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

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

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

March 1, 2016

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

REQUESTED ACTION

Authorize the Department of Education, Bureau of Career Development to enter into a **sole source** contract with the National Institute for Women in Trades, Technology and Science, Alameda, California (Vendor Code #170531), in an amount not to exceed \$23,606.00, to provide WomenTech Educators Training, effective upon Governor & Council approval through November 30, 2016. 100% Federal Funds.

Funds to support this request are available in the account entitled CTE Voc Ed-Federal in FY 2016 and FY 2017 as follows:

		<u>FY16</u>	<u>FY 17</u>
06-56-56-565010-60320000-072-502649	Grants - Federal	\$11,803.00	\$11,803.00

EXPLANATION

The Department submits this request as a **sole source** contract because research revealed only two organizations nationwide that provide the type of equity training services the Department requires: the National Institute for Women in Trades, Technology and Science (IWITTS) and the National Association for Partnerships in Equity (NAPE). Based upon the type of services they are able to provide, the Department will contract with both these entities.

IWITTS provides specific training on the recruitment and retention of students into nontraditional career fields. IWITTS is also able to provide supplementary materials for staff. In addition, this vendor has a proven track record for providing quantifiable results from their trainings. The training schedule is flexible enough to allow maximum attendance and benefit for the career and technical education centers throughout the state.

The New Hampshire Department of Education receives an annual grant of funds under the Carl D. Perkins Career and Technical Education Act of 2006. Section 124(3) of the Act charges the State with the responsibility of providing professional development opportunities for career and technical education administration and staff. Part (5) of this section also charges the State with "providing preparation for non-traditional fields in current and emerging professions, and other activities that expose students, including special populations, to high skill, high wage occupations." The services provided by IWITTS accomplish both of these goals.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
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IWITTS is an organization which mission statement is to "help educators nationwide close the gender gap for women and girls in male-dominated careers, such as technology, the trades, and law enforcement". IWITTS' trainings are based on proven practices and evidence-based outcomes. IWITTS has a proven record of providing training that results in success with both female enrollment and improved retention of both female and male students in non-traditional programs. Participants leave IWITTS trainings with concrete recruitment and retention plans that can be implemented immediately.

The training will include four days of onsite training, in multiple locations, to provide easy access to staff from all of the thirty career and technical education centers that the State supports. Two days of training will be held in spring 2016 and the two remaining days will be held in fall 2016. The spring training will focus on the recruitment of non-traditional students into STEM fields and programs, and the fall training will focus on the retention of these same individuals. Participants will receive training and materials that are exclusive to IWITTS. The topics of recruitment and retention of non-traditional students are the indicators that career and technical education centers are measured by to determine their success in the use of Perkins funds. Participants in this training will take away an easy-to-implement recruitment plan, a retention plan, and the information needed to put these plans into action.

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

Respectfully submitted,



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

S:/dcta/bvr/vrco/common/IWITTS GC Letter

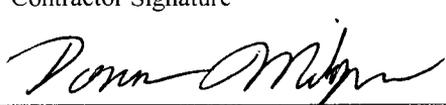
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH Department of Education, Bureau of Career Development		1.2 State Agency Address 21 South Fruit Street, Suite 20, Concord, NH 03301	
1.3 Contractor Name National Institute for Women in Trades, Technology and Science		1.4 Contractor Address 1150 Ballena Blvd. Suite 102, Alameda, California 94501	
1.5 Contractor Phone Number 510-749-0200	1.6 Account Number 06-056-6032-072-502649	1.7 Completion Date November 30, 2016	1.8 Price Limitation \$23,606.00
1.9 Contracting Officer for State Agency Virginia M. Barry, Ph.D.		1.10 State Agency Telephone Number 603-271-3144	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Donna Milgram Executive Director	
1.13 Acknowledgement: State of <u>California</u> , County of <u>Alameda</u> On <u>Dec 15 2015</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] 			
1.13.2 Name and Title of Notary or Justice of the Peace <u>H. Joiner notary public</u>			
1.14 State Agency Signature <u>Virginia M. Barry</u> Date: <u>1/8/16</u>		1.15 Name and Title of State Agency Signatory <u>VIRGINIA M. BARRY Commissioner of Education</u>	
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: <u>Erin McLatour</u> On: <u>3/9/16</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

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

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

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

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

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

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

7. PERSONNEL.

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

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

Agreement. This provision shall survive termination of this Agreement.

