



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

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Deputy Commissioner of Education  
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953

June 27, 2016

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, 54 Old Suncook Road, Concord, NH (vendor code 38277) in an amount not to exceed \$339,990.00 to build capacity of local school districts to ensure smooth and effective transitions for toddlers with disabilities into preschool special education, effective upon Governor & Council approval through June 30, 2018: with an option to renew for two additional fiscal years. 100% Federal Funds.

Funds to support this request are available in account titled Special Education-Preschool in Fiscal Year 2017, and are anticipated to be available in Fiscal Year 2018, upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified.

	<u>FY'17</u>	<u>FY'18</u>
06-56-56-562510-21840000-102-500731	\$169,995.00	\$169,995.00
Grants Federal		

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:

- 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.

Her Excellency, Governor Margaret Wood Hassan  
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June 27, 2016

Page Two

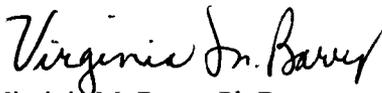
- Support the Bureau with the development and implementation of the NH Special Education State Performance Plan and Annual Progress Reports for indicators that are specific to Early Transitions and Free Appropriate Public Education in the Least Restrictive Environment.

The Department of Education prepared and published a Request for Proposals (RFP) "*New Hampshire Preschool Special Education Building Local Capacity to Improve Results*" in the Manchester Union Leader, for the period April 22<sup>nd</sup> April 23<sup>rd</sup> and April 25<sup>th</sup>, 2016; 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 (Attachment A).

The Department of Education, Bureau of Special Education would like to contract with NH Coalition for Citizens with Disabilities, dba Parent Information Center as they are qualified and capable to deliver the services to build local capacity to improve results for children and their families in preschool special education. PIC has run the program in an efficient and effective way over the past years, working to build local infrastructure and systems, support data analysis and compliance related to least restrictive environment, development of quality regular early childhood programs, early transitions, and the development of district liaisons and active implementation related to the Department's State Systemic Improvement Plan (SSIP) for the Bureau of Special Education's State Performance Report (SPP) and Annual Performances Report (APR).

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.  
Commissioner of Education

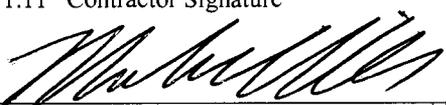
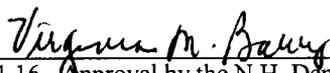
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name New Hampshire Department of Education Bureau of Special Education		1.2 State Agency Address 101 Pleasant Street Concord, New Hampshire 03301	
1.3 Contractor Name NH Coalition for Citizens with Disabilities dba Parent Information Center		1.4 Contractor Address 54 Old Suncook Road, Concord, New Hampshire 03301	
1.5 Contractor Phone Number 603-224-7005	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2018	1.8 Price Limitation \$339,990.00
1.9 Contracting Officer for State Agency Santina Thibedeau, Administrator		1.10 State Agency Telephone Number 603-271-3791	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Michelle L. Lewis, Executive Director	
1.13 Acknowledgement: State of <u>New Hampshire</u> County of <u>Merrimack</u>  On <u>July 7, 20</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace  [Seal]		My commission expires <b>October 29, 2019</b>	
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 VIRGINIA M. BARRY, Commissioner of Education	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)  By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable)  By:  On: <u>7/21/16</u>			
1.18 Approval by the Governor and Executive Council (if applicable)  By: _____ On: _____			

7/7/16

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

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

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

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

**4. CONDITIONAL NATURE OF AGREEMENT.**

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

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

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

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

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

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

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

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

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

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

**7. PERSONNEL.**

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

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

Contractor Initials                       
Date 7/7/16

Agreement. This provision shall survive termination of this Agreement.

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

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

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **14. INSURANCE.**

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

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

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

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

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

**15. WORKERS' COMPENSATION.**

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

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

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

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

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

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

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

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

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

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

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

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

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

## EXHIBIT A

### Services to be Provided

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

#### *New Hampshire Preschool Special Education Building Local Capacity to Improve Results*

- As directed by the Bureau of Special Education, participate in State and national activities that promote the priorities of the NH Special Education State Performance Plan specific to preschool special education, including the NH State Pyramid Model work.
- Coordinate with other Bureau of Special Education initiatives to promote a unified system to improve outcomes for preschool children with disabilities, including participation in Bureau of Special Education Preschool Special Education Leadership Team (NH Bold).
- Participate in the State Systemic Improvement Plan (SSIP) State Leadership Team and the SSIP District Learning Collaborative for Indicator 17: State Systemic Improvement Plan.
- Create and implement a system to build the capacity of local districts to promote positive outcomes for NH preschool children with disabilities and their families. This system will strengthen local district infrastructure, ensure compliance with requirements and enhance the implementation, with fidelity, of evidence-based practices to improve results for preschool children with disabilities and their families.
  - Key strategies and activities to promote the outcomes of the NH Special Education State Performance Plan (SPP) relative to preschool special education, including Indicator 6: Preschool Settings, Indicator 7: Child Outcomes, Indicator 8: Parent Involvement, Indicator 12: Early Transitions and Indicator 17: State Systemic Improvement Plan. Strategies and activities developed as a result of this system should, at a minimum, address accessible resources and information, family engagement, data collection, analysis and utilization, interagency coordination, policy development, root cause analysis and correction of noncompliance, and support for local development of quality programs and services.
- For Indicator 17~ State Systemic Improvement Plan (SSIP), these activities include:
  - Contract/hire a liaison to serve as a process coach for each of the SSIP districts. The liaisons will provide technical assistance and support to the districts with systems development, based on Active Implementation Framework. The liaisons will serve as a primary communication vehicle between the NHDOE and the districts, ensuring a solid feedback loop that flowed in both directions.
  - In collaboration with the NHDOE, facilitate a learning collaborative with the liaisons to promote their understanding of the initiative and how to best support the districts with building their capacity to improve social-emotional outcomes for preschool children with disabilities.
- Develop and implement an evaluation plan to determine effectiveness of the project. The evaluation plan should assess whether activities identified in the proposal were accomplished and the impact of the project on building local and state capacity to improve outcomes for preschool children with disabilities. The applicant may provide a completed evaluation plan with the application or may provide a work plan for engaging stakeholders, identifying focus questions, establishing short and long term objectives, and assessing the formative and summative impact of the project.

Initials   
Date 7/7/16

**EXHIBIT B**

Budget and Payment Method

General Expenses:

Budget (period ending June 30, 2018)

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

Description of Services	FY'17	FY'18
Project Director	\$16,744.00	\$16,744.00
Project Coordinator	\$19,500.00	\$19,500.00
FE Facilitator	\$2,600.00	\$2,600.00
Administrative Assistant	\$7,410.00	\$7,410.00
<b>Fringe</b>		
Project Director	\$1,330.00	\$1,330.00
Project Coordinator	\$5,742.00	\$5,742.00
FE Facilitator	\$240.00	\$240.00
Administrative Assistant	\$3,420.00	\$3,420.00
<b>Subtotal Personnel</b>	<b>\$56,986.00</b>	<b>\$56,986.00</b>
District Liaisons	\$69,225.00	\$69,225.00
TA Consultants	\$20,200.00	\$20,200.00
Stipends	\$750.00	\$750.00
Graphic Design	\$750.00	\$750.00
Web Maintenance	\$500.00	\$500.00
Travel	\$1,750.00	\$1,750.00
Workshop/Meeting Expenses	\$1,000.00	\$1,000.00
Telephone / Communications	\$750.00	\$750.00
Supplies	\$700.00	\$700.00
Photocopying/Printing	\$1,500.00	\$1,500.00
Postage	\$100.00	\$100.00
Rent	\$3,192.00	\$3,192.00
<b>Subtotal Expenses</b>	<b>\$100,417.00</b>	<b>\$100,417.00</b>
Indirect Costs – 8%	\$12,592.00	\$12,548.00
Total	\$169,995.00	\$169,995.00

