educators, Social Media for Professional Development, Yoga, Meditation and mindfulness in the classroom.

# **Christopher R. Bugaj, M.A. CCC-SLP**

Educational Experience Designer, Instructional Facilitator for Assistive  
Technology, Speech-Language Pathologist, Author

## EXPERIENCE

### Loudoun County Public Schools, Virginia — Assistive Technology Trainer

Summer 2003 - PRESENT

- Conduct consultations and assessments to assist Individual Education Program teams in the consideration of the assistive technology needs of students with disabilities
- Facilitate and coach educators and families on the successful implementation of contemporary educational and assistive technologies
- Conduct multimodal trainings on the implementation of educational/assistive technology and universal design principles
- Develop and maintain pro-active policies and procedures for district-wide implementation of assistive technology services
- Create and facilitate online sharing sites, discussion boards, and social media initiatives
- Develop and maintain pilot programs for various initiatives including optical character recognition, high-tech augmentative/alternative communication, and gesture-based learning
- Participate in technology steering, productivity, communication, and language development committees to develop and implement district-wide technology initiatives
- Develop language-based curriculum manual for preschool and autism teachers
- Write, record, direct, edit, and compile training videos/DVDs related to assistive technology, communication, and universal design for learning
- Mentor new assistive technology staff members
- Develop annual, district-wide "Strategy-A-Day" calendar in both hardcopy and digital formats
- Train all special education staff on newly implemented online Individualized Education Program software
- Develop online tracking system for assistive technology services and devices

## Objective

To effectively build educational programs for students, educators, and families by utilizing my knowledge and professional experience of instructional and assistive technology, universal and accessible design, speech language pathology, and contemporary learning frameworks.

## Presentations

Presented over 200 local, regional, state, national, and international presentations, including TEDx, each listed at <http://bit.ly/bugaipresentations>

## Additional Projects

The A.T.TIPSCAST - Multi-Award Winning Podcast on Designing Educational Experiences  
Winter 2008 - Present  
<http://attipscast.com>

Night Light Stories - Podcast featuring original fiction for children - Creator, Author, Host, and Producer  
Winter 2009 - Present  
<http://nightlightstories.net>

One-Year Exchange Program - Finland, 1992

**Independent Consultant, International — Presenter**

January 2008 - Present

- Design and present professional development experiences on various topics for educators and families

**International Society for Technology in Education,  
Universal Design for Learning and Assistive Technology —  
Online Course Designer and Facilitator**

2010

**Family Center on Technology and Disability Summer  
Online Institute — Social Media Expert**

2009

- Instructor for course "Computer Applications for Special Populations"
- Design and present interactive lessons
- Maintain online sharing site and discussion board
- Grade projects and assignments

**George Mason University, Virginia — Adjunct Professor**

Summer 2007 & Summer 2008

- Instructor for course "Computer Applications for Special Populations"
- Design and present interactive lessons
- Maintain online sharing site and discussion board
- Grade projects and assignments

**Loudoun County Public Schools, Virginia —  
Speech-Language Pathologist**

Fall 1999 - Summer 2003

- Administered current diagnostic and therapeutic procedures in relation to phonological/articulation disorders, expressive/receptive language disorders, autism/spectrum disorders, voice disorders, and augmentative communication
- Integrated individual therapy programs with general education curriculum and goals in both an inclusion and pull-out service delivery model
- Participated in multidisciplinary meetings to determine possible

- general education classroom accommodations, intervention strategies, and the need for testing of students with academic difficulties
- Collaborated with parents, administration, and other educators in the development of Individualized Education Programs for students with disabilities
  - Performed evaluations and presented results at meetings to determine the eligibility of students for special education services
  - Provided in-services and workshops for parents, administration, and other educators on a variety of contemporary topics
  - Mentored new speech-language pathologists