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

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

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

14. INSURANCE.

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

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

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

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

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

15. WORKERS' COMPENSATION.

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

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

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

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

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

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

19. CONSTRUCTION OF AGREEMENT AND TERMS.

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

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

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

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

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

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

Exhibit A

Services to be Provided

1. The contractor shall provide two one-day sessions of WomenTech Educators Onsite Recruitment Training in the spring of 2016 and two one-day sessions of WomenTech Educators Onsite Retention training in the fall of 2016. Included in these trainings will be the Best Practices WomenTech Training Manual, Required STEM Resources for Instructors Bibliography, Required Women in STEM Outreach Kit, and ready-made outreach & recruitment materials.

The training curriculum is based on proven practices and includes IWITTS strategies, culled from 5 National Science Foundation projects and 21 years of success in assisting educational institutions in recruiting and retaining female students in programs around the country.

2. The contractor will provide metrics to demonstrate the success of the program post-training.
3. Approximately 80 CTE administrators and faculty will receive services.

Grantee Initials DM _____ Date 12/15/15
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Exhibit B
Estimated Budget: Limitation on Price: Payment

I. Estimated Budget:

Two, 1-Day WomenTech Educators Onsite Recruitment Trainings: Spring 2016
Cost includes: Outreach materials; all travel costs. See below for details. **\$11,803**

Two, 1-Day WomenTech Educators Onsite Retention Trainings: Fall 2016
Cost includes: Outreach materials; all travel costs. See below for details. **\$11,803**

Total Training Costs: **\$23,606**

II. Limitation on Price:

This contract will not exceed \$23,606.

III. Method of Payment:

An initial invoice for 50% of the contract price will be submitted upon approval of the contract. Remaining invoice(s) will be submitted upon receipt of contract deliverables.

All invoices and reports shall be forwarded to:

Carrie Gorman, Program Assistant II
New Hampshire Department of Education
Career Development Bureau
21 South Fruit Street, Suite 20
Concord, NH 03301

Grantee Initials DM
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Date 12/15/15

Exhibit C
Special Provisions

4. Conditional Nature of Agreement:

The NH Department of Education, Bureau of Career Development, upon approval of contract will adhere to the following IWITTS cancellation policy:

Date Change or Cancellation:

When the initial deposit investment is received, we irrevocably set your dates aside for you. We are out of the market, unavailable to anyone else, committed to you, to your program. We plan logistics, prepare graphic materials, and layout every detail to help ensure a satisfactory training experience for your participants.

Therefore:

- a. If the engagement is cancelled by you more than 90 days prior to the scheduled date, a cancellation fee of half the deposit amount is retained, and the other half is returned.
- b. If canceling less than 90 days but more than 30 days prior to the scheduled date, the deposit will be forfeited. In addition, you will be responsible for any non-refundable travel expenses;
- c. If the engagement is cancelled by you less than 30 days prior to the scheduled date, the entire fee, and any non-refundable travel expenses, are due and payable; provided, however, that if the engagement is moved by you to a different date agreeable to us within 90 days of the original date of the program, you will remain responsible for non-refundable travel expenses, but the sum indicated above will be applied to the new engagement date. In the event of cancellation of the Speaker due to illness or unforeseen emergency, we will not have any liability except to replace the Speaker with a substitute that is acceptable to you or to refund you any deposits received. In the event of a cancellation by us, we will pay for any expenses incurred including those incurred as a result of cancellation of the venue.

9.2 Data/Access/Confidentiality/Preservation:

All training content and materials will remain the sole intellectual property of IWITTS according to the following IWITTS policy:

All handouts are the copyrighted property of National IWITTS or our manufacturers and cannot be reproduced except as agreed to in writing. Services (including consulting and training) and materials are provided for the exclusive use indicated herein, and may not be sold, given away, transferred, sublicensed, assigned, or used except as indicated in this Agreement and/or as reference material "take-aways" by the seminar attendees and/or as a response to a request for information pursuant to RSA 91-A. Specifically, the terms of this Agreement and any handouts,

Grantee Initials DM
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Date 12/15/15

materials, or the like provided by IWITTS or Speaker hereunder (which includes, without limitation, the oral, written, and visual information relating thereto and provided in any training, seminars, software, documentation, and publications) (collectively "Proprietary Information") contain valuable information and intellectual property and use outside of the terms and conditions of this Agreement would damage IWITTS' market. The parties agree that, in the event of a breach or threatened breach of intellectual property rights, an action at law for damages would not be adequate to protect that party's rights. Therefore, the intellectual property owner shall be entitled to injunctive and/or other equitable relief to prevent a breach and to secure and enforce its rights, which shall be in addition to any other rights at law or in equity, without showing or proving any actual damages sustained in the case of a breach.