**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 \$339,990.00.

**Method of Payment:**

Payment will be made on the basis of monthly invoices received by the 10<sup>th</sup> 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 Dauphinais  
NH Department of Education  
Bureau of Special Education  
101 Pleasant Street  
Concord New Hampshire 03301

Initials     
Date 7/7/16

## 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             
Date 7/7/16

ATTACHMENT A

**New Hampshire Preschool Special Education Building Local Capacity to Improve Results**

Applicant Name	7.2.1 Significance of Proposal: Description of applicant's capabilities to deliver the services, including a brief description of their personal 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 as they are addressed (see 1.0 Minimum Requirements). (10 pts.)	7.2.2 Quality of Services: Describe how you will accomplish the Services to be Provided, including activities and strategies that will achieve the purpose of this Request for Proposals. Please identify the subsection(s) of the Services to be Provided as you address them in your narrative. 7.2.2.1 Core Services. Provide a detailed explanation of how you will address the core services of the proposal. (10 pts.)	7.2.2.2 Local Capacity Building System. Provide a detailed explanation of how you will accomplish each of these subsections to develop and implement a local capacity building system. (20 pts.)	7.2.2.3 Evaluation Plan. Describe your comprehensive plan for the evaluation of the proposed project's activities, effectiveness and impact. (10 pts.)	7.2.3 Management Plan: Provide a work plan that includes a timeline, persons responsible and milestones or benchmarks in accordance with the activities to carry out Services to be Provided. (15 pts.)	7.2.4 Personnel and Partners: Provide a listing of the individuals who will have responsibilities within the 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. (10 pts.)	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 year; FY '17 (July 1, 2016 – June 30, 2017) and FY '18 (July 1, 2017 – June 30, 2018), and not exceed \$170,000 for each year. Indirect costs may not exceed 8%. (25 pts.)	Total Score
NH Coalition for Children with Disabilities	9.34	9	18	7.34	13.67	9	25	91.35

The committee members responsible for the review of the NH Preschool Special Education Building Local Capacity to Improve Results proposal include the following individuals:

- Mary Lane - Education Consultant - Special Education
- Bridget Brown - Education Consultant - Special Education
- Christina MacDonald - Education Consultant - Special Education

The scoring for this proposal was conducted employing a consensus model.

The role of the committee members was advisory in nature. They provided information, analysis and recommendations that were presented to the Commissioner of Education.

The Commissioner of Education reviews the information provided and makes the final decision regarding the award of such grants.

# 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 14<sup>th</sup> day of April A.D. 2016

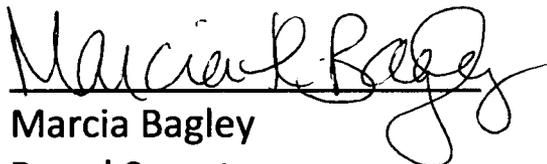
A handwritten signature in black ink, appearing to read "William M. Gardner".

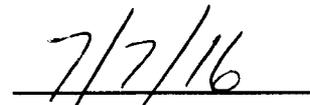
William M. Gardner  
Secretary of State

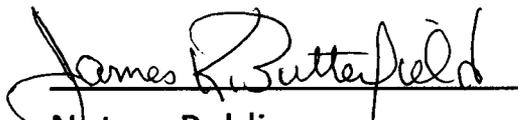
## Certificate of Authority

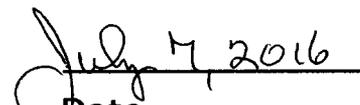
The Board of Directors for the NH Coalition for Citizens with Disabilities, Inc. dba The Parent Information Center, having a principal place located at 54 Old Suncook Road, Concord, NH 03301 do hereby certify that Michelle Lewis, the appointed Executive Director of the NH Coalition for Citizens with 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

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Notary Public

  
\_\_\_\_\_  
Date

**My commission expires  
October 29, 2019**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/31/2015

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

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

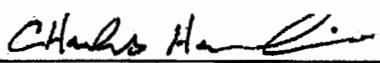
<b>PRODUCER</b> Infantine Insurance P. O. Box 5125  Manchester NH 03108	<b>CONTACT NAME:</b> Vivian Pinette <b>PHONE (AC, No. Ext):</b> (800) 937-0704 <b>E-MAIL ADDRESS:</b> vivian@infantine.com	<b>FAX (AC, No.):</b> (603) 669-6831
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  NH Coalition For Citizens With Disabilities Inc. 54 Old Suncook Rd Concord NH 03301-7317	<b>INSURER A:</b> Philadelphia Indemnity Ins Co <b>NAIC #:</b> 18058	<b>INSURER B:</b> AmGuard Ins Co <b>NAIC #:</b> 42390
	<b>INSURER C:</b> Mount Vernon Fire Ins. Co.	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** CL15122959070                      **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	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>Employee Benefits Liab.</b>  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK1436149	1/1/2016	1/1/2017	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 Employee Benefits \$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK1436149	1/1/2016	1/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired Auto Liability \$ 1,000,000
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB525825	1/1/2016	1/1/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N/A			NBWC738301 State: NH	1/1/2016	1/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	<b>D&amp;O/Employment Practices</b>			NDO2003251J	1/1/2016	1/1/2017	\$1,000,000 Occurrence \$1,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 161, Additional Remarks Schedule, may be attached if more space is required)  
 Confirmation of coverage.

<b>CERTIFICATE HOLDER</b> 224-4365  State of New Hampshire Department of Education 101 Pleasant St. Concord, NH 03301	<b>CANCELLATION</b>  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  Charles Hamlin/VP2 
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**Parent Information Center**  
**Board of Directors July 2016**

The board serves without compensation.

**Marcia Bagley**

Board Secretary  
Asst. Sped Education Director, Nashua  
Member 2011

**Kelley Chalifoux**

Higher Education Representative  
Member 2016

**Jocelyn Charles**

Parent Representative  
CPA  
Member 2014

**Cindy DiFillipo**

Parent Representative  
Marketing Consultant  
Member 2015

**Sandra E. Fay**

Board Treasurer  
Member 2012

**Sreenivasu Odugu**

Parent Representative  
Member 2015

**Paula Ferenc**

Circle Program, Program Director  
Parent Representative  
Board Chair  
Member 2011

**Dana Hill**

Parent Representative  
Vice Chair  
Member 2014

**Kimberly Plante**

Parent Representative  
Member 2015

**Executive Director**

Michelle Lewis  
Parent Information Center

### Principal Staff and Salaries

	FY 2017	FY 2018
Project Director, Michelle Lewis - 30% FTE	\$16,744	\$16,744
Project Coordinator, Jennifer Cunha - 40% FTE	\$19,500	\$19,500
Family Engagement Facilitator, Tracy Walbridge – 6% FTE	\$2,600	\$2,600
Administrative Support, to be hired – 20% FTE	\$7,410	\$7,410

**Parent Information Center  
Mission Statement**

The Parent Information Center (PIC), a New Hampshire statewide family organization, strives to achieve positive outcomes for children and youth, with a focus on those with disabilities and special health care needs. This is achieved through its partnerships with families, educators, youth, professionals, and organizations.

## **Overview of NH Coalition for Citizens with Disabilities d/b/a Parent Information Center (PIC)**

Established over three decades ago with the belief that all children can succeed with the right support, the NH Coalition for Citizens with Disabilities, d/b/a the Parent Information Center (PIC) is a statewide family organization that strives to achieve positive outcomes for children and youth, with a focus on those with disabilities and special healthcare needs. This is achieved through its partnerships with families, educators, youth, professionals and organizations.