**Family Child Learning Center, Ohio — *Early Intervention Externship***

Fall 1997 - Summer 1998

- Administered current diagnostic and therapeutic procedures in relation to developmental language disorders, autism spectrum disorders, developmental verbal apraxia, and augmentative communication with ages 0-3
- Specialized in family-centered philosophy with an interdisciplinary team approach
- Contributed to the formulation of Individualized Family Service Plans

**EDUCATION**

**Kent State University, Ohio — *Master of Arts in Speech Pathology***

May 1999

**State University of New York at Fredonia, New York — *Bachelor of Science in Education***

May 1997

**31 Post-graduate degree credits in technology and education related courses from various universities.**



**AUTHORED PUBLICATIONS**

View an entire list of authored publications at  
<http://bit.ly/bugaipublications>

**Multiple Means of Measurement: Tools for Collecting and Analyzing Evidence of Student Progress - Assistive Technology Outcomes and Benchmarks Journal, Volume 10, Issue 1 - Co-author**

Summer 2016

**Technology Tools for Students with Autism - Brookes Publishing Co. - Co-author of Two Chapters**

Summer 2014

**The Practical (and Fun) Guide to Assistive Technology in Public Schools - International Society for Technology in Education - Co-author**

April 2010

**ATEval2GO for iPad - Smarty Ears - Author**

Fall 2012

- Application designed to assist educators in the comprehensive consideration and assessment of assistive technology needs for students.

**Professional Affiliations and Licensure**

**Virginia Board of Education, Speech Language Disorders License**

July 2001 - PRESENT

**Virginia Department of Health Professions, Speech  
Language Pathology License**

November 2001 - PRESENT

**Certificate of Clinical Competence, American  
Speech-Language-Hearing Association Certification**

Summer 2000 - PRESENT

**Virginia Society for Technology in Education - Member**

2008 - PRESENT

**Microsoft Innovative Educator**

Spring 2012 - PRESENT

#### **Academic Honors**

**Graduate Assistantship/Tuition Scholarship, Kent State  
University**

Fall 1997 - Spring 1999

**Rebecca D. Snyder Scholarship, State University of New  
York at Fredonia**

Spring 1996

**Academic Dean's List, State University of New York at  
Fredonia**

Fall 1994 - Spring 1997

**Secretary of National Student Speech Language Hearing  
Association, State University of New York at Fredonia**

Spring 1996 - Fall 1997

KAREN JANOWSKI, M.S. ED, OTL

ASSISTIVE & EDUCATIONAL TECHNOLOGY CONSULTANT  
EdTech Solutions, Inc.

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## **Relevant Professional Experience**

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2005 - Present	Adjunct Professor, Simmons College, Graduate School of Special Education, Boston, MA
2001 – Present	Assistive & Educational Technology Consultant  Providing assistive and educational technology services to school districts,  individual schools and families; services include evaluation, observation, consultation, training, professional development, program development.
2009 – 2014	Assistive Technology Specialist, part-time, Newton Public Schools
1989 – 2001	Occupational Therapist, Reading Public Schools,  Provided occupational therapy and initial assistive technology services to students in grades K-12

## **Relevant Accomplishments**

2015 to present	2012 to present
2013 to present	2011 to present

2011 to present	Founder and Co-Organizer EdCampAccess
2008 to 2014	International Founder and Co-organizer
2007 to present	EdCampAccess Founder and Co-Host of #ATChat Founder and Co-organizer EdCamp Boston EDCO and TEC courses Instructor, various topics School Committee member, Reading, MA MassMatch AT Act Advisory Council Member

## Education

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M.S. Ed., 2001 B.S. in OT	Graduate School of Education, Simmons College, Assistive Specialized Technology Program Tufts University
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## Publications

“Technology for Executive Functions” in *Integrating Technology Tools into Instruction*, TAM Monograph Series, Council for Exceptional Children, 2010.

**Janowski, K. and Pugliese, M.** (2009) Supporting Patient Literacy Using Technology, in Lowenstein, A., D, Foord-May, L., Romano, J (eds) *Teaching Strategies for Health Education and Health Promotion*, Boston: Bartlett & Jones.

