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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
STATE COUNCIL on the ARTS

19 Pillsbury Street CONCORD, NEW HAMPSHIRE 03301

February 12, 2020

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

REQUESTED ACTION

Authorize the Department of Natural and Cultural Resources, Division of the Arts, to award a Partnership Initiative Grant to the New Hampshire Learning Initiative, Inc. (VC #299943), Hampton, NH in the amount of \$27,000 for the New Hampshire Poetry Out Loud High School Recitation Program effective upon Governor and Executive Council approval through June 30, 2020. 100% Federal Funds

Funding is available in account, Federal Arts Partnership Grant, as follows:

03-035-035-353510-41110000-072-500575 – Grants-Federal

FY 2020
\$27,000

EXPLANATION

The New Hampshire Learning Institute, in partnership with the NH State Council on the Arts, the National Endowment for the Arts, and the Poetry Foundation, is sponsoring the *2020 State of New Hampshire Poetry Out Loud National Recitation Program* (NH POL). Since its inception, the NH POL program has worked with a non-profit Fiscal Agent through a partnership model. Pursuant to State of New Hampshire requirements for an open bid process, a Request for Proposal for a Fiscal Agent was issued to non-profit arts organizations for the 2020 NH POL Program and it was posted to our website. The New Hampshire Learning Institute was the sole bidder.

New Hampshire has experienced growth in participation each year. Due to an increase in enrollment, four regional finals are held at Rochester Opera House, New England College, Currier Museum of Art, and Winnepesaukee Playhouse, and the State finals are held in the Representative's Hall at the State House. This program encourages New Hampshire youth to learn about great poetry through memorization and performance. The NH POL uses a pyramid structure that begins at the classroom level. Winners advance to the school-wide competition, then to the State competition, and ultimately to the National Finals. This exciting program helps students master public speaking skills, build self-confidence, and learn about their literary heritage.

The Attorney General's office has approved the agreement as to form, substance and execution.

Respectfully submitted,

A handwritten signature in black ink that reads "Sarah L. Stewart".

Sarah L. Stewart
Commissioner

NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT AGREEMENT



This agreement between the State of New Hampshire, New Hampshire State Council on the Arts (hereinafter "Council") and NH Learning Initiative (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

- 1. GRANT PERIOD: FY2020
- 2. OBLIGATIONS OF THE GRANTEE:
 - The Grantee agrees to accept \$27,000.00 and apply it to the program(s) described in the grant application and approved budget for To support the 2019/2020 NH Poetry Out Loud Competition. In the performance of this grant agreement, the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
 - Funding credit including Council logo must appear in all programs, publicity, and promotional materials. The following wording and Council logo should be used:



NH Learning Initiative is supported in part by a grant from the New Hampshire State Council on the Arts & the National Endowment for the Arts.

- The Grantee acknowledges that the NHSCA Program Coordinator may schedule a site visit to the organization and may request a site visit from the NHSCA.
- The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant may cease. That determination rests within the sole discretion of the Council.
- 3. PAYMENT will be made following the receipt and execution of all required documents and approval of the Governor and Executive Council
- 4. FINAL REPORT: The Grantee agrees to submit a final financial and narrative report on a form provided by the Council no more than 30 days after the end of the grant period. Failure to submit the final report will render the Grantee ineligible for Council funding for two years.
- 5. SOVEREIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

DONE APPROVAL

Contracting Officer for State Agency
 Signature: Samah Stewart Date: 2/13/20
 Name, Title: SAMAH K. STEWART
Commissioner

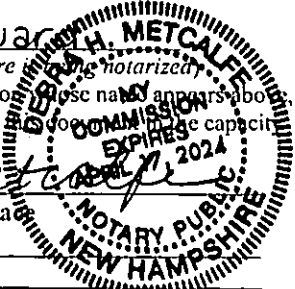
APPROVED BY ATTORNEY GENERAL
 as to form, substance and execution:
 Office of Attorney General: Gill Kelly Date: 2/17/20