PIC serves as the umbrella agency for 6 major projects, as well as a number of smaller local or statewide initiatives, which encompass special focus areas including special education, early intervention, early literacy, parent involvement in supporting their child's development and education, infants and toddlers with sensory impairments, children with special health care needs, preventing child abuse, and family-school-community partnerships. These projects provide direct services and training to more than 10,000 individuals, primarily parents, each year, using an array of modalities, including workshops, training series, individual technical assistance, and coaching/mentoring. PIC also provides information through print materials and our websites.

PIC's approach to improving family/school/community partnerships is grounded in 30 years of research conducted by Epstein, Mapp, Henderson, and Harvard Family Research. From its inception to the present PIC has demonstrated the ability to identify and respond to the changing needs of children and families in N.H.

Michelle L. Lewis

[REDACTED]

[REDACTED]

[REDACTED]

## DEGREE

May 2009  
1996

Plymouth State University, M.Ed. School Counseling  
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 – 7 <sup>th</sup> & 8 <sup>th</sup> Grade, Meredith, NH
03/08-05/08	Practicum Student, Inter-Lakes Middle Tier – 5 <sup>th</sup> & 6 <sup>th</sup> Grade, Meredith, NH

## PROFESSIONAL DEVELOPMENT

Pyramid Model Introductory Training	April 2016
PALS Training	Summer 2015
DEC Recommended Practices	2015-2016
RP2 Coaching Training	2015-2016
IDEA Leadership	Summer 2013
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
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
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

## PROFESSIONAL CAPABILITIES (continued)

### 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

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### **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 Coordinator Race2K*

- 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 (Indicator 12) and Preschool Environments (Indicator 6)
- Assist school districts in development and implementation corrective action plans in relation to early childhood transitions
- Assist school districts in developing and implementing plans to ensure that preschool children with disabilities have access to the continuum of placements, including Regular Early Childhood Environments
- 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
- Development and implementation statewide and individual plans to increase the capacity of schools/school district staff and families of children with disabilities 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

**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**

- Pyramid Model Introductory Training (April 2016)
- PALS Training (Summer 2015)
- DEC Recommended Practices (2015-2016)
- RP2 Coaching Training (2015-2016)
- Universal Design for Learning Cohort Trainings (2015-2016)
- 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

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## Tracy Walbridge

- Objective** Seeking a position that utilizes my life and work experiences with individual living with disabilities.
- Skills**
- **Ability to use innovate ideas to help with student success;**
  - **Demonstrate sensitivity, discretion and tact in listening to students and teacher directions;**
  - **Organizational skills; Self and student organization;**
  - **Role model for colleagues and student peers**
- Education**
- Limestone High School Limestone, Maine**  
Graduate 1991
- Volunteer Advocate**  
Certificate 2011
- University of NH Institute on Disabilities Leadership Series**  
Graduate 2011
- NH Council on Developmental Disabilities**  
Appointed 2011-present
- Granite State College**  
Graduate 2013  
Associates, Behavioral Science
- Experience**
- Highly Qualified Para Professional II**  
2009– 2014
- Collaborated with general and special education teacher to implement IEP goals around academics, social and emotional goals;
  - Highly skilled with Presuming Competence;
  - Excellent verbal and written skills;
  - Detail oriented;
  - Up to date training on best practices and evidence-based practices

# Donna J Hart

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## Professional Experience

- 2013 to Present      SSECT TA Consultant, *Parent Information Center; Concord, NH*  
◆ Responsible for working with Race2K staff and the NH Department of Education, Bureau of Special Education staff to provide on-site, phone, and e-mail technical assistance regarding early transitions, preschool LRE, preschool special education settings and environments, and the development of regular early childhood programs. May also be used for resource development. All resources will be the property of the NH Department of Education. Required to submit thorough documentation to the Race2K Project Director regarding technical assistance provided.
- 1990 to Present      Special Educator, *Haverhill Cooperative School District; Woodsville, NH*  
◆ Responsible for evaluation, planning, implementing programs for PreK & Elementary school age children with disabilities from mild speech-language impairment to severe intellectual disabilities and autism. Provided consultation and training to staff.
- 2009 to Present      Preschool Teacher, *Haverhill Cooperative School District; Woodsville, NH*  
◆ Responsible for evaluation, planning, implementing programs for Preschool. Coordinated Preschool, Kindergarten, and Child Find Screenings and Registrations.
- 1996 to 1997      Director of Instructional Support Services, SAU #23; *Woodsville, NH*  
◆ Coordinated & supervised Title 1 and Special Education programs.
- 1989 to 1990      Resource Room Teacher, Newbury Elementary School; *Newbury, VT*  
◆ Planned, implemented, and evaluated special programs for students K-6 with special needs.
- 1988 to 1989      Community Living Coordinator/Family Teacher, Greenshires Residential School for Retarded Children; *Cheshire, CT*  
◆ Prepared and implemented educational programs for teaching living skills. Evaluate performance of activities of daily living skills, self-care, meal preparation skills, and community living skills. Planned programs and trained staff to implement teaching strategies and behavioral interventions.
- 1986 to 1987      Substitute Teacher, Region #16; *Prospect/Beacon Falls, CT*
- 1985 to 1986      Director - Weicker House, United Cerebral Palsy; *Bridgeport, CT*  
◆ Responsible for implementation of plans for this first residential learning facility designed to meet needs of people with physical handicaps.
- 1982 to 1985      Special Education Teacher, Permanent Substitute Teacher, United Cerebral Palsy; *Bridgeport, CT*  
◆ Responsible for creation, implementation and evaluation of programs for students with developmental disabilities and physical handicaps
- 1981 to 1982      Residential Teacher, Benhaven Residential Facility; *New Haven, CT*  
◆ Responsible for implementation and evaluation of programs in the residential component of this facility for children with autism and adolescents with intellectual disability.

## Post-Secondary Educational Teaching Experience

2000 to Present	Adjunct Professor, <i>White Mountains Community College</i>
Introduction to Exceptionalities	Understanding Young Children's Special Needs
Introduction to Psychology	Learning & Behavior
Supporting Students with Challenging Behaviors	Infant & Toddler Development
Health, Safety & Nutrition for the Young Child	Infant & Toddler Curriculum
Child Growth & Development	Learning Environments for Young Children
Teaching Strategies for Students with Special Needs	{and others}

# Donna J Hart

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## Education

2006 to Present	Plymouth State University, Plymouth, NH <ul style="list-style-type: none"><li>• CAGS/Doctoral Track in Educational Leadership</li></ul>
1998 - 2000/SAIF	Rivier College, Nashua, NH (12 credits) <ul style="list-style-type: none"><li>• Specialist in the Assessment of Intellectual Functioning</li></ul>
1991 - 1992	University of NH (6 credits) <ul style="list-style-type: none"><li>• Reading Recovery Training Year</li></ul>
Fall 1990	St Joseph's College (3 credit) <ul style="list-style-type: none"><li>• Woodcock-Johnson Revised</li></ul>
Spring 1990	Lyndon State College (3 credit) <ul style="list-style-type: none"><li>• Managing Challenging Behaviors</li></ul>
1987 / MS	Southern Connecticut State University, New Haven, CT <ul style="list-style-type: none"><li>• Concentration in Learning Disabilities</li></ul>
1981 / BS	Southern Connecticut State University, New Haven, CT <ul style="list-style-type: none"><li>• Major in Special Education &amp; Educateur</li><li>• Minor in Psychology</li></ul>

## 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*

# Tammy S. Vittum, M.Ed.



Objective: To apply my experiences as an early childhood special educator by assisting in the implementation of preschool special education initiatives at the state level.

