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Virginia M. Barry, Ph.D.
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Deputy Commissioner of Education
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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

June 11, 2014

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

REQUESTED ACTION

Authorize the Department of Education to enter into a contract with NH Coalition for Citizens with Disabilities, dba Parent Information Center (vendor code 38277) to build capacity of local school districts to ensure smooth and effective transitions for toddlers with disabilities into preschool special education. This contract will be in effect from July 1, 2014, or upon Governor & Council approval, whichever is later, through June 30, 2016 in an amount not to exceed \$169,974.00 pending legislative approval of the next biennium budget. 100% Federal Funds.

Funding for this request is available in account titled Preschool Federal Funds as follows:

	<u>FY'15</u>	<u>FY'16</u>
06-56-56-562510-21840000-102-500731	\$84,987.00	\$84,987.00
Contracts Program Services		

EXPLANATION

In accordance with the Individuals with Disabilities Education Act (IDEA), the goal of this project is to improve outcomes for toddlers and preschool children and their families by building the capacity of local school districts to ensure smooth and effective transitions. The project's priorities are intended to support the development and implementation of an initiative that will work with the Department of Education to ensure that:

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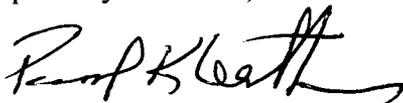
- Promote Child Find for preschool aged children, including the transition of children from Family Centered Early Supports and Services (FCESS) to preschool special education.
- Improve the availability and quality of educational environments for preschool children with disabilities.
- To support IEP teams with decision-making regarding educational environments and placement for children with disabilities ages 3-5 in the least restrictive environment.
- Support the Bureau with the development and implementation of the NH Special Education State Performance Plan and Annual Progress Reports for indicators that are specific to Early Transitions and Free Appropriate Public Education in the Least Restrictive Environment.

The Department of Education prepared and published a Request for Proposals (RFP) "*Early Childhood Special Education: Child Find, Early Transitions, and Educational Placements*" in the Manchester Union Leader, for the period April 8th, April 9th, and April 10th ; as well as posted on the Department website. One (1) proposal was received by the deadline; and has met the criteria of the Request for Proposal (see rubric).

The Department of Education, Bureau of Special Education would like to contract with NH Coalition for Citizens with Disabilities, dba Parent Information Center they have run the program in an efficient and effective way over the past years, providing technical assistance to districts and early intervention programs to ensure compliance and promote quality transitions from early intervention to preschool special education, resulting in improved compliance with IDEA.

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

Respectfully Submitted,



Virginia M. Barry, Ph.D. (59)
Commissioner of Education

New Hampshire Department of Education
 Early Childhood Special Education:
 Child Find, Early Transitions, and Educational Placements
 Reviewer's Name: Bridget Brown, Mary Lane and Ruth Litterfield

Applicant's Name: NH Coalition for Citizens with Disabilities dba Parent Information Center

Criteria from RFP	Possible Points	Points Earned	Comments
<p>7.2.1 Significance of Proposal – Description of applicant's capabilities to deliver the services, including a brief description of their personal experience and/or company's experience in developing and implementing a program of this type; to include references as applicable. Please identify the specific subsections of 1.0 Minimum Requirements as they are addressed</p>	<p>(10 points)</p>	<p>Average score: 10</p>	<p>The proposal addressed key components of RFP and more. There is a long history of capability to implement the work. The integrity of the program was stressed throughout the application. The document described experiences that matched the proposal and aligned with vision of the RFP. Letters of reference were current, representing a cross sector (national/state, special ed, ESS, etc.). The letters also spoke to the respect from the field for the organization and personnel and the actual results of current work (which speaks to new endeavors). Clearly defined partnerships with other agencies and organizations.</p>
<p>7.2.2 <i>Quality of Services:</i> Describe how you will accomplish the Services to be Provided in 2.0 of this RFP, including activities and strategies that will achieve the desired outcomes. Also identify roles, responsibilities and partners to be involved for the various activities/strategies. Please identify the subsection(s) of the Services to be Provided as you address them in your narrative. (30 points total)</p>	<p>(15 points)</p>	<p>Average score: 13</p>	<p>Content: proposal builds on strong foundation of previous work plan in all four priority areas. Brought in nuances such as building in PALS, looking at how to implement QRIS. Transition open houses and building collaboration with community based programs is strength.</p> <p>PLC: great idea with caution: needs to define what will and will not do, role of PLC and who runs the PLC</p>
<p>7.2.2.1 Content knowledge, including but not limited to, knowledge and expertise to promote efforts to improve child find, early transitions and FAPE in the LRE for preschool children with disabilities and their families through innovation and collaboration.</p> <p>7.2.2.2 Technical Skills, including but not limited to: data collection and analysis, adult learning strategies and effective technical assistance, facilitation and communication skills.</p>	<p>(15 points)</p>	<p>11</p>	<p>Technical: data collection and analysis: know what can do regarding data and recognizes need to know more. Showed capacity to address data in same manner as earlier project (not bringing more data analysis, utilization or visualization to the table).</p> <p>PLC and QRIS mentioned but did not specify how they will be integrated into the project. Proposal could have followed RFP format so reviewers had to look for where things were.</p> <p>3 pilot sites idea is solid, tied to ELS, DEC evidenced based practices and QRIS. Need to discuss if three is the correct number and how to get district buy-in.</p> <p>Website: work on building NHDOE capacity, strengthen message that project website is DOE funded/sponsored, increase language around NH Network.</p>

Criteria from RFP	Possible Points	Points Earned	Comments
<p>7.2.3 Management Plan: Provide a work-plan, timeline, milestones or benchmarks in accordance with the activities to carry out Services to be Provided in 2.0 of this RFP.</p>	<p>(15 points)</p>	<p>Average score: 10</p>	<p>A lot on policy, procedures and the implementation of those but not as much on how to implement evidenced-based practices in the classroom to improve child outcomes.</p> <p>Really good handle on here and now (on district level support to develop early childhood programs, policies, etc.) less evidence of how to move the system forward for implementation of quality in the classroom experience. Need commitment to build more expertise to implement, sustain and scale-up evidenced based practices to improve outcomes for children with disabilities. This is implied but not described in detail.</p> <p>The management plan was generic. Milestones needed more detail so reader could understand what/how is going to happen. Sounded like a lot of maintaining, not pushing to next level (where is scale-up?). Did not clearly say how will be different. Where going to next was not as clear.</p> <p>Aligned globally with proposal and RFP.</p>
<p>7.2.4 Personnel and Partners: Provide a listing of the individuals who will have responsibilities within this proposed project, their titles, qualifications and duties, and the amount of time each will devote to the project. Identify key partners, describe their anticipated participation and provide documentation of their commitment.</p>	<p>(10 points)</p>	<p>Average score: 10</p>	<p>Needed more detail on timeframes and what will occur.</p> <p>JC: 40% FTE, ML: 40% FTE. Roles are clearly defined. 6 TA providers. Question about time of NH Connections and Jen's time (FTE)</p> <p>Excellent collaboration with other state and national projects/organizations (PTAN, ECTA Center, etc.).</p>
<p>7.2.5 Adequacy of Resources: Provide a detailed budget, including budget notes/justification, which clearly explains the relationship between proposed activities and expenditures. The budget should be broken down into two (2) fiscal years: FY'15 (July 1, 2014 - June 30, 2015) and FY'16 (July 1, 2015 - June 30, 2016) and not to exceed \$85,000.00 for each year.</p> <p>7.2.5.1 Indirect costs may not exceed 8%</p> <p>7.2.5.2 Food is not an allowable expense</p> <p>7.2.5.3 In-state travel reimbursement must specify either a rate for actual mileage or time traveled</p> <p>7.2.5.4 Out-of-state travel may be considered for pre-approved events</p> <p>7.2.5.5 Rent, phone and other similar expenses must be based on actual costs of the project</p>	<p>(25 points)</p>	<p>Average score: 23</p>	<p>Discuss FTE vs. Contract. Discuss pay for time and mileage. Contract for personnel may include time estimated into hourly rate.</p> <p>Nice job with including state and national meeting participation in a flexible manner because they have not yet been identified by NHDOE.</p> <p>Suggestion: printing: May be able to do some printing through Graphic Services.</p> <p>Indirect cost is fine.</p> <p>Rent, phone etc. was consistent with RFP. Budget recognized that food is not allowed.</p>

Criteria from RFP	Possible Points (10 points).	Points Earned	Comments
7.2.6 Evaluation Plan: Describe your comprehensive plan for the evaluation of the proposed project's activities, effectiveness and impact		7	Nice beginning model. Know what need to measure and drill down to see what it really means. Be sure builds in telling why not if doesn't meet goal. Need to use evaluation to get at root cause or strategies for improvement rather than just what was done.

Reviewer's total scores (254/300): 84

Reviewer's Averaged Score: 84 out of 100

Overall reaction of reviewers was that this is an excellent proposal that is aligned to RFP and well designed to achieve desired results. A follow-up interview was conducted with the Project Director for clarification of comments as detailed above. The interview discussion included: 1) change in name of project, to be determined by project director and NHDOE; 2) PLC focus and role; 3) explore how to ratchet up the data piece, perhaps drawing on DASy expertise; 4) more information on pilot sites and potential to align with other NHDOE/ECTAC work; 5) consider how to work with NHDOE to build DOE website and make sure project website clearly states NHDOE work and more on connection with NH Networks; 6) Budget: Discussion of employee vs. contract, mileage/time traveled.