GRANTEE SIGNATURE

Org/ Name: NH Learning Initiative
 Address: One Liberty Lane East Suite 110
Hampton, NH 03842
 Printed Name of Authorized Official for Grantee: ELLEN HUME HOWARD
 Authorized Official's Signature & Title: [Signature] Date: 12.10.19
Executive Director

NOTARIZATION REQUIRED:
 STATE OF NEW HAMPSHIRE, COUNTY OF Rockingham

On the 11 day of Dec 2019 before the undersigned officer, personally appeared Ellen Hume Howard
 (Print name of person whose signature is being notarized) whose name appears above and acknowledged that s/he executed the foregoing instrument for the purposes and capacities indicated.
 Notary Public/ Justice of the Peace: Debra H. Metcalfe
 Printed Name: _____
 My Commission expires: _____



State of New Hampshire

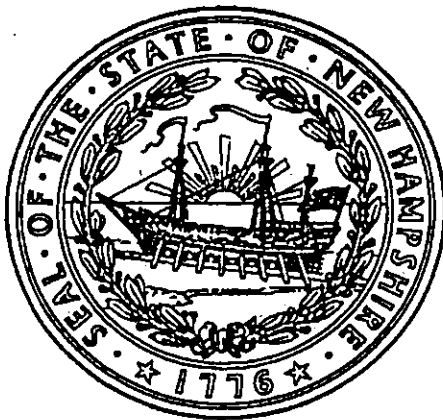
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE LEARNING INITIATIVE, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 27, 2015. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 726744

Certificate Number: 0004621769



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 23rd day of November A.D. 2019.

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

William M. Gardner
Secretary of State

Board Resolution

I, Walter Zanchuk hereby certify that I am duly elected Clerk/Secretary of
(Name) (Chairman of the Board)

The New Hampshire Learning Initiative hereby certify the following is a true copy of a vote taken at
(Name of Organization)

a meeting of the Board of Directors/shareholders, duly called and held on Dec 10, 20 19
at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Ellen Hume Howard is duly authorized to enter a
(Name and Title)

Contract on behalf of New Hampshire Learning Initiative with the
(Name of Organization)

NH State Council on the Arts State of New Hampshire and further is
(Name of State Agency)

Authorized to execute any documents which may in his/her judgment be
desirable or necessary to effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full
force and effect as of the 12-9, 20 19. I further certify that it is understood that the
State of New Hampshire will rely on this certificate as evidence that the person listed above currently
occupies the position indicated and that they have full authority to bind the corporation to the specific
contract indicated.

DATED: 12-10-19

ATTEST: Walter Zanchuk
(Name and Title)

Walter Zanchuk
Chairman of the Board



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/04/2020

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

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

PRODUCER E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425		CONTACT NAME: Eleanor Spinazzola PHONE (A/C, No, Ext): (603) 293-2791 E-MAIL ADDRESS: Eleanorspinazzola@esinsurance.net FAX (A/C, No): (603) 293-7188	
INSURED New Hampshire Learning Initiative Inc. One Liberty Lane East, Suite 202 Hampton NH 03842		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Philadelphia Insurance Co	NAIC #
		INSURER B: Security National Insurance Company	19879
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2020 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER /	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENTL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHBX19000010	01/15/2020	01/15/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	SWC1248586	08/01/2019	08/01/2020	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER NH Dept. of Natural & Cultural Resources 172 Pembroke Road PO Box 1856 Concord NH 03302-1856	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Fairley Kennedy</i>
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New Hampshire
State Council on the Arts

GRANTEE INFORMATION FORM for ORGANIZATIONS

Please complete the following for fulfillment of grant requirements by the State of New Hampshire's Department of Administrative Services.

Name of Organization New Hampshire Learning Initiative

1. Statement of Purpose:

(Give your organization's mission statement or list your organization's objectives in the space below)

*Creating and Supporting meaningful, enduring
Innovation in Education. Build Capacity for a public
education system of personalized learning in New Hampshire*

2. Salary of Administrator:

(List annual salary of administrator, not artist's fees, who will be involved in this grant.)

