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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*DIVISION FOR BEHAVIORAL HEALTH*

Lori A. Shibinette  
Commissioner

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Katja S. Fox  
Director

June 10, 2020

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

REQUESTED ACTION

#1 Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to amend existing contracts, some of which are not *Sole Source* as indicated in italics, with the vendors listed below in bold for the continuation of Student assistance Program services at the middle and high school levels, by increasing the total price limitation by \$1,258,907 from \$2,859,021 to \$4,117,928 and by extending the completion dates from June 30, 2020 to June 30, 2021. 100% Federal Funds. 0% General Funds.

The Governor and Council approved the original agreements and subsequent amendments as indicated in the table below.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
<b>Monadnock Family Services</b>	177510	<i>Keene</i>	\$101,118	\$47,178	\$148,296	O: 09/13/17, (Item #16) A1: 6/19/19, (Item, #29A)
<b>North Country Education Services</b>	154707	<i>Gorham</i>	\$200,000	\$100,000	\$300,000	O: 9/20/18, (Item #23) A1: 6/19/19, (Item #29A)
<b>North Country Health Consortium</b>	158557	<i>Littleton</i>	\$600,000	\$300,000	\$900,000	O: 9/20/18, (Item #23) A1: 6/19/19, (Item #29A)
<b>SAU 06 Claremont School District</b>	177374	<i>Claremont</i>	\$62,940	\$46,500	\$109,440	O: 12/05/18, (Item #21) A1: 8/28/19, (Item #13)

SAU 18 Franklin School District	159863	Franklin	\$291,143	\$91,143	\$382,286	O: 9/13/17, (Item #16) A1: 6/19/19, (Item #29A)
SAU 30 Laconia School District	177240	Laconia	\$299,985	\$99,995	\$399,980	O: 9/13/17, (Item #16) A1: 6/19/19, (Item, #29A)
SAU 33 Raymond School District	159945	Raymond	\$299,945	\$99,990	\$399,935	O: 9/13/17, (Item #16) A1: 6/19/19, (Item #29A)
SAU 37 Manchester School District	177323	Manchester	\$200,000	\$0	\$200,000	O: 12/5/18, (Item #29A) A1: 6/19/19, (Item #29A)
SAU 54 Rochester School District	177467	Rochester	\$200,000	\$100,000	\$300,000	O: 9/20/18, (Item #23) A1: 6/19/19, (Item #29A)
SAU 61 Farmington School District	160001	Farmington	\$300,000	\$100,000	\$400,000	O: 9/13/17, (Item #16) A1: 6/19/19, (Item #29A)
Second Start	177224	Concord	\$303,890	\$274,101	\$577,991	O: 9/13/17, (Item #16) A1: 6/19/19, (Item #29A)
		<b>Total:</b>	<b>\$2,859,021</b>	<b>\$1,258,907</b>	<b>\$4,117,928</b>	

#2 Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to amend existing Sole Source contracts with the vendors listed below for the provision of drug and alcohol misuse prevention through Student Assistance Programs at the middle and high school levels, by increasing the total price limitation by \$595,000 from \$715,000 to \$1,310,000 and by extending the completion dates from June 30, 2020 to June 30, 2022. 97% Federal Funds. 3% General Funds.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Seacoast Youth Services	203944	Seabrook	\$140,000	\$140,000	\$280,000	O: 9/20/18, (Item #23) A1: 7/10/19, (Item #15)

SAU 17 Sanborn School District	154453	Kingston	\$75,000	\$75,000	\$150,000	O: 9/20/18, (Item #23) A1: 6/19/19, (Item #29A)
SAU 52 Portsmouth School District	177463	Portsmouth	\$140,000	\$140,000	\$280,000	O: 9/20/18, (Item #23) A1: 6/19/19, (Item #29A)
SAU 43 Newport School District	159924	Newport	\$120,000	\$0	\$120,000	O: 12/5/18, (Item #21) A1: 9/18/19, (Item #17)
SAU 64 Milton School District	156682	Milton	\$100,000	\$100,000	\$200,000	O: 9/20/18, (Item #23) A1: 7/10/19, (Item #15)
SAU 9 Conway School District	159846	North Conway	\$140,000	\$140,000	\$280,000	O: 9/20/18, (Item #23) A1: 6/19/19, (Item #29A)
		<b>Total:</b>	<b>\$715,000</b>	<b>\$595,000</b>	<b>\$1,310,000</b>	

Funds are available in the following accounts for State Fiscal Year 2021, and are anticipated to be available in State Fiscal Year 2022, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified. The Partnership for Success grant funding is anticipated to be available in State Fiscal Year 2021, effective October 1, 2020.

See attached fiscal details.

**EXPLANATION**

This request includes contracts that are **Sole Source** because vendors have effectively operated the Student Assistance Program for three (3) to five (5) years. Research demonstrates that substance misuse prevention education is most successful when the program is delivered in a consistent manner over a course of five (5) plus years to affect each cohort of grades. Additionally, the New Hampshire Bureau of Drug and Alcohol Services must demonstrate sustained outcomes through the grant periods in order to continue receiving Federal funding.

The contracts that are not sole source were competitively bid and contain renewal language in Exhibit C-1 that allows the Department to renew the contract for up to two (2) years, subject to continued availability of funding, satisfactory performance of service, parties' written authorization and approval from the Governor and Executive Council. The Department is in agreement with renewing services for the second (2<sup>nd</sup>) year of the two (2) year renewal option.

The purpose of this request is to continue Student Assistance Programming using the evidenced based Project Success in twenty (20) high schools; twenty-three (23) middle schools; and one (1) community college. The Contractors will effectively serve up to 23,333 New Hampshire youth in high need communities in order to prevent and reduce underage drinking, high risk drinking and the use of non-medical prescription drugs including opioids and illicit drug use.

This request includes 15 of 17 agreements listed in the table above. The Department anticipates the remaining 2 agreements will be presented at the July 8, 2020 Governor and Executive Council meeting.

The Contractors conduct alcohol and other drug screenings, individual support sessions, group support sessions, and referrals to drug and alcohol treatment providers when indicated by the screening. Additionally, the Contractors provide students and parents with targeted drug and alcohol education to improve understanding of risks associated with prescription drug and underage alcohol use as well as the developmental milestones and brain development of adolescents. The Contractors incorporate community level media strategies as well as other approaches shown to impact the culture and overall wellbeing of the community.

Student Assistance Programs work collaboratively with the Department and the NH Center for Excellence to improve the quality of services to students and to collect data for the purposes of data driven decisions on school-based prevention programming. Based on the Youth Risk Behavior Surveillance Survey trend data from 2013 to 2017 results for the schools indicate statistically significant changes in the following:

- Increase in students' perception of risk for the use of alcohol and non-medical prescription drugs.
- Increase in student's reporting parent and peer disapproval for the use of alcohol and non-medical prescription drugs.

The following performance measures/objectives will continue to be used to measure the effectiveness of the contracts:

- There will be an increase in the percentage of students who report a high risk of harm for using substances (alcohol, marijuana, non-medical prescription drugs, and heroin) on the Youth Risk Surveillance Survey (YRBS).
- There will be an increase in the percentage of students who report their parents/caregivers and peer would disapprove if they used substances on the YRBS.
- There will be a decrease in the percentage of students who report they used substances (alcohol, non-medical prescription drugs and heroin) in the past 30 days on the YRBS.

Should the Governor and Council not authorize this request, 23,333 students, statewide, may not receive the support and substance misuse prevention education needed during critical adolescent development years. Lack of these support services could result in: higher prevalence rates of underage drinking and drug use; misuse and abuse of prescription medication; and an escalation in adverse childhood experiences, such as a trauma related to parental/caregiver substance abuse.

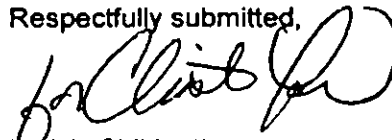
Area served: Statewide.



Source of Funds: Source of Funds: 98.93% Federal Funds from the Department of Health & Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Treatment, Substance Abuse Prevention and Treatment Block Grant (SAPT) CFDA #93.959 FAIN #TI010035 & TI083041 and DHHS, SAMHSA, Center for Substance Abuse Prevention, NH Partnership for Success Initiative (PFS2) CFDA #93.342 FAIN #SP020796 and 1.07% General Funds

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

Respectfully submitted,



Lori A. Shibinette  
Commissioner

**NH DHHS STUDENT ASSISTANCE PROGRAM (SAP) CONTRACTS  
FINANCIAL DETAIL**

**05-95-92-920510-33800000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: BEHAVIORAL HEALTH DIV, BUREAU  
OF DRUG & ALCOHOL SVCS, PREVENTION SVS  
97% Federal Funds 3% General Funds**

**CFDA #  
FAIN**

**93-959  
TI010035 and TI083041**

**Conway (Kennett) School District SAU #9**

VE # 159846-B001

PO # 1070318

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92057502	-	-	-
2019	102/500731	Contracts for Program Services	92057502	70,000	-	70,000
2020	102/500731	Contracts for Program Services	92057502	21,049	-	21,049
2021	102/500731	Contracts for Program Services	92057502	-	70,000	70,000
2022	102/500731	Contracts for Program Services	92057502	-	70,000	70,000
Sub Total				91,049	140,000	231,049

**Milton School District SAU #64**

VE # 156682-B001

PO #1064299

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92057502	-	-	-
2019	102/500731	Contracts for Program Services	92057502	50,000	-	50,000
2020	102/500731	Contracts for Program Services	92057502	15,035	-	15,035
2021	102/500731	Contracts for Program Services	92057502	-	50,000	50,000
2022	102/500731	Contracts for Program Services	92057502	-	50,000	50,000
Sub Total				65,035	100,000	165,035

**Newport School District SAU #43**

VE # 159924-B001

PO #1065161

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92057502	-	-	-
2019	102/500731	Contracts for Program Services	92057502	60,000	-	60,000
2020	102/500731	Contracts for Program Services	92057502	60,000	-	60,000
2021	102/500731	Contracts for Program Services	92057502	-	-	-
2022	102/500731	Contracts for Program Services	92057502	-	-	-
Sub Total				120,000	-	120,000

**North Country Health Consortium**

VE # 158557-B001

PO #1064300

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92057502	-	-	-
2019	102/500731	Contracts for Program Services	92057502	100,000	-	100,000
2020	102/500731	Contracts for Program Services	92057502	-	-	-
2021	102/500731	Contracts for Program Services	92057502	-	-	-
2022	102/500731	Contracts for Program Services	92057502	-	-	-
Sub Total				100,000	-	100,000

**NH DHHS STUDENT ASSISTANCE PROGRAM (SAP) CONTRACTS  
FINANCIAL DETAIL**

Portsmouth School District SAU #52

VE # 177463-B006

PO #1064301

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92057502	-	-	-
2019	102/500731	Contracts for Program Services	92057502	70,000	-	70,000
2020	102/500731	Contracts for Program Services	92057502	21,049	-	21,049
2021	102/500731	Contracts for Program Services	92057502	-	70,000	70,000
2022	102/500731	Contracts for Program Services	92057502	-	70,000	70,000
		Sub Total		91,049	140,000	231,049

Sanborn Regional School District SAU #17

VE # 154453-B001

PO #1064303

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92057502	-	-	-
2019	102/500731	Contracts for Program Services	92057502	37,500	-	37,500
2020	102/500731	Contracts for Program Services	92057502	11,276	-	11,276
2021	102/500731	Contracts for Program Services	92057502	-	37,500	37,500
2022	102/500731	Contracts for Program Services	92057502	-	37,500	37,500
		Sub Total		48,776	75,000	123,776

Seacoast Youth Services

VE # 203944-B001

PO #1064302

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92057502	-	-	-
2019	102/500731	Contracts for Program Services	92057502	70,000	-	70,000
2020	102/500731	Contracts for Program Services	92057502	21,049	-	21,049
2021	102/500731	Contracts for Program Services	92057502	-	70,000	70,000
2022	102/500731	Contracts for Program Services	92057502	-	70,000	70,000
		Sub Total		91,049	140,000	231,049

Second Start

VE # 177224-B002

PO #1064304

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92057502	-	-	-
2019	102/500731	Contracts for Program Services	92057502	42,500	-	42,500
2020	102/500731	Contracts for Program Services	92057502	-	-	-
2021	102/500731	Contracts for Program Services	92057502	-	25,000	25,000
2022	102/500731	Contracts for Program Services	92057502	-	-	-
		Sub Total		42,500	25,000	67,500

		<b>SUB TOTAL PREVENTION</b>		649,458	620,000	1,269,458
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**NH DHHS STUDENT ASSISTANCE PROGRAM (SAP) CONTRACTS  
FINANCIAL DETAIL**

**05-95-92-920510-33840000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: BEHAVIORAL HEALTH DIV, BUREAU  
OF DRUG & ALCOHOL SVCS, CLINICAL SVS  
66% Federal Funds 34% General Funds**

**CFDA #  
FAIN**

**93-959  
TI010035**

**Conway (Kennett) School District SAU #9**

**VE # 159846-B001**

**PO # 1070318**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92057502	-	-	-
2019	102/500731	Contracts for Program Services	92057502	-	-	-
2020	102/500731	Contracts for Program Services	92057502	48,951	-	48,951
2021	102/500731	Contracts for Program Services	92057502	-	-	-
2022	102/500731	Contracts for Program Services	92057502	-	-	-
Sub Total				48,951	-	48,951

**Milton School District SAU #64**

**VE # 156682-B001**

**PO #1064299**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92057502	-	-	-
2019	102/500731	Contracts for Program Services	92057502	-	-	-
2020	102/500731	Contracts for Program Services	92057502	34,965	-	34,965
2021	102/500731	Contracts for Program Services	92057502	-	-	-
2022	102/500731	Contracts for Program Services	92057502	-	-	-
Sub Total				34,965	-	34,965

**Newport School District SAU #43**

**VE # 159924-B001**

**PO #1065161**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92057502	-	-	-
2019	102/500731	Contracts for Program Services	92057502	-	-	-
2020	102/500731	Contracts for Program Services	92057502	-	-	-
2021	102/500731	Contracts for Program Services	92057502	-	-	-
2022	102/500731	Contracts for Program Services	92057502	-	-	-
Sub Total				-	-	-

**North Country Health Consortium**

**VE # 158557-B001**

**PO #1064300**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92057502	-	-	-
2019	102/500731	Contracts for Program Services	92057502	-	-	-
2020	102/500731	Contracts for Program Services	92057502	-	-	-
2021	102/500731	Contracts for Program Services	92057502	-	-	-
2022	102/500731	Contracts for Program Services	92057502	-	-	-
Sub Total				-	-	-

**NH DHHS STUDENT ASSISTANCE PROGRAM (SAP) CONTRACTS  
FINANCIAL DETAIL**

**Portsmouth School District SAU #52**

VE # 177463-B006

PO #1064301

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92057502	-	-	-
2019	102/500731	Contracts for Program Services	92057502	-	-	-
2020	102/500731	Contracts for Program Services	92057502	48,951	-	48,951
2021	102/500731	Contracts for Program Services	92057502	-	-	-
2022	102/500731	Contracts for Program Services	92057502	-	-	-
Sub Total				48,951	-	48,951

**Sanborn Regional School District SAU #17**

VE # 154453-B001

PO #1064303

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92057502	-	-	-
2019	102/500731	Contracts for Program Services	92057502	-	-	-
2020	102/500731	Contracts for Program Services	92057502	26,224	-	26,224
2021	102/500731	Contracts for Program Services	92057502	-	-	-
2022	102/500731	Contracts for Program Services	92057502	-	-	-
Sub Total				26,224	-	26,224

**Seacoast Youth Services**

VE # 203944-B001

PO #1064302

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92057502	-	-	-
2019	102/500731	Contracts for Program Services	92057502	-	-	-
2020	102/500731	Contracts for Program Services	92057502	48,951	-	48,951
2021	102/500731	Contracts for Program Services	92057502	-	-	-
2022	102/500731	Contracts for Program Services	92057502	-	-	-
Sub Total				48,951	-	48,951

**Second Start**

VE # 177224-B002

PO #1064304

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92057502	-	-	-
2019	102/500731	Contracts for Program Services	92057502	-	-	-
2020	102/500731	Contracts for Program Services	92057502	-	-	-
2021	102/500731	Contracts for Program Services	92057502	-	-	-
2022	102/500731	Contracts for Program Services	92057502	-	-	-
Sub Total				-	-	-

<b>SUB TOTAL PREVENTION</b>				<b>208,042</b>	<b>-</b>	<b>208,042</b>
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**NH DHHS STUDENT ASSISTANCE PROGRAM (SAP) CONTRACTS  
FINANCIAL DETAIL**

**05-95-92-920510-33950000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: BEHAVIORAL HEALTH DIV, BUREAU  
OF DRUG & ALCOHOL SVCS, PFS2 GRANT**

**100% Federal Funds  
CFDA # 93.243  
FAIN SP020796**

**Claremont School District SAU #6**

**VE # 177374-B005**

**PO # 1065162**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92052407	-	-	-
2019	102/500731	Contracts for Program Services	92052407	31,470	-	31,470
2020	102/500731	Contracts for Program Services	92052407	31,470	-	31,470
2021	102/500731	Contracts for Program Services	92052407	-	46,500	46,500
2022	102/500731	Contracts for Program Services	92052407	-	-	-
		Sub Total		62,940	46,500	109,440

**Farmington School Dist SAU 61**

**VE #160001-B001**

**PO #1069091**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92052407	100,000	-	100,000
2019	102/500731	Contracts for Program Services	92052407	100,000	-	100,000
2020	102/500731	Contracts for Program Services	92052407	100,000	-	100,000
2021	102/500731	Contracts for Program Services	92052407	-	100,000	100,000
2022	102/500731	Contracts for Program Services	92052407	-	-	-
		Sub Total		300,000	100,000	400,000

**Franklin School District**

**VE #159863-B001**

**PO #1058310**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92052407	100,000	-	100,000
2019	102/500731	Contracts for Program Services	92052407	100,000	-	100,000
2020	102/500731	Contracts for Program Services	92052407	91,143	-	91,143
2021	102/500731	Contracts for Program Services	92052407	-	91,143	91,143
2022	102/500731	Contracts for Program Services	92052407	-	-	-
		Sub Total		291,143	91,143	382,286

**Laconia School Dist**

**VE #177420-B001**

**PO #1058311**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92052407	99,995	-	99,995
2019	102/500731	Contracts for Program Services	92052407	99,995	-	99,995
2020	102/500731	Contracts for Program Services	92052407	99,995	-	99,995
2021	102/500731	Contracts for Program Services	92052407	-	99,995	99,995
2022	102/500731	Contracts for Program Services	92052407	-	-	-
		Sub Total		299,985	99,995	399,980

**Manchester School District SAU #37**

**VE # 177323-B003**

**PO #1065163**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92052407	-	-	-
2019	102/500731	Contracts for Program Services	92052407	100,000	-	100,000
2020	102/500731	Contracts for Program Services	92052407	100,000	-	100,000
2021	102/500731	Contracts for Program Services	92052407	-	-	-
2022	102/500731	Contracts for Program Services	92052407	-	-	-
		Sub Total		200,000	-	200,000

**Monadnock Family Services**

**VE #177510-B001**

**PO #1058318**

**NH DHHS STUDENT ASSISTANCE PROGRAM (SAP) CONTRACTS  
FINANCIAL DETAIL**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92052407	36,762	-	36,762
2019	102/500731	Contracts for Program Services	92052407	32,178	-	32,178
2020	102/500731	Contracts for Program Services	92052407	32,178	-	32,178
2021	102/500731	Contracts for Program Services	92052407	-	47,178	47,178
2022	102/500731	Contracts for Program Services	92052407	-	-	-
		Sub Total		101,118	47,178	148,296

North Country Education Services			VE # 154707-B001	PO #1064306		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92052407	-	-	-
2019	102/500731	Contracts for Program Services	92052407	100,000	-	100,000
2020	102/500731	Contracts for Program Services	92052407	100,000	-	100,000
2021	102/500731	Contracts for Program Services	92052407	-	100,000	100,000
2022	102/500731	Contracts for Program Services	92052407	-	-	-
		Sub Total		200,000	100,000	300,000

North Country Health Consortium			VE # 158557-B001	PO #1064300		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92052407	-	-	-
2019	102/500731	Contracts for Program Services	92052407	200,000	-	200,000
2020	102/500731	Contracts for Program Services	92052407	300,000	-	300,000
2021	102/500731	Contracts for Program Services	92052407	-	300,000	300,000
2022	102/500731	Contracts for Program Services	92052407	-	-	-
		Sub Total		500,000	300,000	800,000

Raymond School Dist Sau 33			VE # 159945-B001	PO #1058319		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92052407	99,965	-	99,965
2019	102/500731	Contracts for Program Services	92052407	99,990	-	99,990
2020	102/500731	Contracts for Program Services	92052407	99,990	-	99,990
2021	102/500731	Contracts for Program Services	92052407	-	99,990	99,990
2022	102/500731	Contracts for Program Services	92052407	-	-	-
		Sub Total		299,945	99,990	399,935

Rochester School District SAU #54			VE # 177463-B006	PO #1064305		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92052407	-	-	-
2019	102/500731	Contracts for Program Services	92052407	100,000	-	100,000
2020	102/500731	Contracts for Program Services	92052407	100,000	-	100,000
2021	102/500731	Contracts for Program Services	92052407	-	100,000	100,000
2022	102/500731	Contracts for Program Services	92052407	-	-	-
		Sub Total		200,000	100,000	300,000

Second Start			VE # 177224-B002	PO #1064304		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
2018	102/500731	Contracts for Program Services	92052407	-	-	-
2019	102/500731	Contracts for Program Services	92052407	62,289	-	62,289
2020	102/500731	Contracts for Program Services	92052407	199,101	-	199,101
2021	102/500731	Contracts for Program Services	92052407	-	249,101	249,101
2022	102/500731	Contracts for Program Services	92052407	-	-	-
		Sub Total		261,390	249,101	510,491

		<b>SUB TOTAL PFS2</b>		<b>2,716,521</b>	<b>1,233,907</b>	<b>3,950,428</b>
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NH DHHS STUDENT ASSISTANCE PROGRAM (SAP) CONTRACTS  
FINANCIAL DETAIL

		TOTAL CONTRACT	3,574,021	1,853,907	5,427,928
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**New Hampshire Department of Health and Human Services  
Student Assistance Program**



**State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to the Student Assistance Program**

This 2nd Amendment to the Student Assistance Program contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Monadnock Family Services, (hereinafter referred to as "the Contractor"), a domestic nonprofit corporation with a place of business at 64 Main St, Keene, 03431.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 13, 2017, (Item #16), as amended on June 19, 2019, (Item #29A) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Section 3, the Contract may be amended and extended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2021.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$148,296.
3. Exhibit B, Amendment #1, Method and Conditions Precedent to Payment, Section 4, Subsection 4.1 to read:  
4.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1, Amendment #1 and Exhibit B-2, Amendment #2.
4. Add Exhibit B-2, Amendment #2, attached hereto and incorporated by reference herein.

New Hampshire Department of Health and Human Services  
Student Assistance Program




All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

5/1/2020  
Date

  
Name: Christopher Tappan  
Title: Associate Commissioner

Monadnock Family Services

5/28/20  
Date

  
Name:  
Title:

New Hampshire Department of Health and Human Services  
Student Assistance Program



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

June 9, 2020  
Date

*J Christopher Marshall*  
Name:  
Title: Assistant Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

Exhibit B-2, Amendment #2

New Hampshire Department of Health and Human Services Exhibit B-2, Amendment #2											
Contractor Name: Woodstock Family Services											
Budget Request For: Student Assistance Program											
Budget Period: July 1, 2020-June 30, 2021											
Line Item	Total Program Cost:			Program Support (MIS)				Funded by Other Contract Allow.			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total		
1. Misc. Supplies/Services	75,377.42	8,741.89	84,119.31	-	-	-	-	-	-	84,119.31	
2. Computer Services	8,453.34	1,023.33	9,476.67	-	-	-	-	-	-	9,476.67	
3. Computers	-	-	-	-	-	-	-	-	-	-	
4. Equipment	-	-	-	-	-	-	-	-	-	-	
5. Books	8,203.89	-	8,203.89	-	-	-	-	-	-	8,203.89	
6. Fuel	-	-	-	-	-	-	-	-	-	-	
7. Freight and Maintenance	-	-	-	-	-	-	-	-	-	-	
8. Insurance/Leasehold	-	-	-	-	-	-	-	-	-	-	
9. Office	-	-	-	-	-	-	-	-	-	-	
10. Travel	102.03	218.08	320.11	-	-	-	100.00	118.00	218.00	320.11	
11. Utilities	477.00	-	477.00	-	-	-	-	477.00	-	477.00	
12. Vehicle Expenses	-	-	-	-	-	-	-	-	-	-	
13. Telephone	-	129.00	129.00	-	-	-	-	129.00	-	129.00	
14. Training	-	652.00	652.00	-	-	-	-	652.00	-	652.00	
15. Other (Specify in Detail's Description)	-	-	-	-	-	-	-	-	-	-	
16. Audit and Legal	-	-	-	-	-	-	-	-	-	-	
17. Insurance	-	303.00	303.00	-	-	-	-	303.00	-	303.00	
18. Other Expenses	-	-	-	-	-	-	-	-	-	-	
19. Information Technology	-	-	-	-	-	-	-	-	-	-	
20. Maintenance/Construction	-	-	-	-	-	-	-	-	-	-	
21. Rent (Buildings and Equipment)	-	1,200.00	1,200.00	-	-	-	-	1,200.00	-	1,200.00	
22. Reproduction of Public Documents	-	-	-	-	-	-	-	-	-	-	
23. Other (Specify in Detail's Description)	-	-	-	-	-	-	-	-	-	-	
Agreement Allowance - 10% of program	-	4,177.80	4,177.80	-	-	-	-	4,177.80	-	4,177.80	
<b>TOTAL</b>	<b>84,119.31</b>	<b>14,073.11</b>	<b>98,192.42</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>31,174.79</b>	<b>14,073.11</b>	<b>45,247.90</b>	<b>52,944.52</b>	
Indirect Fee & Percent of Direct		16.6%									

Contractor Initial *OPW*  
 on 5/29/20

**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 MONADNOCK FAMILY SERVICES is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on March 05, 1924. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 62930

Certificate Number: 0004888363



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 10th day of April A.D. 2020.