**Janowski, K. and Pugliese, M.** (2009) Technology in Learning, in Lowenstein, A., D, Foord-May, L., Romano, J (eds) *Teaching Strategies for Health Education and Health Promotion*, Boston: Bartlett & Jones.

<http://teachingeverystudent.blogspot.com> Online Publication, June, 2005 to present.

RFP #SPED-2018-5 New Hampshire Assistive Technology in Education: Implementation for Students with Significant Disabilities

## **SALLY NORTON-DARR**

### **EDUCATION**

**The Pennsylvania State University— University Park, PA**  
Master of Science: Speech Pathology and Audiology, 1977

**The Pennsylvania State University— University Park, PA**  
Bachelor of Science: Speech Pathology and  
Audiology, 1974

Post-Graduate Work:  
**George Mason University**  
**Northern Virginia Community College**

### **PROFESSIONAL EXPERIENCE**

#### **Educational and Assistive Technology Facilitator and Consultant - present**

- Provide project management and intervention strategies for local and international venues.
- Share and guide through experiential knowledge of curriculum design and educational implementation to provide practical solutions accessible to all learners.
- Provide Educational Technology and Assistive Technology presentations, professional development workshops and solutions for educational, vocational, and community groups.

#### **Assistive Technology Trainer: August 2003-June 2016**

Loudoun County Public Schools – Ashburn, Virginia

- Conducted assistive technology evaluations for classrooms and individual students
- Provided assistive technology devices and services to staff and students including training, environmental modification, data collection, troubleshooting, and follow-up
- Delivered staff development training to administration and teaching staff on low-tech to high-tech strategies to support student achievement

#### **Speech-Language Pathologist: 1996-2004**

Loudoun County Public Schools - Ashburn, Virginia

- Conducted speech/language evaluations for individual students

- Provided individual and group speech-language therapy services in support of IEP goals and objectives
- Delivered professional development and training

**Speech-Language Pathologist: 1992-1996**

Private practice - Northern Virginia

- Provided speech-language evaluations and therapy for children and adults in a wide variety of settings

**Director of Speech and Hearing:**

**1980-1991** Hunterdon Developmental Center - Clinton, New Jersey

- Supervised and administered the Speech and Hearing Department at a residential facility for 640 developmentally disabled clients
- Ensured compliance with State and Federal regulations
- Conducted communication and audiological evaluations
- Provided in-service orientation for all new employees
- Served as a member of the executive staff and served as Acting Superintendent on a scheduled basis
- Co-chaired New Jersey State committee of Directors of Physical Therapy, Occupational Therapy, and Speech and Hearing

**Speech Therapist: 1979-1980**

Hunterdon Developmental Center - Clinton, New Jersey

- Provided speech-language intervention to clients with severe and multiple developmental disabilities, including clinical assessment and diagnosis, reporting and membership on inter-disciplinary case conference teams

**Itinerate Communicative Disorders Clinician:**

**1977-1979** Weber County School District - Ogden, Utah

- Initiated a district-wide program for hearing-impaired students and their teachers.
- Provided speech therapy for four schools including the educational center for students with developmental disabilities.

**Speech-Language Therapist: 1976-1977 Mifflin-Juniata  
Community Nursing Service - Lewistown, Pennsylvania**

- Established a home-based speech therapy program for a visiting nurses association serving two counties

Huntingdon County Child Development Center - Mt. Union,  
Pennsylvania Mifflin County Home/Ohesson Manor -  
Lewistown, Pennsylvania The Penn State Hearing Clinic -  
University Park, Pennsylvania

**PUBLICATIONS**

Schoonover, J. W., & Norton-Darr, S. (2016). Adapting Books: Ready, Set, Read!  
*Journal of Occupational Therapy, Schools & Early Intervention, 9*(1),  
19-26.