Recommendation: The review team strongly recommends awarding this proposal.

Reviewers Signatures:

Mary Lane

Bridget Brown

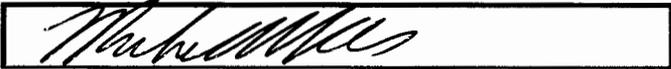
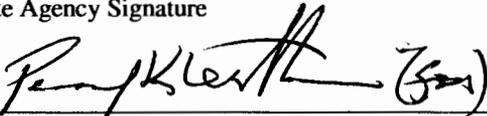
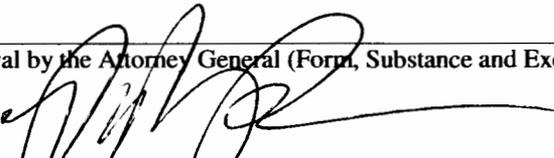
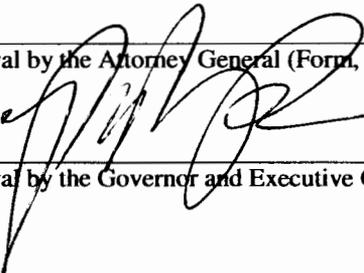
Ruth Littlefield

Subject: Early Childhood Special Education, Child Find, Early Transitions and Ed Plac FORM NUMBER P-37 (version 1/09)

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name <u>NH Department of Education, Bureau of Special Education</u>		1.2 State Agency Address <u>101 Pleasant Street, Concord, NH 03301</u>	
1.3 Contractor Name <u>NH Coalition for Citizens with Disabilities, dba Parent Informat</u>		1.4 Contractor Address <u>54 Old Suncook Road, Concord, NH 03301</u>	
1.5 Contractor Phone Number <u>603-224-7005</u>	1.6 Account Number <u>see Exhibit B</u>	1.7 Completion Date <u>June 30, 2016</u>	1.8 Price Limitation <u>\$170,000.00</u>
1.9 Contracting Officer for State Agency <u>Santina Thibedeau, Administrator, Bureau of Special Educati</u>		1.10 State Agency Telephone Number <u>603-271-3741</u>	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory <u>Michelle L. Lewis, Executive Director</u>	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> On <u>6/2/2014</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 <u>James K Butterfield</u> [Seal]		My commission expires October 21, 2014	
1.13.2 Name and Title of Notary or Justice of the Peace <u>James K Butterfield</u>			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory <u>Virginia M. Barry, Ph.D., 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) By:  On: <u>6/30/14</u>			
1.18 Approval by the Governor and Executive Council By:  On: _____			

①
6/2/14

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

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

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.
5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.
5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

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

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.
6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

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

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

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

14. INSURANCE.

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

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be

attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

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

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

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

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

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

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

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

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

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

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

EXHIBIT A

Services to be Provided

New Hampshire Coalition for Citizens with Disabilities, dba Parent Information Center will provide the following services under the contract:

Early Childhood Special Education: Child Find, Early Transitions, and Educational Placements

for the period: FY'15 ~ July 1, 2014, or upon Governor and Council approval, whichever is later, through June 30, 2015 and FY'16 ~ July 1, 2015 to June 30, 2016.

- Data collection, analysis and utilization relative to State Performance Plan Indicator 6 (Preschool LRE) and Indicator 12 (Early Transitions) and the related requirements.
 - Provide technical assistance in a variety of formats (such as phone, online and face-to-face) to districts to promote complete and accurate data being reported to the Bureau for these areas.
 - Review data reports for early transitions and preschool LRE to support the Bureau with the data analysis.
 - Promote the utilization of data at the State and local level to improve the provision of FAPE in the LRE and early transitions for preschool children with disabilities and their families.
 - Communicate with the Bureau about national and State data challenges and effective practices.
 - Assist the Bureau's work with districts to identify and remedy root causes of noncompliance, data quality issues, and performance results that do not meet targets.
- Policies, procedures and practices relative to Child Find for preschool age children, including written early transition process for children exiting Family Centered Early Supports and Services, consistent with Ed 1105.
 - Provide technical assistance in a variety of formats (such as phone, online and face-to-face) to districts regarding the development and implementation of a written early transition process, to include the regional Interagency Agreements between the Area Agencies and the local school districts.
 - Facilitate regional meetings between Family-Centered Early Supports and Services (FCESS) and local school districts to review and revise Interagency Agreements, as requested by the Bureau.
 - Update the Bureau on the status of local district with regards to the implementation of requirements for child find/early transition.
 - Facilitate communication and coordination between the Bureau and the NH Department of Health and Human Services, Division of Developmental Services.
- Policies, procedures and practices relative IEPs, Services and Educational placement for children aged 3-5 with disabilities, consistent with Ed 1109 and Ed 1111.
 - Provide technical assistance in a variety of formats (such as phone, online and face-to-face) to districts regarding the development of policy, procedures and practices to regarding IEPs, services and placement for preschool children with disabilities and their families.
 - Update the Bureau on the status of local district with regards to the these areas for preschool children with disabilities and their families

Initials D
Date 6/2/14

EXHIBIT A (Con't)

Services to be Provided

- Innovation, Collaboration and Evaluation to improve outcomes for children aged 3-5 with disabilities and their families.
 - Identify and/or create resources and training materials that will promote innovation, quality and compliance with child find/early transitions and FAPE in the LRE for preschool children with disabilities and their families, to be approved by and hosted on the NHDOE website and the NH Network.
 - Collaborate at the State and national levels to ensure maximum benefit of the project, including across initiatives and cross-sector (State) and with TA/resource centers and other nationally recognized organizations/individuals (national).
- Conduct on-going evaluation of effectiveness of activities to impact policy, procedures and practices at the district level, to improve outcomes for children ages 3-5 with disabilities and their families.
- Provide the Bureau with an annual report detailing the accomplishments and challenges of the project, based on the evaluation of the project, within 30 days of the end of each project year. The first report will include strategies for improvement. The final report will include a comprehensive overview of the entire project. These reports will provide specific information on district support, products developed and impact, and other areas identified by the Bureau.

Initials 0
Date 6/2/14

EXHIBIT B

Budget and Payment Method

General Expenses:

Budget (period ending June 30, 2016)

Account: 06-56-56-562510-21840000-102-500731

Description of Services	FY'15	FY'16
Project Director	\$19,652.00	\$19,652.00
Project Staff	\$18,834.00	\$18,834.00
Administrative Assistant	\$5,035.00	\$5,035.00
Fringe	\$8,959.00	\$8,959.00
Contractual Services	\$16,450.00	\$16,450.00
Meeting Expenses	\$225.00	\$225.00
Travel	\$1,500.00	\$1,500.00
Supplies	\$300.00	\$300.00
Postage & Shipping	\$100.00	\$100.00
Stipends	\$750.00	\$750.00
Printing and Reproduction	\$1,000.00	\$1,000.00
Telephone / Comm.	\$1,000.00	\$1,000.00
Graphic Design	\$500.00	\$500.00
Web Maintenance	\$1,200.00	\$1,200.00
Rent	\$3,192.00	\$3,192.00
Indirect Costs – 8%	\$6,290.00	\$6,290.00
Total	\$84,987.00	\$84,987.00

Limitation on Price:

Upon mutual agreement between the State Contracting Officer and the contractor, line items in this budget may be adjusted one to another, with +/- 10% of the indicated amount, but in no case shall the total budget exceed the price limitation of \$169,974.00.

Method of Payment:

Payment will be made on the basis of monthly invoices received by the 10th of the following month which are supported by a summary of activities that have taken place in accordance with the terms of the contract. If otherwise correct and acceptable, payment will be made.

Invoices will be submitted to:

Barbara Raymond
NH Department of Education
Bureau of Special Education
101 Pleasant Street
Concord New Hampshire 03301

Initials _____
Date _____

BR
6/2/14

EXHIBIT C

Any document(s) developed and published, as a project of the New Hampshire State Department of Education (NHDOE), Bureau of Special Education, will recognize the NHDOE, Bureau of Special Education as a sponsor. All documents created shall be the property of the Bureau of Special Education.

Initials W
Date 10/24/14

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 NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. is a New Hampshire nonprofit corporation formed October 7, 1975. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 17th day of March A.D. 2014

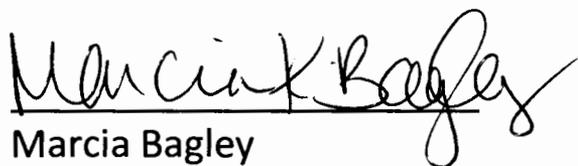
A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

Certificate of Authority

The board of Directors for the NH Coalition for Citizens with Disabilities, Inc. dba The Parent Information Center, having a principal place located at 54 Old Suncook Road, Concord, NH 03301 do hereby certify that Michelle Lewis, the appointed Executive Director of the NH Coalition for Citizens with Disabilities, Inc. dba The Parent Information Center, is authorized to sign and execute all agreements for Governor and Council on behalf of the Board of Directors.

This authorization was adopted at a meeting of the NH Coalition for Citizens with Disabilities board on November 28, 2012, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation, a resolution adopted by the board of directors of the corporation.