## Certification:

**National Board of Professional Teaching Standards Certified - Exceptional Needs Specialist (2014)**

**New Hampshire Experienced Educator – Elementary Education (K-8), General Special Education, Early Childhood Special Education**

## Education:

**Masters of Education - Curriculum & Instruction, Keene State College (2008)**

**Certification in Early Childhood Special Education, NH Dept. of Education (2003)**

**Bachelor of Science – Elementary Education and Special Education, Keene State College (1984)**

## Professional Experience:

**New Hampshire Department of Education,  
Bureau of Special Education, Concord, NH**  
Distinguished Educator

**2015-2016**

- φ Liaison for districts under the State Systemic Improvement Plan
- φ Consultation and mentorship to NH school district early childhood programs
- φ Research of evidence-based practices for social emotional development
- φ Collaboration in the development of Data and Infrastructure Analysis Tool, Action Plan process, Implementation Science applications

**Fall Mountain Regional School District, Langdon, NH      1988-present**  
**Fall Mountain Early Learning Center**

Director/Teacher Early Childhood Services

- φ Administrative and teaching responsibilities
- φ Assess, design IEPs, implement IEP goals and objectives for each student
- φ Provide modifications and accommodations to meet the needs of each student
- φ Document each students progress and communicate with families
- φ Responsible for coordination of program and family engagement

**Fall Mountain Regional School District, Langdon, NH      2008-2015**  
**Fall Mountain Professional Development Committee**

**Chairperson**

- φ Oversee a committee comprised of teacher representatives, community member, administrators and paraprofessional representative
- φ Responsible for planning and organizing an annual professional development training day for all faculty
- φ Maintain an on-line data system to track each teacher's progress toward re-certification

**Committees and Related Contributions:**

NH BOLD Member (State Systemic Improvement Plan [SSIP] State Leadership Team) [present], SSIP Evaluation Team [present]; Spark NH Workforce and Professional Development Committee [present]; Inclusion Policy Task Force [present]; Sustainable Early Engagement for Change (SEE Change) State Leadership Team [present]; Preschool Technical Assistance Network (PTAN) [present]; Fall Mountain Special Education Task Force [2005-20015]; Fall Mountain Early Childhood Professional Learning Community (PLC) [present]; Fall Mountain New Teacher Mentor [present]; Early Childhood Special Education Alternative Certification Mentor [present]; Fall Mountain Tech Leader; Preschool Outcomes Measurement System Advisory Committee & Presenter; READY! For Kindergarten Instructor; Supporting Successful Early Childhood Transitions (SSECT); NH Dept. of Education Bureau of Credentialing Alternative Certification Boards of Review and Master Plan Reviews, Early Childhood Curriculum Initiative and Guidelines Workgroups, NH Cornerstone Project Preschool Subcommittee, Workshop Organizer and Presenter (visual supports, behavioral strategies, make and take for families, beginner sign language, etc.)

**Related Training:**

- φ Pyramid Model training
- φ Picture Exchange Communication System
- φ Sign Language
- φ Non-Violent Crisis Intervention
- φ Behavioral Strategies
- φ CPR/First Aid

**Current Volunteer Work:**

- φ Fall Mountain Educational Endowment Board of Directors
- φ Greater Falls Warming Shelter Volunteer

**References:** Available upon request.

**PAMELA MILLER SALLET**

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**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

**Consultant/Technical Assistant for Preschool RACE2K Project** and as **District Liaison/Leadership Team Facilitator** for DOE State Systemic Improvement Plan to improve social emotional outcomes for preschool children identified to receive special education services

**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

**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:**

Race2K at Parent Information Center, Concord, NH

Race 2 K, TA Consultant	2014-present
SEE Change, Master Cadre	2014-present
Indicator 17, SSIP Liason	2015-present

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

# Maureen K Gross

## Skills

Educational Leadership  
Group/Team Facilitation  
Special Education Expertise

Professional Development Trainer  
Coaching  
Counseling

Collaboration/Community Outreach  
Conflict Resolution  
Written and Oral Communication

## Work History

**Contract Service Provider and Consultant in Education and Behavioral Health 7/2014 to present:**  
**NH Department of Education Professional Development Trainer**-Provide Special Education Educational Surrogate and IEP Facilitator Training. Collaborate in the development of training materials. Serve as IEP Facilitator as needed.

**Institute on Disabilities/University of New Hampshire-FAST Forward Coach** –Responsible for coaching, training and consulting for NH’s System of Care providing Wraparound supports for youth and families. Develop Wraparound Coaching tools, manual and training materials as part of Wraparound Work Group

**Merrimack Valley School District- Out of District/Court Liaison**- Serve as Local Education Agency Representative for students in out of District Placement ensuring that the needs of students are met based on Special Education Procedural Safeguards

**Parent Information Center- Consultant/Technical Assistant for Preschool RACE2K Project** and as **District Liaison/Leadership Team Facilitator** for DOE State Systemic Improvement Plan to improve social emotional outcomes for preschool children identified to receive special education services

**Youth Mental Health First Aid Trainer**

### **Special Education Administrator, 07/2004 to 06/2014**

**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

Supervised Out of District Placements /Serve as Court Liaison for Special Education Students

Responsible for oversight and compliance of Section 504/ Americans With Disabilities Act

Served 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. Strong focus on programming to improve social/emotional functioning of students in district.

### **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

**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

Provided family counseling and education as need

Completed Psycho - educational assessments

Adjunct Faculty Member for Riverbend Doctoral Internship Program/Supervised graduate mental health interns. Provided training on Bullying Prevention to students and staff

**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**

**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, Educational Leadership 2005**

**Plymouth State University - Plymouth NH**

**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)**

**Certified Youth Mental Health First Aid Trainer**

## **Professional Activities and Affiliation**

Member of NH Behavioral Health Collaborative

Member of Council for Exceptional Children

Member of School Behavioral Health Community of Practice

Member of NH Wraparound Workgroup under System of Care

Member of NH Behavioral Health Collaborative Evaluation Workgroup

## TOBI GRAY CHASSIE



### EDUCATION

- 2004 - 2006 Certificate of Advanced Graduate Studies – Educational Leadership / Special Education, Plymouth State University
- 1981 - 1983 Master of Education - Educational Administration and Supervision, Plymouth State College
- 1973 - 1977 Bachelor of Science - Elementary and Special Education, Eastern Michigan University; Cum Laude

### EMPLOYMENT

- 2012- Present *District Administrator, Pittsfield School District, Pittsfield, New Hampshire*  
Administrator working to assist the superintendent in district-wide projects
- 1989 – 2002 and 2003 -2012 *Director of Student Services, Pittsfield School District, Pittsfield, New Hampshire*  
Director of special education, diagnostic services, home education, and education of students with limited English proficiency.
- 2002-2003 *Coordinator of Student Services, Laconia School District, Laconia, New Hampshire*  
Coordinator of special education in three elementary schools.
- 1987 - 1989 *Field Supervisor Coordinator, Plymouth State College, Plymouth, New Hampshire*  
Coordinator of training provided to expand the pool of Special Education teachers.
- 1986 *Consultant, Department of Education, Concord, New Hampshire*  
Needs assessor of services for pre-school children with disabilities in the Lakes Region for the State Planning Grant.
- 1981 - 1985 *Supervisor of Education and Training, Laconia State School and Training Center, Laconia, New Hampshire*  
Administrator of the Special Education Department, including the supervision of sixty professional and paraprofessional special educators.
- 1977 - 1981 *Teacher, Laconia State School and Training Center, Laconia, New Hampshire*  
Classroom teacher for students with developmental disabilities.