Bugaj, C. R., & Norton-Darr, S. (2013). A Cure for the Evaluation Report Writing Blues. *Closing the Gap Solutions, October/November*, 16-19.

Norton-Darr, S., & Schoonover, J. (2012). Spreading "The Word" about Cognitive Rescaling as a Tool for Inclusion. *Closing the Gap Solutions, August/September*, 7-13.

Brocius, T., & Norton-Darr, S. (2011). Fun with Fluency: Using Technology as a Tool for Students to Monitor their Own Reading Fluency Progress. *Making Literacy Connections, XXV*, 24-28.

Bugaj, C. R., & Norton-Darr, S. (2010). *The Practical (and Fun) Guide to Assistive Technology in Public Schools*. Eugene, Oregon: International Society for Technology in Education.

**Featured Blog Posts**

Microsoft Accessibility. (2015). The Practical (and Fun) Guide to Assistive Technology in Public Schools [Web log post]. Retrieved from <https://www.microsoft.com/enable/news/loudon.aspx>

Schoonover, J., & Norton-Darr, S. (2015, February 9). How We Do It: Stirring Up Some Fun! Professional Development Our Way with the LCPS AT Team [Web log post]. Retrieved from <http://praacticalaac.org/praactical/how-we-do-it-stirring-up-some-fun-professional-development-our-way-with-the-lcps-at-team/>

Schoonover, J., & Norton-Darr, S. (2014, February 24). See Me, Feel Me, Touch Me, Hear Me: Adapting Books for Diverse Learners [Web log post]. Retrieved from <http://www.assistivetechology.vcu.edu/2014/02/26/see-me-feel-me-touch-me-hear-me-adapting-books-for-diverse-learners/>

Microsoft Cases. (2011, November 4). Loudoun County Public Schools: School District Uses Familiar Technology to Make Learning More Accessible for All Students [Web log post]. Retrieved from <https://www.microsoft.com/danmark/cases/Microsoft-Office/Loudoun-County-Public-Schools/School-District-Uses-Familiar-Technology-to-Make-Learning-More-Accessible-for-All-Students/400001134>

### **PROFESSIONAL ORGANIZATIONS**

American Speech-Language Hearing Association, 1974 - present

International Society of Technology in Education (ISTE), 2009-present

Virginia Society of Technology in Education (VSTE), 2008-present

### **LICENSURE & CERTIFICATION**

Certificate of Clinical Competence in Speech-Language Pathology, American Speech-Language Hearing Association (1977-present)

Speech-Language Pathology License, Virginia Department of Health Professions  
1991-present #2202001955



**Beth Poss**

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**Education**

- 2011 **Towson University**, Towson, Maryland, Administration and Supervision Certification  
1994 **Johns Hopkins University**, Baltimore, Maryland, Master of Science in Education, Technology for Educators Program  
1989 **The George Washington University**, Washington, D.C., Master of Arts in Speech and Language Pathology  
1987 **The George Washington University**, Washington, D.C., Bachelor of Arts in Speech and Hearing

**Certification**

Maryland Administrative and Supervisory Certification: Administrator 1, Administrator 2  
Maryland Advanced Professional Certificate: Speech Pathologist, Special Education  
American Speech/Language Hearing Association Certificate of Clinical Competence

**Work History**

- July 2013- Present** Coordinator, Preschool Education Program, Montgomery County Public Schools
- Supervise staff
  - Facilitate professional development
  - Focus on improving kindergarten readiness for Montgomery County Public School preschoolers
- 2010-2013** Instructional Specialist in Universal Design for Learning for the Elementary Integrated Curriculum, Montgomery County Public Schools (Maryland)
- Facilitated the integration of the principles of Universal Design for Learning within an elementary curriculum aligned with the Common Core State Standards, including the development of student and teacher resources
  - Collaborated to develop training to build teacher and school leadership capacity in the implementation of the curriculum, including an understanding of the Common Core State Standards.
  - Facilitated and implemented district-wide professional development on Universal Design for Learning, through the use of both face to face and web-based delivery methods
  - Researched and facilitated the purchasing of culturally sensitive and universally designed for learning instructional materials and equipment, including print and digital books, web-based subscription services, technology hardware, and math manipulatives, to support the implementation of the curriculum
- 1996-Present** Adjunct Faculty, Johns Hopkins University, Graduate School of Education, Columbia, MD
- Teach online and face to face graduate courses on instructional technology and Universal Design for Learning