Marcia Bagley
Board Secretary

6/2/14
Date



Notary Public

6/2/2014
Date

**My commission expires
October 21, 2014.**

Parent Information Center Mission Statement

The Parent Information Center's (PIC's) mission statement is to guide and encourage families in supporting the unique learning potential of their children



**Overview of NH Coalition of Citizens with Disabilities
dba Parent Information Center**

Established three decades ago with the belief that all children can succeed with the right support, the NH Coalition for Citizens with Disabilities, dba the Parent Information Center (PIC), provides a wealth of services designed to help parents understand their child's special needs and the laws that govern the special education process. PIC assists families and schools to increase parental involvement in children's education with the goal of increasing student academic achievement. PIC is a pioneer in creating family/school/community partnerships that support parents of all students to become involved in their child's education. From its inception to the present PIC has demonstrated the ability to identify and respond to the changing needs of children, families and schools in NH.

PIC provides services to families, schools, and community agencies including: information, support and referral services, workshops, conferences and videotaped programs, web-based learning opportunities and leadership and advocacy training series for parents and professionals. PIC's Parent Training and Information Center (PTI) project is a nationally recognized parent center for its strong programmatic foundation and the high quality of their publications and trainings and strong relationship with the NH Department of Education, Bureau of Special Education.

PIC currently employs over 30 people across multiple grants and programs serving more than 10,000 individuals annually. Projects include NH Connections (funded by the NH Bureau of Special Education); Parent Information Center on Special Education (PTI Project); Supporting Successful Early Childhood Transitions (SSECT) (funded by the NH Department of Education, Bureau of Special Education); Integrated Services (Medical Home Project); PLAN – Family to Family Health Information Center; NH Family Voices; Awareness and Access to Care for Children and Youth with Epilepsy; Education, Advocacy, Resources and Support for Families with Infants and Children who have a Suspected or Confirmed Hearing Loss (EARS); Multi-Sensory Intervention Through Consultation and Education program (MICE); and Prevention Makes Cents.

**NEW HAMPSHIRE COALITION FOR
CITIZENS WITH DISABILITIES, INC.**

dba PARENT INFORMATION CENTER

FINANCIAL STATEMENTS

JUNE 30, 2013 and 2012

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
New Hampshire Coalition for
Citizens with Disabilities, Inc.
dba Parent Information Center

Report on the Financial Statements

We have audited the accompanying financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2013 and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Hampshire Coalition for Citizens with Disabilities, Inc. as of June 30, 2013 and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of program activities and the schedule of expenditures of federal awards, as required by Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, are presented for purposes of additional analysis and is not a required part of the financial statements. The supplementary information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

The financial statements of the New Hampshire Coalition for Citizens with Disabilities, Inc. as of June 30, 2012, were audited by other auditors whose report dated November 20, 2012, expressed an unmodified opinion on those statements.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 4, 2014, on our consideration of New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control over financial reporting and compliance.

Smith Hennessey Associates, PLLC/CPA
Concord, New Hampshire

February 4, 2014

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 STATEMENTS OF FINANCIAL POSITION
 FOR THE YEARS ENDED JUNE 30, 2013 AND 2012

	<u>2013</u>	<u>2012</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 288,993	\$ 235,692
Grants Receivable	131,749	145,396
Prepaid Expenses	<u>8,134</u>	<u>2,587</u>
Total Current Assets	<u>428,876</u>	<u>383,675</u>
PROPERTY AND EQUIPMENT, at cost		
Equipment, Furniture, and Fixtures	107,897	108,396
Less Accumulated Depreciation	<u>(80,466)</u>	<u>(84,724)</u>
Net Property and Equipment	<u>27,431</u>	<u>23,672</u>
TOTAL ASSETS	<u>\$ 456,307</u>	<u>\$ 407,347</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	\$ 28,344	\$ 24,771
Accrued Expenses	35	2,020
Accrued Payroll and Related Liabilities	17,035	17,842
Accrual for Compensated Absences	<u>30,314</u>	<u>27,258</u>
TOTAL LIABILITIES	<u>75,728</u>	<u>71,891</u>
NET ASSETS		
Operating	<u>201,781</u>	<u>142,409</u>
Total Unrestricted Net Assets	<u>201,781</u>	<u>142,409</u>
Temporarily Restricted Net Assets	<u>178,798</u>	<u>193,047</u>
TOTAL NET ASSETS	<u>380,579</u>	<u>335,456</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 456,307</u>	<u>\$ 407,347</u>

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 STATEMENTS OF ACTIVITIES
 FOR THE YEARS ENDED JUNE 30, 2013 AND 2012

	<u>2013</u>	<u>2012</u>
UNRESTRICTED NET ASSETS		
SUPPORT AND REVENUES		
Contributions, Including Fundraising Activities	\$ 8,163	\$ 5,314
Program Services Revenue		
Counseling Income (AFC)	8,667	10,415
Workshops and Training	10,075	6,873
Conferences	910	169
In-Kind Income	18,225	-
Other, Including Speaker Fees and Sale of Materials	11,087	51,010
Total Program Service Revenue	<u>48,964</u>	<u>68,467</u>
NET ASSETS RELEASED FROM RESTRICTIONS		
Restrictions Satisfied by Payments	<u>1,347,038</u>	<u>1,448,487</u>
Total Support and Revenues	<u>1,404,165</u>	<u>1,522,268</u>
OPERATING EXPENSES		
Program Services	1,350,436	1,488,266
Management and general	(5,892)	18,704
Fund raising	1,256	-
Total Operating Expenses	<u>1,345,800</u>	<u>1,506,970</u>
OTHER INCOME AND EXPENSES		
Interest Income	1,219	1,191
Interest Expense	(25)	(195)
Loss on Sale of Equipment	(187)	(119)
Total Other Income and Expenses	<u>1,007</u>	<u>877</u>
NET INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS	<u>59,372</u>	<u>16,175</u>
TEMPORARILY RESTRICTED NET ASSETS		
Grant Revenue	1,332,789	1,434,858
Net Assets Released from Restrictions		
Restrictions Satisfied by Payments	<u>(1,347,038)</u>	<u>(1,448,487)</u>
NET INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS	<u>(14,249)</u>	<u>(13,629)</u>
CHANGES IN NET ASSETS	45,123	2,546
NET ASSETS, beginning of year	<u>335,456</u>	<u>332,910</u>
NET ASSETS, end of year	<u>\$ 380,579</u>	<u>\$ 335,456</u>

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 STATEMENTS OF CASH FLOWS
 FOR THE YEARS ENDED JUNE 30, 2013 AND 2012

	<u>2013</u>	<u>2012</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase (decrease) in Net Assets	\$ <u>45,123</u>	\$ <u>2,546</u>
Adjustments to Reconcile Net Income to Net Cash Provided by Operating Activities:		
Depreciation	10,777	14,782
Loss on Sale of Equipment	187	119
Decrease (increase) in Grants Receivable	13,647	(21,848)
Decrease (increase) in Prepaid Expense	(5,547)	11,801
Increase (decrease) in Accounts Payable	3,574	(15,686)
Increase (decrease) in Accrued Expenses	(1,985)	(1,652)
Increase (decrease) in Accrued Payroll and Related Liabilities	(807)	(6,253)
Increase (decrease) in Compensated Absences	3,057	(3,269)
Increase (decrease) in Deferred Lease Incentives	-	(1,298)
Total adjustments	<u>22,903</u>	<u>(23,304)</u>
Net cash flow provided (used) by operating activities	<u>68,026</u>	<u>(20,758)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds From Sale of Fixed Assets	475	130
Capital Expenditures	<u>(15,200)</u>	<u>-</u>
Net Cash Flow Provided (Used) by Investing Activities	<u>(14,725)</u>	<u>130</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	53,301	(20,628)
CASH AND CASH EQUIVALENTS, Beginning of Year	<u>235,692</u>	<u>256,320</u>
CASH AND CASH EQUIVALENTS, End of Year	<u>\$ 288,993</u>	<u>\$ 235,692</u>
SUPPLEMENTAL CASH FLOW INFORMATION:		
Cash Paid for Interest	<u>\$ -</u>	<u>\$ 195</u>

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 STATEMENT OF FUNCTIONAL EXPENSES
 FOR THE YEARS ENDED JUNE 30, 2013 and 2012

	Program Services	Management and General	Fund Raising	TOTAL 2013	TOTAL 2012
Salaries	\$ 766,280	\$ 48,891	\$ -	\$ 815,171	921,103
Benefits and Payroll Taxes	194,361	17,168	-	211,529	233,262
Professional Services	41,858	14,483	-	56,341	84,135
Contractual Services	30,288	-	-	30,288	18,874
Travel	45,527	126	-	45,653	56,404
Conferences and Seminars	2,153	30	-	2,183	3,965
Dues and Memberships	1,224	-	-	1,224	2,575
Occupancy Costs	25,093	4,837	-	29,930	37,419
Repairs and Maintenance	159	2,718	-	2,877	3,155
Insurance	-	5,999	-	5,999	4475
Furniture, Fixtures, and Equipment	20,595	-	-	20,595	5522
Library	1,773	-	-	1,773	2,637
Postage and Delivery	2,599	1,414	47	4,060	5,971
Printing and Reproduction	10,737	683	321	11,741	21,532
Other Expenses	9,168	6,347	888	16,403	6,735
Supplies and Program Materials	603	-	-	603	3,772
Office Expense	10,628	1,279	-	11,907	12,674
Telephone	12,325	2,080	-	14,405	18,344
Program Expense	29,107	-	-	29,107	25,108
Workshop Expenses	19,725	(44)	-	19,681	24,526
Bank Service Charges	-	528	-	528	-
Depreciation	10,407	370	-	10,777	14,782
In-Kind Expenses	18,000	225	-	18,225	-
Subtotal	1,252,610	107,134	1,256	1,361,000	1,506,970
Indirect Cost Allocation	113,026	(113,026)	-	-	-
Less Amounts Capitalized	(15,200)	-	-	(15,200)	-
TOTAL EXPENSES	\$ 1,350,436	\$ (5,892)	\$ 1,256	\$ 1,345,800	\$ 1,506,970

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012

1. Nature of Business and Summary of Significant Accounting Policies

Nature of Activities

The New Hampshire Coalition for Citizens with Disabilities, Inc. (the "Coalition") was incorporated in 1975 for the purpose of creating a unified body of citizens, which would promote the general welfare for all citizens with disabilities. A complete description of the Coalition's programs is described in Note F. The Coalition is supported primarily through federal and state grants. Approximately 96% and 94% of the Coalition's support for the years ended June 30, 2013 and 2012 came from grant revenue, respectively.