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

William M. Gardner  
Secretary of State

CERTIFICATE OF AUTHORITY

I, Aaron Moody, Secretary, hereby certify that:  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of Monadnock Family Services  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on May 19, 2020 \_\_, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

VOTED: That Philip Wyzik, CEO (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of Monadnock Family Services to enter into contracts or agreements with the State  
(Name of Corporation/ LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

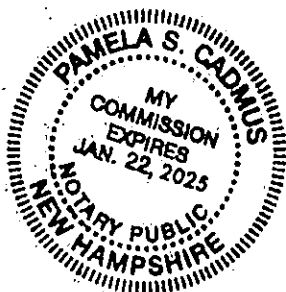
Dated: 20 May 2020

Signature of Elected Officer

Name: Aaron Moody

Title: Secretary

Pamela S. Cadmus





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/20/2020

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

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

<b>PRODUCER</b> Brown & Brown of New Hampshire 309 Daniel Webster Highway Merrimack NH 03054		<b>CONTACT NAME:</b> Patricia LeBlanc <b>PHONE (A/C No. Ext):</b> (803) 424-8901 <b>E-MAIL ADDRESS:</b> pleblanc@bbnhins.com <b>FAX (A/C No):</b> (866) 848-1223	
<b>INSURED</b> Monadnock Family Services Inc 64 Main Street Keene NH 03431		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> The Hanover Insurance Company	<b>NAIC #</b> 22292
		<b>INSURER B:</b> Allmerica Financial Benefit Insurance Company	<b>NAIC #</b> 41840
		<b>INSURER C:</b> Technology Insurance Company, Inc.	<b>NAIC #</b> 42376
		<b>INSURER D:</b> Massachusetts Bay Insurance Company	<b>NAIC #</b> 22306
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	


**COVERAGES**      **CERTIFICATE NUMBER:** 19-20      **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 SUBR INSD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y	ZDV D360398-02	09/01/2019	09/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPROP AGG \$ 3,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		AWW D360874-02	09/01/2019	09/01/2020	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$: 0		UHV D360401-02	09/01/2019	09/01/2020	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	TWC3823009	09/01/2019	09/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTHER 3A State: NH E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Human Services Professional Liability		ZDV D360398-02	09/01/2019	09/01/2020	Each Claim \$ 1,000,000 Aggregate \$ 3,000,000

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

General Liability: Certificate holder is an additional insured when required by written contract. Employees & Volunteers are an additional insured. All licensed staff, clinicians, except for doctors/psychiatrists are covered under the Monadnock Family Services policies while employed at Monadnock Family Service. This Professional Liability provides Contingent Coverage for Monadnock Family Services for "actions of the doctor/psychiatrist" named in the suit. Primary coverage for the doctor/psychiatrist is not provided however is verified to be elsewhere.

<b>CERTIFICATE HOLDER</b> State of NH Dept of Health and Human Services 129 Pleasant Street 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 
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# Our Mission



Our mission is to be a source of health and hope for people and the communities in which they live. We foster mental and emotional wellness for individuals of all ages. We create services that heal, education that transforms, and advocacy that brings a just society.





*Financial Statements*

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**MONADNOCK FAMILY SERVICES, INC.**

FOR THE YEARS ENDED  
JUNE 30, 2019 AND 2018  
AND  
INDEPENDENT AUDITORS' REPORT

*Leone,  
McDonnell  
& Roberts*  
PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

**MONADNOCK FAMILY SERVICES, INC.**

**JUNE 30, 2019 AND 2018**

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Statement of Functional Expenses	6 - 8
Notes to Financial Statements	9 - 17

**SUPPLEMENTARY INFORMATION**

Schedule of Functional Revenues	18 - 20
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To the Board of Directors of  
Monadnock Family Services, Inc.  
Keene, New Hampshire

## **INDEPENDENT AUDITORS' REPORT**

We have audited the accompanying financial statements of Monadnock Family Services, Inc. (a New Hampshire nonprofit organization), which comprise the statement of financial position as of June 30, 2019 and 2018, and the related statements of cash flows, and the notes to the financial statements for the years then ended, and the related statements of activities and functional expenses for the year ended June 30, 2019.

### **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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' 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 Monadnock Family Services, Inc. as of June 30, 2019 and 2018, and its cash flows for the years then ended, and the changes in its net assets for the year ended June 30, 2019 in accordance with accounting principles generally accepted in the United States of America.

**Report on Summarized Comparative Information**

We have previously audited Monadnock Family Services, Inc.'s June 30, 2018 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated October 5, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018, is consistent, in all material respects, with the audited financial statements from which it has been derived.

**Report on Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional revenues on pages 18 - 20 is presented for purposes of additional analysis and is not a required part of the financial statements. 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.

*Lane, McDonald & Roberts  
Professional Association*

October 31, 2019  
Wolfeboro, New Hampshire

**MONADNOCK FAMILY SERVICES, INC.**

**STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2019 AND 2018**

**ASSETS**

	<u>2019</u>	<u>2018</u>
<b>CURRENT ASSETS</b>		
Cash and equivalents	\$ 1,129,329	\$ 1,253,641
Accounts receivable:		
Client fees	309,150	190,060
Medicaid and Medicare	266,341	259,762
Insurance	84,409	60,994
Other	344,184	113,609
Allowance for doubtful accounts	(385,497)	(267,102)
Prepaid expenses	<u>103,587</u>	<u>57,163</u>
Total current assets	<u>1,851,503</u>	<u>1,668,127</u>
<b>PROPERTY</b>		
Furniture, fixtures and equipment	465,669	475,199
Vehicles	194,863	183,790
Building and leasehold improvements	<u>131,596</u>	<u>159,459</u>
Total	792,128	818,448
Less accumulated depreciation	<u>535,393</u>	<u>661,425</u>
Property, net	<u>256,735</u>	<u>157,023</u>
<b>OTHER ASSETS</b>		
Interest in net assets of Foundation	<u>1,029,832</u>	<u>828,482</u>
Total other assets	<u>1,029,832</u>	<u>828,482</u>
Total assets	<u>\$ 3,138,070</u>	<u>\$ 2,653,632</u>

**LIABILITIES AND NET ASSETS**

<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 163,631	\$ 69,235
Accrued salaries, wages, and related expenses	381,710	338,323
Refundable advance	320,093	461,097
Other current liabilities	65,875	65,521
Due to affiliates	<u>552,139</u>	<u>187,225</u>
Total liabilities	<u>1,483,448</u>	<u>1,121,401</u>
<b>NET ASSETS</b>		
Without donor restrictions	1,399,625	1,246,014
With donor restrictions	<u>254,997</u>	<u>286,217</u>
Total net assets	<u>1,654,622</u>	<u>1,532,231</u>
Total liabilities and net assets	<u>\$ 3,138,070</u>	<u>\$ 2,653,632</u>

See Notes to Financial Statements

**MONADNOCK FAMILY SERVICES, INC.**

**STATEMENT OF ACTIVITIES**

**FOR THE YEAR ENDED JUNE 30, 2019 WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>2019 Total</u>	<u>2018 Total</u>
<b>CHANGES IN NET ASSETS</b>				
<b>Public support and revenue</b>				
Program service fees	\$ 9,160,937	\$ -	\$ 9,160,937	\$ 8,447,297
Other public support	570,423	-	570,423	38,490
Federal funding	561,592	-	561,592	679,095
Donations	299,902	-	299,902	251,949
United Way	208,012	-	208,012	191,208
Local/County government	182,439	-	182,439	197,247
Program sales	87,739	-	87,739	72,424
Rental income	2,338	-	2,338	2,807
Net gain on beneficial interest in Foundation	186,638	14,712	201,350	194,494
Other income	72,251	-	72,251	9,055
	<u>11,332,271</u>	<u>14,712</u>	<u>11,346,983</u>	<u>10,084,066</u>
Net assets released from restriction	<u>45,932</u>	<u>(45,932)</u>	<u>-</u>	<u>-</u>
<b>Total public support and revenue</b>	<u>11,378,203</u>	<u>(31,220)</u>	<u>11,346,983</u>	<u>10,084,066</u>
<b>Expenses</b>				
<b>Program services</b>				
Children & adolescents	2,578,426	-	2,578,426	2,186,563
Multi-service team	1,767,386	-	1,767,386	1,507,656
ACT team	883,226	-	883,226	858,393
Maintenance	862,688	-	862,688	699,037
Other non-BBH	769,447	-	769,447	764,141
Emergency services/assessment	734,862	-	734,862	704,342
Older adult services	478,031	-	478,031	431,845
Community residence	462,577	-	462,577	439,231
Intake	269,475	-	269,475	262,311
Supportive living	176,066	-	176,066	174,787
Vocational services	169,095	-	169,095	116,884
Non-eligibles	163,183	-	163,183	148,998
Restorative partial hospital	38,151	-	38,151	52,123
Community education & training	10,276	-	10,276	56,446
<b>Supporting activities</b>				
Administration	<u>1,861,703</u>	<u>-</u>	<u>1,861,703</u>	<u>1,415,066</u>
<b>Total expenses</b>	<u>11,224,592</u>	<u>-</u>	<u>11,224,592</u>	<u>9,817,823</u>
<b>CHANGES IN NET ASSETS</b>	153,611	(31,220)	122,391	266,243
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>1,246,014</u>	<u>286,217</u>	<u>1,532,231</u>	<u>1,265,988</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 1,399,625</u>	<u>\$ 254,997</u>	<u>\$ 1,654,622</u>	<u>\$ 1,532,231</u>

See Notes to Financial Statements

**MONADNOCK FAMILY SERVICES, INC.**

**STATEMENT OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018**

	<b><u>2019</u></b>	<b><u>2018</u></b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 122,391	\$ 266,243
Adjustments to reconcile change in net assets to net cash from operating activities:		
Depreciation	43,367	66,140
Change in allowance for doubtful accounts	118,395	(64,322)
Gain on beneficial interest in Foundation	(201,350)	(194,494)
(Increase) decrease in assets:		
Accounts receivable	(379,659)	(520)
Prepaid expenses	(46,424)	7,880
Increase (decrease) in liabilities:		
Accounts payable	94,396	(34,212)
Accrued salaries, wages and related expenses	43,387	34,113
Refundable advance	(141,004)	(111,714)
Other current liabilities	354	46,070
<b>NET CASH (USED IN) PROVIDED BY OPERATING ACTIVITIES</b>	<u>(346,147)</u>	<u>15,184</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Increase in due to affiliates, net	364,914	48,753
Property and equipment additions	<u>(143,079)</u>	<u>(45,148)</u>
<b>NET CASH PROVIDED BY INVESTING ACTIVITIES</b>	<u>221,835</u>	<u>3,605</u>
<b>NET (DECREASE) INCREASE IN CASH AND EQUIVALENTS</b>	(124,312)	18,789
<b>CASH AND EQUIVALENTS, BEGINNING OF YEAR</b>	<u>1,253,641</u>	<u>1,234,852</u>
<b>CASH AND EQUIVALENTS, END OF YEAR</b>	<u>\$ 1,129,329</u>	<u>\$ 1,253,641</u>
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:</b>		
Cash paid for interest	<u>\$ 987</u>	<u>\$ 422</u>

See Notes to Financial Statements

**MONADNOCK FAMILY SERVICES, INC.**

Continued

**STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2019  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Maintenance</u>	<u>Children &amp; Adolescents</u>	<u>Older Adult Services</u>	<u>Intake</u>	<u>Emergency Services/ Assessment</u>	<u>Restorative Partial Hospital</u>
<b>PERSONNEL COSTS</b>						
Salaries and wages	\$ 609,755	\$ 1,657,246	\$ 331,607	\$ 173,181	\$ 512,790	\$ 27,931
Employee benefits	105,198	408,429	60,659	44,477	104,744	5,591
Payroll taxes	44,876	121,249	24,070	13,146	37,525	2,028
<b>PROFESSIONAL FEES</b>						
Substitute staff	250	8,299	-	-	233	-
Audit fees	2,401	7,757	1,440	1,190	2,014	151
Legal fees	1,287	6,621	1,179	103	349	110
Other professional fees	154	38,695	-	-	-	20
<b>STAFF DEVELOPMENT AND TRAINING</b>						
Journals and publications	26	932	10	13	8	-
In-service training	-	-	-	-	-	-
Conferences and conventions	3,592	6,623	931	236	2,157	-
Other staff development	1,007	1,409	256	191	294	-
<b>OCCUPANCY COSTS</b>						
Rent	45,311	145,252	20,495	16,656	32,015	32
Heating costs	-	-	-	-	-	-
Repairs and maintenance	391	275	190	135	279	3
Other occupancy costs	6,847	21,524	3,089	2,805	4,771	111
<b>CONSUMABLE SUPPLIES</b>						
Office supplies and equipment	5,641	7,523	1,241	1,436	2,046	109
Building and household	1,356	1,907	422	421	587	115
Educational and training	12	-	-	-	-	-
Food	228	7,028	528	242	135	-
Medical supplies	208	409	6,222	5	272	54
Other consumable supplies	12,570	37,008	7,023	5,797	10,588	706
<b>DEPRECIATION</b>	134	280	87	72	130	-
<b>EQUIPMENT RENTAL</b>	1,783	7,901	621	1,986	-	-
<b>EQUIPMENT MAINTENANCE</b>	762	2,289	454	399	622	30
<b>ADVERTISING</b>	351	653	218	42	72	5
<b>PRINTING</b>	271	477	105	102	151	46
<b>TELEPHONE</b>	7,974	25,035	5,105	3,994	10,214	657
<b>POSTAGE</b>	1,078	2,944	338	241	522	9
<b>TRANSPORTATION</b>						
Staff	1,775	34,785	7,594	200	5,875	137
Clients	19	-	158	-	35	-
<b>ASSISTANCE TO INDIVIDUALS</b>						
Client services	141	6,241	3	2	90	-
<b>INSURANCE</b>						
Malpractice and bonding	3,271	6,624	1,574	410	2,973	52
Vehicles	-	-	-	-	-	-
Comprehensive property and liability	4,019	12,986	2,412	1,993	3,371	254
<b>MEMBERSHIP DUES</b>	-	-	-	-	-	-
<b>INTEREST EXPENSE</b>	-	-	-	-	-	-
<b>CONTRIBUTION EXPENSE</b>	-	-	-	-	-	-
<b>OTHER</b>	-	25	-	-	-	-
<b>TOTAL FUNCTIONAL EXPENSES</b>	<b>\$ 862,688</b>	<b>\$ 2,578,426</b>	<b>\$ 478,031</b>	<b>\$ 269,475</b>	<b>\$ 734,862</b>	<b>\$ 38,151</b>

See Notes to Financial Statements



**MONADNOCK FAMILY SERVICES, INC.**

Continued

**STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2019  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Vocational Services</u>	<u>Non-Eligibles</u>	<u>Multi-Service Team</u>	<u>ACT Team</u>	<u>Community Residence</u>	<u>Supportive Living</u>
<b>PERSONNEL COSTS</b>						
Salaries and wages	\$ 104,837	\$ 105,378	\$ 1,112,376	\$ 586,748	\$ 308,207	\$ 6,446
Employee benefits	27,945	28,751	259,007	90,840	67,432	2,415
Payroll taxes	7,581	7,753	81,321	41,949	23,019	438
<b>PROFESSIONAL FEES</b>						
Substitute staff	50	-	1,041	2	36	164,890
Audit fees	276	500	5,371	3,340	1,558	28
Legal fees	174	224	3,439	2,051	973	837
Other professional fees	-	-	72,266	-	-	-
<b>STAFF DEVELOPMENT AND TRAINING</b>						
Journals and publications	1	6	426	103	277	2
In-service training	-	-	-	-	-	-
Conferences and conventions	1,577	1,054	12,813	1,472	174	1
Other staff development	50	417	879	173	285	-
<b>OCCUPANCY COSTS</b>						
Rent	17,999	8,908	58,486	73,936	7,982	362
Heating costs	-	-	-	-	-	-
Repairs and maintenance	19	58	363	456	1,192	2
Other occupancy costs	689	1,154	9,264	10,762	231	71
<b>CONSUMABLE SUPPLIES</b>						
Office supplies and equipment	249	195	7,875	2,438	1,361	36
Building and household	70	146	1,511	981	3,637	10
Educational and training	-	48	-	-	-	-
Food	196	66	2,461	708	22,919	2
Medical supplies	41	2	639	766	686	-
Other consumable supplies	1,470	2,532	28,127	16,259	7,548	177
<b>DEPRECIATION</b>						
	8	24	134	212	1,353	1
<b>EQUIPMENT RENTAL</b>						
	-	878	3,620	-	-	-
<b>EQUIPMENT MAINTENANCE</b>						
	65	169	1,364	1,024	501	6
<b>ADVERTISING</b>						
	11	336	545	457	60	4
<b>PRINTING</b>						
	18	51	484	233	36	15
<b>TELEPHONE</b>						
	2,067	1,579	27,319	15,999	7,370	112
<b>POSTAGE</b>						
	44	137	1,439	877	189	91
<b>TRANSPORTATION</b>						
Staff	2,471	1,707	35,457	12,858	593	63
Clients	-	-	205	1,560	266	-
<b>ASSISTANCE TO INDIVIDUALS</b>						
Client services	141	-	20,136	10,231	8	-
<b>INSURANCE</b>						
Malpractice and bonding	583	172	9,213	1,165	884	10
Vehicles	-	-	213	-	1,192	-
Comprehensive property and liability	463	836	8,992	5,591	2,608	47
<b>MEMBERSHIP DUES</b>						
	-	102	150	-	-	-
<b>INTEREST EXPENSE</b>						
	-	-	-	-	-	-
<b>CONTRIBUTION EXPENSE</b>						
	-	-	-	-	-	-
<b>OTHER</b>						
	-	-	450	35	-	-
<b>TOTAL FUNCTIONAL EXPENSES</b>	<b>\$ 169,095</b>	<b>\$ 163,183</b>	<b>\$ 1,767,386</b>	<b>\$ 883,226</b>	<b>\$ 462,577</b>	<b>\$ 176,066</b>

See Notes to Financial Statements

**MONADNOCK FAMILY SERVICES, INC.**

**STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2019  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<b>Community Education &amp; Training</b>	<b>Other Non-BBH</b>	<b>Total Programs</b>	<b>Administration</b>	<b>2019 Totals</b>	<b>2018 Totals</b>
<b>PERSONNEL COSTS</b>						
Salaries and wages	\$ 6,918	\$ 415,514	\$ 5,958,934	\$ 659,630	\$ 6,618,564	\$ 5,901,725
Employee benefits	667	70,439	1,276,594	156,414	1,433,008	1,269,250
Payroll taxes	527	31,653	437,135	47,065	484,200	433,032
<b>PROFESSIONAL FEES</b>						
Substitute staff	-	-	174,801	-	174,801	204,618
Audit fees	-	2,349	28,375	2,025	30,400	38,099
Legal fees	-	738	18,085	3,624	21,709	15,081
Other professional fees	-	17,889	129,024	91,257	220,281	135,031
<b>STAFF DEVELOPMENT AND TRAINING</b>						
Journals and publications	-	380	2,184	491	2,675	3,357
In-service training	-	-	-	-	-	492
Conferences and conventions	727	1,185	32,542	3,899	36,441	20,645
Other staff development	1,433	918	7,312	1,150	8,462	5,906
<b>OCCUPANCY COSTS</b>						
Rent	2	66,107	493,543	106,044	599,587	574,774
Heating costs	-	-	-	-	-	2,376
Repairs and maintenance	-	1,125	4,488	255	4,743	9,004
Other occupancy costs	-	4,233	65,551	26,123	91,674	87,789
<b>CONSUMABLE SUPPLIES</b>						
Office supplies and equipment	-	5,119	35,269	5,508	40,777	35,148
Building and household	-	2,258	13,421	1,168	14,589	9,695
Educational and training	-	-	60	-	60	508
Food	-	16,378	50,891	226	51,117	49,059
Medical supplies	-	1,498	10,802	-	10,802	11,977
Other consumable supplies	1	15,606	145,412	33,781	179,193	39,609
<b>DEPRECIATION</b>	-	18,967	21,402	21,965	43,367	66,140
<b>EQUIPMENT RENTAL</b>	-	-	16,789	1,860	18,649	19,520
<b>EQUIPMENT MAINTENANCE</b>	-	1,305	8,990	29,314	38,304	34,813
<b>ADVERTISING</b>	-	10,176	12,930	8,072	21,002	39,818
<b>PRINTING</b>	-	8,411	10,400	1,669	12,069	8,979
<b>TELEPHONE</b>	1	10,179	117,605	13,580	131,185	143,246
<b>POSTAGE</b>	-	2,776	10,685	1,649	12,334	12,561
<b>TRANSPORTATION</b>						
Staff	-	1,165	104,680	5,836	110,516	106,476
Clients	-	29,667	31,910	17	31,927	25,392
<b>ASSISTANCE TO INDIVIDUALS</b>						
Client services	-	1,429	38,422	-	38,422	44,196
<b>INSURANCE</b>						
Malpractice and bonding	-	808	27,739	697	28,436	42,401
Vehicles	-	3,576	4,981	-	4,981	4,079
Comprehensive property and liability	-	4,243	47,815	3,502	51,317	39,162
<b>MEMBERSHIP DUES</b>	-	852	1,104	2,226	3,330	3,759
<b>INTEREST EXPENSE</b>	-	-	-	987	987	422
<b>CONTRIBUTION EXPENSE</b>	-	-	-	600,000	600,000	325,000
<b>OTHER</b>	-	22,504	23,014	31,669	54,683	54,684
<b>TOTAL FUNCTIONAL EXPENSES</b>	<b>\$ 10,276</b>	<b>\$ 769,447</b>	<b>\$ 9,362,889</b>	<b>\$ 1,861,703</b>	<b>\$ 11,224,592</b>	<b>\$ 9,817,823</b>

See Notes to Financial Statements

## **MONADNOCK FAMILY SERVICES, INC.**

### **NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2019 AND 2018**

#### **1. ORGANIZATION OF THE CORPORATION**

Monadnock Family Services, Inc. (the Organization) is a nonprofit corporation, organized under New Hampshire law to provide services in the areas of mental health, and related non-mental health programs.

The Organization operates in the Monadnock region of the State of New Hampshire.

#### **2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

##### **Basis of Accounting**

The financial statements of Monadnock Family Services, Inc. have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables and other assets and liabilities.

##### **Basis of Presentation**

The financial statements of the Organization have been prepared in accordance with U.S. generally accepted accounting principles (US GAAP), which require the Organization to report information regarding its financial position and activities according to the following net asset classifications:

**Net assets without donor restrictions** – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and board of directors.

**Net assets with donor restrictions** – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

##### **Accounting Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

### **Contributions**

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted by the donor for future periods or for specific purposes are reported as net assets with donor restrictions, depending on the nature of the restrictions. However, if a restriction is fulfilled in the same period in which the contribution is received, the Organization reports the support as net assets without donor restrictions.

### **Cash Equivalents**

The Organization considers all highly liquid financial instruments with original maturities of three months or less to be cash equivalents.

### **Property and Depreciation**

Property and equipment are recorded at cost or, if donated, at estimated fair value at the date of donation. Material assets with a useful life in excess of one year are capitalized. Depreciation is provided for using the straight-line method in amounts designed to amortize the cost of the assets over their estimated useful lives as follows:

Furniture, fixtures and equipment	3 - 10 Years
Vehicles	5 - 10 Years
Building and leasehold improvements	5 - 40 Years

Costs for repairs and maintenance are expensed when incurred and betterments are capitalized. Assets sold or otherwise disposed of are removed from the accounts, along with the related accumulated depreciation, and any gain or loss is recognized.