- Participate in and facilitated meetings with Special Educators and Assistive Technology Teams through the Maryland Assistive Technology Network, a joint venture between Johns Hopkins University and the Maryland State Department of Education
- 2006-2010** Adjunct Faculty, Towson State University, Graduate School of Education, Rockville, MD
- Taught face to face graduate courses on differentiation and Universal Design for Learning..
- 1999-2010** Assistive Technology Consultant, InterACT Team, Montgomery County Public Schools, Bethesda, MD
- 1990-1999** Speech-Language Pathologist, Montgomery County Public Schools, Gaithersburg, MD

### **Professional Presentations**

Presented for state and national organizations on Universal Design for Learning, Assistive and Instructional Technology, best practices and emerging practices for diverse learners, and the Common Core State Standards including the following:

- Maryland Assistive Technology Network
- Center for Technology in Disabilities, Faculty and Featured Speaker
- Assistive Technology Industry Association Webinars
- Keynote Speaker for the Oregon Technology Access Program 2014
- Multiple Pre-conference and 1 hour sessions at the Assistive Technology Industry Association and Closing the Gap conferences from 1994- 2017
- Featured speaker at the Texas Assistive Technology Network Conference 2013, 2014, 2016
- Featured speaker at PATINS Conference 2012, 2013, 2014, 2015, 2016
- Featured Speaker for the Institute on Disabilities at Temple University's College of Education 2010, 2011
- In addition to face to face workshops, presentation formats include sessions in Second Life, podcast episodes, webinars, and self-paced online modules
- Published articles on technology and education, including:
  - Poss, B. (2014). *As I See AT: AT through a UDL Lens*. *Learning and Leading with Technology*, 41(7), 42-43.
  - Poss, B., & Bugaj, C. (2016). Multiple Means of Measurement: Tools for Collecting and Analyzing Evidence of Student Progress. *Assistive Technology Outcomes and Benefits Journal*, 10(1), 38-50. Retrieved from [https://www.atia.org/wp-content/uploads/2016/11/ATOBNI10\\_ART3.pdf](https://www.atia.org/wp-content/uploads/2016/11/ATOBNI10_ART3.pdf)

Beth Poss

Educational Consultant

## **JUDITH WEENINK SCHOONOVER**

### **EDUCATION**

**George Mason University** – Fairfax, Virginia  
Master of Education in integrating technology in education,  
January 2003

**Chapman University** – Orange, California  
Preliminary Teaching Credential, August 1989

**Western Michigan University** – Kalamazoo, Michigan  
Bachelor of Science in occupational therapy, December 1974

### **HONORS & AWARDS**

**AOTA Roster of Fellows Award** – American Occupational  
Therapy Association, April 2014

**Service Commendation** – American Occupational Therapy  
Association, April 2013, April 2012, April 2010, April 2008,

**Certificate of Recognition** – Virginia Occupational Therapy  
Association, October 2013, October 2012, October 2009

**Recognition of Service** - Virginia Occupational Therapy  
Association, October 2013

**OT Award of Merit** – Virginia Occupational Therapy  
Association, October 2007

### **PROFESSIONAL EXPERIENCE**

**Assistive Technology Trainer** (August 2002 to present)

Loudoun County Public Schools – Leesburg, Virginia

- Conducted assistive technology evaluations for classrooms and individual students
- Provided assistive technology devices and services to staff including training, environmental modification, data collection, trouble shooting, and follow-up
- Delivered staff development training to administration and teaching staff on low-tech to high-tech strategies to support student achievement