The Coalition is also the fiscal agent for NH Family Voices, Multi-Sensory Intervention through Consultation and Education (MICE) and Prevention Makes Cents. The agreements are signed annually and are to provide all administrative and financial responsibilities for the programs. In turn, the Coalition receives compensation through the indirect rate paid by each grantor of contracts, grants and other income.

Basis of Accounting

The financial statements of the Coalition have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Basis of Presentation

The Coalition is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

Comparative Financial Information

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

Cash and Cash Equivalents

For purposes of reporting the statement of cash flows, the Coalition considers all Treasury bills, certificates of deposit, money market funds, and all other highly liquid debt instruments purchased with a maturity of 90 days or less to be cash equivalents.

Designation of Unrestricted Net Assets

It is the policy of the Board of Directors of the Coalition to review its plans for future property improvements and acquisitions from time to time and to designate appropriate sums of unrestricted net assets to assure adequate financing of such improvements and acquisitions.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012

1. Nature of Business and Summary of Significant Accounting Policies
(continued)

Donated Services

Donated Services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Coalition. Volunteers also provide other services throughout the year that are not recognized as contributions in the financial statements since the recognition criteria were not met.

Support and Revenue

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily restricted or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as assets released from restrictions.

Contributions of cash that must be used to acquire property and equipment are reported as temporarily restricted support. Absent donor stipulations regarding how long those assets must be maintained, the Coalition reports the expirations of donor restrictions when the acquired assets are placed in service as instructed by the donor. The Coalition reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Functional Expenditures

Directly identifiable expenses are charged to programs and supporting services. Expenses related to more than one function are charged to programs and supporting services on the basis of periodic time and expense studies. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Coalition.

Property and Equipment

All acquisitions of property and equipment in excess of \$2,000 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is calculated using the straight-line and various accelerated methods over the following estimated useful lives:

Furniture, Fixtures, and Equipment	3-10 years
Automobiles	5 years

Leasehold improvements are amortized over the terms of the respected leases.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012

1. Nature of Business and Summary of Significant Accounting Policies (continued)

Income Taxes

The Coalition is exempt from income taxes under Section 501(c)(3) of the United States Internal Revenue Code. However, income from certain activities not directly related to the Coalition's tax-exempt purpose is subject to taxation as unrelated business income. In addition, the Coalition qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as a Coalition other than a private foundation under Section 509(a)(2).

2. Description of Program and Supporting Services

The following programs and supporting services are included in the accompanying financial statements:

Program Services

The Coalition administers several different programs as follows:

Parent Information Resource Center Project (PIRC) - This project was funded by the United States Department of Education and is aimed at improving student academic performance by increasing parental involvement in children's education and promoting family-school partnerships. The project was defunded February 2012 and future funding is not anticipated at this time.

Family to Family - This project is funded by the United States Department of Education Health Resources and Services Administration (HRSA) to provide information, education, training, outreach, and peer support to families of children and youth with special health care needs and the professionals who serve them.

Parent Training and Information Center (PTI) - This project is funded by the United States Department of Education to provide information, referral, training and support to parents of children with disabilities.

NH Family Voices - The project is funded through the State of New Hampshire, Department of Health and Human Services, Bureau of Special Medical Services to provide assistance to families and professionals through direct contact (telephone, e-mail, and in person), publication development and dissemination, workshops, website and trainings.

Multi-Sensory Intervention through Consultation and Education (MICE) - This program is funded by the State of New Hampshire, Department of Health and Human Services, Bureau of Developmental Services to provide educational and developmental services to sensory impaired infants, age's birth to three years.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012

Program Services Continued:

Education, Advocacy, Resources, and Support for Families with Infants and Children who have Suspected or Confirmed Hearing Loss (EARS) - This project is funded by the State of New Hampshire, Department of Health and Human Services, this program works in conjunction with birth hospitals and testing centers, providing support to families who are referred to diagnostic testing after a newborn hearing screening.

New Hampshire Connections (NHC) - This project is funded by the State of New Hampshire, Department of Education, Bureau of Special Education to build the capacity of state, local districts, schools and families to promote partnerships and develop family engagement systems in special education.

Supporting Successful Early Childhood Transitions (SSECT) - This project is funded through the State of New Hampshire, Department of Education, Bureau of Special Education to provide education and support to school districts and others around early childhood transitions, Least Restrictive Environment, and Child Find.

Facets of Epilepsy Care in NH - This program is funded by the State of New Hampshire, Department of Health and Human Services to assist Special Medical Services to initiate, plan, and organize activities and supports for parents and youth with epilepsy, individually, and as groups related to improved access to care and active engagement in medical homes.

Prevention Makes Cents - This program is funded by a variety of contracts to provide school-based child assault prevention program for preschool and elementary-aged children as well as multi-week parenting programs as well as topic-related workshops for parents and professionals.

Supporting Services

Management and General - Includes the functions necessary to maintain an equitable employment program; ensure an adequate working environment; provide coordination and articulation of the Coalition's program strategy; secure proper administrative functioning of the Board of Directors; and manage the financial and budgetary responsibilities of the Coalition.

Fundraising - Provides the structure necessary to encourage and secure private financial support from individuals, foundations, and corporations.

3. Concentrations

Cash Deposits in Excess of Insured Limits

The Coalition maintains cash balances at several financial institutions located in New Hampshire. Accounts at each institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. At June 30, 2013, there were no uninsured cash balances.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2013 AND 2012

Concentrations Continued:

Concentration of Grants

Approximately 67% of the Coalition's grant funding is comprised of federal monies. In addition, 32% of the Coalition's grant funding is provided from grants from the U.S. Department of Education.

4. Fixed Assets

As of June 30, 2013 and 2012, fixed assets consist of the following:

	<u>2013</u>	<u>2012</u>
Furniture and Fixtures	\$ 2,595	\$ 2,595
Office Equipment	48,144	50,093
Leasehold Improvements	27,169	27,169
Vehicles	29,989	28,589
Less: Accumulated Depreciation	<u>(80,514)</u>	<u>(84,724)</u>
Total	<u>\$ 27,383</u>	<u>\$ 23,672</u>

As of the year ended June 30, 2013, the Coalition acquired a car with restricted grant funds. Although the grantor agency reserves the right to request the car be returned to the grantor agency at the end of the grant period, the Coalition has capitalized the car since it is probable that it will be allowed to keep the car at the end of the grant period.

5. Line of Credit

The Coalition has a \$50,000 revolving line of credit, of which \$50,000, was unused and available for working capital at June 30, 2013. Bank advances on the credit line are payable on demand and carry an interest rate of 1 ¾ over prime (3.25% at June 30, 2013). The credit line is secured by substantially all assets of the Coalition.

6. Temporarily Restricted Net Assets

As of June 30, 2013 and 2012, a temporarily restricted net asset by program was comprised of the following:

	<u>2013</u>	<u>2012</u>
Multi-Sensory Intervention through Consultation and Education (MICE)	\$ 114,193	\$ 145,284
Family Driven Early Literacy Initiative (FEDLI)	4,821	4,821
Family Voices	42,104	42,504
NH Connections	-	37
PTAN	-	401
PMC	11,164	-
FV MICE	4,564	-
Family Resource	<u>1,952</u>	<u>-</u>
Total	<u>\$ 178,798</u>	<u>\$ 193,407</u>

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2013 AND 2012

7. Operating Leases

Office Lease

The Coalition renewed its operating lease for the office space for a period of two years, commencing on February 1, 2012. The lease contains a renewal option and requires the Coalition to pay all utilities. The terms of the lease require monthly rental payments of \$1,500. For the years ended June 30, 2013 and 2012, rental expenses were \$18,000 and \$23,520 respectively.

Future minimum lease payments as of June 30, 2013 are as follows:

2014	\$ 10,500
------	-----------

Office Lease – MICE

The Coalition entered into an operating lease for office space beginning February 1, 2012 for 41 months. The lease contains a renewal option and requires the Coalition to pay all utilities. The terms of the lease require monthly rental payments of \$1,000. Future minimum lease payments are as follows:

2014	\$ 12,000
2015	<u>12,000</u>
Total	<u>\$ 24,000</u>

8. Advertising

The Coalition uses media campaigns to promote its programs among the audiences it serves. The production costs of these campaigns are expensed as advertising as incurred. Advertising costs totaled \$0 and \$73 for the years ended June 30, 2013 and 2012 respectively, and are included in other expenses in the Statement of Functional Expenses.