Grantee Initials DM
Page 4 of 4

Date 12/15/15

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that National Institute for Women in Trades, Technology and Science, LLC a(n) District of Columbia limited liability company registered to do business in New Hampshire on February 12, 2016. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 23rd day of February, A.D. 2016

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

William M. Gardner
Secretary of State

CERTIFICATE

(Corporation With Seal)

I, Christine Lesaca, Clerk/Secretary of the National Institute for Women in Trades, Technology and Science, do hereby certify that: (1) I am the duly elected and acting Clerk/Secretary of the National Institute for Women in Trades, Technology and Science, a limited liability corporation (the "Corporation"); (2) I maintain and have custody and am familiar (State of incorporation) with the seal and minute books of the Corporation; (3) I am duly authorized to issue certificates; (4) the following are true, accurate and complete copies of the resolutions adopted by the Board of Directors of the Corporation at a meeting of the said Board of Directors held on the 15 day of December, 2015, which meeting was duly held in accordance with District of Columbia law and the by-laws of the Corporation:

(State of incorporation)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting by and through the Department of Education, providing for the performance by the Corporation of certain services, and that the President (and Vice President) (and the Treasurer) (or any of them acting singly) be and hereby (is) (are) authorized and directed for and on behalf of this Corporation to enter into the said contract with the State and to take any and all such actions and to execute, seal, acknowledge and deliver for and on behalf of this Corporation any and all documents, agreements and other instruments (and any amendments, revisions or modifications thereto) and (she) (he) (any of them) may deem necessary, desirable or appropriate to accomplish the same;

RESOLVED: That the signature of any officer of this corporation affixed to any instrument or document in or contemplated by these resolutions shall be conclusive evidence of the authority of said officer to bind this Corporation thereby;

(5) the foregoing resolutions have not been revoked, annulled, or amended in any manner whatsoever, and remain in full force and effect as of the date hereof; (6) the following person(s) (has) (have) been duly elected to and now occupy the office(s) indicated below.

Donna Milgram President
Wayne Jaquith Vice President
Lisa Tomlinson Treasurer

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation and have affixed its corporate seal this 15 day of December, 2015.

(SEAL)

[Signature]
Clerk/Secretary

STATE OF California
COUNTY OF Alameda

On this the 15 day December, 2015, before me, H. Joiner, the undersigned, personally appeared Christine Lesaca, who acknowledged her/himself to be the Clerk/Secretary of National Institute for Women in Trades, Technology and Science, a corporation, and that ~~she~~ he as such Clerk/Secretary being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by her/himself as Clerk/Secretary.

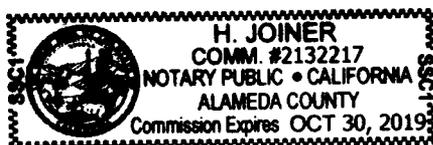
IN WITNESS WHEREOF I hereunto set my hand and official seal.

(SEAL)

[Signature]

Notary Public/Justice of the Peace

My Commission expires:





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/6/2015

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

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

PRODUCER BayRisk Insurance Brokers Inc. 1920 Minturn Street P.O. Box 567 Alameda CA 94501-9667	CONTACT NAME: Elizabeth Park PHONE (A/C, No, Ext): (510) 523-3435 E-MAIL ADDRESS: elizpark@bayrisk.com	FAX (A/C, No): (510) 523-1632
	INSURER(S) AFFORDING COVERAGE	
INSURED NATIONAL INSTITUTE FOR WOMEN IN TRADES, TECHNOLOGY AND SCIENCE LLC (IWITTS) 1150 BALLENA BLVD#102 ALAMEDA CA 94501	INSURER A: Sentinel Insurance Co. NAIC # 11000	
	INSURER B: Twin City Fire Insurance Co 29459	
	INSURER C: Capitol Specialty Insurance Co	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 15/16 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:				9/1/2015	9/1/2016	EACH OCCURRENCE \$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
							XCYBR \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				9/1/2015	9/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000				9/1/2015	9/1/2016	EACH OCCURRENCE \$ 1,000,000
							AGGREGATE \$ 1,000,000
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A		9/1/2015	9/1/2016	PER STATUTE OTH-ER
							E L EACH ACCIDENT \$ 1,000,000
							E L DISEASE - EA EMPLOYEE \$ 1,000,000
							E L DISEASE - POLICY LIMIT \$ 1,000,000
C	Errors & Omissions				9/1/2015	9/1/2016	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 NH Department of Education is named as additional insured as respects to written contract with named insured and is subject to the policy terms, conditions and exclusions.