## **TRANSFORMING EDUCATIONAL PRACTICE, LLC CONSULTATION CLIENTS**

2015- Present	New Hampshire Department of Education / Parent Information Center State Systemic Improvement Plan; Pre-School Special Education Building Local Capacity to Improve Results
2015-	Center for Secondary School Redesign; Revere (MA) School District; Role Clarity and Program Evaluation
2013	Center for Secondary School Redesign; Cleveland (OH) Public Schools; Program Evaluation and Resource Allocation

## **CERTIFICATIONS**

- Superintendent
- Educational Administration (Principal)
- Intellectual Disabilities
- General Special Education
- Elementary Education (K-8)
- Director of Special Services
- Early Childhood Special Education

## **WORK RELATED ACTIVITIES**

- School Transformation – Member of team that organized school community and successfully wrote a multi-million dollar grant to transform our high school into a student centered learning environment; 2009 - present
- Professional Growth & Evaluation Team – Chairperson of the team that created a plan for measuring teacher effectiveness, including the use of student performance as mandated by a School Improvement Grant (SIG); 2010 - present
- Multi-Tiered System of Support - Chairperson of the team that created and oversees a student assistance program; 1991- present.
- Pittsfield Interagency Community Coalition - Chairperson of the team that created and oversees the process that coordinates families and school community services providers and conducts wrap-around meetings; 1998 – present.
- Merrimack County Regional Interagency Team – Member of team that provides technical assistance to community-based interagency teams and develops procedures for teams to use in wrap-around meetings; 1998 – present.
- Emergency Management Team - Chairperson of the team that created and implements the crisis intervention protocol, certified in Strategies of Limiting Violent Episodes; 1995 – present.
- Pre-School Technical Assistance Network Advisory Council – Member of team that provides field advice to PTAN facilitators; 2006-2012.

## **PUBLICATIONS**

- Berkeley, Terry R., Harriman, Nancy E., and Chassie, Tobi Gray. *Training for Special Education Leaders: The Developmental Leadership Model*. Rural Special Education Quarterly (RSEQ). 1995.
- Tobi Gray Chassie, Susan Hemingway, and Robert Kelley, M.D. *The ABCs of a school-based health center: PATCH, the Pre-Adolescent to Teen Center for Health*. New Hampshire Journal of Education. 2016

## **AWARDS**

- 2008 Special Education Director of the Year

## **MEMBERSHIPS**

- NH Association of Special Education Administrators, Past Treasurer
- Council for Exceptional Children - CASE and MR
- Association of Supervision and Curriculum Development
- NH Association of School Principals
- Pittsfield High School Alumni Association - President

## **AFFILIATIONS**

- New England College, Adjunct Faculty; 2016
- Granite State College, Adjunct Faculty; 1996 – present
- Southern New Hampshire University, Adjunct Faculty, 2006-2008
- Independent Services Network, Inc., Board of Directors, 1993 –1996
- NH Technical Institute, Adjunct Faculty, 1984 - 1986
- Plymouth State College, Adjunct Faculty, 1985 - 1986
- Special Olympics, Inc., Board of Directors, 1984

## **REFERENCES**

References available upon request.

**Susan M. Gleason**

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## **Education**

**Masters of Education: Multi-handicapped /Deaf-Blind Education**

Boston College, Chestnut Hill, MA 1979

**Bachelor of Science: Early Childhood Education**

**Minors: Learning Disabilities and Psychology**

Framingham State College, Framingham, MA 1977

## **Certifications**

**New Hampshire:**

- Early Childhood Education
- Early Childhood Special Education
- General Special Education
- Specific Learning Disabilities
- Blind and Vision Disabilities
- Deaf and Hearing Impaired

## **Professional Positions**

**September 2015-Present**

**Liaison for State Systemic Improvement Plan (SSIP)**

- Served as the SSIP liaison for Bedford School District
- Provided communication between the district and the NHDOE regarding SSIP
- Participated in NHDOE meetings and trainings to develop understanding of the initiative and how to support districts in their work with the SSIP
- Provided technical assistance and support to the district team in analyzing district data and infrastructure and in development of district goals for improvement of social-emotional outcomes for preschool children with disabilities

**September 2015-Present**  
**Teacher of the Visually Impaired**  
**Private Contractor**

- Provided consultation and direct services for students with visual impairments in four New Hampshire School Districts (Preschool to High School) and with the NH Vision and Hearing Support Services at PIC (Birth to Three)
- Collaborate with outside agencies to support Expanded Core Curriculum needs for students with visual impairments
- Completed Functional Visual Assessments and Learning Media Assessments with students
- Developed IEP/IFSP goals and accommodations to address student needs
- Reported student data for yearly APH Quota
- Provided Professional Development Training to Preschool Special Education and ESS staffs

**August 1984- June 2015**

**Preschool Special Education Coordinator:**

**SAU 65, Kearsarge Regional School District**

(Previously SAU 43, including Kearsarge, Sunapee, Newport, Goshen/Lempster and Croydon School Districts)

- Direct and coordinate district Preschool Special Education Program, James House Preschool
- Serve as LEA at referral, eligibility, IEP and Placement meetings
- Supervise preschool special education staff including teacher, therapists and paraprofessionals
- Oversee IEP development and implementation for students
- Work with staff to design and implement curriculum to support student needs and IEP objectives
- Monitor Preschool Outcome measurement system for reporting student progress to NH Department of Education
- Case manage referrals of students from parents, Early Supports and Services programs, local preschool and childcare settings, physicians and clinics

- Work with parents to help them understand their child's educational disability and to develop an appropriate program to meet their child's needs
- Collaborate with other agencies, consultants and professionals for wrap around services for students
- Work with parents, ESS staff and Elementary staff to facilitate student transition from ESS services to preschool services and from preschool services to Kindergarten.

**September 1991 – present**

**Teacher of the Visually Impaired**

**SAU 65, Kearsarge School District**

- Provided consultation and direct services for students with visual impairments
- Provided Braille Instruction and oversaw modifications to educational program for an academic Braille student (Preschool to High School)
- Collaborate with outside agencies to support Expanded Core Curriculum needs for students with visual impairments
- Completed Functional Visual Assessments and Learning Media Assessments with students
- Developed IEP goals and accommodations to address student needs
- Reported student data for yearly APH Quota

**August 1984-June 1988**

**Preschool Special Educator, James House Preschool, SAU 43:**

- Special Educator on trans-disciplinary team at James House Preschool
- Responsible for curriculum development and implementation
- Coordination of classroom staff
- Case manage all students
- Develop IEP's and monitor student progress
- Primary contact for parents regarding student's programs
- Evaluation of referred students
- Develop and teach EYP program

**August 1979-August 1984**

**Special Educator/Supervisor of Preschool and Elementary Programs, Sullivan County Rehabilitation Center, Claremont, NH**

- Special Educator in Preschool Program
- Design and implement curriculum
- Work with director of programs on program certification
- Supervision of therapy staff and assistants in the classroom
- Develop IEP's and monitor student progress
- Supervise two elementary classroom for severely developmentally delayed students
- Evaluation of students

**August 1979- August 1984**

**Early Intervention Program Special Educator, Sullivan County Rehabilitation Center, Claremont, NH**

- Special Educator on trans-disciplinary home based team serving developmentally delayed children birth to 3
- Assessment of students
- Development of service plans
- Conducted home visits or center based visits
- Responsible for parent education

**Professional Trainings and Committees**

- Cortical Visual Impairment Leadership Institute
- Working with Preschool Children with Visual Impairment in Center Based Settings: Project VIISA
- INSITE Model Training: Home Intervention for Infant, Toddler and Preschool Aged Multihandicapped Sensory Impaired Children
- Attended PTAN Clinical Support meetings
- CPI Certified
- First Aid & CPR Certified
- Early Childhood Settings Committee – DOE
- Least Restrictive Environment Committee – DOE
- Kearsarge School District Kindergarten Committee
- NHDOE SSIP Liaison

**References and further information Available Upon Request**

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

**dba PARENT INFORMATION CENTER**

**FINANCIAL STATEMENTS**

**FOR THE YEARS ENDED**  
**JUNE 30, 2015 AND 2014**

**AND**

**INDEPENDENT AUDITORS' REPORTS**

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

**dba PARENT INFORMATION CENTER**

**JUNE 30, 2015 AND 2014**

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## INDEPENDENT AUDITORS' 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, 2015 and 2014, and the related statements of activities and cash flows for the years then ended, the statement of functional expenses for the year ended June 30, 2015, 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.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits 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 audits 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, 2015 and 2014, 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.

**Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of program services is not a required part of the financial statements but is presented for the purpose of additional analysis. The *Schedule of Expenditures of Federal Awards* is required by the Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The 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.

**Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued our report dated February 25, 2016, 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. 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.



Hennessey & Vallee, PLLC  
Concord, New Hampshire

February 25, 2016

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.**  
**dba PARENT INFORMATION CENTER**

**STATEMENTS OF FINANCIAL POSITION**

**JUNE 30, 2015 and 2014**

	<b><u>2015</u></b>	<b><u>2014</u></b>
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS</b>		
Cash	\$ 289,017	\$ 219,525
Grants receivable	297,447	210,117
Other receivables	9,743	8,250
Prepaid expenses	<u>7,372</u>	<u>41,463</u>
Total current assets	<u>603,579</u>	<u>479,355</u>
 <b>PROPERTY AND EQUIPMENT</b>		
Property and equipment	171,701	107,898
Less accumulated depreciation	<u>(100,524)</u>	<u>(90,329)</u>
Property and equipment - net	<u>71,177</u>	<u>17,569</u>
 <b>TOTAL ASSETS</b>	 <b><u>\$ 674,756</u></b>	 <b><u>\$ 496,924</u></b>
 <b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 178,495	\$ 50,301
Accrued payroll and related liabilities	12,596	16,708
Accrued compensated absences	<u>29,753</u>	<u>29,650</u>
Total current liabilities	<u>220,844</u>	<u>96,659</u>
 <b>NET ASSETS</b>		
Unrestricted	155,907	189,835
Temporarily restricted	<u>298,005</u>	<u>210,430</u>
Total net assets	<u>453,912</u>	<u>400,265</u>
 <b>TOTAL LIABILITIES AND NET ASSETS</b>	 <b><u>\$ 674,756</u></b>	 <b><u>\$ 496,924</u></b>

**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, 2015 AND 2014**

	<b>2015</b>	<b>2014</b>
<b>UNRESTRICTED NET ASSETS:</b>		
<b>REVENUE AND SUPPORT</b>		
Contributions, including fundraising activities	\$ 6,630	\$ 7,097
Program Services Revenue:		
Counseling income (AFC)	9,790	7,775
Workshops and training	1,925	2,675
Conferences	3,721	6,880
In-kind income	25,050	21,588
Other revenue	26,544	12,929
Total program service revenue	67,030	51,847
Net Assets Released From Restrictions:		
Restrictions satisfied by payments	1,479,862	1,369,950
Total revenue, support, and net assets released from restrictions	1,553,522	1,428,894
<b>OPERATING EXPENSES</b>		
Program services	1,497,351	1,379,839
Management and general	88,056	59,655
Fundraising	2,565	2,162
Total operating expenses	1,587,972	1,441,656
<b>OTHER REVENUE, EXPENSES, GAINS AND LOSSES</b>		
Interest income	522	846
Interest expense	-	(30)
Total other revenue, expenses, gains and losses	522	816
<b>NET DECREASE IN UNRESTRICTED NET ASSETS</b>	(33,928)	(11,946)
<b>TEMPORARILY RESTRICTED NET ASSETS:</b>		
Grant revenue	1,567,437	1,401,582
Net Assets Released From Restrictions:		
Restrictions satisfied by payments	(1,479,862)	(1,369,950)
<b>NET INCREASE IN TEMPORARILY RESTRICTED NET ASSETS</b>	87,575	31,632
<b>CHANGE IN NET ASSETS</b>	53,647	19,686
<b>NET ASSETS - BEGINNING OF YEAR</b>	400,265	380,579
<b>NET ASSETS - END OF YEAR</b>	\$ 453,912	\$ 400,265

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, 2015 AND 2014**

	<u>2015</u>	<u>2014</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 53,647	\$ 19,686
Adjustments to reconcile change in net assets to net cash from operating activities:		
Depreciation	10,195	9,862
(Increase) decrease in current assets:		
Grants and other receivables	(88,823)	(86,618)
Prepaid expenses	34,091	(33,329)
Increase (decrease) in current liabilities:		
Accounts payable and accrued expenses	128,194	21,922
Accrued payroll and related expenses	(4,112)	(327)
Accrued compensated absences	103	(664)
Total adjustments	<u>79,648</u>	<u>(89,154)</u>
<b>NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>	<u>133,295</u>	<u>(69,468)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of capital assets	<u>(63,803)</u>	<u>-</u>
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<u>(63,803)</u>	<u>-</u>
<b>NET INCREASE (DECREASE) IN CASH</b>	69,492	(69,468)
<b>CASH - BEGINNING OF YEAR</b>	<u>219,525</u>	<u>288,993</u>
<b>CASH - END OF YEAR</b>	<u>\$ 289,017</u>	<u>\$ 219,525</u>

See Notes to Financial Statements

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.**  
**dba PARENT INFORMATION CENTER**

**STATEMENT OF FUNCTIONAL EXPENSES**

**FOR THE YEAR ENDED JUNE 30, 2015**

**(With summarized comparative totals for 2014)**

	<b><u>PROGRAM SERVICES</u></b>	<b><u>MANAGEMENT AND GENERAL</u></b>	<b><u>FUND- RAISING</u></b>	<b><u>TOTAL 2015</u></b>	<b><u>TOTAL 2014</u></b>
<b>WAGES AND RELATED</b>					
Salaries and wages	\$ 820,916	\$ 31,294	\$ 719	\$ 852,929	\$ 846,861
Benefits and payroll taxes	<u>196,597</u>	<u>7,963</u>	<u>55</u>	<u>204,615</u>	<u>224,135</u>
Total wages and related	<u>1,017,513</u>	<u>39,257</u>	<u>774</u>	<u>1,057,544</u>	<u>1,070,996</u>
<b>OTHER EXPENSES</b>					
Consulting Model	127,660	-	-	127,660	-
Professional services	110,433	7,245	-	117,678	60,947
Occupancy costs	53,901	7,538	52	61,491	55,741
Travel	41,016	153	-	41,169	47,511
Contractual services	39,713	-	-	39,713	32,246
Workshop expenses	32,088	40	-	32,128	14,785
In-kind expenses	18,000	7,050	-	25,050	21,588
Printing and reproduction	18,524	2,482	36	21,042	13,782
Marketing and communications	16,812	1,239	-	18,051	34,451
Resource development	18,009	-	-	18,009	2,936
Other expenses	12,801	1,892	-	14,693	6,536
Office supplies	9,465	1,366	1,700	12,531	15,296
Insurance	8,530	3,198	-	11,728	11,729
Newsletter	10,600	-	-	10,600	8,926
Depreciation	-	10,195	-	10,195	9,862
Repairs and maintenance	5,034	3,162	-	8,196	8,885
Conferences and seminars	5,100	399	-	5,499	6,767
Transition clinic	4,068	-	-	4,068	89
Parent stipends	1,709	1,420	-	3,129	2,801
Furniture, fixtures, and equipment	2,718	-	-	2,718	5,398
Postage and shipping	2,284	361	3	2,648	3,458
Family support meetings	2,307	-	-	2,307	3,035
Library	2,235	-	-	2,235	2,442
Dues and memberships	632	501	-	1,133	1,199
Bank service charges	<u>-</u>	<u>558</u>	<u>-</u>	<u>558</u>	<u>250</u>
Subtotal	1,561,152	88,056	2,565	1,651,773	1,441,656
Less amounts capitalized	<u>(63,801)</u>	<u>-</u>	<u>-</u>	<u>(63,801)</u>	<u>-</u>
Total Expenses	<u>\$ 1,497,351</u>	<u>\$ 88,056</u>	<u>\$ 2,565</u>	<u>\$ 1,587,972</u>	<u>\$ 1,441,656</u>

**See Notes to Financial Statements**

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.**  
**dba PARENT INFORMATION CENTER**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015 AND 2014**

**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 description of the Coalition's programs is provided in Note 2. The Coalition is supported primarily through federal and state grants. Approximately 96% of the Coalition's support for both years ended June 30, 2015 and 2014 came from grant revenue.