Depreciation expense was \$43,367 and \$66,140 for the years ended June 30, 2019 and 2018, respectively.

### **Accrued Earned Time**

The Organization has accrued a liability for future compensated leave time that its employees have earned and which is vested with the employee.

### **Refundable Advances**

Grants received in advance are recorded as refundable advances and recognized as revenue in the period in which the related services are provided or expenditures are incurred.

### **Revenue**

Net patient revenue is reported at the estimated net realizable amounts from patients, third-party payors and others for services rendered, including estimated retroactive adjustments under reimbursement agreements with third-party payors. Retroactive adjustments are accrued on an estimated basis in the period the related services are rendered and are adjusted in future periods, as final amounts are determined.

A significant portion of patient revenue is derived from services to patients insured by third-party payors. The Organization receives reimbursement from Medicare, Medicaid and private third party payors at defined rates for services rendered to patients covered by these programs. The difference between established billing rates and the actual rate of reimbursement is recorded as an allowance when received. A provision for estimated contractual allowances is provided on outstanding patient receivables at the statement of financial position date.

### **Advertising**

The Organization expenses advertising costs as incurred.

### **Summarized Financial Information**

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2018, from which the summarized information was derived.

### **Functional Allocation of Expenses**

The costs of providing the various programs and other activities have been summarized on a functional basis. Accordingly, costs have been allocated among the program services and supporting activities benefited. Such allocations have been determined by management on an equitable basis.

The expenses that are allocated include the following:

<b><u>Expense</u></b>	<b><u>Method of allocation</u></b>
Salaries and benefits	Time and effort
Occupancy	Square footage/revenues
Depreciation	Square footage
All other expenses	Direct assignment

### **Fair Value of Financial Instruments**

FASB ASC Topic No. 820-10, *Financial Instruments*, provides a definition of fair value which focuses on an exit price rather than an entry price, establishes a framework in generally accepted accounting principles for measuring fair value which emphasizes that fair value is a market-based measurement, not an entity-specific measurement, and requires expanded disclosures about fair value measurements. In accordance with ASC 820-10, the Organization may use valuation techniques consistent with market, income and cost approaches to measure fair value. As a basis for considering market participant assumptions in fair value measurements, Topic 820-10 establishes a fair value hierarchy, which prioritizes the inputs used in measuring fair values. The hierarchy gives the highest priority to Level 1 measurements and the lowest priority to Level 3 measurements. The three levels of the fair value hierarchy under ASC Topic 820-10 are described as follows:

**Level 1** – Inputs to the valuation methodology are quoted prices available in active markets for identical investments as of the reporting date.

**Level 2** - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies.

**Level 3** - Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset or liability and the reporting entity makes estimates and assumptions related to the pricing of the asset or liability including assumptions regarding risk.

The carrying amount of cash, prepaid expense, other assets and current liabilities, approximates fair value because of the short maturity of those instruments.

Management has determined the beneficial interest in net assets held by Monadnock Regional Foundation for Family Services, Inc. to be in Level 2 of the fair value hierarchy as defined above (also see Note 4).

### **Income Taxes**

The Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(a) and has been classified as an Organization that is not a private foundation under Section 509(a)(2). However, income from certain activities not directly related to the tax-exempt purpose is subject to taxation as unrelated business income. Under Internal Revenue Code Section 512, certain parking related expenses determined to be qualified transportation fringes are treated as an increase in the amount of unrelated business taxable income. As a result of these taxable fringes, a tax liability of \$7,203 has been recognized in the financial statements as of June 30, 2019. No tax liability was accrued for the year ended June 30, 2018.

Management has evaluated the Organization's tax positions and concluded that the Organization has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements. With few exceptions, the Organization is no longer subject to income tax examinations by the United States Federal or State tax authorities prior to 2015.

### **New Accounting Pronouncement**

On August 18, 2016, FASB issued ASU 2016-14, Not-for-Profit Entities (Topic 958) – *Presentation of Financial Statements of Not-for-Profit Entities*. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. The Organization has adjusted the presentation of these statements accordingly. The ASU has been applied retrospectively to all periods presented.

3. **AVAILABILITY AND LIQUIDITY**

The following represents the Organization's financial assets as of June 30, 2019 and 2018:

Financial assets at year-end:

	<u>2019</u>	<u>2018</u>
Cash and cash equivalents	\$ 1,129,329	\$ 1,253,641
Accounts receivable, net	618,587	357,323
Beneficial interest in Foundation	<u>1,029,832</u>	<u>828,482</u>
Total financial assets	<u>\$ 2,777,748</u>	<u>\$ 2,439,446</u>
Less amounts not available to be used within one year:		
Net assets with donor restrictions	\$ 246,997	\$ 286,217
Less net assets with purpose and time restrictions to be met in less than a year	-	(45,932)
Beneficial interest in Foundation	<u>1,029,832</u>	<u>828,482</u>
Amounts not available within one year	<u>1,276,829</u>	<u>1,068,767</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 1,500,919</u>	<u>\$ 1,370,679</u>

The Organization's goal is generally to maintain financial assets to meet 45 days of operating expenses (approximately \$1.38 million). As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts.

4. **INTEREST IN NET ASSETS OF FOUNDATION**

The Organization is the sole beneficiary of assets held by Monadnock Regional Foundation for Family Services, Inc. The Organization and the Foundation are considered financially interrelated Organizations under FASB ASC Topic No. 958-605, *Not-for-Profit Entities - Transfers of Assets to a Nonprofit Organization or Charitable Trust That Raises or Holds Contributions for Others*. The fair value of the Foundation's assets, which approximates the present value of future benefits expected to be received, was \$1,033,171 and \$832,126 at June 30, 2019 and 2018, respectively. The cost basis of the Foundation's assets was \$971,974 and \$806,069 at June 30, 2019 and 2018, respectively.

5. **DEMAND NOTES PAYABLE**

The Organization maintains the following demand notes payable:

Demand note payable with a bank, subject to bank renewal on June 30, 2020. The maximum amount available at June 30, 2019 and 2018 was \$250,000. At June 30, 2019 and 2018 the interest rate was stated at 6.25% and 5.75%, respectively. The note is renewable annually, collateralized by all the business assets of the Organization and guaranteed by a related nonprofit organization (see Note 10). There was no balance outstanding at June 30, 2019 and 2018.

The Organization maintains a demand note payable with a bank. The demand note payable is examined and reviewed on a yearly basis. The maximum amount available at June 30, 2019 and 2018 was \$150,000. At June 30, 2019 and 2018 the interest rate was stated a 7% and 6.50%, respectively. The note is collateralized by all the business assets of the Organization, real estate and assignment of leases and rents owned by Monadnock Community Service Center, Inc. (a related party, see Note 10) and is guaranteed by Monadnock Community Service Center, Inc. (a related party, see Note 10). There was no balance outstanding at June 30, 2019 and 2018.

6. **NET ASSETS**

Net assets with donor restrictions were as follows for the years ended June 30, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Special Purpose Restrictions:		
Beneficial interest in Foundation	\$ 173,783	\$ 159,071
Timken contribution	-	45,932
Restricted in Perpetuity:		
Beneficial interest in Foundation	<u>81,214</u>	<u>81,214</u>
Total net assets with donor restrictions	<u>\$ 254,997</u>	<u>\$ 286,217</u>

Net assets released from net assets with donor restrictions are as follows:

	<u>2019</u>	<u>2018</u>
Satisfaction of Purpose Restrictions:		
Timken contribution	<u>\$ 45,932</u>	<u>\$ 18,687</u>
Total net assets released	<u>\$ 45,932</u>	<u>\$ 18,687</u>

7. **RETIREMENT PLAN**

The Organization maintains a retirement plan for all eligible employees. Under the plan employees can make voluntary contributions to the plan of up to approximately 15% of gross wages. All full-time employees are eligible to participate when hired, and are eligible to receive employer contributions after one year of employment. The Organization's matching contributions to the plan for the years ended June 30, 2019 and 2018 were \$50,204 and \$49,522, respectively.



8. **CONCENTRATION OF RISK**

For the years ended June 30, 2019 and 2018 approximately 73% and 76%, respectively of the total revenue was derived from Medicaid. The future existence of the Organization, in its current form, is dependent upon continued support from Medicaid.

Medicaid receivables comprise approximately 26% and 42% of the total accounts receivable balances at June 30, 2019 and 2018, respectively. The Organization has no policy for charging interest on past due accounts, nor are its accounts receivable pledged as collateral, except as discussed in Note 5.

9. **OPERATING LEASE OBLIGATIONS**

The Organization has entered into various operating lease agreements to rent certain facilities and office equipment. The terms of these leases range from 36 to 63 months. Rent expense under these agreements aggregated \$618,239 and \$594,294 for the years ended June 30, 2019 and 2018, respectively.

The approximate future minimum lease payments on the above leases are as follows:

<u>Year Ending</u> <u>June 30</u>	<u>Amount</u>
2020	\$ 16,200
2021	15,270
2022	<u>9,560</u>
Total	<u>\$ 41,030</u>

See Note 10 for information regarding a lease agreement with a related party.

10. **RELATED PARTY TRANSACTIONS**

Monadnock Family Services, Inc. is related to the following nonprofit corporations as a result of their articles of incorporation and common board membership.

<u>Related Party</u>	<u>Function</u>
Monadnock Community Service Center, Inc.	Provides real estate services and property management assistance.
Monadnock Regional Foundation for Family Services, Inc.	Endowment for the benefit of Monadnock Family Services, Inc.

Monadnock Family Services, Inc. has transactions with the above related parties during its normal course of operations. The significant related party transactions are as follows:

### **Due to Affiliate**

At June 30, 2019 and 2018 the Organization had a payable due to Monadnock Community Service Center, Inc. in the amount of \$394,444 and \$123,853, respectively. At June 30, 2019 and 2018 the Organization had a payable due to Monadnock Regional Foundation for Family Services, Inc. in the amount of \$157,695 and \$63,372, respectively. There are no specific terms of repayment and no stated interest.

### **Rental Expense**

The Organization leases office space from Monadnock Community Service Center, Inc. under the terms of tenant at will agreements. Monadnock Family Services, Inc. has the perpetual right to extend the leases. Total rental expense paid under the terms of the leases was \$576,250 and \$556,500 for the years ended June 30, 2019 and 2018, respectively.

### **Contribution**

During the years ended June 30, 2019 and 2018 the Organization made a contribution to Monadnock Community Service Center, Inc. in the amount of \$400,000 and \$125,000, respectively. During each of the years ended June 30, 2019 and 2018 the Organization made a contribution to Monadnock Regional Foundation of Family Services, Inc. in the amount of \$200,000.

### **Management Fee**

The Organization charges Monadnock Community Service Center, Inc. for administrative expenses incurred on its behalf. Management fee revenue aggregated \$84,899 and \$64,724 for the years ended June 30, 2019 and 2018, respectively.

### **Guarantee**

One of the Organization's demand notes payable is guaranteed by Monadnock Community Service Center, Inc.

### **Co-obligation**

The Organization is co-obligated on certain mortgage notes of Monadnock Community Service Center, Inc.

## **11. CONTINGENCIES**

### **Grant Compliance**

The Organization receives funds under various state grants and from Federal sources. Under the terms of these agreements, the Organization is required to use the funds within a certain period and for purposes specified by the governing laws and regulations. If expenditures were found not to have been made in compliance with the laws and regulations, the Organization might be required to repay the funds. No provisions have been made for this contingency because specific amounts, if any, have not been determined or assessed by government audits as of June 30, 2019.

**12. CONCENTRATION OF CREDIT RISK**

The Organization maintains cash balances that, at times may exceed federally insured limits. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 at June 30, 2019 and 2018. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. At June 30, 2019 and 2018, cash balances in excess of FDIC coverage aggregated \$707,613 and \$826,500, respectively.

**13. RECLASSIFICATIONS**

Certain reclassifications have been made to the prior years' financial statements to conform to the current year presentation. These classifications had no effect on the previously reported results of operations or retained earnings.

**14. SUBSEQUENT EVENTS**

Events occurring after the statement of financial position date are evaluated by management to determine whether such events should be recognized or disclosed in the financial October 31, 2019, the date when the financial statements were available to be issued.

**MONADNOCK FAMILY SERVICES, INC.**

Continued

**SCHEDULE OF FUNCTIONAL REVENUES  
FOR THE YEAR ENDED JUNE 30, 2019  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Maintenance</u>	<u>Children &amp; Adolescents</u>	<u>Older Adult Services</u>	<u>Intake</u>	<u>Emergency Services/ Assessment</u>	<u>Restorative Partial Hospital</u>
<b>Program fees:</b>						
Net client fees	\$ 30,851	\$ 13,176	\$ 22,922	\$ 8,825	\$ 26,614	\$ 679
Medicaid	390,979	3,690,102	349,191	44,396	194,078	87,419
Medicare	167,302	1,493	1,586	(141)	9,545	-
Other insurance	90,572	110,152	(814)	17,764	38,684	2,327
Other program fees	-	-	-	-	-	-
<b>Program sales:</b>						
Service and production	2,665	175	-	-	-	-
<b>Public support:</b>						
United Way	-	62,975	-	32,388	31,796	-
Local/county government	-	36,315	-	108,624	30,000	-
Donations	-	7,150	-	-	-	-
Other public support	32,317	15,389	2,293	-	6,825	-
Div. for Children, Youth & Families	-	1,425	-	-	-	-
<b>Federal funding:</b>						
Other federal grants	18,750	23,232	-	-	-	-
PATH	-	-	-	-	37,000	-
Bureau of Behavioral Health	-	4,050	-	-	132,590	-
<b>Rental income</b>	-	-	-	-	-	-
<b>Net gain on beneficial interest in Foundation</b>	-	-	-	-	-	-
<b>Other</b>	(100)	205	1	-	4	-
<b>TOTAL FUNCTIONAL REVENUES</b>	<b>\$ 733,336</b>	<b>\$ 3,965,839</b>	<b>\$ 375,179</b>	<b>\$ 211,856</b>	<b>\$ 507,136</b>	<b>\$ 90,425</b>

**MONADNOCK FAMILY SERVICES, INC.**

Continued

**SCHEDULE OF FUNCTIONAL REVENUES  
FOR THE YEAR ENDED JUNE 30, 2019  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Vocational Services</u>	<u>Non-Eligibles</u>	<u>Multi-Service Team</u>	<u>ACT Team</u>	<u>Community Residence</u>	<u>Supportive Living</u>
<b>Program fees:</b>						
Net client fees	\$ 537	\$ 4,320	\$ 52,326	\$ 17,882	\$ 21,915	\$ (311)
Medicaid	66,293	4,938	2,064,754	487,313	396,230	346,208
Medicare	1,550	278	20,203	24,712	1,106	-
Other insurance	423	11,597	6,042	13,416	(668)	(956)
Other program fees	-	-	1,650	-	32,330	-
<b>Program sales:</b>						
Service and production	-	-	-	-	-	-
<b>Public support:</b>						
United Way	-	20,638	-	-	-	-
Local/county government	-	7,500	-	-	-	-
Donations	-	150	12,094	1,000	-	-
Other public support	1,460	-	235,478	46	1,042	-
Div. for Children, Youth & Families	-	-	-	-	-	-
<b>Federal funding:</b>						
Other federal grants	-	17,500	-	-	-	-
PATH	-	-	-	-	-	-
Bureau of Behavioral Health	-	-	-	225,000	-	-
Rental income	-	-	-	-	-	-
<b>Net gain on beneficial interest in Foundation</b>	-	-	-	-	-	-
<b>Other</b>	<u>1</u>	<u>10</u>	<u>1,635</u>	<u>-</u>	<u>1</u>	<u>-</u>
<b>TOTAL FUNCTIONAL REVENUES</b>	<u>\$ 70,264</u>	<u>\$ 66,931</u>	<u>\$ 2,394,182</u>	<u>\$ 769,369</u>	<u>\$ 451,956</u>	<u>\$ 344,941</u>

**MONADNOCK FAMILY SERVICES, INC.**

**SCHEDULE OF FUNCTIONAL REVENUES  
FOR THE YEAR ENDED JUNE 30, 2019  
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<b>Community Education &amp; <u>Training</u></b>	<b>Other <u>Non-BBH</u></b>	<b>Total <u>Programs</u></b>	<b><u>Administration</u></b>	<b>2019 <u>Totals</u></b>	<b>2018 <u>Totals</u></b>
<b>Program fees:</b>						
Net client fees	\$ -	\$ 68,692	\$ 268,428	\$ -	\$ 268,428	\$ 236,159
Medicaid	-	138,859	8,260,760	-	8,260,760	7,639,201
Medicare	-	-	227,634	-	227,634	250,741
Other insurance	-	61,648	350,187	-	350,187	293,761
Other program fees	19,573	375	53,928	-	53,928	27,435
<b>Program sales:</b>						
Service and production	-	-	2,840	84,899	87,739	72,424
<b>Public support:</b>						
United Way	-	60,215	208,012	-	208,012	191,208
Local/county government	-	-	182,439	-	182,439	197,247
Donations	-	277,508	297,902	2,000	299,902	251,949
Other public support	-	-	294,850	274,148	568,998	38,490
Div. for Children, Youth & Families	-	-	1,425	-	1,425	-
<b>Federal funding:</b>						
Other federal grants	-	98,762	158,244	-	158,244	282,716
PATH	-	-	37,000	-	37,000	36,938
Bureau of Behavioral Health	-	-	361,640	4,708	366,348	359,441
Rental income	-	2,338	2,338	-	2,338	2,807
<b>Net gain on beneficial interest in Foundation</b>	-	-	-	201,350	201,350	194,494
Other	-	420	2,177	70,074	72,251	9,055
<b>TOTAL FUNCTIONAL REVENUES</b>	<b>\$ 19,573</b>	<b>\$ 708,817</b>	<b>\$10,709,804</b>	<b>\$ 637,179</b>	<b>\$ 11,346,983</b>	<b>\$ 10,084,066</b>

**Monadnock Family Services  
Board of Directors  
2019-2020**

**Sharon Price Stout**

**Brian Donovan**

**John Round**

**Aaron Moody**

**Sharman Howe**

**Ann Heffernon**

**Laurie Appel**

**Mike Chelstowski**

**Diane Croteau**

**Susan Doyle**

**Julle Green**

**Sharman Howe**

**Molly Lane**

**Jan Peterson**

**Judy Rogers**

**Alfred John Santos**

**Winston Sims**

**Louise Zerba**

## George Piers, LICSW

### Education

<b>Smith College School for Social Work</b>	Northampton, Ma
<i>Masters in Social Work</i>	1994
<b>Stillpoint School for Massage Therapy</b>	Hatfield, Ma
<i>Massage Therapy Certification</i>	1999
<b>Salve Regina College</b>	Newport, R.I.
<i>Bachelors in Social Work</i>	1987

### New Hampshire Licensure

<i>Licensed Independent Clinical Social Worker</i>	#1357 NH	1996
<i>Certified Massage Therapist</i>	#1456 NH	1999

### Work Experience

**Monadnock Family Services**                      2008 - present                      Keene, NH

**Director of Child and Family Services**                      11/2014-present

- Provides leadership within the organization and all assigned specific programs.
- Responsible for establishing and maintaining an innovative and coordinated service delivery system of Child and Family Services
- Maintain services relevant and responsive to community needs.
- Responsible for quality and compliance of services, processes and outcomes.
- Responsible for human capital management to promote quality service delivery and positive employee relations.
- Responsible for developing and monitoring the annual budgets of the Child and Family Services in collaboration with the Chief Financial Officer.

**Senior Clinical Supervisor**

7/2013 -11/2014

Provide regular,



direct clinical supervision and ongoing evaluations to all outpatient and community based clinicians.

- Facilitator of bi-weekly case consultation group and reflective supervision for agency clinicians.
- Under supervision of Director, ensures ongoing communication between support staff and clinical staff.
- Works collaboratively with administration, supervisors, and direct services to ensure appropriate inter-team communication, referrals, and effective/efficient service delivery.
- Collaborates in the planning, development, implementation, and evaluation of services.
- With Director of Children's Services, maintains community relationships that enhance the effectiveness of the services delivered to area residents.

**Coordinator of Graduate Internships**

5/2012 - present

- Responsible for the clinical supervision and educational experience of graduate level interns.
- Coordinates graduate experience with participating graduate schools.

**Coordinator of Community Support Services**

5/2012 — 7/2013

(Clinical Supervisor)

- Provided clinical supervision to case management supervisors.
- Provided clinical supervision to case management staff.
- With Co- Coordinators, provided ongoing evaluations to case management staff.
- Involved in the recruitment, hiring, and orientation of case management staff.

**Student Assistance Counselor**

8/2008 — 5/2012

Keene Middle School

- Provided short term individual therapy to students referred to SAP by school administration, guidance counselors, and parents.
- Coordinated school wide substance use prevention/awareness campaigns.
- In conjunction with school administration developed school policy on tobacco, alcohol and drug use.

- Provided intervention, screenings, and brief therapy to students found in violation of tobacco, alcohol, and drug use policy.
- Responsible for recording relevant statistical data related to grants funding prevention position Facilitated KMS Builder's Club, a community service based group developing assertiveness and leadership skills in youth.

**Private Psychotherapy Practice**

2001-present

Keene, NH

- Provide adult psychotherapy to clients who present with mood, anxiety, and substance abuse diagnoses.
- Provide full range of mental health services, including assessment, diagnosis, and treatment.
- Interface with healthcare insurers to authorize care.

**Keene Massage Works**

1999-present

Keene, NH

- Certified Neuromuscular Therapist providing massage therapy to clients seeking relief from acute and chronic pain conditions:
- Provide client education on the causal relationship between stress and presenting pain patterns.
- Recommend appropriate rehabilitation exercises and stress management techniques to address client needs.
- Offer collaborative treatment planning and appropriate referrals.

**Monadnock Family Services**

1997 - 2001

*Outpatient Clinician/Children's Team*

- Completed comprehensive psychosocial assessment of clients referred to program and made appropriate referrals and treatment recommendations.
- In collaboration with client and family developed treatment plan identifying appropriate goals.
- Provided ongoing individual and family therapy.
- Maintained regular communication with collaborative community services involved with clients.

**Philip F. Wyzik MA**

**EXPERIENCE:**

Monadnock Family Services, 64 Main St, Keene NH (6/2012 to present)

**Chief Executive Officer**

Responsible for all aspects of the leadership of a community mental health center in Cheshire County, New Hampshire. Services focus on clientele considered eligible for state supported care, out patient behavioral health counseling, prevention services and adult care for seniors.

Certified instructor Mental Health First Aid, July 2014

The Mental Health Association of Connecticut, 20-30 Beaver Rd, Wethersfield CT 06109

**President and CEO (9-08 to 6 -1-12)**

Responsible for all aspects of executive leadership of a \$9 million dollar private not for provide mental health agency. Services offered to adults with severe and persistent mental illness include housing, psychosocial rehabilitation, and supported employment; provide leadership and supervision to Executive staff and Program Directors. Work includes interface and coordination with Board of Directors, direct supervision of advocacy, lobbying and public education efforts.

West Central Behavioral Health, Inc., 9 Hanover St, Lebanon, New Hampshire 03766

**Senior Vice President of Operations (1-91 to 9-08)**

Responsible for the executive leadership and management of a private not-for-profit community mental health center. Duties include:

**Program development and performance management:** responsible development and monitoring of annual operation plan to achieve key service outcomes and fiscal effectiveness, internal quality assurance and management, including leading workgroups to implement new treatment paradigms and improvements. Accomplished successful grant applications and negotiated contracts, including US Government contract procurement and management under the Javitts Wagner O'Day program. Assisted with marketing and internal and external customer service. Planned conversion of two day rehab programs into pioneering supported employment service.

**Supervision and training of agency leaders:** responsible for personnel development, quality assurance and risk management; designed and implemented a new, proactive employee review and development process. Planned and supervised the renovation and relocation of three clinical offices. Lead agency wide staff satisfaction survey process; developed work life committee to improve employee input into agency decisions.

**Public Relations / fundraising:** Conceived, organized and promoted all aspects of a two day fundraiser ("Paddlepower") that increased public awareness about suicide and visibility

Philip F. Wyzik  
Keene NH

for the agency. Current member of NH Suicide Prevention Advisory Committee and Garrett Lee Smith Advisory Committee.

**Information Technology:** Supervised IT department of three FTEs since 2006, including the implementation of an electronic medical record for improved clinical flow, efficiency and compliance. Lead system improvement efforts to accommodate regulatory and reimbursement changes and mandates, and accompanying staff training efforts.