**Occupational Therapist** (December 1993 to June 2004)

**Loudoun County Public Schools - Leesburg, Virginia**

- Conducted occupational therapy evaluations for individual students
- Provided individual and group occupational therapy services in support of IEP goals and objectives
- Co-taught/co-treated with a variety of educational professionals including teachers, paraprofessionals, physical therapists, speech therapists, vision and hearing teachers
- Delivered staff development and training to school-based and support staff to support student achievement
- Planned, prepared, and ordered materials specific to the opening of new and existing classrooms to support academic, self-care, vocational, and social/behavioral performance

**Teacher, Elementary School (November 1988 - November 1993)**

**Eastside Union School District - Lancaster, California**

- Responsible for the supervision and education of elementary school-aged children using a multi-sensory and holistic teaching approach

**Occupational Therapist, Staff and Lead (January 1975 - November 1988)  
Los Angeles County California Children's Services, Lancaster**

**Medical Treatment Unit**

**Lancaster, California**

- Contributed to the health and well-being of physically handicapped children and their caregivers of Los Angeles County through appropriate occupational therapy evaluation, consultation, treatment, and case management.
- Initiated evaluation, selecting appropriate tools and interpreting results
- Developed, implemented, and documented treatment programs
- Selected, ordered, modified, and/or fabricated adaptive equipment
- Trained and supervised therapy technician, caregivers and school personnel
- Consulted with caregivers, outside agencies and other medical personnel
- Responsible for continuing education of colleagues and self

**Occupational Therapist, Home Health (1980-1982)**

**Los Angeles County Visiting Nurses Association - Lancaster, California**

**Occupational Therapist, Consultant (1979-1980)**  
Mayflower Gardens Nursing Home - Quartz Hill, California

## **PUBLICATIONS**

Schoonover, J. (in press). Influencing participation through assistive technology. In J. O'Brien & M. H. Muhaneck (Eds.), *Occupational Therapy for Children (8<sup>th</sup> ed.)*. St. Louis: Elsevier Mosby.

Schoonover, J. (in press). Assistive technology to support learning differences. In K. Flecky & L. Gitlow (TBD). F.A. Davis.

Schoonover, J. & Norton-Darr, S. (2016). Adapting Books: Ready, Set, Read! *Journal of Occupational Therapy, Schools, & Early Intervention*. Taylor & Francis

Brady, N. C., Bruce, S., Goldman, A., Erickson, K., Mineo, B., Ogletree, B. T., Paul, D., Ronski, M. A., Sevcik, R., Siegel, E., Schoonover, J., Snell, M., Sylvester, L., & Wilkinson, K. (2016). Communication services and supports for individuals with severe disabilities: Guidance for assessment and intervention. *American Journal on Intellectual and Developmental Disabilities*. Note: The authors are members of the National Joint Committee on the Communication Needs of Persons with Severe Disabilities (NJC). This paper includes revised Communication Bill of Rights.

Schwind, D. & Schoonover, J. (2015). Facilitating pARTicipation with adapted repurposed tools. *Council for Exceptional Children: Connecting Education and the Arts*. Published online: <http://www.community.cec.sped.org/DARTS>.

Schoonover, J. W. (2015). EASY AT-Food for thought: The minibook. *Journal of Occupational Therapy, Schools, & Early Intervention*. 8(3):211-215. Taylor & Francis  
DOI:10.1080/19411243.2015.1095552; Published online: 12 Oct 2015

Schoonover, J.W. & Orentlicher. (2015). Supportive environments for transition. In M. Orentlicher, R. Gibson and S. Schefkind (Eds). *Occupational therapy and transitions: A cross-system perspective*. Bethesda, MD: AOTA Press.

Schoonover, J., & Argabrite Grove, R. E. (2014). Influencing

participation through assistive technology. In J. Case-Smith & J. O'Brien (Eds.), *Occupational Therapy for Children (7<sup>th</sup> ed.)*. St. Louis: Elsevier Mosby.