9. Contingencies

Noncompliance with Grantor Restrictions

The Coalition receives money from various federal and state grants. Under the terms of these grants, the Coalition is required to use the money within the grant period for the purposes specified in the grant proposal. If expenditures of the grant were found not to have been made in compliance with the proposal, the Coalition may be required to repay the grantor's funds.

Because no specific amounts have been determined by grantor agency audits or assessed as of June 30, 2013 or 2012, no provisions have been made for this contingency.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012

10. Employee Benefit Plan

The Coalition maintains a defined contribution retirement account as defined under Section 403(b) of the United States Internal Revenue Code for its employees. The plan covers all employees of the Coalition. Employees may make contributions to the plan up to the maximum amount allowed by the Internal Revenue Code if they wish. The Coalition is not required to make matching employer contributions. The Coalition did not make any employer contributions to the plan for the fiscal years ended June 30, 2013 and 2012.

11. Subsequent Events

The Coalition's line of credit was due for renewal on July 15, 2013. As of October 10, 2013, the line of credit was renewed and available to the Coalition for draw-down.

In preparing these financial statements, the Coalition has evaluated events and transactions for potential recognition of disclosure through February 4, 2014, the date the financial statements were available to be issued.

Office Lease

The Coalition entered into a new three year operating lease for new office space, commencing on August 20, 2013. Monthly rental expense will be \$3,000.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 SUPPLEMENTAL SCHEDULE OF PROGRAM ACTIVITIES
 FOR THE YEAR ENDED JUNE 30, 2013

	MICE	FV	NHC	SSECT	PTI	PMC	OTHER	TOTAL
Income								
Grant Income	\$ 311,934	\$ 362,088	\$ 238,581	\$ 63,437	\$ 215,272	\$ 30,500	\$ 110,975	\$ 1,332,787
Program Service Revenue	-	-	-	-	-	-	-	-
Contributions & Fundraising	1,750	1,180	-	-	-	2,500	2,733	8,163
Other Income	1,234	7,409	-	1,014	-	-	42,185	51,842
Total Income	314,918	370,677	238,581	63,437	216,286	33,000	155,893	1,392,792
Expenses								
Salaries	171,502	169,360	166,803	41,907	131,619	17,388	67,701	766,280
Employee Benefits & Payroll Tax	30,441	75,848	27,543	8,623	41,098	1,722	9,086	194,361
	201,943	245,208	194,346	50,530	172,717	19,110	76,787	960,641
Professional Services	22,641	18,250	1,143	1,941	726	100	(2,943)	41,858
Contractual Services	-	-	8,100	1,350	2,936	1,115	16,787	30,288
Travel	20,811	9,757	7,684	532	4,605	297	1,841	45,527
Conferences & Seminars	550	838	-	-	-	491	274	2,153
Dues & Memberships	589	510	-	-	-	-	125	1,224
Occupancy Costs	11,150	-	3,600	1,596	7,350	-	1,397	25,093
Repairs & Maintenance	159	-	-	-	-	-	-	159
Furniture & Equipment	16,006	2,715	-	-	-	-	1,874	20,595
Less Amounts Capitalized	(15,200)	-	-	-	-	-	-	(15,200)
Library	-	1,773	-	-	-	-	-	1,773
Postage & Delivery	1,072	-	561	-	805	9	152	2,599
Printing & Reproduction	599	1,838	622	-	2,638	10	5,030	10,737
Other Expenses	1,339	82	401	226	-	-	7,120	9,168
Supplies & Program Materials	580	-	-	-	-	23	-	603
Office Expense	2,442	1,520	1,455	487	4,688	36	-	10,628
Telephone	3,707	1,353	2,996	770	2,035	-	1,464	12,325
Program Expense	-	29,107	-	-	-	-	-	29,107
Workshop Expense	-	16,855	-	1,306	100	-	1,464	19,725
Bank Service Charges	-	-	-	-	-	-	-	-
Indirect Cost Allocation	28,366	35,852	17,673	4,699	18,490	1,687	6,259	113,026
Depreciation	-	-	-	-	-	-	10,407	10,407
In-Kind Expenses	-	-	-	-	-	-	18,000	18,000
Total Expenses	296,754	365,658	238,581	63,437	217,090	22,878	146,038	1,350,436
Net Program Activities	\$ 18,164	\$ 5,019	\$ -	\$ -	\$ (804)	\$ 10,123	\$ 9,855	\$ 42,356

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE YEAR ENDED JUNE 30, 2013

<u>Federal Grantor/Pass through Grantor/Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass through Grantor ID</u>	<u>Federal Expenditures</u>
<i>Through the United States Department of Education:</i>			
Parent Training and Information Projects (10/12-09/13)	84.328M	H328M050030	\$ 157,451
Parent Training and Information Projects (10/11-09/12)	84.328M	H328M050030	<u>57,821</u>
<u>Total United States Department of Education 07/12-06/13</u>			<u>215,272</u>
<i>Through the State of New Hampshire Department of Health and Human Services, Division of Public Health Services:</i>			
Education Advocacy, Resources and Support for Families with Infants and Children Who Have a Suspected or Confirmed Hearing Loss (07/12-06/13)	93.251	101639	24,985
Family Support Resource Center (Family Voices) (07/12-06/13)	93.994	150470	169,585
FACETS of Epilepsy Care in New Hampshire (07/12-06/13)	93.110	1013096	<u>82,881</u>
<u>Total State of New Hampshire Department of Health And Human Services, Division of Public Health Services 07/12-06/13</u>			<u>277,451</u>
<i>Through the State of New Hampshire Department of Education:</i>			
Support Successful Early Childhood Transitions (07/12-06/13)	84.027	06-56-56-562510-2184-102-500731	63,437

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 dba PARENT INFORMATION CENTER
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE YEAR ENDED JUNE 30, 2013

*Through the State of New Hampshire Department of
 Education Continued:*

State Personnel Development Grant (SPDG) Next Steps	84.323A	H323A2003	\$ 17,675
State Personnel Development Grant (SPDG) New Hampshire Responds	84.323A	H323A070028	<u>19,980</u>
<u>Total State of New Hampshire Department of Education 07/12-06/13</u>			<u>101,092</u>

*Through the State of New Hampshire Department of Education,
 Bureau of Special Education:*

NH Connections (07/12-06/13)	84.027D	72600	<u>238,581</u>
<u>Total New Hampshire Department of Education, Bureau of Special Education 07/12-06/13</u>			<u>238,581</u>

*Through the United States Department of
 Health and Human Services:*

Family to Family Health Information Center (06/12-05/13)	93.110	H84MC09488 -04-00	97,219
Family to Family Health Information Center (06/13-05/14)	93.110	H84MC09488 -05-02	<u>5,305</u>
<u>Total United States Department of Health and Human Services 07/11-06/12</u>			<u>102,524</u>

Total Expenditures of Federal Awards \$ 934,920

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER
NOTES TO SCHEDULE OF EXPENDITURES
OF FEDERAL AWARDS
For the Year Ended June 30, 2013

Note 1 – Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activities of New Hampshire Coalition for Citizens with Disabilities, Inc. (the Coalition), dba Parent Information Center and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133 *Audits of States, Local Governments and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in or used in the preparation of the basic financial statements.

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

To the Board of Directors
New Hampshire Coalition for
Citizens with Disabilities, Inc.
dba Parent Information Center

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated February 4, 2014.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether New Hampshire Coalition for Citizens with Disabilities Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the

determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

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

Smith Hennessey Associates, PLLC/CPA
Concord, New Hampshire

February 4, 2014

TRUSTED / BALANCED / PROFESSIONAL

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133

To the Board of Directors
New Hampshire Coalition for
Citizens with Disabilities
dba Parent Information Center

Report on Compliance for Each Major Federal Program

We have audited New Hampshire Coalition for Citizens with Disabilities, Inc.'s compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of New Hampshire Coalition for Citizens with Disabilities, Inc.'s major federal programs for the year ended June 30, 2013. New Hampshire Coalition for Citizens with Disabilities, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

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

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of New Hampshire Coalition for Citizens with Disabilities, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about New Hampshire Coalition for Citizens with Disabilities, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of New Hampshire Coalition for Citizens with Disabilities, Inc.'s compliance.

Opinion on Each Major Federal Program

In our opinion, New Hampshire Coalition for Citizens with Disabilities, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2013.

Report on Internal Control over Compliance

Management of New Hampshire Coalition for Citizens with Disabilities, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control over compliance.

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Smith Hennessey Associates, PLLC/CPA
Concord, New Hampshire

February 4, 2014

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2013

SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses an unmodified opinion on the financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc.
2. No instances of noncompliance material to the financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. which would be required to be reported in accordance with *Government Auditing Standards* were disclosed during the audit.
3. The auditor's report on compliance for the major federal award programs for New Hampshire Coalition for Citizens with Disabilities, Inc. expresses an unmodified opinion on all major federal programs.
4. Audit findings that are required to be reported in accordance with Section 510(a) of OMB Circular A-133 are reported in this schedule.
5. The programs tested as major programs were:
 - Parent Training and Information Projects (PTI)-CFDA#84.328M
 - Family to Family Health Information Center (F2F)-CFDA #93.110
 - FACETS of Epilepsy Care – CFDA#93.110
6. The threshold used for distinguishing between Type A and B programs was \$300,000.
7. New Hampshire Coalition for Citizens with Disabilities, Inc. was determined to be a low-risk auditee.