**Substitute for the CEO:** Handle internal, external, and State responsibilities.

Little Rivers Health Care Inc, PO Box 377, Bradford VT

**Interim Chief Executive Officer** (Sept 2005 to June 2006)

Under management service agreement with current employer, served as first CEO of a Federally Qualified Health Center. Duties involved all aspects of merging three disparate primary care offices into one organization. Developed initial Human Resource policies and plans, facilitated clinical and quality policy development, initiated start up fiscal plan and structure. Served as the liaison to Health Resource Services Administration Office of Grants Management and Project Development and facilitated development of Board members. Elected to the Board of Directors of Bi State Primary Care Association.

University System of New Hampshire, Granite State College

**Faculty Member** (November 2000 to present)

Teaching HLTC 600 *Continuous Quality Improvement*, HLTC 629 *Legal and Ethical Issues in Health and Human Services*, and HLTC 627 *Financing and Reimbursement in Healthcare*, and HLTC 550 *The US Healthcare Industry* (all online courses.) Taught numerous students on independent contract learning projects. Familiar with Blackboard, WebCT, and Moodle course management systems.

Worcester Area Community Mental Health Center, Inc, Worcester, Ma. 01609

**Director of Rehabilitation** (12-84 to 12-90)

Organized and lead social/vocational rehabilitation department serving mentally ill adults. Responsibilities included:

Day-to-day management of a psychosocial rehabilitation program for severely mentally ill adults, program development, strategic planning and evaluation activities. Assisted in interdepartmental and interagency communication and public relations. Primary liaison to Mass Rehab Commission for vocational rehabilitation. Completed grant applications, hired and supervised staff; Held previous roles including Program Coordinator, Rehabilitation Counselor, Group Leader and Clinician.

Chandler St. Center, Inc., 162 Chandler St., Worcester, Ma. 01609

**Substance Abuse Counselor** (5-83 to 12-84)

Philip F. Wyzik  
Keene NH

Performed intake, crisis intervention, assessment, case management and addiction therapy around heroin and cocaine abuse for teen and adult clients. Facilitated support groups and completed court ordered assessments.

St. Joseph Church, 41 Hamilton St, Worcester, Ma. 01604  
**Religious Education Coordinator** (6-81 to 6-83)

Supervised and coordinated all aspects of church based education program; recruited and trained volunteer teachers. Provided instruction for child, teen and adult classes.

Notre Dame High School, Fitchburg, Ma.

**Teacher** (9-82 to 6-83) – Taught junior and senior high students in Religious Education and substitute taught Spanish I.

St Joseph School, Somerville, Ma.

**Teacher** (9-78 to 6-80) -- Instructed five grade levels in Religion, Art, and Social Studies.

#### COMMUNITY SERVICE

Outreach House, Hanover NH (501.3C assisted living facility for nine seniors)

Board of Director, October 1998 to 2000 [approximately]

Ivy Place Condominiums, Lebanon NH (50 unit condominium facility)

Board of Director, 1992 thru 1997 [approximately]

Lebanon Riverside Rotary

Club member, chair of International Services Committee, 1992 thru 1996

#### EDUCATION:

Master of Arts, Counseling Psychology, Assumption College, Worcester Ma. 1984

Bachelor of Arts, Religious Studies (magna cum laude), Assumption College, Worcester, Ma. 1978

- "Leadership Upper Valley," May 2008 sponsored by the Lebanon Chamber of Commerce.
- "Institute for Non Profit Management," Antioch New England Graduate School, Hanover NH, Spring 2004
- "FIPSE (Fund for Improvement of Postsecondary Education) Training for Part Time Faculty Teaching Adult Learners," College for Lifelong Learning, Concord, NH, Fall, 2002

Philip F. Wyzik  
Keene NH

- "Improving Managerial Leadership and Effectiveness", "The Art of Negotiation," "Delivering Superior Customer Service," and "Contract Pricing," NISH Institute for Leadership and Professional Development

#### PUBLICATIONS:

Munetz MD, Birnbaum A, Wyzik PF: An Integrative Ideology to Guide Community Based Multidisciplinary Care of Severely Mentally Ill Patients. *Hospital and Community Psychiatry*, June 1993, vol. 44, no 6.

Drake RE, Becker DR, Biesanz JC, Torrey WC, McHugo GJ, Wyzik PF: Rehabilitative Day Treatment vs Supported Employment: I Vocational Outcomes. *Community Mental Health Journal*, October 1994;30:519-532.

Torrey W, Clark RE, Becker D, Wyzik P, Drake RE: Switching from Rehabilitative Day Treatment to Supported Employment. *Continuum: Developments in Ambulatory Care*, Jossey-Bass Inc. Spring, 1997, vol 4, no 1.

Drake RE, Becker D, Biesanz J, Wyzik P: Day Treatment Versus Supported Employment for Persons with Severe Mental Illness: A Replication Study. *Psychiatric Services*, October 1996, vol 47, no 10.

Becker D, Torrey W, Toscano R, Wyzik P, Fox T: Building Recovery Oriented Services: Lessons from Implementing IPS in Community Mental Health Centers. *Psychiatric Rehabilitation Journal*, Summer 1998, vol 22, no 1.

Torrey, W, Wyzik PF: New Hampshire Clinical Practice Guidelines for Adults in Community Support Programs, (unpublished monograph).

Torrey, W, Wyzik PF: The Recovery Vision as a Service Improvement Guide for Community Mental Health Journal, April 2000, vol 36, No 2.

Torrey, W, Drake RE, Cohen M, Fox L, Lynde D, Gorman P, and Wyzik PF: The Challenge of Implementing and Sustaining Integrated Dual Disorders, *Community Mental Health Journal*, December 2002, Vol 38, no 6

Salyers MP, Becker DR, Drake RE, Torrey WC, and Wyzik PF: A Ten Year Follow up of Supported Employment (in press)

Torrey WC, Finnerty M, Evans A, Wyzik P: Strategies for leading the implementation of Evidence-based practices, *Psychiatric Clinics of North America*, 26(4): 883-897, 2003

Wyzik L, "Grassroots Armada for Suicide Prevention" *Behavioral Healthcare Tomorrow*, 14(4): 14-15, 2005

"Tragedy Casts Attention on Mental Illness" *Keene Sentinel*, January 4, 2013, op ed.

"Mental Health Care is a part of health care" *Keene Sentinel*, March 19, 2013, op ed.

"There is Room for Medicaid Expansion" *Keene Sentinel*, June 2, 2013, op ed.

"No Medicaid Expansion Strains Mental Health Services" *Fosters Daily Democrat*, December 25, 2013, op ed.

"The Story that Changed Christmas" *Monadnock Ledger Transcript*, December 26, 2013, op ed.

## Scott S. Folsom

### Education:

**Smith College School of Social Work** Northampton, Massachusetts

Masters in Clinical Social Work, 2016

*Courses include:* Social Work Practice with Individuals and Families, Social Work Practice in Schools, Introduction to Social Welfare Policy, Group Theory and Practice, Theories of Individual Development, Problems in Biopsychosocial Functioning, Family Theory for Clinical Social Work Practice, Sociocultural Concepts,

**Keene State College** Keene, New Hampshire

BA Psychology, AS Chemical Dependency Counseling, December 2013

*Undergraduate Honors Thesis:* Hope and Treatment Engagement in Substance Abuse Clients

### Social Work Experience

**Student Assistance Program (SAP) Coordinator**, Through Monadnock Family Services contract with Keene Middle School, 21 hours/week, September 2018-current.

- Coordinate and deliver programs to support students and reduce the risk for substance abuse, social/emotional stress as well as other self harming behaviors; while working to build skills that will protect students from these risks.
- Individual and group counseling regarding substance abuse risks, education and prevention interventions.
- Deliver educational and prevention resources to parents and caregivers
- Work directly with school administration and staff to identify at risk youth in need of SAP services.

**Child and family outpatient therapist**, Monadnock Family Services, Keene, N.H. 35 hours/week, October 2017-current

- Provide outpatient counseling services to children, adolescents and their families
- Complete initial intake assessments and diagnoses
- Develop individual treatment plans
- Document services rendered

- Coordinate care with collateral contacts to assist in providing the best quality of care to clients

**ACT (Assertive Community Treatment) therapist, Monadnock Family Services, Keene, NH.**  
35 hours/week, January 2017-October 2017

- Provide clinical and functional support services to adult clients with chronic and severe mental illness
- Responsibilities included working individually with clients to identify and develop skills to improve community functioning.
- Work individually with clients and their families to support and address current needs that impact mental health well-being and functioning
- Work collaboratively with both internal and external resources to provide continuity of care and best care and services for the client.

**Outpatient/School based therapist, Y.O.U. Inc., Gardner, MA.**  
40 hours/week, September 2016-January 2017  
10 hours/week, January 2017-October 2018

- Provide outpatient and school based counseling services to children and adolescents
- Complete initial intake assessments and diagnoses
- Develop individual treatment plans
- Document services rendered
- Reach out to collateral contacts to assist in providing the best quality of care to clients

**Social Work Intern - Outpatient/School based therapist, Y.O.U. Inc., Gardner, MA.**  
30 hours/week, placement September 2015 – May 2016

- Provide outpatient and school based counseling services to children and adolescents
- Complete initial intake assessments and diagnoses
- Develop individual treatment plans
- Document services rendered
- Reach out to collateral contacts to assist in providing the best quality of care to clients

**Social Work Intern – Co-occurring detox unit therapist, Brattleboro Retreat, Brattleboro, VT**  
30 hour/week placement September 2014 – April 2015

- Initial interview of patients on an acute 4-6 day detoxification unit with both substance abuse and mental health diagnoses and develop psychosocial assessment



- Meet with patients specifically to my caseload to assess and treat immediate needs through psychotherapeutic interventions, and develop appropriate aftercare plans that address both substance abuse and mental health wellness
- Coordinate care with a treatment team including medical doctors, psychiatrists, nurses and mental health workers
- Initiate appropriate third party referrals
- When appropriate engage family in psycho-education and aftercare planning
- Facilitate both psycho-educational and process groups with patients addressing issues promoting physical, mental, and social wellness

### **Additional Experience**

**Residential Counselor, Phoenix Academy Dublin, NH**  
40 hours/week, June 2011-2014

- Assist in the management of a 12 bed co-ed adolescent milieu, throughout daily groups and activities
- Facilitate evidenced based therapeutic groups in which I had received specific training and certification
- Dispensing of residents prescription medications
- Crisis intervention and resolution
- Complete appropriate assessments, developing individual treatment plans, individual counseling and case management services
- Work cooperatively with parents and at times juvenile probation officers to meet the needs of the residents

**Counselor Aide, Phoenix House Keene Center, Keene NH**  
25-30 hours/week, June 2010-June 2011

- Assist in the management of an adult milieu at a residential substance abuse rehabilitation center
- Overseeing and dispensing of prescription medications
- Crisis intervention and resolution, to assure a safe and secure environment for all residents
- Complete all necessary paperwork in regards to resident compliance and involvement in treatment during shifts and relaying this information to incoming staff

## **Volunteer Experience**

**Board of Directors, Interim Chairperson and Secretary, Monadnock Area Peer Support Agency,**  
Keene, N.H. 5 hours/month, November 2018-current

**Court Appointed Special Advocate (CASA), Manchester, NH.**  
10 hours/month, October 2015 - 2018

**Program Volunteer, Pathways Vermont, Brattleboro VT.**  
4 hours/week, September 2014 - April 2015

**Construction Volunteer, Habitat for Humanity International**  
Brazil 2009, Cambodia 2013 and Nicaragua 2014.

**Big Brother, Big Brothers/Big Sisters, Keene NH**  
4-6 hours/month, February 2011 – 2014

**Teacher's Aide, Cedercrest Center for Children with Disabilities, Keene NH.**  
8 hours/week, February 2010 – June 2010

# ADRIANA TROXELL ELLIOT, LICSW

## PROFESSIONAL SUMMARY

- More than 15 years in human services, including clinical experience with children and in corrections
- Training and experience in different methodologies, including Dialectical Behavioral Therapy, MATCH-ADTC, CPP, Restorative Justice & Nonviolent Communication, among others
- Fully bilingual English and Spanish
- Multiple competencies in administration and management; creative leadership and community empowerment via dance, theatre, music and expressive arts
- Strong computer skills, including Wordpress, Wild Apricot, GoToWebinar, Constant Contact, Mailchimp, SPSS, Qualtrix

## EDUCATION

**University of New Hampshire - Manchester, NH** May 2016  
*Master of Social Work*

- Christopher Arre Scholarship, Yarnold Scholarship, Roothbert Fund Fellowship

**Reed College – Portland, OR** May 1993  
*Bachelor of Arts, Theatre and Spanish Literature*

## RELATED EXPERIENCE

**Monadnock Family Services, Keene, NH** August 2015-ongoing  
*Clinical Supervisor, Children and Families*

- Provide counseling and case management for children, adolescents and families
- Develop treatment plans, perform assessments and enter notes in Electronic Medical Records
- Supervise therapists, participate in leadership, interface with community and develop programs
- Teach Child Impact Program for divorcing and separating parents

**Brattleboro Retreat, Brattleboro, VT** July 2017 – Sept 2018  
*Per diem Case Manager/Social Worker (Weekends)*

- Perform bio-psycho-social assessments with children, adolescents and adults in inpatient psychiatric care
- Provide group therapy for children, adolescents and adults, utilizing both DBT and ACT models of care

**Monadnock Waldorf High School, Keene, NH** September 2015-May 2016  
*Spanish Teacher*

- Taught dynamic introductory Spanish class
- Created interactive curriculum to incorporate various learning styles and multiple intelligences

**University of New Hampshire, Durham, NH** August 2015-May 2016

*Graduate Assistant*

- Provided research support and collaboration for Social Work program faculty
- Utilized survey software (Qualtrix) and statistical software (SPSS) to collect and analyze data

**Cheshire Mediation, Keene, NH** September 2008-May 2016  
*Mediator, Director*

- Mediated for parenting, divorce, family, business, and organizational conflicts
- Gave communication skills trainings, facilitated meetings, hosted community events and gave presentations

**Cheshire County House of Correction, Keene, NH** August 2014-May 2015  
*MSW Clinical Intern*

- Provided individual and group counseling and substance abuse treatment for inmates
- Served male and female clients, the majority of whom had significant trauma history

# ADRIANA TROXELL ELLIOT, LICSW

**Cheshire County Family Court, NH**

**January 2008-June 2013**

*Guardian ad Litem*

- Investigated, reported and advocated for best interests of children in court proceedings
- Applied conflict resolution skills to promote non-adversarial resolution of family conflict

**Bonnie CLAC/More than Wheels, Keene, NH**

**January 2004-March 2007**

*Client Consultant*

- Delivered client screening and interviews, financial counseling, advocacy, and coordinated car purchase
- Engaged in marketing, database management, website maintenance, and program development

## **ADDITIONAL EXPERIENCE**

**National Association of Certified Professional Midwives**

**April 2013-October 2015**

*Administrative Assistant*

- Accountable for bookkeeping, member communications, social media, project management, website development, webinar support, board retreat coordination, database management

**MoCo Arts, Keene, NH**

**September 2003-June 2010**

*Movement Teacher*

- Taught mindful wellness-oriented exercise classes to adults and adolescents
- Mentored new teachers and offered community wellness events

**Freelance Self-Employment, Keene, NH**

**March 2007-January 2009**

*Office Assistant*

- Prepared confidential correspondence for private medical practice
- Organized financial records and created bookkeeping system for small business

## **COMMUNITY ACTIVITIES**

**Joymoves Dance Collective, Keene, NH**

**July 2011-ongoing**

*Co-Founder*

- Create and collaborate in leadership of improvisational expressive-arts group

**Monadnock Initiative for Restorative Justice, Keene, NH**

**August 2012-May 2015**

*Facilitator*

- Organized community-based monthly Restorative Justice learning group
- Participated in trainings and coordinated speakers and community dialogue opportunities

**Healing the Heart of Democracy Action Group, Keene, NH**

**March-September 2012**

*Facilitator*

- Co-taught a study group with curriculum from The Center for Courage and Renewal

**New Hampshire Conflict Resolution Association**

**June 2011-February 2013**

*Board Member*

- Volunteered as a leader in state professional association for mediators
- Convened and spearheaded local mediation networking events

## **TRAININGS AND CERTIFICATIONS**

- Licensed Independent Clinical Social Worker (LICSW), NH 2019
- Certified Prevention Specialist, NH 2019
- Certified MATCH-ADTC Therapist 2019
- Child Parent Psychotherapy Training 2019
- Dialectical Behavioral Therapy (DBT) 2016, 2018, 2019
- Certified Guardian ad Litem - State of NH January 2008-September 2013
- Justice of the Peace - State of NH June 2011-ongoing
- Basic Mediation Training and Marital Mediation Training - Keene, NH Fall 2007

## MONADNOCK FAMILY SERVICES

### Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Scott Folsom	KMS SAP Coordinator	36,184	60%	21,710
George Piers	Director of Counselor Services	98,374	1.5%	1,476
Adrianna Elliot	Assoc Dir of Childrens Servs	58,421	1.5%	876
Phil Wyzik	Chief Executive Officer	144,834	0	0

New Hampshire Department of Health and Human Services  
Student Assistance Program



State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to the Student Assistance Program

This 2<sup>nd</sup> Amendment to the Student A contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and North Country Education Services Agency, (hereinafter referred to as "the Contractor"), a Domestic Nonprofit Corporation with a place of business at 300 Gorham Hill Rd, Gorham, NH 03581.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 20, 2018, (Item #23), as amended on June 19, 2019, (Item #29A) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Section 3, the Contract may be amended and extended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2021.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$300,000.
3. Exhibit A, Scope of Services, Section 2., Subsection 2.14., to read:  
2.14. The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades 9 through 12 in the Spring of 2021.
4. Exhibit A, Scope of Services, Section 2., Subsection 2.15., to read:  
2.15. Reserved
5. Exhibit A, Scope of Services, Section 6., Subsection 6.1., to read:  
6.1 The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades through 12 in the Spring of 2021.
6. Exhibit A, Scope of Services, Section 6., Subsection 6.2., to read:  
6.2. Reserved.
7. Exhibit B, Amendment #1, Method and Conditions Precedent to Payment; Section 4, Subsection 4.1 to read:  
4.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1, Amendment #1 and Exhibit B-2, Amendment #2.

Handwritten initials, possibly "JP", in black ink.

New Hampshire Department of Health and Human Services  
Student Assistance Program



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8. Add Exhibit B-2, Amendment #2, attached hereto and incorporated by reference herein.

New Hampshire Department of Health and Human Services  
Student Assistance Program

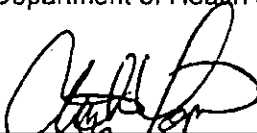


All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,


State of New Hampshire  
Department of Health and Human Services

5/21/2020  
Date

  
Name: Christine Toppas  
Title: Associate Commissioner

North Country Education Services Agency

5/20/20  
Date

  
Name: Lori Langlois  
Title: Executive Director



New Hampshire Department of Health and Human Services  
Student Assistance Program



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

June 10, 2020  
Date

Christopher Marshall  
Name:  
Title:

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

New Hampshire Department of Health and Human Services

Contractor name North Country Education Services

Budget Request for: Student Assistance Program (SS-2019-BDAS-02-STUDE-06-A02)

Budget Period: July 1, 2020-June 30, 2021

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS (contract share)		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -	\$ -	\$ -	\$ 60,000.00	\$ -	\$ 60,000.00
2. Employee Benefits	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
3. Consultants	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 3,750.00	\$ -	\$ 3,750.00	\$ -	\$ -	\$ -	\$ 3,750.00	\$ -	\$ 3,750.00
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
6. Travel	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
11. Staff Education and Training	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect As A Percent of Direct	\$ -	\$ 8,000.00	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00
<b>TOTAL</b>	\$ 92,000.00	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 92,000.00	\$ 8,000.00	\$ 100,000.00

Indirect As A Percent of Direct

0.0%

# State of New Hampshire

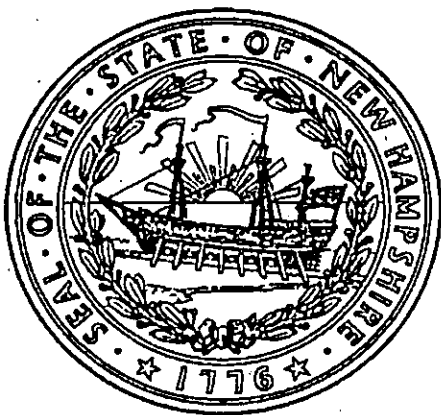
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NORTH COUNTRY EDUCATION SERVICES AGENCY is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 29, 1971. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 66448

Certificate Number: 0004860555



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 26th day of March A.D. 2020.

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

William M. Gardner  
Secretary of State

CERTIFICATE OF AUTHORITY

I, Kathleen Kelley, hereby certify that:  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of North Country Education Services Agency.  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on June 18, 2013, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

VOTED: That Lori Langlois, Executive Director and Matthew Trearmer, Associate Director (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of North Country Education Services Agency to enter into contracts or agreements with  
(Name of Corporation/ LLC)

the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority remains valid for thirty (30) days from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 5/20/2020

*Kathleen Kelley*  
Signature of Elected Officer  
Name: Kathleen Kelley  
Title: Treasurer

STATE OF NEW HAMPSHIRE

County of Coos

The foregoing instrument was acknowledged before me this 20 day of May, 2020,

By Kathleen Kelley  
(Name of Elected Officer of Agency)

*Betty A Lemelin-Dube*  
(Notary Public/Justice of the Peace)

(Notary Seal)

Commission Expires: BETTY A. LEMELIN-DUBE, Notary Public  
My Commission Expires October 21, 2020



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<b>Participating Member:</b> North Country Education Services Agency 300 Gorham Hill Road Gorham, NH 03581		<b>Member Number:</b> 953	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624		
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:		
<input checked="" type="checkbox"/> <b>General Liability (Occurrence Form)</b> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2019	7/1/2020	Each Occurrence		\$ 5,000,000
			General Aggregate		\$ 5,000,000
			Fire Damage (Any one fire)		
			Med Exp (Any one person)		
<input checked="" type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: <input type="checkbox"/> Any auto	7/1/2019	7/1/2020	Combined Single Limit (Each Accident)		\$ 5,000,000
			Aggregate		\$ 5,000,000
<input checked="" type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>	7/1/2019	7/1/2020	<input checked="" type="checkbox"/> Statutory	\$ 2,000,000	
			Each Accident		\$ 2,000,000
			Disease - Each Employee		
			Disease - Policy Limit		
<input checked="" type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>	7/1/2019	7/1/2020	Blanket Limit, Replacement Cost (unless otherwise stated)		Deductible: \$1,000
<b>Description:</b> Proof of Primex Member coverage only.					

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> - NH Public Risk Management Exchange</b>
State of New Hampshire 129 Pleasant Street Concord, NH 03301			<b>By:</b> <i>Mary Beth Purcell</i>
			<b>Date:</b> 5/12/2020    mpurcell@nhprimex.org Please direct Inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax



## **Mission**

*NCES collaborates with public schools and community partners to support excellent and equitable educational opportunities throughout the North Country.*

**NORTH COUNTRY EDUCATION SERVICES AGENCY  
FINANCIAL STATEMENTS  
With Independent Auditor's Report Thereon**

**June 30, 2019 and 2018**

NORTH COUNTRY EDUCATION SERVICES AGENCY

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June 30, 2019 and 2018

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**Financial Statements**

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**Supplementary Schedules**

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# The Mercier Group

*a professional corporation*

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## *INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS*

To the Members of the Board of Directors and Management  
North Country Education Services Agency

**Report on the Financial Statements.** We have audited the accompanying financial statements of the North Country Education Services Agency (a non-profit corporation) as listed in the table of contents, which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities, functional expenses and cash flows for the years then ended and the related notes to the financial statements.

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

**Auditor's Responsibility.** Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance auditing standards that are generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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 consolidated 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 evaluation the overall presentation of the consolidated 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 the North Country Education Services Agency, as of June 30, 2019 and 2018, 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.