CERTIFICATE HOLDER NH Department of Education, Bureau of Career Development Virginia M. Barry, Ph.D. 21 South Fruit Street, Suite 20 Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Vivian Zuranich/ELIZP 

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New Traditions for Women, Inc.
Balance Sheet
As of December 17, 2015

	Dec 17, 15
ASSETS	
Current Assets	
Checking/Savings	
1003 · NSF Checking BofA -42135	173.57
1004 · General Checking BofA -42128	851.25
Total Checking/Savings	1,024.82
Other Current Assets	
1209 · BoA 9 Month CD	18,542.10
Total Other Current Assets	18,542.10
Total Current Assets	19,566.92
Fixed Assets	
1500 · Property & Equipment	
1520 · Office equipment	6,499.73
1530 · Furniture and fixtures	584.82
Total 1500 · Property & Equipment	7,084.55
1600 · Accumulated Depreciation	-7,084.55
Total Fixed Assets	0.00
TOTAL ASSETS	19,566.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2024 · CitiBus MC - 7427	77.99
Total Credit Cards	77.99
Other Current Liabilities	
2110 · Loan Payable-Natl IWITTS	5,594.50
Total Other Current Liabilities	5,594.50
Total Current Liabilities	5,672.49
Long Term Liabilities	
2150 · Deferred Compensation payable	18,542.10
Total Long Term Liabilities	18,542.10
Total Liabilities	24,214.59
Equity	
3900 · Net Assets	-14,046.95
Net Income	9,399.28
Total Equity	-4,647.67
TOTAL LIABILITIES & EQUITY	19,566.92

Principal Staff	Annual Salary
Donna Milgram, Executive Director	\$119,997
Christine Lesaca, Program Coordinator	\$43,264
Daniella Severs, Program Coordinator	\$38,272

Board of Directors	Salary
Donna Milgram, President	\$119,997
Wayne Jaquith, Vice-President	0
Lisa Tomlinson, Treasurer	0
Viviana Azar, Secretary	0

New Traditions for Women/Institute for Women in Trades, Technology & Science

December 15, 2015

About Donna Milgram



Donna Milgram is the founder and Executive Director of the National Institute for Women in Trades, Technology and Science (IWITTS), the only national organization whose sole mission is to provide educators and employers with the tools they need to encourage women to enter and succeed in careers where they are underrepresented. She has dedicated her career to helping educators and employers close the gender gap for women and girls in science, technology, engineering and math (STEM) career pathways—from engineering and computer networking to auto technology and law enforcement.

Nationally-Recognized Expert, Trainer and Public Speaker

A nationally-recognized expert on women and workforce development issues, **Ms. Milgram has testified before the U.S. Congress and appeared extensively in the news media.** She served as an expert witness on the "Sexual Harassment of Women in Nontraditional Occupations" and "School-To-Work Opportunities" Acts, addressing the absence of young women from many U.S. Department of Labor School-To-Work demonstration sites. **Ms. Milgram's work has taken her to 46 of the 50 states and Canada.** She has consulted and conducted hundreds of trainings on recruiting and retaining women in STEM education and related occupations for national, state, regional and local educational institutions, organizations and employers. **She has also delivered numerous conference workshops and keynote presentations at conferences such as the American Society for Engineering Education (ASEE), Advanced Technological Education (ATE), and Women in Engineering Programs and Advocates Network (WEPAN).**

Innovative Leader and Experienced Principal Investigator (PI)

Ms. Milgram has over 21 years of experience leading successful projects, one of which was highlighted by the National Science Foundation to the Committee for Government Performance and Results Act Performance Assessment, and chosen as 1 of 3 model projects in the American Association of University Women's report, *Women in Community Colleges: Access to Success*. **She has served as PI for 4 National Science Foundation projects and as Project Director of a U.S. Department of Labor and a National Institute of Justice grant.** She has also worked on corporate grants such as the Cisco Gender Initiative.