FINDINGS – FINANCIAL STATEMENTS AUDIT

None

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

None

Parent Information Center
Board of Directors May 2014

The board serves without compensation.

Marcia Bagley

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301-332-8602 (cell)
Specialteach03@yahoo.com
Member 2011

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sdailey@picnh.org
Member 2011

Sandra E. Fay

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Mason + Rich, P.A., Accountant
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Member 2012

Paula Ferenc

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Program Director, The Circle Program
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paula@circleprogram.org
Member 2011

John Moulis

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Member 2010

Yesenia Schuler

School Psychologist, MA, CAGS
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Member 2013

Sherry Pratt

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Sherry.Pratt@staples.com
Member 2013

Dana Hill

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Nottingham, NH 03290
603-418-8646 (Home)
603-479-3034 (Cell)
danahill@gmail.com
Member 2014

Personnel and Titles

Project Director, Michelle Lewis – 40% FTE

Project Staff, Jennifer Cunha - 40% FTE

Admin Assistant, Sylvia Abbott – 13% FTE

Technical Assistance Provider, Pam Miller Sallet

Technical Assistance Provider, Margaret Rugg

Technical Assistance Provider, Maureen O'Brien

Technical Assistance Provider, Liza Hewitt

Technical Assistance Provider, Donna Hart

Technical Assistance Provider, Katie Roach

Michelle L. Lewis

DEGREE

May 2009 Plymouth State University, M.Ed. School Counseling
1996 University of Maine at Farmington, Bachelor of Science in Rehabilitation Services

EMPLOYMENT

January 2013-present Executive Director, NH Parent Information Center (PIC)
July 2012-January 2013 Interim Executive Director, NH Parent Information Center
August 2009-present PTAN Region 1 Facilitator, Parent Information Center contract through SERESC
August 2002-present Project Director, NH Parent Information Center
August 2005-present Project Director, Supporting Successfully Early Childhood Transitions at PIC
December 2007- present Project Director, Parent Training and Information Center at PIC
02/04-10/06 Project Director, Parents Involved in Education at PIC
08/02-10/03 Project Director, Parent Information and Resource Center
07/00-06/02 Treatment Foster Care Worker, Family Works, Inc., Madison, Wisconsin
10/96-07/00 Youth Offender Response Team Worker, Larimer County Department of Human Services, Fort Collins, Colorado

SCHOOL COUNSELING EXPERIENCE

02/09-05/09 Intern, Belmont Elementary School, Belmont, NH
08/08-01/09 Intern, Inter-Lakes High School, Meredith, NH
08/08-12/08 Intern, Inter-Lakes Middle Tier – 7th & 8th Grade, Meredith, NH
03/08-05/08 Practicum Student, Inter-Lakes Middle Tier – 5th & 6th Grade, Meredith, NH

PROFESSIONAL DEVELOPMENT

IDEA Leadership Summer 2013
Early Childhood Advisory Council Strategic Planning Day 03/13
Watch Me Grow Stakeholder Day 03/13
Multi-Tiered Systems of Support: Teamwork, Leadership and Data-Based Decision-Making Summer 2012
IDEA Leadership Summer 2012
Diversity Journey: Beyond the Comfort Zone 04/12
Building a System of Care for NH Children: A Statewide Leadership Summit 04/12
Common Core State Standards 09/12
Mental Health and Schools Conference 10/12
Implementing Common Core State Standards Fall 2012
Mental Health and Schools Conference 10/11
Response-to-Intervention (early literacy and behavior) Two-Day Training Spring 2011
Delivering a State Early Childhood System 02/10
Improving Relationships and Results: Building Family-School Partnerships 10/10
PIC Volunteer Advocate Training Spring 2009
Worried about Your Worrier, Early Childhood Anxiety, Lynn Lyons 03/2009
Child Care Inclusion, Preschool Technical Assistance Network 11/2009
WrightsLaw Special Education Law Conference 10/2008
Early Childhood Outcomes Conference, Early Childhood Outcomes Center 08/2008

PROFESSIONAL CAPABILITIES

Leadership

- Successfully span the divide between regular education and special education, earning the trust and respect of PIC staff across multiple programs, helping the agency to work more effectively together
- Simultaneously manage multiple projects with both federal and state grant funding
- Successfully manage \$1.3M in grant funding for PIC, adhering to federal and state grant guidelines
- Skilled at resolving interpersonal and interagency conflicts, successfully mediating between co-workers and amongst agencies and school districts
- Built effective partnerships with NH Department of Education, Department of Health and Human Services, school districts, Family Centered Early Supports and Services staff, and families thereby helping children succeed
- Ability to relate well to diverse groups, families, and individuals

State and National Presentations

- Co-presented with NH Department of Education at the IDEA Leadership Conference on *Beyond the Data-Increasing Parent Engagement and Developing Partnerships in Action* in 2013
- On-going, engaging dynamic presenter at *Welcome to Family-Centered Early Supports and Services*, a two-day training all early intervention service coordinators must attend
- Co-presented with NH's Part C Coordinator at the IDEA Leadership Conference on the Effective Collaboration between Parent Centers and Early Childhood Part C Agencies in 2011
- Highlighted NH's work by presenting *Engaging Families in NH's Part C Child and Family Outcomes System* in August 2008 at the Early Childhood Outcomes National Conference
- Co-developed and presented *No Child Left Behind* with Mary Heath, Deputy Commissioner of Education at NH's Partnerships for Education Conference in March 2007
- Assisted other states in developing outcomes systems by presenting *at Engaging All Stakeholders: NH's Early Childhood Outcomes System* in December 2005 at the National Early Childhood Technical Assistance Center Annual Conference
- Develop and present early childhood transition workshops and other special education workshops
- Develop and present workshops on building strong family/school partnerships

Communication Skills

- Organized, clear and concise federal and state reports that highlight project successes
- Provide information at multiple levels, ensuring the staff and/or audience understands before moving forward
- Consult and advise NH Department of Education and Bureau of Developmental Services on early childhood transition and other early intervention and special education issues important to families
- Create family-friendly newsletter articles on topics related to early childhood, special education, and the importance of family involvement in education
- Co-authored, designed and published engaging, family-friendly brochures such as *Family Centered Early Supports and Services: A Guide for Families*, *Transition from Family-Centered Early Supports and Services: A Guide for Families and Staff*, *A Family Guide to Response-to-Intervention*, *A Family Guide to the Special Education Process in NH*, and *Life After High School: A Tool-Kit for families*
- Provide high quality technical assistance to school personnel, early intervention providers, and families focused on enhancing the collaboration between schools, families and communities
- Successfully facilitated the development of regional interagency agreements for early transitions in all 10 Area Agency regions of NH

Project Development

- Designed and coordinated multiple projects, expanding and enhancing the work of PIC
- Organized, developed, implemented and marketed the Parents Involved in Education project, a fee for service program in order to continue the work of the Parent Information and Resource Center (PIRC) when funding was lost in October 2003
- Oversaw the development of *Let's Read Together* video for families
- Coordinated the development of *Talk with Me, Read with Me, Sing with Me*; a multi-stakeholder production in which PIC was the main partner
- Streamlined the early transition interagency agreement process, making NH one of the leading states in the area of early childhood transitions
- Developed multi-stakeholder advisory board and hold regular meetings to advise the work of the SSECT Project
- Envisioned and successfully secured multiple grants through grant writing
- Through successful collaboration with evaluators, created data collection tools to assess program effectiveness

Systems Change and Policy Development

- Facilitate the communication between state systems to enhance early childhood transition and other special education related issues
- Supervised the development and co-authored two brochures given to all families participating in early intervention
- Assisted with the creation of NH's early intervention Child Find Notification System and co-authored the guidance document
- Managed the development of NH's Early Childhood Outcomes System for Part C and Part B/619
- Support school districts and early intervention programs in moving from policy and compliance to practice and quality
- Assists NH DOE with data review and determine technical assistance needs for local school districts

State and National Advisory Boards/Workgroups

- NH's Early Childhood Advisory Council (SPARK NH) - September 2011-present
- Interagency Coordinating Committee (ICC) – Past Chair and Current Member, November 2005- present
- Early Childhood Outcomes National Advisory Board- February 2009-present
- Parent Involvement Survey Committee- Bureau of Special Education – December 2007-present
- Preschool Technical Assistance Network – September 2006-present
- Child Care Advisory Council – September 2007-present
- Procedural Safeguards Committee- October 2008-January 2009

JENNIFER CUNHA

EDUCATION

Bachelor of Science in Special Education, Minor in Sociology
Lesley College, Cambridge, MA, 1996

PROFESSIONAL EXPERIENCE

THE PARENT INFORMATION CENTER, Concord, NH

2002 to Present

Project Staff, Supporting Successful Early Childhood Transitions

- Provide training and technical assistance to various stakeholders regarding the transition from early intervention to preschool special education
- Assist the Department of Education in reviewing and verifying data in relation to early childhood transitions
- Assist school districts in development and implementation corrective action plans in relation to early childhood transitions
- Facilitate and provide follow up technical assistance in the development and implementation of Interagency Agreements between Early Supports and Services programs and preschool special education