**Report on Supplementary Schedule.** Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. 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. We have applied certain limited procedures to the supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing it for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Paul J. Mercier, Jr. CPA*

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**The Mercier Group**, a professional corporation  
Grantham, New Hampshire  
December 11, 2019

# **Financial Statements**

Exhibit A  
**NORTH COUNTRY EDUCATION SERVICES AGENCY**  
*Statements of Financial Position*  
 June 30, 2019 and 2018

*All numbers are expressed in USA Dollars*

	2019	2018
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash	15,806	116,674
Investments	694,303	641,108
Accounts receivable	123,814	95,831
Grants receivable	28,815	23,050
Prepaid expenses	1,050	994
	<b>863,788</b>	<b>877,657</b>
 <b>PROPERTY AND EQUIPMENT</b>		
Land	35,000	35,000
Buildings	609,967	609,967
Equipment	23,082	27,854
Less: accumulated depreciation	(517,060)	(501,544)
	<b>150,989</b>	<b>171,277</b>
	<b>1,014,777</b>	<b>1,048,934</b>
 <b>LIABILITIES AND NET ASSETS</b>		
<b>LIABILITIES</b>		
Current:		
Accounts payable	1,071	968
Deferred revenues	18,295	173
	<b>19,366</b>	<b>1,141</b>
Long-term, <i>less current maturities</i>		
Contingency for unfunded pension & OPEB obligations:		
Agency share of NHRS net pension liabilities, deferred inflows and outflows of resources	1,288,207	1,350,995
Agency share of NHRS net OPEB liabilities, deferred inflows and outflows of resources	98,862	-
	<b>1,387,069</b>	<b>1,350,995</b>
	<b>1,406,435</b>	<b>1,352,136</b>
 <b>NET ASSETS</b>		
Without donor restrictions:		
Board designated for building improvements	64,056	41,448
Net investment in property & equipment	150,989	171,277
Available to operations	465,840	534,451
Deficit related to unfunded pension obligations	(1,387,069)	(1,350,995)
	<b>(706,184)</b>	<b>(603,819)</b>
With donor restrictions:		
Program purposes	314,526	300,617
	<b>(391,658)</b>	<b>(303,202)</b>
	<b>1,014,777</b>	<b>1,048,934</b>

The accompanying notes are and integral part of these financial statements.

Exhibit B  
**NORTH COUNTRY EDUCATION SERVICES AGENCY**  
*Statements of Activities*  
For the Fiscal Years Ending June 30, 2019 and 2018

All amounts are expressed in USA Dollars

	2019			2018		
	Without Donor	With Donor	Total	Without Donor	With Donor	Total
	Restrictions	Restrictions		Restrictions	Restrictions	
<b>OPERATING REVENUES</b>						
Federal grants		275,113	275,113		249,288	249,288
State grants		271,417	271,417		291,058	291,058
Local government agencies		126,037	126,037		278,297	278,297
Other non-profit agencies		347,236	347,236		224,284	224,284
Donations	676	11,269	11,945	200	2,259	2,459
Program service revenue	865,375		865,375	917,090		917,090
	<b>866,051</b>	<b>1,031,072</b>	<b>1,897,123</b>	<b>917,290</b>	<b>1,045,186</b>	<b>1,962,476</b>
<b>OPERATING EXPENSES</b>						
Program Services:						
NCES Programs	721,242		721,242	719,728		719,728
Substance Misuse Prevention	159,093		159,093	162,038		162,038
Adult Learner Services	142,814		142,814	137,154		137,154
Coos County Director's Network	129,902		129,902	91,265		91,265
NHCTA	123,295		123,295	128,684		128,684
SAP	92,000		92,000	92,000		92,000
Migrant	74,416		74,416	74,409		74,409
USDA Equipment	58,185		58,185	142,394		142,394
Jane's Trust	52,088		52,088	12,389		12,389
NHH Foundation	27,778		27,778			-
Tillotson - Trauma	27,778		27,778			-
FFCLA CTSO	14,142		14,142			-
Endowment for health	12,122		12,122			-
TSA CTSO	10,733		10,733	2,151		2,151
ECERS CDN	6,740		6,740	17,785		17,785
NHCF - Operating support	5,851		5,851	50,000		50,000
NHCF - Computer science			-	1,000		1,000
NHCF - Administration	5,000		5,000			-
SUAV	4,264		4,264	6,335		6,335
Tillotson - No. of the 44th	192		192	5,156		5,156
Tillotson - Hi SET	65		65			-
STEM			-	54,865		54,865

Exhibit B  
**NORTH COUNTRY EDUCATION SERVICES AGENCY**  
*Statements of Activities*  
For the Fiscal Years Ending June 30, 2019 and 2018

All amounts are expressed in USA Dollars

	2019			2018		
	Without Donor	With Donor	Total	Without Donor	With Donor	Total
	Restrictions	Restrictions		Restrictions	Restrictions	
Distance Learning			-	33,906		33,906
ECEP			-	13,135		13,135
NH Center for Learning			-	6,700		6,700
	<b>1,667,700</b>	-	<b>1,667,700</b>	<b>1,751,094</b>	-	<b>1,751,094</b>
Supporting activities:						
Management and general	379,130		379,130	375,195		375,195
	<b>2,046,830</b>	-	<b>2,046,830</b>	<b>2,126,289</b>	-	<b>2,126,289</b>
<b>NET OPERATING INCOME(LOSS)</b>	<b>(1,180,779)</b>	<b>1,031,072</b>	<b>(149,707)</b>	<b>(1,208,999)</b>	<b>1,045,186</b>	<b>(163,813)</b>
<b>NONOPERATING INCOME AND TRANSFERS AND RECLASSIFICATIONS</b>						
Investment income	56,851		56,851	99,026		99,026
Unrelated business income - garage rent	4,400		4,400	3,900	-	3,900
Net assets released from restrictions	1,017,163	(1,017,163)	-	1,074,614	(1,074,614)	-
	<b>1,078,414</b>	<b>(1,017,163)</b>	<b>61,251</b>	<b>1,177,540</b>	<b>(1,074,614)</b>	<b>102,926</b>
<b>CHANGE IN FINANCIAL POSITION</b>	<b>(102,365)</b>	<b>13,909</b>	<b>(88,456)</b>	<b>(31,459)</b>	<b>(29,428)</b>	<b>(60,887)</b>
<b>NET ASSETS (DEFICIT) - BEGINNING, as restated</b>	<b>(603,819)</b>	<b>300,617</b>	<b>(303,202)</b>	<b>(572,360)</b>	<b>330,045</b>	<b>(242,315)</b>
<b>NET ASSETS (DEFICIT) - ENDING</b>	<b>(706,184)</b>	<b>314,526</b>	<b>(391,658)</b>	<b>(603,819)</b>	<b>300,617</b>	<b>(303,202)</b>

The accompanying notes are and integral part of these financial statements.

Exhibit C  
**NORTH COUNTRY EDUCATION SERVICES AGENCY**  
*Statements of Functional Expenses*  
For the Fiscal Years Ending June 30, 2019 and 2018

*All amounts are expressed in USA Dollars*

	2019			2018		
	Regular	Management	Total	Regular	Management	Total
	Educational Programs	and General		Educational Programs	and General	
Salaries and other compensation	557,159	231,301	788,460	592,293	227,967	820,260
Pension expense	65,945	30,733	96,678	98,952	37,752	136,704
Other Employee benefits	121,206	49,730	170,936	141,545	53,235	194,780
Payroll taxes	36,163	18,485	54,648	39,984	17,752	57,736
Staff development	20,111	3,298	23,409	30,761	3,300	34,061
Contracted services	306,170	6,800	312,970	455,134	6,500	461,634
Occupancy	49,963	8,223	58,186	46,650	8,084	54,734
Administrative expenses	23,709	7,679	31,388	20,029	7,087	27,116
Travel	45,074	4,566	49,640	40,071	5,130	45,201
Materials & supplies	392,366		392,366	263,685		263,685
Insurance	10,144	1,122	11,266	8,000		8,000
Depreciation	15,216	5,072	20,288	13,973	8,013	21,986
Interest			-	17		17
Decrease in estimated net pension liabilities (NHRS)	(42,068)	(20,720)	(62,788)			-
Increase in estimated net OPEB obligations (NHRS)	66,542	32,320	98,862			-
Tax on unrelated business income		521	521		375	375
	<b>1,667,700</b>	<b>379,130</b>	<b>2,046,830</b>	<b>1,751,094</b>	<b>375,195</b>	<b>2,126,289</b>

The accompanying notes are and integral part of these financial statements.

Exhibit D  
**NORTH COUNTRY EDUCATION SERVICES AGENCY**  
*Statements of Cash Flows*  
For the Fiscal Years Ending June 30, 2019 and 2018

*All amounts are expressed in USA Dollars*

	2019	2018
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Net operating income(loss)	(149,707)	(163,813)
<i>Adjustments to reconcile to net cash provided by (used in) operating activities:</i>		
Depreciation Expense	20,288	21,986
Difference between pension & OPEB expenses and NHRS plan contributions	36,074	31,317
Change in assets and liabilities:		
(Increase) decrease in assets:		
Accounts receivable	(27,983)	(7,948)
Grants receivable	(5,765)	4,594
Prepaid expenses	(56)	2,006
Increase (decrease) in liabilities:		
Accounts payable	103	(1,146)
Deferred revenues	18,122	(52,627)
	(108,924)	(165,631)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Unrelated business income - garage rent	4,400	3,900
Earnings on investments	56,851	99,026
Purchase of Investments	(53,195)	(96,454)
	8,056	6,472
<b>NET INCREASE (DECREASE) IN CASH</b>	<b>(100,868)</b>	<b>(159,159)</b>
<b>CASH - BEGINNING</b>	<b>116,674</b>	<b>275,833</b>
<b>CASH - ENDING</b>	<b>15,806</b>	<b>116,674</b>
<b>SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION</b>		
Cash payments for interest	-	17

The accompanying notes are and integral part of these financial statements.

# NORTH COUNTRY EDUCATION SERVICES AGENCY

## *Notes to Financial Statements*

June 30, 2019 and 2018

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### **NATURE OF OPERATIONS**

North Country Education Services Agency is a voluntary, not-for-profit corporation, incorporated under the laws of the State of New Hampshire (RSA 292) organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, as amended. Its purpose is to provide member organizations and the persons served thereby, directly and indirectly, with educational, administrative and technological services, courses, facilities, and equipment generally and including, without thereby limiting such generality, educational consulting services and the coordination of services supplied by others, administrative and technological assistance, counselor and other specialized personnel, and specialized instruments, facilities and equipment. The degree of participation in and subscription to the services of the Agency by districts of the School Administrative Unit are determined by them individually. Membership in the organization is currently comprised of the eleven school administrative units and supervisory unions listed below. The management and controls of the affairs of this corporation are vested in and exercised by a Board of Directors consisting of eleven (11) superintendents, or their designee, of the New Hampshire School Administrative Units 3, 7, 9, 20, 35, 36, 58, 68, 77, 84, and members at large appointed by a majority of the board who are individuals or representatives from organizations who are committed to the betterment of education and the betterment of North Country Education Services Agency.

### **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Financial Statement Presentation.** The financial statements have been prepared in accordance with U.S. generally accepted accounting principles (GAAP), which require the Agency to report information regarding its financial position and activities according to the following net asset classifications:

**Net assets without donor restrictions:** Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Agency. These net assets may be used at the discretion of management and the board of Directors.

**Net assets with donor restrictions:** Net assets subject to stipulations imposed by donors, and grantors. The donor restrictions are temporary in nature; those restrictions will be met by certain actions or by the passage of time.

**Basis of Accounting.** The Agency presents its financial statements on the accrual basis of accounting. Under this basis, exchange revenues and related accounts receivables are recognized when earned. Non-exchange revenues (grants, contributions, donations, etc.) are recognized when received. Expenses and related payables are recognized when title to goods and services passes to the Agency.

**Accounting Estimates.** The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.



## NORTH COUNTRY EDUCATION SERVICES AGENCY

### Notes to Financial Statements

June 30, 2019 and 2018

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**Cash and cash equivalents.** Cash consists of bank deposits held in checking and savings accounts. For purposes of reporting the statements of cash flows, if any, all highly liquid debt instruments purchased with a maturity of three months or less are considered to be cash equivalents.

**Investments.** Investments are accounted for according to Statement of Financial Accounting Standard (SFAS) No. 124, *Accounting for Certain Investments Held by Not-for-Profit Organizations*. Under SFAS No. 124, investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their fair values in the statements of financial position. Unrealized gains and losses are included in the change in net assets.

**Concentrations of credit and market risk.** Financial instruments that potentially expose the Agency to *credit risk* consist primarily of bank deposits and investments in participation units of the New Hampshire Public Deposit Investment Pool. It is the Agency's policy to deposit monies in high quality financial institutions and to limit risk by maintaining deposits within the Federal Depository Insurance Limits (FDIC) whenever possible. The Agency has not experienced any losses on its cash deposits during FY2019 or FY2018. *Market risk* is limited to fluctuations in the prices of mutual funds. Management monitors investments in high quality mutual funds and believes it is not exposed to significant market risk on those amounts. Each participation unit of the Pool is valued at one-dollar and the price there of does not fluctuate with the market values of underlying investments.

**Public Support and Revenues.** Substantially, all revenue is derived from contract fees from member school districts and grants awarded by government agencies. Revenues from service fees are recognized on a monthly basis as services are invoiced. Some grants received from governments, private foundations and other not-for-profit entities require that eligible expenditures be made in order to recognize the revenue. Revenues from those sources are recognized in the period in which eligible expenditures are made. Secondary support is obtained from the rental of facilities, private donations, interest, dividends and capital gains on investments.

**Contributions.** Contributions received are recorded as increases in net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized. All other donor restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

**Contributed Services.** From time to time, the Agency may receive donated services in carrying out the mission and fund raising activities of the Agency. Such donations meet the criteria for revenue recognition when all of the following conditions are met:

- Special skills are required
- The work is done by volunteers who have these skills
- The services would otherwise have to be purchased

The value of volunteer services is also recorded when the services create or improve upon a non-

# NORTH COUNTRY EDUCATION SERVICES AGENCY

## Notes to Financial Statements

June 30, 2019 and 2018

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financial asset. In those cases, revenue is recognized in the amount of the value of the hours contributed or via the change in fair value of the altered asset. The Agency received no reportable donated services during FY2019 or 2018.

**Deferred Revenues and Refundable Advances.** Service charges received in advance of the year to which they apply are reported as *deferred revenue* in the statement of financial position. Amounts received from grants in advance of the year to which relating eligible expenses have been incurred are reported as *refundable advances*.

**Functional Allocation of Expenses.** The costs of providing program services and supporting activities have been summarized on a functional basis in the *Statements of Activities*. Expenses are charged to program services based on direct costs incurred or estimated usage (for indirect costs). Any expenses not directly chargeable are allocated to functions based on the direct charges. Annually, an indirect cost rate is established by the Agency and approved by the State of New Hampshire Department of Education for this purpose.

**Prepaid Expenses.** Disbursements made in advance of the receipt of goods and services are recorded as prepaid expenses in the statement of financial position.

**Property and Equipment.** All costs of property and equipment, and the fair value of donated assets value in excess of \$1,000 and an initial economic useful life of greater than one accounting period are capitalized. Depreciation is computed by the straight-line method, beginning in the month of acquisition at rates based on the following estimated useful lives:

	<u>Years</u>
Buildings	30
Equipment	5

**Accumulated Unpaid Vacation and Sick Pay.** Vacation time is granted to full-time employees in amounts of 5 to 20 days per year, depending on positions held. Such vacation time must be used prior to September 1 of the following year. Sick leave is accumulated at the rate of 1 work day earned for every 20 days worked, not to exceed 12 days annually; total accumulation of sick leave may not exceed 70 days. Accumulated unpaid vacation and sick pay is not accrued by the Agency. However, estimated accumulation does not exceed a normal year's allowance.

**Income Taxes.** The Agency is organized exclusively for tax-exempt charitable and educational purposes within the meaning of Section 501(a) and Section 501(c)(3) of the Internal Revenue Code of 1954, as amended. The Agency is not a private Agency within the meaning of Internal Revenue Code Section 509(a). During the years ended April 30, 2019 and 2018, the Agency had unrelated business income for the rental of facilities; the income taxes on which is made in the accompanying financial statements. Contributions to the Agency are deductible as allowed under Section 170(b)(1)(A)(vi) of the Code.

**New Accounting Pronouncement** – On August 18, 2016, FASB issued ASU 2016-14, Not-for-Profit Entities (Topic 958) – *Presentation of Financial Statements of Not-for-Profit Entities*. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. Accordingly, the Agency has adjusted the presentation of these statements and has applied this ASU retrospectively to 2018.

# NORTH COUNTRY EDUCATION SERVICES AGENCY

## Notes to Financial Statements

June 30, 2019 and 2018

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**Reclassifications** – Certain prior year amounts have been reclassified to conform to the current year presentation.

### ASSETS

**Deposits.** All bank deposits as of June 30, 2019 and 2018 and substantially throughout the fiscal years then ended were fully insured by the Federal Deposit Insurance Corporation (FDIC) or collateralized with securities held by the pledging institution.

**Cash Equivalents.** Short-term investments at December 31, 2019 and 2018, and throughout the fiscal years then ended consisted of participation units in the New Hampshire Public Deposit Investment Pool (NHPDIP). Governmental Accounting Standards consider these investments unclassified since underlying investments are not fixed by individual investor. At this time, the Pool's investments are limited to short-term U.S. Treasury and U.S. Government Agency obligations, State of New Hampshire municipal obligations, certificates of deposit from AI/PI-rated banks, money market mutual funds (maximum of 20% of portfolio), overnight to 30-day repurchase agreements and reverse overnight repurchase agreements with primary dealers or dealer banks.

**Investments.** Investments, the fair value of which is measured at quoted prices in active markets for identical investments as of June 30, 2019 and 2018, include the following:

	<u>2019</u>	<u>2018</u>
Mutual Funds	<u>\$ 694,303</u>	<u>\$ 641,108</u>

The composition of investment return in the statement of activities for the years ended December 31, 2019 and 2018 were as follows:

	<u>2019</u>	<u>2018</u>
Interest and dividends	<u>\$ 3,656</u>	<u>\$ 2,571</u>
Capital gain distributions	<u>53,195</u>	<u>96,455</u>
	<u>\$ 56,851</u>	<u>\$ 99,026</u>

**Accounts Receivable.** Accounts Receivable at June 30, 2019 and 2018 include service fees due from member school districts or program participants. All are considered to be collectible and no reserve for uncollected accounts has been established.

**Grants Receivable.** Grants Receivable at June 30, 2019 and 2018 include amounts due from the Federal Government, the State of New Hampshire, other political subdivisions or private contributors for eligible costs expended on various grant programs. All are considered to be collectible and no reserve for uncollected accounts has been established.

**Property and Equipment.** A summary of changes in property and equipment for the fiscal years ended June 30, 2019 and 2018 are as follows:

**NORTH COUNTRY EDUCATION SERVICES AGENCY**

*Notes to Financial Statements*

June 30, 2019 and 2018

	Balance			Balance
	July 1, 2018	Additions	Deductions	June 30, 2019
Land	\$ 35,000	\$ -	\$ -	\$ 35,000
Buildings	609,967	-	-	609,967
Equipment & Furnishings	27,854	-	4,772	23,082
	672,821	-	4,772	668,049
Less: Accumulated Depreciation	(501,544)	(20,288)	(4,772)	(517,060)
	<u>\$ 171,277</u>	<u>\$ (20,288)</u>	<u>\$ -</u>	<u>\$ 150,989</u>

	Balance			Balance
	July 1, 2017	Additions	Deductions	June 30, 2018
Land	\$ 35,000	\$ -	\$ -	\$ 35,000
Buildings	609,967	-	-	609,967
Equipment & Furnishings	27,854	-	-	27,854
	672,821	-	-	672,821
Less: Accumulated Depreciation	(479,558)	(21,986)	-	(501,544)
	<u>\$ 193,263</u>	<u>\$ (21,986)</u>	<u>\$ -</u>	<u>\$ 171,277</u>

**Risk Management.** The Agency is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets, errors or omissions, injuries to employees, and natural disasters. During the fiscal year, the Agency was a member of the following public-entity risk pools, currently operating as a common risk management and insurance programs for member school districts, school administrative units and similar government-supported agencies.

The *New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) Workers' Compensation and P/C GROUP* are pooled risk management programs under RSA 5-B and RSA 281-A. The coverage period runs from July 1, 2018 to July 1, 2019. The pool's board has determined to retain risks based on the aggregate exposure and has allocated resources based on actuarial analysis for that purpose. A summary of coverages provided during the fiscal year by *Primex<sup>3</sup>*, deductibles, contributions, claims paid and credits or balances due are available from the Agency upon request.

- Estimated net contribution billed for the year ending July 1, 2019 are as follows:
 

- Property/Liability	\$ 11,266
- Workers' Compensation	\$ 1,379

The Member Participation Agreement permits *Primex<sup>3</sup>* to make additional assessments to members should there be a deficiency in Trust assets to meet its liabilities. At this time management understands that *Primex<sup>3</sup>* foresees no likelihood of an additional assessment for this or any prior year. Claims have not exceeded insurance coverage in any of the past years.

## LIABILITIES

**Line of Credit.** During fiscal years ended June 30, 2019 and 2018, the organization had available a \$100,000 line of credit secured by substantially all business property other than real estate. The note includes a variable interest rate equal to the Wall Street Journal Prime Rate plus 2%. Outstanding balances at June 30, 2019 and 2018 were zero.

**Cost-Sharing Defined Benefit Pension Plan.** Full-time employees participate in the State of New

**NORTH COUNTRY EDUCATION SERVICES AGENCY**

*Notes to Financial Statements*

June 30, 2019 and 2018

Hampshire Retirement System (NHRS), a public employee retirement system that administers one cost-sharing multiple-employer defined benefit pension plan (Pension Plan) and four separate cost-sharing multiple-employer postemployment medical subsidy healthcare plans. The Pension Plan was established in 1967 by RSA 100-A:2 and is qualified as a tax-exempt organization under Sections 401(a) and 501(a) of the Internal Revenue Code. The Pension Plan is a contributory, defined benefit plan providing service, disability, death and vested retirement benefits to members and their beneficiaries. Substantially all full-time state employees, public school teachers and administrators, permanent firefighters and permanent police officers within the State are eligible and required to participate in the Pension Plan. Full-time employees of political subdivisions, including counties, municipalities and school districts, are also eligible to participate as a group if the governing body of the political subdivision has elected participation.

NHRS is divided into two membership groups. By statute, Group I (employee and teacher) members contribute 7% of their salary to NHRS. Group II (police & fire) members contribute 11.5% and 11.8% respectively. While member rates are set by statute, employer rates are set by the NHRS Board of Trustees every two years after a biennial actuarial valuation is conducted using the *Entry Age Normal* actuarial method. Employer contributions are assessed at five different rates, one each for state employees, political subdivisions employees, teachers, police and fire. NHRS employers are required by the New Hampshire Constitution to pay 100% of the actuarial sound employer contribution rate as certified by the NHRS Board of Trustees to fully fund the pension plan and to pay down the retirement system's unfunded actuarial accrued liability over a closed amortization period. Currently, employer contribution rates for the period July 1, 2018 through June 30, 2019 are as follows:

	Group I		
	Pension	Medical Subsidy	Total
Employees	11.08%	0.30%	11.38%
Teachers	15.70%	1.66%	17.36%

For reporting purposes, the Agency follows the provisions of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*, which requires participating employers to recognize their proportionate share of collective net pension liability, deferred outflows of resources, deferred inflows of resources and pension expense. Estimated collective amounts have been allocated by NHRS based on employer contributions during the respective fiscal years. Contributions to the plan are recognized when legally due, based on statutory requirements. This information along with significant assumptions and inputs for total pension liabilities, the NHRS's fiduciary net position and current year sources of changes to net pension liabilities are available for the plan as a whole as well as audited cost-sharing schedules by individual members in the System's Comprehensive Annual Financial Report and other annual reports are available from the NHRS located at Regional Drive ~ Concord, NH 03301-8509 or on its web site at: <https://www.nhrs.org> and <https://www.nhrs.org/employers/employer-resources/gasb/gasb-reports>

Benefit amounts and eligibility requirements for the **cost-sharing multiple-employer postemployment medical subsidy plan (OPEB Plan)** are set by state law (RSA 100-A:52, RSA 100-A:52-a and RSA 100-A:52-b), and members are designated in statute by type. The four membership types re Group II, Police Officers and Firefighters; Group I, Teachers; Group I, Political Subdivision Employees; and group I, State Employees. The OPEB Plan provides a medical

## NORTH COUNTRY EDUCATION SERVICES AGENCY

### *Notes to Financial Statements*

June 30, 2019 and 2018

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insurance subsidy to qualified retired members. The medical insurance subsidy is a payment made by NHRS to the former employer or its insurance administrator toward the cost of health insurance for a qualified retiree, his/her qualified spouse, and his/her certified dependent children with a disability who are living in the household and being cared for by the retiree. If the health insurance premium amount is less than the medical subsidy amount, then only the health insurance premium amount will be paid. If the health insurance premium amount exceeds the medical subsidy amount, then the retiree or other qualified person is responsible for paying any portion that the employer does not pay.

Group I benefits are based on creditable service, age and retirement date. Group II benefits are based on hire date, age and creditable service. The OPEB plan is closed to new entrants. Maximum medical subsidy rates paid during fiscal years 2018 (the most recently available valuation dates) were as follows:

- For qualified retirees not eligible for Medicare, the amounts were \$375.56 for a single-person plan and \$751.12 for a two-person plan.
- For those qualified retirees eligible for Medicare, the amounts were \$236.84 for a single-person plan and \$473.68 for a two-person plan.