\$120,000

Attach the Following:

- DUNS Number (If not provided on application) *080566426*
- Resume of Administrator
- Financial Statement:
A one-page financial statement of your organization's most recently completed fiscal year.
- Board of Directors:
A list of the current directors and officers of your organization.
Please do not include any personal information such as home addresses, phone numbers or emails.
- List Geographic Areas Served by Organization *- All of NH*
- Certificate of Liability and Workers Comp Insurance with the Department of Natural & Cultural Resources as the certificate holder
- Please include a copy of a current year Certificate of Good Standing. (if not provided with the application)
If you do not have a Certificate of Good Standing with the state of NH please call Secretary of State Corporate Division at 271-3244 and request an application.

NEW HAMPSHIRE LEARNING INITIATIVE, INC.

**STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2018 AND 2017**

	<u>2018</u>	<u>2017</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 1,196,847	\$ 726,561
Prepaid expenses	100,000	-
Accounts receivable	<u>297,000</u>	<u>345,000</u>
Total current assets	<u>1,593,847</u>	<u>1,071,561</u>
OTHER ASSETS		
Security deposits	<u>1,250</u>	<u>550</u>
Total assets	<u>\$ 1,595,097</u>	<u>\$ 1,072,111</u>
 <u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Accounts payable	\$ 50,368	\$ 66,849
Accrued payroll and related taxes	15,232	4,037
Accrued expenses	<u>800</u>	<u>-</u>
Total current liabilities	<u>66,400</u>	<u>70,886</u>
Total liabilities	<u>66,400</u>	<u>70,886</u>
NET ASSETS		
Without donor restrictions	325,593	34,311
With donor restrictions	<u>1,203,104</u>	<u>966,914</u>
Total net assets	<u>1,528,697</u>	<u>1,001,225</u>
Total liabilities and net assets	<u>\$ 1,595,097</u>	<u>\$ 1,072,111</u>

See Notes to Financial Statements

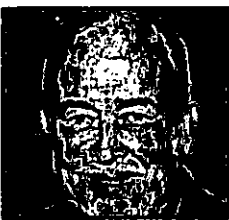
BOARD OF DIRECTORS 2019-2020

President



Val Zanchuk is President of Graphicast, Inc., a Jaffrey based manufacturer of precision-machined zinc alloy castings. Val has been active in STEM education and workforce development issues for almost 20 years. Val is past chair of the Business and Industry Association of New Hampshire, chair of the Manufacturing Strategic Partnership Initiative, and chair of the Governor's Pre-Engineering and Technology Advisory Council. He is also on the board of the New Hampshire Manufacturing Extension Partnership, the Manufacturing Leadership Council, the SEE Science Center, and serves on the State Workforce Innovation Board. Val received his BS and MEng degrees in Metallurgical Engineering from Lehigh University.

Treasurer



Dr. Mark Joyce served as executive director of the New Hampshire School Administrators' Association for 20 years, a private not-for-profit organization that represents all New Hampshire school system administrators and advocates on behalf of all children and public education. Mark advises businesses and organizations regarding education, leadership, and communication. He has taught grades 7-12, as well as at the graduate school level and has served as a school principal and as assistant superintendent of schools in New Hampshire. He has also served as a superintendent of schools in both New Hampshire and Maine.



Will Arvelo brings over 30 years of leadership experience within higher education and dealing with workforce development issues. A former President of Great Bay Community College, Will worked tirelessly to bridge higher education and business and industry to meet their workforce needs. Will is currently the Director for the State of New Hampshire Division of Economic Development. He is charged with oversight of the division, as well as developing a comprehensive economic development strategy for NH.



Christine Rath is the former Superintendent of Schools for the Concord, NH School District. She served in Concord for 30 years, as middle school principal, high school principal and Assistant Superintendent before becoming superintendent. Chris is currently an adjunct professor in school administration for the University of New Hampshire and Southern New Hampshire University and a teaching lecturer for Plymouth State University. She serves on the Advisory Committee for NHTI and is a member of the Central NH Regional Advisory Board for New Hampshire Charitable Fund.