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, based on the existence or absence of donor imposed restrictions.

*Functional Expenses*

The Statement of Functional Expenses is not required under Generally Accepted Accounting Principles but is presented for the current year for additional analysis.

*Estimates*

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

*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 acquisition 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, 2015 AND 2014**

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

*Donated Services*

Donated Services are reported at their fair value as contributions in the financial statements 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. A significant number of volunteers and staff contribute to the agency of their time and talent in a variety of ways including agency oversight, supporting families of children with disabilities in local communities, and grant writing. These services are not recognized as contributions on the financial statements as the recognition criteria have not been met. As of June 30, 2015 and June 30, 2014, the estimated amount of these services was undetermined.

*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 net 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 Expenses*

Directly identifiable expenses are charged to specific program services and supporting activities. Expenses related to more than one function are charged to functions 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.

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.**  
**dba PARENT INFORMATION CENTER**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015 AND 2014**

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

*Property and Equipment*

All acquisitions of property and equipment in excess of \$2,000 and all costs of repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are initially reported 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 restricted leases.

*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). The Coalition is no longer subject to examinations by tax authorities for years before 2012.

**2. Description of Program Services and Supporting Activities**

*Program Services*

The Coalition administers several different programs as follows:

*Family to Family (F2F)* - 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 (FV)* - 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.

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.**  
**dba PARENT INFORMATION CENTER**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015 AND 2014**

*Program Services (Continued)*

*NH State Planning Grant for ASD* - This project is funded through the State of NH, Department of Health and Human Services, Bureau of Special Medical Services to support NH in the development of a comprehensive, measurable state plan that addresses early screening; coordination of family-centered services through a medical home; ASD/DD public and provider awareness; organization of community based services for children and youth with ASD/DD; transition from the pediatric to the adult health care system; adequate health insurance and financing of services; and unmet health needs of children and youth with ASD and DD.

*Medical Home Initiative* - The project is funded through the State of NH, Department of Health and Human Services, Bureau of Special Medical Services to support primary care practices in the development of family advisory councils. NH Family Voices staff will work closely with a practice to develop and launch their council, providing guidance in the creation of policies for the council, conducting outreach, and new member orientation.

*Multi-Sensory Intervention through Consultation and Education (MICE)* - This program is funded by the State of NH, 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. After June 30, 2015, this program is no longer being funded by the State of New Hampshire (see note 10).

*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 (FACETS)* - 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.

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.**  
**dba PARENT INFORMATION CENTER**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015 AND 2014**

***Program Services (Continued)***

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

***Supporting Activities***

*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* – Costs incurred to solicit contributions and provide the structure necessary to encourage and secure financial support from individuals, governments, 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, 2015, there were no uninsured cash balances.

*Concentration of Grants*

Approximately 71% and 67% of the Coalition's grant funding is comprised of federal monies for the years ended June 30, 2015 and 2014, respectively. Grant funding from the U.S. Department of Education represents 36% and 41% of the total grant funding for the years ended June 30, 2015 and 2014, respectively.

**4. Property and Equipment**

As of June 30, 2015 and 2014, property and equipment consisted of the following:

	<b><u>2015</u></b>	<b><u>2014</u></b>
Furniture and Fixtures	\$ 2,595	\$ 2,595
Office Equipment	111,947	48,144
Leasehold Improvements	27,170	27,170
Vehicles	<u>29,989</u>	<u>29,989</u>
Total Property and Equipment	171,701	107,898
Less: Accumulated Depreciation	<u>(100,524)</u>	<u>(90,329)</u>
Total Property and Equipment, net	<u>\$ 71,177</u>	<u>\$ 17,569</u>

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.**  
**dba PARENT INFORMATION CENTER**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015 AND 2014**

**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, 2015 and 2014. 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, 2015 and 2014). The credit line is secured by substantially all assets of the Coalition.

**6. Temporarily Restricted Net Assets**

As of June 30, 2015 and 2014, temporarily restricted net assets by program were comprised of the following.

	<u>2015</u>	<u>2014</u>
Family 2 Family	\$ -	\$ 1,090
Consultation and Education (MICE)	169,352	116,276
Family Voices	4,899	11,832
Medical Home	-	12,366
Initiative (FEDLI)	4,821	4,821
Family Voices – Donations	64,126	48,906
FACETS – Facets of Epilepsy Care	41,426	8,654
PMC – Prevention Makes Cents	2,332	1,921
Family Voices – MICE	4,564	4,564
Other	<u>6,485</u>	<u>-</u>
Total	<u>\$ 298,005</u>	<u>\$ 210,430</u>

**7. Operating Leases**

*Office Lease*

The Coalition had an operating lease for the office space for a period of two years, which ended February 1, 2014. The office moved to a new location and a new lease agreement was signed for three years, commencing on August 20, 2013. The lease contains a renewal option and requires the Coalition to pay all utilities. The terms of the lease require monthly rental payments of \$3,000 per month. For the years ended June 30, 2015 and 2014, rental expenses were \$36,000 and \$31,500, respectively.

*Office Lease-MICE*

The Coalition entered into an operating lease for office space beginning July 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. The lease ended June 30, 2015 and was not renewed.

Future minimum lease payments as of June 30, 2015 are \$3,000 for 2016.

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.**  
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**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015 AND 2014**

**8. Contingencies**

*Compliance 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, 2015 or 2014, no provisions have been made for this contingency.

**9. 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, 2015 and 2014.

**10. Subsequent Events**

In preparing these financial statements, the Coalition has evaluated events and transactions for potential recognition or disclosure through February 25, 2016, the date the financial statements were available to be issued. The Coalition did not identify any subsequent events that would require recognition in these financial statements; however, as of July 1, 2015, the Multi-Sensory Intervention through Consultation and Education (MICE) Program is no longer being funded by the State of New Hampshire. On July 1, 2015, the Coalition began a new Vision and Hearing Support Services (VHS) program to continue most of the services provided by the MICE program as a fee-for-service program.