For reporting purposes, the Agency follows the provisions of GASB Statement No. 75, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*, which requires the Agency to recognize their proportionate share of collective OPEB liability, deferred outflows of resources, deferred inflows of resources and OPEB expense. However, those amounts were not available for inclusion in this report. As provided in the reports above, collective amounts have been allocated based on employer contributions during the respective fiscal years. Contributions to the plan are recognized when legally due, based on statutory requirements. This information along with significant assumptions and inputs for total OPEB liabilities, the NHRS's fiduciary net position and current year sources of changes to net pension liabilities are available for the plan as a whole as well as audited cost-sharing schedules by individual members in the System's Comprehensive Annual Financial Report and other annual reports are available from the NHRS located at Regional Drive ~ Concord, NH 03301-8509 or on its web site at: <https://www.nhrs.org> and <https://www.nhrs.org/employers/employer-resources/gasb/gasb-reports>

## NET ASSETS

**Board Designated Net Asset.** During FY2018, the board established an allowance for building repairs and improvements and is funding it monthly based on prior loan payment amounts of \$1,884. Balances of the reserve account and available for that purpose as of June 20, 2019 and 2018 were \$64,056 and \$41,448 respectively.

### **Temporarily Restricted Net Assets.**

*Restricted For Program Purposes.* Net assets restricted by grantors for program purposes include the following:

**NORTH COUNTRY EDUCATION SERVICES AGENCY**

*Notes to Financial Statements*

June 30, 2019 and 2018

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	<u>2019</u>	<u>2018</u>
Distance Learning/Follet	\$ -	\$ 2,924
Coos County Director's Network	93,108	86,629
Jane's Trust	43,745	-
NHCF Operating Support	14,149	-
Tillotson - Hi SET	435	-
Tillotson - North of the 44th	-	192
NHCTA	163,089	170,211
USDA	-	32,038
CDN ECERS 2017	-	2,036
CDN ECERS 2018	-	6,587
	<u>\$ 314,526</u>	<u>\$ 300,617</u>

**SUMMARY DISCLOSURE OF SIGNIFICANT CONTINGENCIES**

**Grants.** Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally State oversight agencies or the Federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the Agency. The amount which may be disallowed by the grantor cannot be determined at this time although the Agency expects such amounts, if any, to be immaterial.

## **Supplementary Schedules**



Schedule I  
**NORTH COUNTRY EDUCATION SERVICES AGENCY**  
*Comparative Schedule of Pension Obligations*  
As of June 30, 2019

All amounts are expressed in USA Dollars

Estimated future pension obligations - New Hampshire Retirement System (NHRS). Selected comparative information from NHRS's audited financial statements and cost-sharing schedules that is specific to the Agency is as follows:

	Valuation as of June 30,					
	2013	2014	2015	2016	2017	2018
Proportionate share	0.03138606%	0.03000652%	0.02908921%	0.02839177%	0.02942595%	0.02299710%
Employer contribution	\$ 78,043	\$ 97,348	\$ 97,590	\$ 101,665	\$ 107,800	\$ 97,199
Net Pension Liability	\$ 1,350,788	\$ 1,126,320	\$ 1,152,377	\$ 1,509,759	\$ 1,447,166	\$ 1,107,357
Deferred outflows of resources:						
Differences between expected and actual	<i>base year</i>	-	-	4,196	3,281	8,839
Net difference between projected and actual						
investment earnings on pension plan investments	<i>base year</i>	-	-	94,458	145,315	-
Changes of assumptions	<i>base year</i>	-	-	185,803	36,237	76,635
Changes in proportion	<i>base year</i>	-	-	-	-	27,148
<i>Total deferred outflows of resources</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 284,457</u>	<u>\$ 184,833</u>	<u>\$ 112,622</u>
Deferred inflows of resources:						
Differences between expected and actual	<i>base year</i>	-	25,288	19,065	18,418	8,966
Net difference between projected and actual						
investment earnings on pension plan investments	<i>base year</i>	144,114	30,799	-	18,430	25,625
Changes of assumptions	<i>base year</i>	-	-	-	-	-
Changes in proportion	<i>base year</i>	48,784	69,834	75,311	51,814	258,881
<i>Total deferred inflows of resources</i>	<u>\$ -</u>	<u>\$ 192,898</u>	<u>\$ 125,921</u>	<u>\$ 94,376</u>	<u>\$ 88,662</u>	<u>\$ 293,472</u>
Pension expense:						
Proportionate share of plan pension expense	<i>base year</i>	76,366	74,458	166,542	153,526	110,012
Net amortization of deferred amounts from changes						
in proportion	<i>base year</i>	(10,588)	(17,788)	(23,497)	(14,409)	(75,601)
<i>Total employer pension expense</i>	<u>\$ -</u>	<u>\$ 65,778</u>	<u>\$ 56,670</u>	<u>\$ 143,045</u>	<u>\$ 139,117</u>	<u>\$ 34,411</u>

This information should be read in conjunction with the audited actuarial reports presented by the NHRS. This information along with significant assumptions and inputs for total pension liabilities, the NHRS's fiduciary net position and current year sources of changes to net pension liabilities are available for the plan as a whole as well as audited cost-sharing schedules by individual members in the System's Comprehensive Annual Financial Report and other annual reports are available from the NHRS located at Regional Drive ~ Concord, NH 03301-8509 or on its web site at <https://www.nhrs.org/funding-and-investments/reports-valuations/annual-report-archive> and <https://www.nhrs.org/employers/gasb/gasb-67-68-reports>. As noted there in, the preparation of those reports requires management to make a number of estimates and assumptions relating to the reported amounts. Due to the inherent nature and uncertainty of those estimates, actual results could differ, and the differences could be material. As of June 30, 2019, the Agency has recognized all statutorily required contributions to the plan. Unless additional assessments are imposed by the NHRS Board due to insolvency or some other circumstances, all future obligations to the plan will become due as a percentage of qualifying wages as they are paid by the Agency. At this time, management understands that that the NHRS foresees no likelihood of additional assessment beyond normal contribution rates, which are established every two years by a statutorily-governed rate-setting process. All future obligations of the Agency to the NHRS will be paid from

Schedule 2  
**NORTH COUNTRY EDUCATION SERVICES AGENCY**  
*Comparative Schedule of Other Post-Employment Benefit (OPEB) Obligations*  
As of June 30, 2019

*All amounts are expressed in USA Dollars*

**Estimated future OPEB obligations** - New Hampshire Retirement System (NHRS). Selected comparative information from NHRS's audited financial statements and cost-sharing schedules that is specific to the School District is as follows:

	Valuation as of June 30,		
	2016	2017	2018
Proportionate share	0.03170407%	0.03325286%	0.00185088%
Employer contribution	\$ 18,422	\$ 19,709	\$ 8,187
Net OPEB Liability	\$ 153,481	\$ 152,043	\$ 84,742
<b>Deferred outflows of resources:</b>			
Differences between expected and actual	<i>base year</i>	-	497
Net difference between projected and actual			
investment earnings on OPEB plan investments	<i>base year</i>	-	-
Changes of assumptions	<i>base year</i>	-	-
Changes in proportion	<i>base year</i>	2,253	-
<i>Total deferred outflows of resources</i>	<u>\$ -</u>	<u>\$ 2,253</u>	<u>\$ 497</u>
<b>Deferred inflows of resources:</b>			
Differences between expected and actual	<i>base year</i>	-	-
Net difference between projected and actual			
investment earnings on OPEB plan investments	<i>base year</i>	480	269
Changes of assumptions	<i>base year</i>	-	-
Changes in proportion	<i>base year</i>	-	14,348
<i>Total deferred inflows of resources</i>	<u>\$ -</u>	<u>\$ 480</u>	<u>\$ 14,617</u>
<b>OPEB expense:</b>			
Proportionate share of plan OPEB expense	<i>base year</i>	11,253	7,805
Net amortization of deferred amounts from changes			
in proportion	<i>base year</i>	5,245	(51,026)
<i>Total employer OPEB expense</i>	<u>\$ -</u>	<u>\$ 16,498</u>	<u>\$ (43,221)</u>

This information should be read in conjunction with the audited actuarial reports presented by the NHRS. This information along with significant assumptions and inputs for total OPEB liabilities, the NHRS's fiduciary net position and current year sources of changes to net OPEB liabilities are available for the plan as a whole as well as audited cost-sharing schedules by individual members in the System's Comprehensive Annual Financial Report and other annual reports are available from the NHRS located at Regional Drive ~ Concord, NH 03301-8509 or on its web site at:

<https://www.nhrs.org/employers/employer-resources/gasb/gasb-reports>

As noted there in, the preparation of those reports requires management to make a number of estimates and assumptions relating to the reported amounts. Due to the inherent nature and uncertainty of those estimates, actual results could differ, and the differences could be material. As of June 30, 2019, the Agency has recognized all statutorily required contributions to the plan. Unless additional assessments are imposed by the NHRS Board due to insolvency or some other circumstances, all future obligations to the plan will become due as a percentage of qualifying wages as they are paid by the Agency. At this time, management understands that the NHRS foresees no likelihood of additional assessment beyond normal contribution rates, which are established every two years by a statutorily-governed rate-setting process. All future obligations of the Agency to the NHRS will be paid by current appropriations as they become due.



**BOARD OF DIRECTORS  
FY 2019 – 2020**

**Dr. Marion Anastasia**  
Superintendent SAU 36  
manastasia@sau36.org

**Dr. Cheryl Baker**  
*Member at Large*  
*Board VP, Policy Member*  
cbaker@plymouth.edu

**Bruce Beasley**  
Superintendent SAU 7  
bbeasley@sau7.org

**Randy Bell**  
*Member at Large, Policy*  
bellp@comcast.net

**David Backler**  
*Finance Member*  
david.backler@sau20.org

**Ronna Cadarette**  
Superintendent SAU 58  
R\_cadarette@sau58.org

**Pierre Couture**  
*Board President, Finance Member*  
Superintendent SAU 35  
p.couture@sau35.org

**Kathleen Kelley**  
*Treasurer, Member at Large*  
kukelley@me.com

**Doug Earick**  
*Member at Large*  
dearick@plymouth.edu

**Julie King**  
*Personnel & Policy Member*  
Superintendent SAU 3  
jking@sau3.org

**William Lander**  
Superintendent SAU 77  
wlander@monroeschool77.com

**Judith McGann**  
*Policy Member*  
Superintendent SAU 68  
jmcgann@lin-wood.org

**Robert Mills**  
*Member at Large, Finance Committee*  
rcmills@myfairpoint.net

**Dr. Corinne Cascadden**  
Interim Superintendent SAU 84  
snilhas@littletonschools.org

**Randall Pilotte**  
*Member at Large*  
CFO, Tri-County CAP  
rpilotte@tccap.org

**Robin Scott**  
*Member at Large, Personnel*  
Professor of Education, WMCC-Berlin  
rscott@ccsnh.edu

**Pamela Stimpson**  
Superintendent Designee SAU 9  
Director of Special Services SAU 9  
p\_stimpson@sau9.org

SAU 23 – Vacant/In-Active

**Bernard Keenan**  
*Member at Large*  
*Personnel Member*  
lilysky@ncia.net

---

## WORK HISTORY

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**Student Assistant Program Coordinator, 09/2019 to Current**

**ADAPT Inc. / Lin-Wood Public Schools – Lincoln, NH**

- Provide individual counseling services to high school and middle school students with substance abuse issues and partnered to facilitate weekly support groups
- Co-Teach health, wellness, and adventure education course for 7th grade students
- Create and execute school wide events to promote positive school climate, wellness and substance abuse prevention
- Established group to create and updated athletics substance abuse policy for High School
- Run afterschool wilderness program to promote health, wellness, and substance use education

**Adventure Coordinator, 06/2018 to 08/2019**

**New York YMCA – Huguenot, New York**

- Oversaw all challenge course functioning, risk management, staff training and equipment
- Factored-in abilities, needs and interests of participants in development of events and programs
- Oversaw all logistics, hiring, and training's summer teen programs
- Maintained parent and community relationships necessary to develop and execute summer camp programs

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## EDUCATION

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**Master of Science: Advanced Pedagogy, *In Progress***

**Springfield College - Springfield, MA**

**Bachelor of Science: Movement and Sport Studies, 2016**

**Springfield College - Springfield, MA**

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## CERTIFICATIONS & TRAININGS

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- First-Aid, CPR, AED, and Emergency Oxygen
- Lifeguard
- SafeSport
- Harm Reduction
- Project SUCCESS
- ACE's & Trauma Informed Counseling
- Prevention Ethics
- Botvins Life Skill

~STUDENT-FOCUSED EDUCATOR, FACILITATOR & DIRECTOR~

“ has used experiential education & recreation as a vehicle to empower the students he works with to lead and promote the benefits of a healthy lifestyle.”

-Wendy Hamill, Guidance Director Laconia Public School

**INTRODUCTION**

Dynamic and passionate professional who has a proven and accomplished record working with students of all ages; over twenty successful years utilizing his knowledge and skills to meet the unique needs of the community from a wide range of backgrounds. Has introduced a number of Innovative programs, clubs and intramural sports based on needs assessments such as Project D.J. “For Youth By Youth,” Youth Leadership Through Adventure (an adventure approach to teaching service learning and leadership skills, outing club intramural tennis, golf, and basketball.

**EDUCATION & CERTIFICATIONS**

1996-2001 Plymouth State College  
Bachelor of Science, Physical Education  
Option: Recreation Leadership  
Minor: Health

Plymouth, NH

Certified Project SUCCESS Coordinator  
Certified Prime for Life Instructor  
Certified Life Skills Instructor  
Certified Project Venture Facilitator

**PROFESSIONAL EXPERIENCE**

**Profile Middle High School** 2013-2019  
**Project SUCCESS Counselor**

Implementing the Evidence Based Intervention Project SUCCESS at Profile Public School with fidelity.

**A.D.A.P.T., Inc. ~ Lincoln, NH** 1999-Present  
**Project SUCCESS Counselor Supervision/ YLTA, WYLD, CEO**

Determining the mission and purpose of the organization. Leading and inspiring all aspects of the organization including planning, administering needs assessments, budgeting, programming, financial reporting, payroll, resource management, human resources, fundraising, grant writing, social enterprise, public relations, special events and the training and supervision of staff. Implementing the Evidence Based Intervention Project SUCCESS at Lin-Wood Public School with fidelity. Supporting the mission of the organization and creating sustainable model programs.

**O.C.T.A.A. (On Campus Talking About Alcohol) ~ Plymouth, NH** 2008-Present  
**Instructor Plymouth State University**

Facilitating the Evidence Based Intervention Prime for Life for University alcohol policy violators on a bi-weekly basis.

**The Center for Adolescent Health/Dartmouth-Hitchcock Clinic ~ Plymouth, NH** 2006-2010  
**Director of Experiential Programming**

Implementation of culturally sensitive experiential programming for at-risk youth; including rock climbing, backpacking, snowshoeing, white water rafting and service learning.

**A.D.A.P.T., Inc. ~ Lincoln, NH**

**1992-1999**

**Positive Youth Development specialist**

Programming, planning and organizing field trips, mentoring, designing and building of a challenge course. Working with children in grades 1-12 by developing and offering a unique after school and summer adventure program.


**EDUCATION**

**Bachelors of Science, Health Science**

*Keene State College, Keene NH*

Major: Health Science Specialization in Behavior

Minor: Psychology

**QUALIFICATIONS:**

**Suicide Prevention Certification**

- Keene State College

**Project Success Training**

- Student Assistance Services Corporation

**Project ALERT**

- Project ALERT Corporation

**Botvin LifeSkills**

- National Health Promotions A

**Ethics In Prevention**

- SAMHSA's Center for the Application of Prevention Technologies

**GAIN's Screening Training**

- Chestnut Health Systems

**Lifeguard CPR AED & First Aid Certified**

- American Red Cross

**Water Instructor Certification**

- American Red Cross

**WORK EXPERIENCE:**

**Thornton Central School**

**Student Assistant Provider [Fall 2016- Current]**

- Promotes Drug and Alcohol Prevention
- Works with Middle and High School students
- Advisor for both Middle and High school Chem. free club
- Plans workshops and activities for different school climate projects
- Responsible for teaching Project Success program

**Adapt Adventure Summer Camp**

**Lead Counselor [Summer 2011-2013]**

**Adventure Program Director [Summer 2014- Current]**

- Responsible for developing and promoting the summer program
- Accountable for scheduling and booking field trips
- Held responsible for finances
- Organizes newsletters to parents
- Facilitating and encouraging healthy behaviors
- Holds leadership role with staff and students

**Adapt After School Programming**

**Coordinator [Fall 2018 - Current]**

- Responsible for developing and promoting After School Program
- Accountable for scheduling both staff and Field Trips
- Implementing healthy relationships, routines and lifestyles
- Held responsible for finances
- Lead communication between staff and parents
- Organize newsletters to parents and staff
- Holds leadership role with staff and students



## **DRUG PREVENTION EXPERIENCE**

- **Wilderness Youth Leadership Development**
  - Co-facilitating different backpacking trips throughout NH with high school students
  - Co-facilitating activities such as rock climbing, white water rafting, and zip-lining
- **Youth Leadership Through Adventure**
  - Co-facilitating different school climate workshops
  - Facilitating different activities based around leadership, communication, team building and goal setting
- **High School Leadership Conference**
  - Organizing and developing a schedule for the conference
  - Implementing different leadership workshops
  - Managing over 100 students throughout the course of a week-end
  - Applying the fitted youth leaders to co-facilitate the conference
- **Leadership Club Middle and High School**
  - Designed and implemented a guide to hold a chem. free leadership club
  - Applied fitted youth leaders to facilitate the group
  - Provided youth leaders with workshops and activities to help school climate
  - Successfully ran school climate workshops

## **INTERPERSONAL SKILLS**

- Youthful yet mature, willing to learn and grow, passionate about achieving a challenging position that allows meaningful contributions to the program
- Persistent and driven; acquiring BS degree while working two to three jobs at a time
- Skills in computers; google docs, Web Design, marketing and social media
- Outstanding leadership, time management, interpersonal, planning, and communication abilities. Great people and sales skills.

## **REFERENCES**

- Sean O'Brien [Executive Director of Adapt]
  - 1(603) 236-9227

**North Country Education Services**  
**Direct Prevention Services 2020-2021**  
Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Annaliese Schmiel	Program Co-Facilitator	\$37,500	100%	\$37,500
Sean O'Brien	Program Director	\$80,000	44%	\$35,000
Erika Habley	Program Co-Facilitator	\$37,500	100%	\$37,500



State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to the Student Assistance Program

This 2<sup>nd</sup> Amendment to the Student Assistance Program contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and North Country Health Consortium, (hereinafter referred to as "the Contractor"), a Nonprofit Corporation with a place of business at 262 Cottage St., Suite 230, Littleton, NH 03561.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 20, 2018, (Item#23) as amended on June 19, 2019, (Item #29A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Section 3, the Contract may be amended and extended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2021.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$900,000.
3. Exhibit A, Scope of Services, Section 2., Subsection 2.14. to read:  
2.14. The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades 9 through 12 in the Spring of 2021.
4. Exhibit A, Scope of Services, Section 2., Subsection 2.15. to read:  
2.15. Reserved
5. Exhibit A, Scope of Services, Section 6., Deliverables, Subsection 6.1: to read:  
6.1. The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades 9 through 12 in the Spring of 2021.
6. Exhibit A, Scope of Services, Section 6., Deliverables, Subsection 6.2. to read:  
6.2. Reserved
7. Exhibit B, Amendment #1, Method and Conditions Precedent to Payment, Section 4., Subsection 4.1., to read:  
4.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1, Amendment #1 and B-2, Amendment #2.



- 
8. Add Exhibit B-2, Amendment #2, attached hereto and incorporated by reference herein.

**New Hampshire Department of Health and Human Services  
North Country Health Consortium**

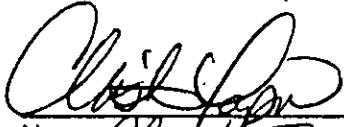


All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

10-8-2020  
Date

  
Name: Christie Tappan  
Title: Associate Commissioner

North Country Health Consortium

6/8/2020  
Date

  
Name: Becky McEnany  
Title: Interim CEO



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

June 10, 2020  
Date

*Christopher Marshall*  
Name:  
Title: Assistant Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting).

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

Exhibit B-2, Amendment #2

New Hampshire Department of Health and Human Services  
Exhibit B-2, Amendment #2

Contractor Name: North Country Health Consortium

Budget Request for: July 1, 2020-June 30, 2021

Budget Period: SFY 2021

Line Item	Total Program Cost			Contractor Share / Match			Funded by D#18 contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 87,633.85	\$ 11,853.14	\$ 99,486.99	\$ -	\$ -	\$ -	\$ 87,633.85	\$ 11,853.14	\$ 99,486.99
2. Employee Benefits	\$ 15,278.32	\$ 2,872.71	\$ 18,151.03	\$ -	\$ -	\$ -	\$ 15,278.32	\$ 2,872.71	\$ 18,151.03
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 8,022.85	\$ 1,054.00	\$ 9,076.85	\$ -	\$ -	\$ -	\$ 8,022.85	\$ 1,054.00	\$ 9,076.85
Office	\$ 3,000.00	\$ 525.00	\$ 3,525.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 525.00	\$ 3,525.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 484.84	\$ 84.85	\$ 569.69	\$ -	\$ -	\$ -	\$ 484.84	\$ 84.85	\$ 569.69
Postage	\$ 130.58	\$ 24.43	\$ 155.01	\$ -	\$ -	\$ -	\$ 130.58	\$ 24.43	\$ 155.01
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 652.87	\$ 114.25	\$ 767.12	\$ -	\$ -	\$ -	\$ 652.87	\$ 114.25	\$ 767.12
Insurance	\$ 367.03	\$ 60.48	\$ 427.51	\$ -	\$ -	\$ -	\$ 367.03	\$ 60.48	\$ 427.51
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 822.11	\$ 143.87	\$ 965.98	\$ -	\$ -	\$ -	\$ 822.11	\$ 143.87	\$ 965.98
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontract/Agreements	\$ 162,878.04	\$ -	\$ 162,878.04	\$ -	\$ -	\$ -	\$ 162,878.04	\$ -	\$ 162,878.04
13. Other (specific details mandatory)	\$ 22,000.00	\$ 3,850.00	\$ 25,850.00	\$ -	\$ -	\$ -	\$ 22,000.00	\$ 3,850.00	\$ 25,850.00
TOTAL	\$ 278,577.28	\$ 20,427.72	\$ 300,000.00	\$ -	\$ -	\$ -	\$ 278,577.28	\$ 20,427.72	\$ 300,000.00
Indirect As A Percent of Direct:		7.3%							

\*Totals may reflect no more than a \$1 variance due to rounding.

# State of New Hampshire

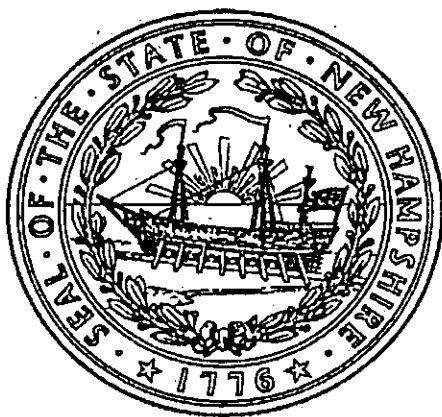
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NORTH COUNTRY HEALTH CONSORTIUM is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 05, 1998. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 301456

Certificate Number: 0004879131



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 1st day of April A.D. 2020.

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

William M. Gardner  
Secretary of State



**CERTIFICATE OF AUTHORITY**

I, Michael D. Lee hereby certify that:

(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of North Country Health Consortium  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on May 10, 2019, at which a quorum of the Directors/shareholders were present and voting.  
(Date)


VOTED: That Becky McEnany (or any officer of NCHC Board) (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of North Country Health Consortium to enter into contracts or agreements with the State  
(Name of Corporation/ LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority remains valid for thirty (30) days from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: June 5, 2020

  
Michael D. Lee (Jun 5, 2020 10:19 EDT)  
Signature of Elected Officer  
Name: Michael D. Lee  
Title: NCHC Board President  
President, Weeks Medical Center



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/06/2020

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

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

<b>PRODUCER</b> Geo M Stevens & Son Co 149 Main Street  Lancaster NH 03584	<b>CONTACT NAME:</b> Patricia Bigelow-Emerly <b>PHONE (A/C, No, Ext):</b> (603) 788-2555 <b>E-MAIL ADDRESS:</b> pemery@gms-ins.com	<b>FAX (A/C, No):</b> (603) 788-3901
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> North Country Health Consortium Inc 262 Cottage Street, Suite 230  Littleton NH 03561	<b>INSURER A:</b> Philadelphia Insurance Companies	
	<b>INSURER B:</b> United Financial Casualty Co.	
	<b>INSURER C:</b> Eastern Alliance Insurance Company	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		<b>NAIC #</b> 11770

**COVERAGES**      **CERTIFICATE NUMBER:** CL204611903      **REVISION NUMBER:**


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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK2057544	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 Professional Liability \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			00263832-1	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB699475	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	01-0000114697-02	01/01/2020	01/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

Health Consortium  
 NH Workers Compensation—excluded officers are Michael Lee, Karen Woods, Edward Shanshala II

**CERTIFICATE HOLDER****CANCELLATION**

Department of Health and Human Services State of New Hampshire 129 Pleasant Street  Concord NH 03301	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 
---	--



North Country Health Consortium Mission Statement:

*"To lead innovative collaboration to improve the health status of the region."*

The North Country Health Consortium (NCHC) is a non-profit 501(c)3 rural health network, created in 1997, as a vehicle for addressing common issues through collaboration among health and human service providers serving Northern New Hampshire.