Orentlicher, M. L., Demchick, B. D., Gibson, R. W., Persch, A. C., Case, D., Jackson-Pena, H., & Schoonover, J. (2014, September). Secrets from the field: Secondary transition resources and tips. *Early Intervention & School Special Interest Section Quarterly*, 21 (3), 1-4.

Schoonover, J.W. (2014, June). Interdisciplinary collaborATIion with assistive technology in schools. *School System Special Interest Section Quarterly*, 24 (2), 1-4.

Schoonover, J.W. (2013). Best practices in universal design for learning. In G. Frolek-Clark & B. Chandler (Eds.), *Best Practices in School Occupational Therapy*. Bethesda: AOTA Press.

Norton-Darr, S. & Schoonover, J. (2012). Spreading "The Word" about cognitive rescaling as a tool for inclusion. *Solutions Magazine*, August / September 2012. Minneapolis: Closing the Gap.

Schoonover, J.W. (2010). Assistive Technology and Young Children: Laying a Foundation for the Future. In B. Chandler (Ed.), *Early Childhood: Occupational Therapy Services for Children Birth to Five*. Bethesda: AOTA Press.

Schoonover, J., Argabrite Grove, R. E., & Swinth, Y. (2010). Influencing participation through assistive technology. In J. Case-Smith & J. O'Brien (Eds.), *Occupational Therapy for Children (6<sup>th</sup> ed.)*. St. Louis: Elsevier Mosby.

Contributor. In B. Hanft & J. Shepherd (Eds.), *Collaborating for Student Success: A Guide for School-Based Occupational Therapy (2008)*. Bethesda: AOTA Press.

Chandler, B., Schoonover, J., Frolek-Clark, G., & Jackson, L. (2008). The magnificent mundane. *School System Special Interest Section Quarterly*, 15(1), 1-4.

Conaboy, K.S., Nochajski, S.M., Schefkind, S., & Schoonover, J. (2008). *CE on CD™: Occupational therapy and transition services*. Bethesda, MD: American Occupational Therapy Association.

Conaboy, K.S., Davis, N.M., Myers, C, Nochajski, S. Sage, J. Schefkind, S., & Schoonover, J. (2008). *Transitions for children and youth: How occupational therapy can help.*

<http://www.aota.org/Practitioners-Section/Children-and-Youth/Browse/Transitions/Transitions.aspx?FT=.pdf>

Conaboy, K.S., Davis, N.M., Myers, C, Nochajski, S. Sage, J. Schefkind, S., & Schoonover, J. (2008). *FAQ: Occupational therapy's role in transition services and planning.*

<http://www.aota.org/Practitioners-Section/Children-and-Youth/Browse/Transitions/41879.aspx?FT=.pdf>

Schoonover, J. (2007). Using assistive technology to support participation in context. In L. Jackson (Ed.), *Occupational Therapy Services For Children And Youth Under IDEA, 3<sup>rd</sup> ed.*, (pp. 129-144). Bethesda, MD: American Occupational Therapy Association Press.

Schoonover, J. W., & Smith, M. ParticipATion: Finding the OT in AT (2007), *OT Practice*, September 10, 2007.

Schoonover, J W. & Feist, C. (2007). Using computers to design accessible learning environments. *School System Special Interest Section Quarterly, 14(1), 1-4.*

Schoonover, J. W., Levan, P. E., & Argabrite Grove, R. E. (2006). Occupational therapy and assistive technology in school-based practice: Supporting participation. AOTA Continuing Education Article, *OT Practice, January 23, 2006 CE-1-CE-8.*

Schoonover, J. (2002). Social Stories: A cool tool for school. *ADVANCE for OTs, 18 (21), 9.*

Schoonover, J. (2002, September 16). Teaching social skills. In Y. Swinth & B. Hanft (eds), *School-based practice: Moving beyond 1:1 service delivery. OT Practice, 18-19.*

Schoonover, J. (2001). Introduction to social stories. In D. Henry *Tools for Parents* handbook. Henry OT Services, Inc.