Project Director, NH Connections

- Assist the NH Department of Education's priorities related to family-school partnerships in special education, specifically focused on Indicator 8 of the State Performance Plan
- Provide program over site and supervision to Facilitators
- Assist in the development and implementation of plans to provide technical assistance regionally and individually to parents of children with disabilities and schools/school districts to increase family-school partnerships in special education

Facilitator, Volunteer Advocates for Special Education Training Program, Parent Information Center on Special Education

- Coordinate participants, presenters and materials for two 11 week, 44 hour training programs
- Provide weekly facilitation of sessions and activities
- Provide support to participants in utilizing the information to support other parents in the special education process and serve as a link to PIC

Parent Trainer, Information and Resource Specialist, Parent Information Center on Special Education

- Conduct workshops on variety of topics related to special education for parents, educators, service and agency personnel and youth with and without disabilities
- Responds to parent, educator and other's questions and provides information and resources related to rights and responsibilities in the special education and early intervention processes under IDEA 2004, NH Rules for the Education of Children with Disabilities, The Americans With Disabilities Act, and Section 504 of the Rehabilitation Act
- Responsible for development and implementation of curriculum and materials for parents, youth with disabilities, school and agency personnel related to the secondary transition process
- Developer and Co-presenter of a training series on the secondary transition process for parents, youth with disabilities, school and agency personnel
- Responsible for Youth Scoop (Youth portion of agency newsletter)

NOT YOUR AVERAGE JOE'S, Methuen, MA

2001 to 2002

Manager

- Managed daily operations, front house staffing and hiring, scheduling and bar inventory

SHORTY'S MANAGEMENT GROUP, Bedford and Manchester, NH; Amesbury, MA 2000 to 2001
Manager

- Managed daily operations, staffing and hiring, and scheduling

LUI LUI, Nashua, NH 1999 to 2001
Manager

- Managed daily operations, staffing and hiring, scheduling, hourly employee payroll, inventory and purchasing

**NEW ENGLAND RESTAURANT COMPANY,
DBA ON THE BORDER MEXICAN CAFÉ, Tyngsboro and Woburn, MA** 1996 to 1999
Key Hourly

- Performed management duties and provided leadership
- Managed daily deposits, invoicing and back office operations
- Directed corporate training of new employees, and managed staff development

Bookkeeper (Corporate Office)

- Managed payroll processing, accounts payable, account research, and acted as liaison between managers and corporate office

LESLEY COLLEGE CENTER FOR READING RECOVERY, Cambridge, MA 1992 to 1996
Research Assistant

- Coordinated two conference committees
- Performed reading assessments specific to Reading Recovery
- Collected research data in the field of early literacy
- Performed general office duties

NASHUA CENTER FOR THE MULTIPLY HANDICAPPED, Nashua, NH 1995
Community Liaison

- Served as residential aide for two adult women with developmental disabilities
- Managed personal care, community inclusion, data collection and skill development

PROFESSIONAL DEVELOPMENT EXPERIENCE

- Secondary Transition Institute at Plymouth State College (August 2004)
- Q.U.I.L.T. Project/Cultural Competence Workgroup (Spring 2004)
- Alliance Secondary Transition Institute (July 2004)
- Member of NH Community of Practice for Secondary Transition

Sylvia C. Abbott

Objective:

To utilize my experience and gain knowledge in an expanding organization.

Qualifications:

Computer: Quickbooks, Excel, Microsoft Office & Word, Excel, Access, MYOB, MIP.

Bookkeeping: all aspects of accounts payable/receivable, payroll, taxes, 941's, W-2's, 1099's, journal entries, bank reconciliations, general accounting.

Accounting: financial statements, month end reporting, cash flow and analysis, depreciation, month end journal entries, budget prep/analysis and implementation, audit prep.

Office Management: supervision of 2-3 staff, vendor liaison, supplies, collections.

Human Resources: administer/obtain auto, liability, property, health, dental insurances, 401k, SEP, IRA's, interviewing and intake of new employees, benefit administration.

Experience:

2005-present Admin Coordinator , Parent Information Center, Concord, NH.

All data administration, A/P, A/R, bank reconciliation's, general journal entries, payroll, taxes, month end financial reports, board reports, audit preparation, yearly budget implementation and analysis, cash flow, benefit administration, grant administration, and associated office work.

2000-2005 Business Manager, Business and Industry Association, Concord, NH.

A/P, A/R, deposits, budget prep and analysis, cash flow, depreciation, monthly journal entries, Financial statements, payroll, audit prep, and human resources.

1999-2001 Assistant Bus. & Grants Manager, NH Coalition for Domestic and Sexual Violence.

Duties included facilitating all bookkeeping activities. In addition to: some grant preparation, Excel, budgeting, auditing and various office duties to coordinate the business office.

Education:

B.S. in Accounting with a minor in Business Administration.

Franklin Pierce College, Concord, NH

U.S. Air Force – diet technology.

References:

Available upon request.

PAMELA MILLER SALLET

EDUCATION

Springfield College, Manchester, NH; MS in Human Service Administration, December, 1991
Wheelock College, Boston, MA; MS in Education, focus: Early Intervention, December, 1984
University of Maine, Orono, ME; BA in Psychology, minors: Communication Disorders and Developmental Disabilities, May, 1983

EMPLOYMENT

Parent Information Center (PIC), Concord, NH
Regional Facilitator/Consultant—Facilitates schools and families to work in partnership and increase parent involvement in Special Education; provides education around the NH DOE parent involvement survey; and participates in State task forces to encourage family-school partnerships. (7/11-present)

SERESC/Preschool Technical Assistance Network (PTAN), Bedford, NH
Early Childhood Facilitator/Consultant—Facilitates a variety of state and regional early childhood planning meetings; provides technical assistance to preschool special education coordinators; facilitates childcare trainings; collaborates with early childhood/special education higher education faculty; coordinates with a variety of early childhood grants and efforts; and provides input to funding agencies. (7/02-present)

Early Education and Intervention Network of NH, Concord, NH
Program Coordinator – Oversees mentoring program for professionals working with children birth to five years with disabilities, including: marketing; recruiting; matching mentors and mentees; evaluating; researching mentorship models; collaborating with other training initiatives; and reporting to funders, advisory board and board of directors. (12/98 – present)

The Upper Room, A Family Resource Center, Derry, NH
Program Coordinator/Educator – Provides parent education for families of young children through: workshops; weekly support group facilitation; summer outings; resources sharing; phone support and referrals; and collaboration with state and local agencies. (8/98 – present)

Self-Employed Consultant, Stratham, NH
Private Contractor – Provides planning, facilitation and instruction for a variety of NH organizations involved in early childhood and family support. (8/98 – present)

NH DHHS: Bureau of Developmental Services, Concord, NH
Director/Program Specialist – Implemented the Individuals with Disabilities Education Act in NH for infants and toddlers, including: writing federal grants; overseeing model demonstration projects; collaborating with state and local leaders; providing training and technical assistance; and representing NH at national meetings. (3/94 – 7/98)

United Developmental Services: Early Intervention Program, Hanover, NH
Program Coordinator – Supervised staff, initiated community outreach efforts, and facilitated service coordination for all families; collaborated with local and state resource providers on early childhood initiatives. (7/91 – 2/94)

Anne Sullivan Center: Early Intervention Program, Tewksbury, MA
Group Coordinator/Educator – Consulted to center-based groups for infants/toddlers regarding curriculum; supervised interns; assessed children, and provided home-visits in a multi-cultural community. (7/87 – 6/91)

Cambridge-Somerville Early Intervention Program, Cambridge, MA
Developmental Educator – Taught classrooms of toddlers with disabilities, assessed children, provided home-visits in a multi-cultural community. (9/84 – 6/87)

AFFILIATIONS

Seacoast Charter School, Kingston, NH: School Committee—member 2009-10
NH Child Care Bureau Credential: Trainer/Mentor/Faculty Level 3—2005-present
NAEYC—member 2004-present
Early Education and Intervention Network of NH—member 1991-present, former board member and Training and Education Chair

Margaret Rugg

Objective

Preschool Special Education Coordinator, Early Childhood Program Administrator,
or Child Care Consultant

Education

Lesley College, Cambridge, MA.

1979, M.A. Elementary Education and Early Childhood Education

Boston College, Chestnut Hill, MA.