NCHC is engaged in activities for:

- Solving common problems and facilitating regional solutions
- Creating and facilitating services and programs to improve population health status
- Health professional training, continuing education and management services to encourage sustainability of the health care infrastructure
- Increasing capacity for local public health essential services
- Increasing access to health care for underserved and uninsured residents of Northern New Hampshire.

262 Cottage Street, Suite 230, Littleton, NH 03561

Phone: 603-259-3700; Fax: 603-444-0945

[www.nchcnh.org](http://www.nchcnh.org) • [nchc@nchcnh.org](mailto:nchc@nchcnh.org)



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**NORTH COUNTRY HEALTH  
CONSORTIUM, INC. AND SUBSIDIARY  
CONSOLIDATED FINANCIAL STATEMENTS  
SEPTEMBER 30, 2019 AND 2018**



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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
North Country Health Consortium, Inc. and Subsidiary  
Littleton, New Hampshire

### Report on the Financial Statements

We have audited the accompanying consolidated financial statements of North Country Health Consortium, Inc. (a nonprofit organization) and Subsidiary, which comprise the consolidated statements of financial position as of September 30, 2019 and 2018, and the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these consolidated 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 audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated 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 consolidated 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 consolidated 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 consolidated financial statements referred to above present fairly, in all material respects, the financial position of North Country Health Consortium, Inc. and Subsidiary as of September 30, 2019 and 2018, and the changes in its net assets, functional expenses, and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matters***

***Other Information***

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. 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 consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated 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 consolidated 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 March 17, 2020, on our consideration of North Country Health Consortium, Inc. and Subsidiary's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely 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 the effectiveness of North Country Health Consortium, Inc. and Subsidiary's 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 North Country Health Consortium, Inc. and Subsidiary's internal control over financial reporting and compliance.

St. Albans, Vermont  
March 17, 2020  
VT Reg. No. 92-0000102

*A.M. Peisch & Company, LLP*

**NORTH COUNTRY HEALTH CONSORTIUM, INC. AND SUBSIDIARY**  
**CONSOLIDATED STATEMENTS OF FINANCIAL POSITION**  
**SEPTEMBER 30, 2019 AND 2018**

	2019	2018
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents	\$ 947,618	\$ 687,847
Accounts receivable, net		
Grants and contracts	1,011,598	966,962
Dental services	-	898
Certificates of deposit	126,701	126,065
Prepaid expenses	33,068	21,356
Restricted cash - IDN	2,340,257	1,987,216
Total current assets	<u>4,459,242</u>	<u>3,790,344</u>
<b>Property and equipment:</b>		
Computers and equipment	147,392	147,392
Dental equipment	10,815	32,808
Furnitures and fixtures	30,045	30,045
Vehicles	18,677	18,677
Accumulated depreciation	(181,007)	(170,735)
Property and equipment, net	<u>25,922</u>	<u>58,187</u>
<b>Other assets</b>		
Restricted cash - IDN	400,000	800,000
Total other assets	<u>400,000</u>	<u>800,000</u>
<b>Total assets</b>	<u>\$ 4,885,164</u>	<u>\$ 4,648,531</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current liabilities</b>		
Accounts payable	\$ 204,323	\$ 396,039
Accrued expenses	13,389	8,983
Accrued wages and related liabilities	354,015	265,717
Deferred revenue	2,849,839	1,854,420
Total current liabilities	<u>3,421,566</u>	<u>2,525,159</u>
<b>Long-term liabilities</b>		
Deferred revenue - Long term portion	400,000	800,000
Total long-term liabilities	<u>400,000</u>	<u>800,000</u>
<b>Total liabilities</b>	<u>3,821,566</u>	<u>3,325,159</u>
<b>Net assets</b>		
Without donor restrictions	1,063,598	1,323,372
Total net assets	<u>1,063,598</u>	<u>1,323,372</u>
<b>Total liabilities and net assets</b>	<u>\$ 4,885,164</u>	<u>\$ 4,648,531</u>

See accompanying notes.



**NORTH COUNTRY HEALTH CONSORTIUM, INC. AND SUBSIDIARY**  
**CONSOLIDATED STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR THE YEARS ENDED SEPTEMBER 30, 2019 AND 2018**

	2019	2018
Support:		
Grant and contract revenue	<u>\$ 4,956,424</u>	<u>\$ 5,017,825</u>
Revenue:		
Dental patient revenue	15,462	101,092
Fees for programs and services	1,733,329	1,455,860
Interest income	6,337	6,085
Other income	2,050	12,766
Total revenue	<u>1,757,178</u>	<u>1,575,803</u>
Total support and revenue	<u>6,713,602</u>	<u>6,593,628</u>
Program expenses:		
Workforce	2,201,736	3,263,756
Public health	108,996	198,719
Molar	103,152	219,335
Friendship house	2,390,474	1,654,782
CSAP	1,670,554	869,873
Total program expenses	<u>6,474,912</u>	<u>6,206,465</u>
Management and general	<u>495,512</u>	<u>485,028</u>
Total expenses	<u>6,970,424</u>	<u>6,691,493</u>
Loss on sale of property and equipment	<u>(2,952)</u>	<u>-</u>
Change in net assets	(259,774)	(97,865)
NET ASSETS, beginning of the year	<u>1,323,372</u>	<u>1,421,237</u>
NET ASSETS, end of the year	<u>\$ 1,063,598</u>	<u>\$ 1,323,372</u>

See accompanying notes.

**NORTH COUNTRY HEALTH CONSORTIUM, INC. AND SUBSIDIARY**  
**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2019**

	<u>Workforce</u>	<u>Public Health</u>	<u>Molar</u>	<u>Friendship House</u>	<u>CSAP</u>	<u>Total Program</u>	<u>Management &amp; General</u>	<u>Total</u>
<b>Personnel:</b>								
Salaries	\$ 969,231	\$ 72,859	\$ 72,634	\$ 1,454,659	\$ 831,437	\$ 3,400,820	\$ 306,627	\$ 3,707,447
Payroll taxes and employee benefits	186,721	15,348	13,385	296,250	156,563	668,267	47,097	715,364
Subtotal	<u>1,155,952</u>	<u>88,207</u>	<u>86,019</u>	<u>1,750,909</u>	<u>988,000</u>	<u>4,069,087</u>	<u>353,724</u>	<u>4,422,811</u>
<b>Site expenses:</b>								
Computer fees	10,804	830	990	17,033	8,027	37,684	4,468	42,152
Medical and pharmacy supplies, MOA	646,669	1,810	8,811	28,179	396,126	1,081,595	834	1,082,429
Office supplies	6,044	2,800	324	45,308	25,439	79,915	17,126	97,041
Food	-	-	-	74,719	-	74,719	-	74,719
Subtotal	<u>663,517</u>	<u>5,440</u>	<u>10,125</u>	<u>165,239</u>	<u>429,592</u>	<u>1,273,913</u>	<u>22,428</u>	<u>1,296,341</u>
<b>General:</b>								
Bad debts	-	-	-	12,153	-	12,153	-	12,153
Depreciation	-	-	3,134	3,735	-	6,869	20,443	27,312
Dues, memberships, education, and subscriptions	145,997	30	265	16,659	478	163,429	9,571	173,000
Staff development	1,299	626	201	293	1,449	3,868	262	4,130
Equipment and maintenance	20,044	-	-	4,597	14,128	38,769	2,517	41,286
Rent and occupancy	44,146	3,773	921	222,386	31,257	302,483	21,088	323,571
Insurance	5,520	1,188	930	7,989	4,371	19,998	5,213	25,211
Miscellaneous	24,114	-	(2,385)	2,502	13,183	37,514	5,969	43,483
Payroll processing fees	115	50	-	995	131	1,291	9,140	10,431
Postage	1,130	69	65	1,277	785	3,326	691	4,017
Printing	3,800	180	250	4,690	4,935	13,855	1,863	15,718
Professional fees	9,327	793	386	136,619	5,895	153,020	11,740	164,760
Training fees and supplies	36,593	2,983	83	11,655	73,172	124,486	13,586	138,072
Travel	50,677	4,704	2,094	22,416	50,437	130,328	7,139	137,467
Telephone	10,014	953	397	20,608	6,033	38,005	1,141	39,146
Vehicle expense	-	-	567	5,752	-	6,319	(162)	6,157
Event facility fees	29,491	-	-	-	46,708	76,199	9,159	85,358
Subtotal	<u>382,267</u>	<u>15,349</u>	<u>7,008</u>	<u>474,326</u>	<u>252,962</u>	<u>1,131,912</u>	<u>119,360</u>	<u>1,251,272</u>
<b>Total expenses</b>	<b>\$ 2,201,736</b>	<b>\$ 108,996</b>	<b>\$ 103,152</b>	<b>\$ 2,390,474</b>	<b>\$ 1,670,554</b>	<b>\$ 6,474,912</b>	<b>\$ 495,512</b>	<b>\$ 6,970,424</b>

See accompanying notes.

**NORTH COUNTRY HEALTH CONSORTIUM, INC. AND SUBSIDIARY**  
**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2018**

	Workforce	Public Health	Molar	Friendship House	CSAP	Total Program	Management & General	Total
<b>Personnel:</b>								
Salaries	\$ 987,365	\$ 115,572	\$ 112,796	\$ 1,102,500	\$ 377,817	\$ 2,696,050	\$ 281,983	\$ 2,978,033
Payroll taxes and employee benefits	185,492	20,750	21,938	191,092	70,231	489,503	48,518	538,021
Subtotal	<u>1,172,857</u>	<u>136,322</u>	<u>134,734</u>	<u>1,293,592</u>	<u>448,048</u>	<u>3,185,553</u>	<u>330,501</u>	<u>3,516,054</u>
<b>Site expenses:</b>								
Computer fees	16,218	1,186	3,392	14,158	4,688	39,642	3,161	42,803
Medical and pharmacy supplies, MOA	1,610,212	36,431	55,217	20,063	307,207	2,029,130	4,967	2,034,097
Office supplies	17,314	2,634	448	55,007	9,892	85,295	30,617	115,912
Food	-	-	-	58,405	-	58,405	-	58,405
Subtotal	<u>1,643,744</u>	<u>40,251</u>	<u>59,057</u>	<u>147,633</u>	<u>321,787</u>	<u>2,212,472</u>	<u>38,745</u>	<u>2,251,217</u>
<b>General:</b>								
Bad debt	-	-	-	12,847	-	12,847	-	12,847
Depreciation	-	-	6,869	-	-	6,869	26,613	33,482
Dues, memberships, education, and subscriptions	203,919	59	76	1,448	3,429	208,931	8,658	217,589
Education and training	2,108	-	140	-	1,050	3,298	45	3,343
Equipment and maintenance	22,299	-	544	3,787	-	26,630	2,420	29,050
Rent and occupancy	51,842	5,628	6,099	96,708	19,061	179,338	20,556	199,894
Insurance	5,364	972	1,173	5,254	1,902	14,665	5,016	19,681
Miscellaneous	-	-	219	6,757	975	7,951	-	7,951
Payroll processing fees	150	50	-	600	94	894	9,105	9,999
Postage	1,646	168	178	1,073	562	3,627	313	3,940
Printing	4,208	366	1,175	2,835	1,495	10,079	1,756	11,835
Professional fees	26,047	1,000	2,797	34,789	3,784	68,417	19,353	87,770
Training fees and supplies	53,602	914	1,000	10,580	9,968	76,064	4,758	80,822
Travel	47,224	2,806	1,475	26,851	27,947	106,303	8,423	114,726
Telephone	10,222	1,116	501	9,997	2,351	24,187	1,327	25,514
Vehicle expense	-	-	3,298	31	-	3,329	497	3,826
Event facility fees	18,524	9,067	-	-	27,420	55,011	6,942	61,953
Subtotal	<u>447,155</u>	<u>22,146</u>	<u>25,544</u>	<u>213,557</u>	<u>100,038</u>	<u>808,440</u>	<u>115,782</u>	<u>924,222</u>
<b>Total expenses</b>	<u>\$ 3,263,756</u>	<u>\$ 198,719</u>	<u>\$ 219,335</u>	<u>\$ 1,654,782</u>	<u>\$ 869,873</u>	<u>\$ 6,206,465</u>	<u>\$ 485,028</u>	<u>\$ 6,691,493</u>

See accompanying notes.

**NORTH COUNTRY HEALTH CONSORTIUM, INC. AND SUBSIDIARY**  
**CONSOLIDATED STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED SEPTEMBER 30, 2019 AND 2018**

	2019	2018
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ (259,774)	\$ (97,865)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	27,312	33,482
Bad debt expense	12,153	12,847
Loss on sale of property and equipment	2,952	-
(Increase) decrease in operating assets:		
Accounts receivable - Grants and contracts	(56,789)	(431,418)
Accounts receivable - Dental services	898	(34)
Prepaid expenses	(11,712)	(11,396)
Restricted cash - IDN	46,959	(565,828)
Increase (decrease) in operating liabilities:		
Accounts payable	(191,716)	290,694
Accrued expenses	4,406	2,062
Accrued wages and related liabilities	88,298	111,263
Deferred revenue	595,419	269,155
Net cash provided (used) by operating activities	<u>258,406</u>	<u>(387,038)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Reinvestment of certificates of deposit interest	(636)	(525)
Proceeds from sale of property and equipment	2,001	-
Net cash provided (used) by investing activities	<u>1,365</u>	<u>(525)</u>
Net increase (decrease) in cash and cash equivalents	259,771	(387,563)
Beginning cash and cash equivalents	<u>687,847</u>	<u>1,075,410</u>
Ending cash and cash equivalents	<u>\$ 947,618</u>	<u>\$ 687,847</u>

See accompanying notes.

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

### Note 1. Nature of Activities and Summary of Significant Accounting Policies

#### Nature of activities

North Country Health Consortium, Inc. and Subsidiary (NCHC) (the Organization) is a not-for-profit health center chartered under the laws of the State of New Hampshire. The Organization's mission is to lead innovative collaboration to improve the health status of the region. NCHC is engaged in promoting and facilitating access to services and programs that improve the health status of the area population, provide health training and educational opportunities for healthcare purposes, and provide region-wide dental services for an underserved and uninsured residents.

The Organization's wholly owned subsidiary, North Country ACO (the ACO), is a non-profit 501(c)(3) charitable corporation formed in December 2011. This entity was formed as an accountable care organization (ACO) with its purpose to support the programs and activities of the ACO participants to improve the overall health of their respective populations and communities. A nominal cash balance remains and activities have ceased.

The Organization's primary programs are as follows:

*Network and Workforce Activities* – To provide workforce education programs and promote oral health initiatives for the Organization's dental services.

*Public Health and CSAP* – To conduct community substance abuse prevention activities, coordination of public health networks, and promote community emergency response plan.

*Dental Services and Molar* – To sustain a program offering oral health services for children and low income adults in northern New Hampshire.

*Friendship House* – A residential facility to provide patient drug and alcohol treatment and recovery.

Following is a summary of the significant accounting policies used in the preparation of these consolidated financial statements.

#### Financial statement presentation

Financial statements presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statement of Not-for-Profit Organizations* and the provisions of Accounting Standards Update (ASU) No. 2016-14, *Not-For-Profit Entities: Presentation of Financial Statements of Not-or-Profit Entities*. Under ASU No. 2016-14, the Organization is required to report information regarding its financial position and activities according to two classes of net assets; net assets without donor restrictions and net assets with donor restrictions. The Organization had no net assets with donor restrictions at September 30, 2019 and 2018.

#### Basis of accounting

Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

## **Note 1. Nature of Activities and Summary of Significant Accounting Policies (Continued)**

The Organization uses the accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., measurable and earned. Measurable refers to the ability to quantify in monetary terms the amount of the revenue and receivable. Expenses are recognized when they become liable for payment.

### **Principles of consolidation**

The accompanying consolidated financial statements include the accounts of North Country Health Consortium, Inc. and its wholly owned subsidiary, North Country ACO. All inter-company transactions and balances have been eliminated in consolidation.

### **Use of estimates**

In preparing the consolidated financial statements in conformity with accounting principles generally accepted in the United States of America, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

### **Concentration of risk**

The Organization's operations are affected by various risk factors, including credit risk and risk from geographic concentration and concentrations of funding sources. Management attempts to manage risk by obtaining and maintaining revenue funding from a variety of sources. A substantial portion of the Organization's activities are funded through grants and contracts with private, federal, and state agencies. As a result, the Organization may be vulnerable to the consequences of change in the availability of funding sources and economic policies at the agency level. The Organization generally does not require collateral to secure its receivables.

### **Revenue recognition**

Below are the revenue recognition policies of the Organization:

#### *Dental Patient Revenue*

Dental services are recorded as revenue within the fiscal year related to the service period.

#### *Grant and Contract Revenue*

Grants and contracts are recorded as revenue in the period they are earned by satisfaction of grant or contract requirements.

#### *Fees for Programs and Services*

Fees for programs and services are recorded as revenue in the period the related services were performed.

### **Cash and cash equivalents**

For purposes of the statement of cash flows, the Organization considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

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

**Restricted cash - IDN**

Restricted cash – IDN consists of advanced funding received from The State of New Hampshire Department of Health and Human Services for the Integrated Delivery Network program (IDN). The original advance of funds of \$2,000,000 is to be used to fund the Organization’s cost of administering the IDN over a period of five years, beginning in fiscal year 2017. The remaining balance is to be distributed to participants.

For the years ending September 30, 2019 and 2018, these amounts were restricted as follows:

	2019	2018
Administration fee to the Organization	\$ 800,000	\$ 1,200,000
Distributions to participants	<u>1,940,257</u>	<u>1,587,216</u>
	<u>\$ 2,740,257</u>	<u>\$ 2,787,216</u>

**Accounts receivable**

The Organization has receivable balances due from dental services provided to individuals and from grants and contracts received from federal, state, and private agencies. Management reviews the receivable balances for collectability and records an allowance for doubtful accounts based on historical information, estimated contractual adjustments, and current economic trends. Management considers the individual circumstances when determining the collectability of past due amounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to earnings and a credit to accounts receivable. Any collection fees or related costs are expensed in the year incurred. The Organization recorded an allowance for doubtful accounts for estimated contractual adjustments for dental service of \$0 and \$598 as of September 30, 2019 and 2018, respectively, and an allowance for doubtful accounts for grants and contracts of \$25,000 and \$12,847 as of September 30, 2019 and 2018, respectively. The Organization does not charge interest on its past due accounts, and collateral is generally not required.

**Certificates of deposit**

The Organization has three certificates of deposit that may be withdrawn without penalty with one financial institution. These certificates carry original terms of 12 months to 24 months, have interest rates ranging from .50% to .55%, and mature at various dates through September 2020.

**Property and equipment**

Property and equipment is stated at cost less accumulated depreciation. The Organization generally capitalizes property and equipment with an estimated useful life in excess of one year and installed costs over \$2,500. Lesser amounts are generally expensed. Purchased property and equipment is capitalized at cost.

## Note 1. Nature of Activities and Summary of Significant Accounting Policies (Continued)

Property and equipment are depreciated using the straight-line method using the following ranges of estimated useful lives:

Computers and equipment	3-7 years
Dental equipment	5-7 years
Furniture and fixtures	5-7 years
Vehicles	5 years

Depreciation expense totaled \$27,312 and \$33,482 for the years ended September 30, 2019 and 2018, respectively.

### Deferred revenue

Deferred revenue is related to advance payments on grants or advance billings relative to anticipated expenses or events in future periods. The revenue is realized when the expenses are incurred or as services are provided in the period earned.

### Net assets

The Organization is required to report information regarding its financial position and activity according to two classes of net assets: without donor restrictions and with donor restrictions.

*Net assets without donor restrictions* – consist of unrestricted amounts that are available for use in carrying out the mission of the Organization.

*Net assets with donor restrictions* – consist of those amounts that are donor restricted for a specific purpose. When a donor restriction expires, either by the passage of a stipulated time restriction or by the accomplishment of a specific purpose restriction, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. The Organization has elected, however, to show those restricted contributions whose restrictions are met in the same reporting period as they are received as unrestricted support. The Organization had no net assets with donor restrictions at September 30, 2019 and 2018.

### Income taxes

The Organization and the ACO are exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and are not classified as private foundations. However, income from certain activities not directly related to the Organization's tax-exempt purpose is subject to taxation as unrelated business income. The Organization had no unrelated business income activity subject to taxation for the years ended September 30, 2019 and 2018.

The Organization had adopted the provisions of FASB ASC 740-10. FASB ASC 740-10 prescribes a recognition threshold and measurement attributable for the financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return, and provides guidance on derecognition, classification, interest and penalties, accounting in interim periods, disclosure, and transition. Based on management's evaluation, management has concluded that there were no significant uncertain tax positions requiring recognition in the financial statements at September 30, 2019 and 2018.



## **Note 1. Nature of Activities and Summary of Significant Accounting Policies (Continued)**

Although the Organization is not currently the subject of a tax examination by the Internal Revenue Service or the State of New Hampshire, the Organization's tax years ended September 30, 2016 through September 30, 2019 are open to examination by the taxing authorities under the applicable statute of limitations.

### **Functional expenses**

The costs of providing the various programs and activities have been summarized on a functional basis in the Statement of Activities. Expenses are charged to programs based on direct expenses incurred and certain costs, including salaries and fringe benefits, are allocated to the programs and supporting services based upon related utilization and benefit.

### **Change in accounting principle**

The Organization adopted the provisions of ASU No. 2016-14, *Not-For-Profit Entities: Presentation of Financial Statements of Not-For-Profit Entities* during fiscal year 2019. The ASU was issued to improve reporting by not-for-profit entities in the areas of net asset classifications and information provided about liquidity. Upon adoption of this standard the Organization has disclosed classifications of net assets in Note 1, and disclosed information about liquidity and availability in Note 8 of the financial statements. There is no effect on the change in net assets for the 2019 and 2018 fiscal years.

### **Implementation of new accounting pronouncements**

Management is reviewing the following Accounting Standards Updates (ASU) issued by the Financial Accounting Standards Board, which are effective for future years, for possible implementation and to determine their effect on the Organization's financial reporting.

ASU No. 2015-14, *Revenue from Contracts with Customers*. This ASU includes new revenue measurement and recognition guidance, as well as required additional disclosures. The ASU is effective for annual reporting beginning after December 15, 2018, and interim reporting periods within annual reporting beginning after December 15, 2019. The effect of this ASU has not been quantified.

ASU No. 2016-02, *Leases (Topic 842)*. This ASU requires lessees to recognize the following for all leases (with the exception of short-term leases) at the commencement date; (1) a lease liability, which is the lessee's obligation to make lease payments arising from a lease, measured on a discounted basis; and (2) a right-of-use asset which is an asset that represents the lessee's right to use, or control the use of, a specified asset for the lease term. For short-term leases (term of twelve months or less), a lessee is permitted to make an accounting policy election by class of underlying asset not to recognize lease assets and lease liabilities. If a lessee makes the election, it should recognize lease expense for such leases generally on a straight-line basis over the lease term. The ASU is effective for annual periods, and interim reporting periods within those annual periods, beginning after December 15, 2019. The effect of this ASU has not been quantified.

ASU No. 2016-18, *Statement of Cash Flows: Restricted Cash*. This ASU clarifies how to report restricted cash in the statement of cash flows. This ASU is effective for fiscal years beginning after December 15, 2018, and interim periods within fiscal years beginning after December 15, 2019. This ASU will have minimal effect on the Organization's financial statements.

## Note 2. Cash Concentrations

The Organization maintains cash balances at two financial institutions. Their bank accounts at the institutions are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per financial institution. Cash balances at the institutions did not exceed federally insured limits as of September 30, 2019, but may have exceeded the limits during the year. Management believes the Organization is not exposed to any significant credit risk on cash as of September 30, 2019.

The Organization manages credit risk relative to cash concentrations by utilizing "sweep" accounts. The Organization maintains ICS Sweep accounts that invest cash balances in other financial institutions at amounts that do not exceed FDIC insurable limits. All cash at these institutions is held in interest-bearing money market accounts. Interest rates on these balances ranged from .10% to .15% as of September 30, 2019.