Noted Author and Reader's Choice Award Winner

Ms. Milgram has frequently been **published and quoted in educational and law enforcement publications.** One recent publication and peer-reviewed conference paper was the cover article "How to Recruit Women & Girls to the STEM Classroom"—**winner of a Reader's Choice Award**—published by International Technology and Engineering Educators Association in *Technology and Engineering Teacher* magazine and "Turning Limited Resources into Increased Recruitment & Retention of Female Students in Technology Programs" presented at and published in the proceedings of the 2010 Annual ASEE Conference. **She has also authored an extensive list of multi-media publications in her field** including a teacher-training video, websites, a CD, and print publications.

IWITTS Founder

Initially, Donna Milgram's work focused on helping women "survive" the workplace, but she quickly saw that institutional change was critical. In 1994, she shifted to helping employers and the education and job training systems develop more female-friendly recruitment and retention practices and founded IWITTS. **IWITTS offers products and services that help STEM educators increase the number of women and girls enrolled in their classes and improve the retention of their female (and male) students.** IWITTS's solutions include research, professional development, publications, technical assistance, and outreach and marketing products. Learn more at www.iwitts.org.

Ede Slovin Bio



Ede Slovin is an experienced and dynamic trainer with a wonderful sense of humor who has trained for IWITTS since 1999. She consistently receives outstanding training participant _____ . Her hands-on experience in the technical education and gender equity fields makes her uniquely qualified to deliver training for IWITTS.

Since 2006, Ms. Slovin has served as the Executive Director of the Options! Program, a community-based organization for Empowerment, Education and Employment. Under her leadership, the organization, which has provided education, employability and life skills services to over 600 men and women, many of them displaced homemakers, has achieved a phenomenal job placement success rate of 92% for its clients.

From 1995 to 2005, Ms. Slovin served as Director of the New Directions program at Seminole Community College in Sanford, Florida, assisting single parents, displaced homemakers and single pregnant women in earning a degree or certificate. With Ms. Slovin at the helm, the program provided education and placement services to over 1,000 women and 30 men. New Directions had a 100% job placement rate and 38% of the placements were in nontraditional occupations for women! She also recruited and supported over 200 volunteer mentors.

Ms. Slovin has received many awards including Most Outstanding Director and Most Outstanding Program from the Florida Education and Employment Counsel for Women and Girls and the Most Completers, Highest Fund Raiser and Highest Retention awards from the State of Florida's Outstanding Coordinator's Recognition Program.

Ms. Slovin's numerous affiliations, past and present, include:

- Past President of the Florida Vocational Association
- Past President of the Florida Equity Association
- Past Vice President of Women Work, Membership and Development
- University of Central Florida Women's Resource Center, Development Chair
- President Bush's 9/11 Law, Public Safety & Security Commission, Education Chair
- Past Board Chair, Grove Drug Counseling and Rehabilitation Center
- Past Board Member, Coalition for the Homeless

Ms. Slovin received a Bachelor of Arts degree from the University of Central Florida, and an Associate of Arts Degree from Seminole Community College, and she attended law school at St. Thomas University.

Ms. Slovin has conducted WomenTech workshops for IWITTS since 2001 from coast-to-coast for both the community college level and secondary schools, including:

- Henry County School District, McDonough, GA
- Kirkwood Community College, Cedar Rapids, IA
- Project Lead The Way, New York, Tennessee
- University of Arkansas, Ft. Smith, AR
- West Virginia Council of Community and Technical Colleges, Charleston, WV

Reviews

IWITTS workshop attendees around the country have given Ms. Slovin great reviews. Here is just a sample:

"Ede, great two days! Thank you so much for being flexible enough to give us a customized program. You did exactly as we asked and I so appreciate it!" -- Monieca West, Perkins Federal Program Manager, Arkansas Department of Higher Education

"Ede presented wonderful ideas on recruiting and retention, but the key was the ideas were specific and pragmatic, not just vague." -- Andrea Clark, Department Coordinator, Industrial Technologies Department, Kirkwood Community College Training, Cedar Rapids, IA

"Ede is very knowledgeable on the topic" -- Amy Beldon, University of Virginia Training

"Very Motivational" -- Jaime Blaney, University of Arkansas Training

"The data, methodology, and personal department of the presenter created a positive learning climate for participants in South Central Louisiana" -- Doug Chance, Supervisor, Acadia Parish Schools Training, Crowley, LA

"This was one of the best -- if not the best equity training sessions I've ever attended and I attended a lot. I got a lot of ideas and strategies to use." -- Attendee, State of Kentucky, Department for Technical Education Training