## **TEACHING EXPERIENCE**

**Guest Lecturer** – Virginia College, Richmond, Virginia, March 2014

**Guest Lecturer** – Virginia Commonwealth University, Richmond, Virginia, March 2009

-present

**Adjunct Instructor** - Shenandoah University, Program in Occupational Therapy, Winchester, Virginia, September 2004-August 2005

**Guest Lecturer** – Shenandoah University, Program in Occupational Therapy, Winchester, Virginia, January 2002-present

**Professional Mentor** – Loudoun County Public Schools, Leesburg, Virginia, September 2000-June 2004

**Clinical Fieldwork Supervisor** – Shenandoah University, Program in Occupational Therapy, Winchester, Virginia in conjunction with Loudoun County Public Schools, Leesburg, Virginia, January 1999-February 2004

## **PROFESSIONAL ACTIVITIES**

**Building Assistive Technology Capability in Education project** - Doha, Qatar, November 2016-present

**Strand Advisor** (*Assistive Technology for Improved Function*) - Assistive Technology Industry Association, Chicago, Illinois, 2014-present

**Response to Intervention (RtI) Workgroup** - American Occupational Therapy Association, Bethesda, Maryland, 2011-present

**Vice-President** - Virginia Occupational Therapy Association, 2010-2015

**National Joint Committee for the Communication Needs of Persons with Severe**

**Disabilities (NJC)** - representing the American Occupational Therapy Association, Bethesda, Maryland, 2010-present

**Virtual K-12 Public School Programs and Students with Disabilities: Issues and Recommendations** - representing the American Occupational Therapy Association, Bethesda, Maryland, 2010

**IDEA Partnership Meeting for Developing a Collection on SISP** - representing the American Occupational Therapy Association, Bethesda, Maryland, 2010

***Supporting Student Success: The Role of Specialized Instructional Support Services in***



**the Elementary and Secondary Education Act Capitol Hill Briefing -**  
representing the  
American Occupational Therapy Association, Bethesda, Maryland, 2009

**Transition Workgroup -** American Occupational Therapy Association,  
Bethesda,  
Maryland, 2008-present

**Early Intervention and School Special Interest Section Communication  
Liaison -**  
American Occupational Therapy Association, Bethesda, Maryland, 2006-2009

**Pennsylvania Community on Transition Forum -** representing the American  
Occupational Therapy Association, Bethesda, Maryland, 2008

**The IDEA Partnership Meeting for Developing a Collection on RtI -**  
representing the  
American Occupational Therapy Association, Bethesda, Maryland, 2006

**Annual Conference Proposal Reviewer -** American Occupational Therapy  
Association,  
Bethesda, Maryland, 2006-2009

**School System Liaison -** Virginia Occupational Therapy Association, June 2002-  
June 2012

**Stakeholders' Committee for Preschool-Aged Children on the Autism  
Spectrum -**  
Loudoun County Public Schools, Leesburg, Virginia, November 2001-May 2002

**Assistive Technology Team Member (volunteer) -** Loudoun County Public  
Schools,  
Leesburg, Virginia, February 2000-August 2002

### **PROFESSIONAL ORGANIZATIONS**

American Occupational Therapy Association, 1975-present

International Society of Technology in Education (ISTE),  
2009-present

Virginia Occupational Therapy Association, 1994-present

Virginia Society of Technology in Education (VSTE), 2008-present

### **LICENSURE & CERTIFICATION**

Assistive Technology Practitioner, Rehabilitation & Engineering  
Society of North America, June 2003- present

Licensed Occupational Therapist, Virginia Board of Medicine,  
July 1993-present  
No. 0119001130

Certified/Registered Occupational Therapist, National Board for  
the Certification of Occupational Therapy, February 1975-present  
Certification Number: AA311746