1977-1978, Special Education Coursework

University of Colorado, Boulder, CO

1974, B.A. Sociology

Work Experience

1994-Present

Preschool Coordinator, SAU #28, Windham, NH

- Coordinate and oversee all services for preschool children identified with an educational disability
- Supervise professional and paraprofessional staff
- Coordinate referrals, evaluation, Individual Education Programs, and weekly staff meetings
- Oversee operations and maintenance for two buildings
- Develop yearly budget and monitor expenditures

1984-1994

Preschool Teacher and Team Leader, SAU #28, Windham, NH

- Developed and Implemented Programs for preschool children identified with an educational disability
- Coordinated support services of therapists and paraprofessionals
- Coordinated referrals, evaluations, Individual Education Programs and all parent meetings
- Participated as an evaluation team member

2003-Present

Child Care Consultant, PTAN, SERESC, Bedford, NH

- Provide consultative services to preschool/child care facilities to assist in the implementation of effective practices for behaviorally challenged children
- Hold an Early Childhood Master Professional Credential- Program Consultant Endorsemen

Skills

- Administrative skills working as a leader and team member
- Expertise in successfully including preschool children with disabilities in community preschool programs
- Strong interpersonal skills
- Extensive knowledge about child development and disabilities

References available upon request

MAUREEN GROSS

Skills

Educational Leadership
Group Facilitation
Special Education Expertise
Written and Oral Communication

Collaboration/Community Outreach
Conflict Resolution
Counseling, Coaching
Systems Analysis and Change

Work History

Special Education Administrator, 07/2004 to Current
Merrimack Valley School District – Penacook, NH

Responsible for district wide oversight of special education budget, federal grants, procedural compliance in the

- implementation of special education services as per IDEA
- Responsible for special educational programming and staff for middle and high school levels
- Supervise Out of District Placements
- Serve as Court Liaison for Special Education Students
- Responsible for oversight and compliance of Section 504/ Americans With Disabilities Act
- Serve as School District's Homeless Education Liaison responsible for district compliance with McKinney Vento
- Homeless Education Act

Responsible for Professional Development of Middle/High School Special Education Staff

- Facilitated development and sustainability of a variety of district initiatives to support positive student outcomes including
- the Merrimack Valley Interagency Team, Parent Resource Group, advanced transition practices, Wrap-Around Facilitator Training and positive collaborative relationships with community agencies

Wellness Center Director, 09/2002 to 06/2004
Merrimack Valley School District – Penacook, NH

Coordinated wellness, preventative health and mental health services through a school based health center

- Served as liaison with allied health agencies including local mental health centers, post -secondary training programs
- for nursing and dental health, and resident physicians

Adjunct Faculty Member for Riverbend Doctoral Internship Program / Supervised graduate mental health interns

- Provided training on Bullying Prevention to students and staff
- Served on High School Pupil Personnel Team

Learning and Adjustment Counselor/School Psychologist, 09/1992 to 09/2002
Merrimack Valley School District – Penacook, NH

Provided psychological, counseling, consultative, scheduling, post - secondary planning and case management

- services for students with a variety of special needs
- Community Liaison with community agencies
- Provided family counseling and education as need
- Completed Psycho - educational assessments
- Served on MVSD Committees which developed district wide procedures for Functional Behavioral Screenings and
- Assessments and procedures for assessing and programming for students with ADHD
- Chaired School Resources For Learning Committee for NEASC re-accreditation process for MVHS

Family Therapist, 03/1991 to 08/1992
The Friends Program – Concord, NH

- Provided systems focused Home-based Family Therapy to court - ordered families with referral issues of abuse, neglect, juvenile delinquency and CHINS involvement
- Collaborated with community agencies
- Engaged in community advocacy and networking
- Provided parenting education

Senior Social Work Consultant, 06/1985 to 06/2005
Adoptive Families For Children – Keene, NH

- Compiled adoptive home studies and social studies for adoption agencies, international adoptions and Probate Court System
- Provided counseling to individuals considering placing a child for adoption as well as prospective adoptive families
- Supervised adoptive placements

Social Worker III, 11/1983 to 12/1984
NH Department of Children, Youth, and Families – Keene, NH

Family Therapist, 07/1979 to 10/1983
The New Foundation – Phoenix, AZ

Education

Certificate of Advanced Graduate Studies, 2005
Plymouth State University - Plymouth NH
Educational Leadership

Master of Arts: Clinical Psychology, 1979
Southern Connecticut State University - New Haven, CT

Bachelor of Arts: Psychology, 1975
Providence College - Providence, RI

Certifications

NH Certified Educator (#49992) in the areas of: Special Education Administrator, School Psychologist, Guidance Counselor
National Certified Counselor(#32220)
Board Certified Coach, Center for Education and Credentialing (#2265)

Professional Activities and Affiliations

Member NH Children's Behavioral Health Collaborative
Member NH Frameworks for Collaboration Committee
Member NH Parent Involvement Survey Committee
Member of NH Special Education Administrators Association
Participant in NH Children's Mental Health Community of Practice
Member of NH Wraparound Workgroup under System of Care Grant
Grief Workshop to Riverbend Community Mental Health Center Staff
Bereavement Group Facilitator for Concord Visiting Nurses' Association

ELIZABETH E. HEWITT

EDUCATION: M.Ed., Early Childhood/Special Education

University of New Hampshire 1986

B.S., Special Education/Elementary Education

Keene State College 1981

CERTIFICATION: New Hampshire Teacher Certification: Elementary Education,

General Special Education, Early Childhood Education,

Early Childhood Special Education

PROFESSIONAL EMPLOYMENT:

Strafford Learning Center, Somersworth, NH

Preschool Coordinator/SAU #44 2005-present

LRE Consultation/SAU #16 2010-2011

Child Find Coordinator/SAU #64 1992-2001, 2005-2010, 2013

Child Find Coordinator/SAU #61 1992-2000

Preschool Special Education Teacher 1989-1991

PTAN Mentorship

Barnstead Preschool Program 2012-2013

Somersworth Preschool Program 2012-2013

Dover School District, Dover, NH

Preschool Special Education Teacher 1984-1989

Child Find Coordinator 2001-2005

Donna J Hart

Education

- 2006 to Present Plymouth State University, Plymouth, NH
- CAGS/Doctoral Track in Educational Leadership
- 1998 - 2000/SAIF Rivier College, Nashua, NH (12 credits)
- Specialist in the Assessment of Intellectual Functioning
- 1991 - 1992 University of NH (6 credits)
- Reading Recovery Training Year
- Fall 1990 St Joseph's College (3 credit)
- Woodcock-Johnson Revised
- Spring 1990 Lyndon State College (3 credit)
- Managing Challenging Behaviors
- 1987 / MS Southern Connecticut State University, New Haven, CT
- Concentration in Learning Disabilities
- 1981 / BS Southern Connecticut State University, New Haven, CT
- Major in Special Education & Educateur
 - Minor in Psychology

CERTIFICATES & ENDORSEMENTS

- ❖ EXPERIENCED EDUCATOR: State of NH
General Special Education
Learning Disabilities Specialist
Specialist in the Assessment of Intellectual Functioning (SAIF)
Early Childhood Special Education
- ❖ STANDARD CERTIFICATE: State of CT
Special Education
- ❖ CERTIFICATES OF COMPLETION
SAIF (Specialist in the Assessment of Intellectual Functioning)
Reading Recovery Teacher
Research for Better Teaching: Understanding Teaching 1
LIPS (Lindamood Phonemic Sequencing Program)
Wilson Reading Program
- ❖ MENTOR/TRAINER/FACULTY: Department of Health and Human Services

PRESENTATIONS & WORKSHOPS

- STAR Assessment Workshop to WES Staff Training for staff regarding the new STAR Enterprise computer-based assessments
- Ready! For Kindergarten Resources & training for parents & caregivers of children aged birth to 5-years. Workshops given 3 times/year and included tools to take home
- Reflective Practice as a Means of Professional Development: A Work in Progress Presentation of joint paper to NEERO Conference
- On the Road to Success with Early Prevention of School Failure: 3-day Trainings
- Running Records: How and Why
- DIAL3: Training Workshop

PROFESSIONAL AFFILIATIONS

- ❖ Council for Exceptional Children
- ❖ National Association for the Education of Young Children
- ❖ Association of Specialists in the Assessment of Intellectual Functioning
- ❖ National Education Association
- ❖ Preschool Technical Assistance Network
- ❖ Committee for Developing Memorandum of Agreement in Region I through SSECT

Katie Roach

Objective

To obtain a position as a Regional Contract Personnel where I can help facilitate and support successful Early Childhood transitions My vision would be to help foster a positive relationship between special educators and preschool communities through joint professional development and collaborative team building. I would also like to help develop a community relationship between the schools, daycares and preschools.

Experience

Preschool Special Education Coordinator, Hanover NH 2008-current

Responsibilities include : assessments to determine eligibility, facilitating IEP meetings and team meetings, coordinating services for individual students, budget planning ,providing direct service to students with developmental disabilities, managing 1:1 educational assistants, growing positive relationships between preschools, daycares and families.

Learning Specialist, Hartford School District, VT 2009-2010

Case management of 5th grade students with learning disabilities and related disabilities as well as direct servicing of students

Upper Valley Educators Institute , Lebanon NH 2006-2007

Responsibilities included working with school districts and teachers to find placements for interns working towards their secondary teachers certification.

Learning Specialist, Special School District, St. Louis, MO 1999-2005

Case management of students between 9th and 12th grades. I co- taught Algebra and Geometry with a regular education teacher. I also taught students at an alternative placement in all subject areas.

Education

University of Colorado, Colorado Springs CO 1997-1998 Error! Bookmark not defined.

Masters of Art in Special Education

Stephen F. Austin State University, TX 1992-1996

Bachelor of Science in Interdisciplinary Studies with a focus on Reading and Special education

Skills

I have a diverse background in Special education. I have worked with kids with multiple needs in both community preschool settings and daycare settings. I have coordinated a number of success educational plans. I am trained in giving a variety of assessments for both early learning skills as well as executive functioning skills. I enjoy being a team leader and facilitating meetings.