Irv Richardson is currently the Coordinator for Public Education and School Support at NEA- New Hampshire. In this role, he provides professional learning opportunities for New Hampshire educators. Irv also teaches at Southern New Hampshire University in the Educational Leadership Doctoral Program. He has worked as an elementary classroom teacher, a principal, and as a senior consultant for TBA Consulting Group working extensively with states on projects such as Teacher Quality Enhancement grants, consulting with state department of education (New Hampshire, Connecticut, Rhode Island, South Carolina, and Hawaii), working on educator induction, developing leadership standards, working on the committee to write the 2011 InTASC standards and the InTASC learning progressions. Irv was Maine's Teacher of the Year in 1988 and received a National Educator Award from the Milken Foundation in 1993.

Ellen Anne Howard



Professional Profile

- Hold a Certificate of Advanced Graduate Study in Educational Administration, Master's Degree in Education, and Bachelor's Degree in English
- Certified in the State of New Hampshire as a Secondary English teacher and as a Curriculum Administrator

Education

Certificate of Advanced Graduate Study
Educational Administration
Rivier College, 2010

M.S. Education
Curriculum, Instruction, and Assessment
Antioch New England Graduate School, 2000

Bachelor of Arts in English
University of New Hampshire, 1984

Honors

NH School Administrator's Outstanding Service Award 2012

Certifications

New Hampshire, English Education, 1987

New Hampshire, Curriculum Administrator, 2009

Employment

Professional Development in Education

- Executive Director New Hampshire Learning Initiative, August 2017 to present
- Director of Curriculum, Sanborn Regional School District, July 2006 to June 2017
- ELA Lead for the NHDOE PACE Project 2014 to present
- Director of Curriculum for the NHDOE PACE Project 2016 to present
- Adjunct Professor, Education Department, Rivier College 2012 to present
- Curriculum Coordinator K-8, Sanborn Regional School District, July 2003 to 2006
- Assessment Coordinator, Sanborn Regional School District 2000- to present
- English Teacher, Sanborn Regional Middle School, July 1985-2003

Professional Experiences

Executive Director

- Perform all functions of executive director; to support and align innovative practices in New Hampshire schools.
- Supervise the Task Development for the NH PACE Project.
- Continue to nurture and expand the capacity of NHLI to support and initiative innovative practices in education, create bridges with stakeholders in education, and to be an educational leader in the state.

Curriculum Director

Certified as a Curriculum Administrator:

- Created district curriculum framework and developed multiple curriculum documents with teachers and teams for guiding planning and assessment. Developed and implemented District-wide Spring Writing Prompt and analysis of student writing. Supervised the Title I, Title IIA, and the Title V grants in the district.
- Created and designed the district's competency-based learning documents; competencies, standard; to reflect the aligned work of teachers and national standards.
- Designed the district's assessment schedule and data analysis protocols.
- Planned and monitored professional development for all district professionals. Conducted workshops to address district initiatives and identified areas of need for teaching teams and individual teachers. Designed and facilitated professional development workshops in: Critical Friends, Education By Design(Critical Skills), Professional Learning Communities, Understanding By Design, Root Cause Analysis, Differentiated Instruction, Formative and Summative Assessment, Performance Assessment, Writing Analysis, 6+ Writing Traits, Constructed Response Writing, Writing in Science, Interdisciplinary Units, Rubric Development, Pinnacle Gradebook Curriculum and Instruction, Competency-Based learning, Standards-based Grading and Reporting, Relearn and Enrich Instructional Blocks, NWEA Measures of Academic Progress. Wrote and managed grants that supported district initiatives.

Sanborn District Lead for the NHDOE PACE Project, 2014- present

Coordinated the NHPACE project for the Sanborn Regional School District. Developed district PACE communication plan, district task development support, and supervised local assessment.

NH PACE Curriculum Director, 2016- present

Coordinated and designed the NH PACE Task Development schedule and process. Supported teachers in the design process. Created tools for managing task development.

English Teacher

Certified in Secondary (5-12) English Education:

Planned and instructed eighth grade English course using a wide variety of teaching resources and motivational strategies to engage students in active learning. Planned units of study using Understanding By Design.