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

**dba PARENT INFORMATION CENTER**

**SUPPLEMENTAL SCHEDULE OF PROGRAM SERVICES  
FOR THE YEAR ENDED JUNE 30, 2015**

<i>Income</i>	MICE	FV	NHC	PTI	OTHER	TOTAL
Grant Income	\$ 311,936	\$ 557,513	\$ 216,197	\$ 198,632	\$ 283,159	\$1,567,437
Program Service Revenue	-	4,572	-	-	37,409	41,981
In-kind	-	18,000	-	-	7,050	25,050
Contributions & Fundraising	-	-	-	6,480	150	6,630
Total income	<u>311,936</u>	<u>580,085</u>	<u>216,197</u>	<u>205,112</u>	<u>327,768</u>	<u>1,641,098</u>
<i>Expenses</i>						
Salaries	152,540	199,822	151,813	133,267	183,474	820,916
Employee Benefits & Payroll Tax	<u>27,434</u>	<u>75,164</u>	<u>26,950</u>	<u>39,444</u>	<u>27,605</u>	<u>196,597</u>
	179,974	274,986	178,763	172,711	211,079	1,017,513
Consultation Model	-	127,660	-	-	-	127,660
Professional Services	26,397	76,033	3,340	2,455	2,208	110,433
Occupancy Costs	19,959	11,549	10,563	10,925	905	53,901
Travel	15,014	13,632	2,620	3,069	6,681	41,016
Contractual Services	567	1,100	11,611	1,621	24,814	39,713
Workshop Expense	-	13,852	-	32	18,204	32,088
Printing & Reproduction	2,977	4,556	3,206	7,251	534	18,524
Resource Development	-	16,854	-	-	1,155	18,009
In-kind Expenses	-	18,000	-	-	-	18,000
Marketing and Communications	4,609	5,333	3,121	3,234	515	16,812
Newsletter	-	10,600	-	-	-	10,600
Office Expense	2,153	2,855	1,165	1,374	1,918	9,465
Insurance	1,135	2,200	641	742	3,812	8,530
Program Support	-	-	-	-	6,631	6,631
Other Expenses	851	4,107	480	612	120	6,170
Conferences & Seminars	225	2,328	-	-	2,547	5,100
Repairs & Maintenance	1,135	2,200	641	742	316	5,034
Transition Clinic	-	4,068	-	-	-	4,068
Furniture & Equipment	15	2,203	-	-	500	2,718
Family Support	-	2,307	-	-	-	2,307
Postage & Delivery	1,120	-	46	344	774	2,284
Library	-	2,235	-	-	-	2,235
Parent Stipends	-	785	-	-	924	1,709
Dues & Memberships	257	217	-	-	158	632
Less Amounts Capitalized	-	-	-	-	(63,801)	(63,801)
Total expenses	<u>256,388</u>	<u>599,660</u>	<u>216,197</u>	<u>205,112</u>	<u>219,994</u>	<u>1,497,351</u>
Net Program Income (Expenses)	<u>\$ 55,548</u>	<u>\$ (19,575)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 107,774</u>	<u>\$ 143,747</u>

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, 2015**

<b>Federal Grantor/Pass through Grantor/Program or Cluster Title</b>	<b>Federal CFDA Number</b>	<b>Pass through Grantor ID</b>	<b>Federal Expenditures</b>
<i>Through the United States Department of Education:</i>			
Parent Training and Information Projects (10/13-09/14)	84.328M	H328M100016-12	\$ 50,121
Parent Training and Information Projects (10/14-09/15)	84.328M	H328M140006	<u>154,991</u>
<u>Total United States Department of Education 07/14-06/15</u>			<u>\$ 205,112</u>
<i>Through the State of New Hampshire Department of Health and Human Services, Division of Public Health Services and Community Based Care Services:</i>			
Education Advocacy, Resources and Support for Families with Infants and Children Who Have a Suspected or Confirmed Hearing Loss (07/14-06/15)	93.251	101639	28,219
Family to Family Health Information Center (Family Voices) (07/14-06/15)	93.994	150470	53,184
Medical Home Project Grant (07/14-06/15)	93.994	05-95-93-930010-5191	14,563
FACETS of Epilepsy Care in New Hampshire (07/13-08/14)	93.110	1013096	18,897
(07/14-06/15)	93.110	1013096	<u>283,523</u>
<u>Total State of New Hampshire Department of Health and Human Services, Division of Public Health Services 07/14-06/15</u>			<u>398,386</u>
<i>Through the State of New Hampshire Department of Education:</i>			
Supporting Successful Early Childhood Transitions (07/14-06/15)	84.027	06-56-56-562510-2184-102-50073	82,217

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.**  
**dba PARENT INFORMATION CENTER**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**FOR THE YEAR ENDED JUNE 30, 2015**

<b>Federal Grantor/Pass through Grantor/Program or Cluster Title</b>	<b>Federal CFDA Number</b>	<b>Pass through Grantor ID</b>	<b>Federal Expenditures</b>
State Personnel Development Grant (SPDG) Next Steps (7/14-6/15)	84.323	AH323A20003	<u>60,953</u>
<i><u>Total State of New Hampshire Department of Education 07/14-06/15</u></i>			<u>143,170</u>
<i>Through the State of New Hampshire Department of Education, Bureau of Special Education:</i>			
NH Connections Grant (07/14-06/15)	84.027D	72600	<u>216,197</u>
<i><u>Total New Hampshire Department of Education, Bureau of Special Education 07/14-06/15</u></i>			<u>216,197</u>
<i>Through the United States Department of Health and Human Services:</i>			
Family Professional Partnership (07/14-05/15)	93.504	H4MC09488-05-02	94,028
Family Professional Partnership (06/15-06/15)	93.504	H84MC09488-06-01	<u>5,361</u>
<i><u>Total United States Department of Health and Human Services 06/14-06/15</u></i>			<u>99,389</u>
<i>Through the New Hampshire Department of Health and Human Services, Division of Community Based Care Services</i>			
Autism Grant (07/14-06/15)	93.110	102-500731	<u>47,440</u>
<i><u>Total New Hampshire Department of Health and Human Services Division of Community Based Care Services 07/13-06/14</u></i>			<u>47,440</u>
Total Expenditures of Federal Awards			<u>\$ 1,109,694</u>

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.**  
**dba PARENT INFORMATION CENTER**

**1. Significant Accounting Policies**

*Basis of Accounting*

The accompanying schedule of expenditures of federal awards includes the federal grant activity of New Hampshire Coalition for Citizens with Disabilities, Inc., 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, or used in the preparation of, the basic financial statements.

**2. Grant and Contract Periods**

The organization has various grants and contracts of which, not all of those periods are concurrent with the organization's reporting year of July through June.

**INDEPENDENT AUDITORS' 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 of  
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, 2015, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated February 25, 2016.

**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.

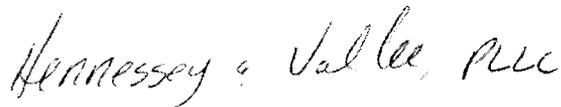
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not 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 report is not suitable for any other purpose.



Hennessey & Vallee, PLLC  
Concord, New Hampshire  
February 25, 2016



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

To the Board of Directors of  
New Hampshire Coalition for Citizens with Disabilities, Inc.  
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, 2015. New Hampshire Coalition for Citizens with Disabilities, Inc.'s major federal programs are identified in the summary of auditors' 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.

### **Auditors' 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, 2015.

### **Report on Internal Control Over Compliance**

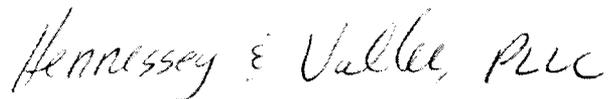
Management of New Hampshire Coalition for Citizens with Disabilities, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered New Hampshire 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.

Hennessey & Vallee, PLLC  
Concord, New Hampshire  
February 25, 2016



**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.**  
**dba PARENT INFORMATION CENTER**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**FOR THE YEAR ENDED JUNE 30, 2015**

**A. SUMMARY OF AUDITORS' RESULTS**

1. The auditors' report expresses an unmodified opinion on the financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc.
2. There were no significant deficiencies or material weaknesses identified in the *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*.
3. No reportable instances of noncompliance relative 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.
4. There were no significant deficiencies or material weaknesses identified relating to the audit of major federal award programs reported in the *Independent Auditors' Report on Compliance with Requirements That Could have a Direct and Material Effect on Each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133*.
5. The auditors' report on compliance for the major federal award programs for New Hampshire Coalition for Citizens with Disabilities, Inc. expresses an unmodified opinion on each major program.
6. No audit findings were required to be reported in accordance with Section 510(a) of OMB Circular A-133.
7. The programs tested as major programs were: Parent Training and Information Projects (CFDA 84.328M), Family to Family Health Information Center (Family Voices) and Medical Home Project (CFDA 93.994), and Facets of Epilepsy Care in New Hampshire and Autism Grant (CFDA 93.110).
8. The threshold for distinguishing Types A and B programs was \$300,000.
9. New Hampshire Coalition for Citizens with Disabilities, Inc. was determined to be a low-risk auditee.

**B. FINDINGS - FINANCIAL STATEMENT AUDIT**

None

**C. FINDINGS AND QUESTIONED COSTS-MAJOR FEDERAL AWARD PROGRAMS AUDIT**

None