## Note 3. Operating Leases

The Organization leases office space in Littleton, NH under a three year operating lease that expires in October 2020. The Organization has the option to renew the lease for two additional years.

The Organization operates the Friendship House, an outpatient drug and alcohol treatment facility and program. The Organization leases the premises under a five-year operating lease that expires March 2023, with monthly rent and CAM fee payments of \$19,582. The CAM fee portion is to be adjusted annually.

The Organization leases satellite offices in Lebanon, NH, Berlin, NH, Tamworth, NH, Woodsville, NH, and Conway, NH under month-to-month operating lease agreements.

In addition, the Organization leases various copiers with lease terms ranging from thirty-six months to sixty months, expiring on various dates through March 2023.

Future minimum rental payments under lease commitments are as follows:

Year Ended September 30,	
2020	\$ 341,896
2021	243,916
2022	234,985
2023	117,492
Thereafter	-
	<u>\$ 938,289</u>

Lease expense for the aforementioned leases was \$323,073 and \$132,746 for the years ended September 30, 2019 and 2018, respectively.

#### Note 4. Deferred Revenue

The summary of the components of deferred revenue as of September 30, are as follows:

	2019	2018
Deferred Revenue - IDN	\$ 2,992,839	\$ 2,387,744
Deferred Revenue - Other	<u>257,000</u>	<u>266,676</u>
Total	<u>\$ 3,249,839</u>	<u>\$ 2,654,420</u>

#### Deferred revenue - IDN

Under the terms of an agreement between the Centers for Medicare and Medicaid Services (CMS) and the State of New Hampshire Department of Health and Human Services, various Integrated Delivery Networks (IDN) are to be established within geographic regions across the state to develop programs to transform New Hampshire's behavioral health delivery system by strengthening community-based mental health and substance use disorder services and programs to combat the opioid crisis. The Organization has been designated to be the administrative lead of one of these IDNs.

In September 2016, the Organization was awarded a five-year demonstration project from the CMS, passed through the State of New Hampshire Department of Health and Human Services. At that date, the Organization was advanced \$2,413,256 upon fulfillment of the condition of successful submission and state approval of an IDN Project Plan. Of that amount, \$2,000,000 will be retained by the Organization as administrative fees for five years and the remaining funds will be disbursed to participants. For years two through five, the IDNs will continue to earn performance-based incentive funding by achieving defined targets and any funds received will be passed through to the participants.

#### Note 5. Line of Credit

The Organization entered into a line of credit agreement with a local bank. The Organization has \$500,000 of available borrowing capacity under this line of credit, of which all is unused. The line of credit bears interest at the Wall Street Journal Prime Rate plus .50% and is secured by all assets of the Organization. The line of credit is due on demand and matures February 2020.

#### Note 6. Related Party Transactions

A majority of the Organization's members and the Organization are also members of a Limited Liability Company. There were no transactions between the Limited Liability Company and the Organization's members in 2019 and 2018.

The Organization contracts various services from other organizations of which members of management of these other organizations may also be board members of North Country Health Consortium, Inc. and Subsidiary. Amounts paid to these organizations were \$279,120 and \$898,736 for the years ended September 30, 2019 and 2018, respectively. Outstanding amounts due to these organizations as of September 30, 2019 and 2018 amounted to \$200 and \$33,214, respectively. Outstanding amounts due from these organizations as of September 30, 2019 and 2018 amounted to \$1,000 and \$5,210, respectively.

**Note 7. Retirement Plan**

The Organization offers a defined contribution savings and investment plan (the Plan) under section 403(b) of the Internal Revenue Code. The Plan is available to all employees who are 21 years of age or older. There is no service requirement to participate in the Plan. Employee contributions are permitted and are subject to IRS limitations. Monthly employer contributions are \$50 for each part-time employee and \$100 for each full-time employee. Employer contributions for the years ended September 30, 2019 and 2018 were \$77,366 and \$61,990, respectively.

**Note 8. Liquidity and Availability**

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise of the following:

Cash and cash equivalent	\$ 947,618
Accounts receivable, net	
Grants and contracts	1,011,598
Certificates of deposit	<u>126,701</u>
	<u>\$ 2,085,917</u>

In addition to financial assets available to meet general expenditures over the next 12 months, the Organization operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures. In the event of further liquidity needs, the Organization could draw upon \$500,000 of an available line of credit as described in Note 5.

**Note 9. Commitment and Contingencies**

The Organization receives a significant portion of its support from various funding sources. Expenditure of these funds requires compliance with terms and conditions specified in the related contracts and agreements. These expenditures are subject to audit by the contracting agencies. Any disallowed expenditures would become a liability of the Organization requiring repayment to the funding sources. Liabilities resulting from these audits, if any, will be recorded in the period in which the liability is ascertained. Management estimates that any potential liability related to such audits will be immaterial.

**Note 10. Federal Reports**

Additional reports, required by *Government Auditing Standards* and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, including the Schedule of Expenditures of Federal Awards, are included in the supplements to this report.

**Note 11. Reclassifications**

Certain reclassifications have been made to the financial statements for the year ended September 30, 2018 to conform with the current year presentation.

**Note 12. Subsequent Events**

On March 11, 2020, the World Health Organization declared the outbreak of a coronavirus (COVID-19) a pandemic. As a result, economic uncertainties have arisen which are likely to negatively impact the Organization's financial operations. Other financial impact could occur though such potential impact is unknown at this time.

The Organization has evaluated subsequent events through March 17, 2020, the date the financial statements were available to be issued.



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**NORTH COUNTRY HEALTH  
CONSORTIUM, INC. AND SUBSIDIARY**

**ADDITIONAL REQUIRED REPORTS**

**September 30, 2019**



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NORTH COUNTRY HEALTH CONSORTIUM, INC. AND SUBSIDIARY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED SEPTEMBER 30, 2019

Federal Grantor/Pass through Grantor/Program Title	Federal CFDA Number	Grant No.	Pass-through Grantor's Subgrant No.	Federal Expenditures
<b>U.S Department of Health and Human Services</b>				
<i>Direct Programs:</i>				
Network Development	93.912	D06RH28031		\$ 426,829
Rural Health Care Services Outreach Program (Opioid)	93.912	D04RH31641		185,022
Rural Health Opioid Program	93.912	HIURH32387		157,548
Rural Communities Opioid Response Implementation	93.912	GA1RH33527		<u>5,367</u>
				<u>774,766</u>
Rural Communities Opioid Response (Planning)	93.211	G25RH32457		<u>200,000</u>
Drug-Free Communities (SAMHSA)	93.276	1H79SP021539-01		<u>129,144</u>
<i>Total direct programs:</i>				<u>1,103,910</u>
<i>Passed through the State of New Hampshire:</i>				
Public Health Emergency Preparedness	93.074		U90TP000535	50,487
Disaster Behavioral Health Response Teams	93.074		U90TP000535	3,613
Hep A Vaccination	93.074		U90TP000535	8,228
Lead	93.074		U90TP000536	1,877
MRC	93.074		U90TP000536	<u>2,160</u>
				<u>66,365</u>
SAP	93.243		SP020796	212,061
Young Adult Strategies	93.243		SP020796	84,044
Young Adult Leadership	93.243		SP020796	<u>5,833</u>
				<u>301,938</u>
School-Based Immunization	93.268		H231P00757	<u>10,103</u>
Continuum of Care	93.959		TI010035-14	34,813
Continuum of Care	93.959		TI010035	12,069
Substance Misuse Prevention	93.959		TI010035-14	60,300
Substance Misuse Prevention	93.959		TI010035	18,829
Student Assistance Program Federal Block Grant	93.959		TI010035	96,238
Public Health Advisory Council	93.959		TI010035	1,370
Substance Use Disorder (Friendship House)	93.959		TI010035-14	107,410
Substance Use Disorder (Friendship House)	93.959		TI010035	<u>36,190</u>
				<u>367,219</u>
Substance Use Disorder (Friendship House - SOR)	93.788		H79T10S16W	206,100
Substance Use Disorder (Friendship House - SOR)	93.788		H79T1081685	<u>68,700</u>
				<u>274,800</u>
Community Health Workers	93.757		NU58DP004821	<u>31,807</u>
Public Health Advisor Council	93.758		B010T00937	<u>12,306</u>
Public Health Advisory Council	93.991		NB10T009205-01-01	<u>2,077</u>
<i>Total passed through the State of New Hampshire:</i>				<u>1,066,615</u>
<i>Passed through the University of Dartmouth Area Health Education Center:</i>				
AHEC Supplement	93.107		U77HP03627-15-01	18,916
Area Health Education Centers	93.107		U77HP03627-09-01	<u>83,379</u>
				<u>102,295</u>
<i>Passed through the University of New Hampshire:</i>				
Practice Transformation Network	93.638		Agreement #16-039	<u>437,995</u>
<b>Total Expenditures of Federal Awards</b>				<b>\$ <u>2,710,815</u></b>

See accompanying notes to schedule of expenditures of federal awards.

**NORTH COUNTRY HEALTH CONSORTIUM, INC.  
AND SUBSIDIARY**

**Notes to Schedule of Expenditures of Federal Awards  
For the Year Ended September 30, 2019**

**Note 1. Basis of Presentation**

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of North Country Health Consortium, Inc. and Subsidiary (the Organization) under programs of the federal government for the year ended September 30, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Organization, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

**Note 2. Summary of Significant Accounting Policies**

- (1) Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance whereby certain types of expenditures are not allowable or are limited as to reimbursement.
- (2) Pass-through entity identifying numbers are presented where available.
- (3) The Organization did not elect to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.



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

To the Board of Directors of  
North Country Health Consortium, Inc. and Subsidiary  
Littleton, New Hampshire

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 consolidated financial statements of North Country Health Consortium, Inc. and Subsidiary (the Organization) (a New Hampshire nonprofit organization), which comprise the consolidated statements of financial position as of September 30, 2019, and the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated March 17, 2020.

**Internal Control over Financial Reporting**

In planning and performing our audit of the consolidated financial statements, we considered North Country Health Consortium, Inc. and Subsidiary'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 consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of North Country Health Consortium, Inc. and Subsidiary'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 North Country Health Consortium, Inc. and Subsidiary's consolidated financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of this Report

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

St. Albans, Vermont  
March 17, 2020  
VT Reg. No. 92-0000102

*A. M. Peioch & Company, LLP*

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR  
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL  
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors of  
North Country Health Consortium, Inc. and Subsidiary  
Littleton, New Hampshire

**Report on Compliance for Each Major Federal Program**

We have audited North Country Health Consortium, Inc. and Subsidiary's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of North Country Health Consortium, Inc. and Subsidiary's major federal programs for the year ended September 30, 2019. North Country Health Consortium, Inc. and Subsidiary's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of North Country Health Consortium, Inc. and Subsidiary'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 the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance 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 North Country Health Consortium, Inc. and Subsidiary'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 North Country Health Consortium, Inc. and Subsidiary's compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, North Country Health Consortium, Inc. and Subsidiary 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 September 30, 2019.

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

Management of North Country Health Consortium, Inc. and Subsidiary 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 North Country Health Consortium, Inc. and Subsidiary'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 the Uniform Guidance, 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 North Country Health Consortium, Inc. and Subsidiary'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 the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

St. Albans, Vermont  
March 17, 2020  
VT Reg. No. 92-0000102

*A.M. Peioch & Company, LLP*

**NORTH COUNTRY HEALTH CONSORTIUM, INC.  
AND SUBSIDIARY**

**Schedule of Findings and Questioned Costs  
For the Year Ended September 30, 2019**

**A. SUMMARY OF AUDITOR'S RESULTS**

1. The independent auditor's report expresses an unmodified opinion on whether the consolidated financial statements of North Country Health Consortium, Inc. and Subsidiary were prepared in accordance with GAAP.
2. No material weakness or significant deficiencies relating to the audit of the consolidated financial statements of North Country Health Consortium, Inc. and Subsidiary are reported in the Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Governmental Auditing Standards*.
3. No instances of noncompliance material to the consolidated financial statements of North Country Health Consortium, Inc. and Subsidiary, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
4. No material weakness or significant deficiencies relating to internal control over compliance for major federal award programs are reported in the Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance.
5. The auditor's report on compliance for the major federal award programs for North Country Health Consortium, Inc. and Subsidiary expresses an unmodified opinion on the major federal program.
6. There were no audit findings that are required to be reported in this schedule in accordance with 2 CFR Section 200.516(a).
7. The program tested as a major program was U.S. Department of Health and Human Services – Rural Health Care Services: Network Development, Rural Healthcare Services Outreach Program(opioid), Rural Health Opioid Program and Rural Communities Opioid Response Implementation (CFDA Number 93.912).
8. The threshold for distinguishing Types A and B programs was \$750,000.
9. North Country Health Consortium, Inc. and Subsidiary was determined to be a low-risk auditee.

**B. FINDINGS – FINANCIAL STATEMENT AUDIT**

There were no reported findings related to the audit of the consolidated financial statements for the year ended September 30, 2019.

**C. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAM AUDIT**

There were no reported findings related to the audit of the federal program for the year ended September 30, 2019.

**NORTH COUNTRY HEALTH CONSORTIUM, INC.  
AND SUBSIDIARY**

**Summary Schedule of Prior Audit Findings  
For the Year Ended September 30, 2019**

**2018 and 2017 – AUDITs OF MAJOR FEDERAL AWARD PROGRAMS**

**2018:** There were no reported findings related to the audit of the major federal program for the year ended September 30, 2018.

**2017:** There were no reported findings related to the audit of the major federal program for the year ended September 30, 2017.



## 2019 - 2020 Board of Directors

### OFFICERS

<p><b>Michael Lee, President (2022)</b> Weeks Medical Center President Email: <a href="mailto:michael.lee@weeksmedical.org">michael.lee@weeksmedical.org</a> AA: <a href="mailto:lisa.tetreault@weeksmedical.org">lisa.tetreault@weeksmedical.org</a></p>	<p><b>Karen Woods, Secretary (2021)</b> Cottage Hospital Administrative Director Email: <a href="mailto:kwoods@cottagehospital.org">kwoods@cottagehospital.org</a></p>
<p><b>Mike Counter, Treasurer (2020)</b> North Country Home Health &amp; Hospice Agency Executive Director Email: <a href="mailto:mcounter@nchhha.org">mcounter@nchhha.org</a> AA: <a href="mailto:gchase@nchhha.org">gchase@nchhha.org</a> (Gary)</p>	<p><b>Rev. Curtis Metzger, Vice President (2022)</b> All Saints' Episcopal Church Email: <a href="mailto:curtismetzger@yahoo.com">curtismetzger@yahoo.com</a></p>

### DIRECTORS

<p><b>Scott Colby (2022)</b> Upper Connecticut Valley Hospital President and CEO Email: <a href="mailto:scolby@ucvh.org">scolby@ucvh.org</a> AA: <a href="mailto:pehly@ucvh.org">pehly@ucvh.org</a> (Paula)</p>	<p><b>Kevin Kelley (2020)</b> Indian Stream Health Center Chief Executive Officer Email: <a href="mailto:kkelley@indianstream.org">kkelley@indianstream.org</a> AA: <a href="mailto:bpaquette@indianstream.org">bpaquette@indianstream.org</a> (Billie Jo)</p>
<p><b>Ed Duffy, MD (2021)</b> Littleton Regional Healthcare Executive Vice President, Chief Medical Officer Email: <a href="mailto:eduffy@lrhcares.org">eduffy@lrhcares.org</a> AA: <a href="mailto:nsweeney@lrhcares.org">nsweeney@lrhcares.org</a> (Nancy)</p>	
<p><b>Suzanne Gaetjens-Oleson (2020)</b> Northern Human Services Regional Mental Health Administrator Email: <a href="mailto:sgaetjens@northernhs.org">sgaetjens@northernhs.org</a></p>	<p><b>Lars Nielson, MD (2021)</b> Weeks Medical Center Chief Medical Officer Email: <a href="mailto:lars.nielson@weeksmedical.org">lars.nielson@weeksmedical.org</a> AA: <a href="mailto:paul.laduke@weeksmedical.org">paul.laduke@weeksmedical.org</a></p>



## 2019 - 2020 Board of Directors

<b><i>Ken Gordon (2021)</i></b> Coos County Family Health Services Chief Executive Officer Email: <a href="mailto:kgordon@ccfhs.org">kgordon@ccfhs.org</a>	<b><i>Jeanne Robillard (2022)</i></b> Tri-County Community Action Program Chief Operating Officer Email: <a href="mailto:jrobillard@tccap.org">jrobillard@tccap.org</a>
<b><i>Tara MacKillop (2020)</i></b> Androscoggin Valley Home Care Executive Director Email: <a href="mailto:tmackillop@avhomecare.org">tmackillop@avhomecare.org</a>	<b><i>Vacant Seat (2022)</i></b> Ammonoosuc Community Health Services 25 Mount Eustis Road Littleton, NH 03561 Phone:



# ANNIE PATOINE

## SUMMARY

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Friendly and enthusiastic professional with several years of experience in public interaction and office environments. Ability to learn new tasks quickly and proficiently.

## Education

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High School Diploma: June of 2002 with Honors, accounting, culinary arts, electricity and interned with Calex Ambulance. Saint Johnsbury Academy - Saint Johnsbury, VT

Allied Health Preparation Certificate - Community Collage of Vermont graduating on May 8, 2017 with Honors.

## RELATED EXPERIENCE

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### *North Country Health Consortium, Littleton, NH*

#### *Purchasing-Finance Assistant*

*May 2019 – Present*

- Perform all duties related to processing orders for materials & supplies.
- Supports Student Assistance Program through communication with external partners regarding reporting requirements, technical assistance to SAPS regarding reporting, and tracking of reporting deadlines and data entry into the PWITS system
- Receive order requisitions from NCHC personnel using requisition email form – review for completeness and accuracy (vendor, account codes, description, approval). Enter requisition into AccuFund.
- Process order through assigned vendor (from order req).
- Shop for quotes as necessary for those orders that require three pricing options.
- Filing for A/P; A/R and Friendship House client billing information.
- Assist Financial Controller on an as needed basis for ad hoc projects.

#### *PTN Program Specialist*

*May 2017 – May 2019*

- Maintains, coordinates, and updates database on Sharepoint for Practice Transformation Network initiative including practice listings, enrollment, and demographics; phase progression, practice assessment tools and plan due dates; and folder updates for all practices. Provides administrative support to PTN Program Staff including preparation of print and electronic PATS and Plans.
- Assists Finance Team with data entry, maintaining excel spreadsheets, filing, and other duties as requested
- Supports Student Assistance Program through communication with external partners regarding reporting requirements, technical assistance to SAPS regarding reporting, and tracking of reporting deadlines and data entry into the PWITS system
- Participates as needed in special projects

## **ANNIE PATOINE**

- Ensures compliance with NCHC policies and procedures, including code of ethics and confidentiality, while performing job functions

*The Riverside School, Lyndonville, VT*

*March 2016 – May 2017*

*After School Coordinator & Substitute Teacher*

- Plan snacks, activities and use of space in advance of each day's program start
- Keep track of attendance and pick up times for billing purposes, submit them to business manager
- Consistently supervising and engaging with students
- Use appropriate behavior management techniques to maintain student behavior
- Actively communicate and build positive relationships with the parents of students in the program
- Teach lesson plan as outlined by absent teacher
- Maintain a professional appearance as an example for children
- File papers
- Answer phones
- Reliable, and flexible

**Summary**

Over 6 years of increasing management experience for the North Country Health Consortium as both a Program Manager and Director for the Northern New Hampshire Area Health Education Center and the Integrated Delivery Network. 18 years of pharmacist experience in the local community and hospital environments, 13 of which were in a supervisory management level. Direct experience as owner and sole proprietor of an independent pharmacy and a gift shop.

**Experience**

**Director of Workforce Integration & Training, North Country Health Consortium, Littleton, NH**

**October 2018-current**

Responsible for program oversight of the Region 7 Integrated Delivery Network (IDN), the Northern New Hampshire Area Health Education Center (NNH AHEC), North Country Public Health Network, and North Country Health Consortium Substance Misuse Prevention Programs, including Drug Free Communities. Oversight activities include supervising program staff; working with local and state government to secure funding sources necessary to support project-based deliverables; providing direction in the administration of contracts and associated subcontracts to ensure achievement of performance metrics and project deliverables; grant writing, fostering collaborative relationships, including cross-program opportunities; and identifying new program development options.

**Integrated Delivery Network Program Manager, North Country Health Consortium, Littleton, NH**

**July 2016-October 2018**

Responsible for overall program management activities to support successful achievement of project outcomes for Region 7 Integrated Delivery Network. Activities included supervision of IDN program staff; creating processes and procedures to accomplish IDN program objectives, metrics, and deliverables; monitoring project activities to ensure continuity and alignment with Region 7 IDN program goals and IDN Statewide initiatives; coordination and implementation of IDN projects activities to ensure regional effectiveness and efficiency of the IDN program; monitoring budgeted program expenditures; managing contracts with community partners; ensuring compliance to fidelity; creating performance reports, analyses, and program reports.

**Owner, Newfound Nook Gifts & More, Bristol, NH**

**January 2016-September 2016**

Retail Business Owner/Operator. Created gift shop business from the ground up. Responsible for all aspects of the business, including inventory control and maintaining finances.

**Pharmacy Manager, Indian Stream Health Center Pharmacy, Colebrook, NH**

**April 2013-December 2015**

Provision and supervision of pharmaceutical care that is patient-centered and outcomes oriented. Responsibilities included preparing and dispensing medications pursuant to provider prescriptions; working in concert with the patient and the patient's other health

care providers to promote health, to prevent disease, and to assess, monitor, initiate, and modify medication use to assure that drug therapy regimens are safe and effective; inventory management; and ensuring 340B program regulations were followed and in compliance; supervising the Prescription Assistance Program; and supervising pharmacy staff.

**Workforce Development Director/Grants Administrator, North Country Health Consortium/Northern New Hampshire Area Health Education Center, Littleton, NH**

**April 2012-March 2013**

Worked as the Workforce Development Director for a rural health network.

Responsibilities included overseeing the development and implementation of a variety of community-based health professions education programs with particular emphasis on programs designed to support access to quality health care in Northern New Hampshire; collaborating with community partners to complete community health needs assessments; providing oversight for the Workforce Development Program; preparing and managing Workforce Development program budget; completing and submitting reports to funding agencies and monitoring work of subcontractors as assigned.

Additional responsibilities included grants administration for all programs of the North Country Health Consortium.

**Workforce Education & Development Program Manager, North Country Health Consortium/Northern New Hampshire Area Health Education Center, Littleton, NH**

**November 2009-April 2012**

Worked as the Northern NH Area Health Education Center (NNH AHEC) Program Manager. Responsibilities included planning and coordinating continuing education programs for healthcare professionals; promoting health career awareness; managing multiple funding sources; and providing oversight to staff involved with health careers and community-based education programs.

**Health Careers Counselor, North Country Health Consortium, Whitefield, NH**

**January 2009-November 2009**

Worked in Coos and Grafton County to recruit students into health career occupations and provide support for students interested in health professions training programs. Responsibilities included developing programs to promote health careers and "hands on" learning experiences; creating student tracking mechanisms to show progression of education; and developing and implementing a successful Health Careers Summer Camp program.

**Pharmacist, LaPerle's IGA Pharmacy, Colebrook, NH**

**May 2008-December 2008**

Worked as a community pharmacist at a 340B qualified pharmacy. Responsibilities included prescription verification; Drug Utilization Reviews; following Federal and State rules; providing clinical support to physicians and patients; and supervising pharmacy technicians.

**Pharmacist, Upper Connecticut Valley Hospital, Colebrook NH**

**March 2006-March 2008**

Worked as a hospital pharmacist performing drug utilization reviews; dispensing medication for in-patient use; processing prescriptions for employees; teaching community members about diabetes medications; supervising pharmacy technicians; following Federal and State rules; and working with nurses and physicians to ensure quality patient care.

**Pharmacist, Rite Aid Corporation, Lancaster, NH**

**December 2005-June 2006**

Responsibilities included prescription verification; Drug Utilization Reviews; providing

clinical support to physicians and patients; following Federal and State rules; and supervising pharmacy technicians.

**Pharmacy owner, Pharmacist, Groveton Pharmacy, Groveton, NH  
April 2002-December 2005**

Responsibilities included all pharmacist roles. Additional responsibilities included complying with Federal and State regulations; record keeping; inventory management; payroll; deposits; accounts payable; accounts receivable; budgets; and human resources.

**Pharmacist-in-Charge, Groveton Pharmacy, Groveton, NH  
March 1995-March 2002**

Provided prescribed medications for adequate patient care; managed control substances inventory; counseled public on prescription and non-prescription medications ensured compliance with State and Federal rules and regulations; supervised pharmacy technicians; ensured adequate control and documentation of all controlled substance records; participated in disease state management; and monitored drug therapy in collaboration with physicians and/or other health professionals.

**Pharmacist, Rite Aid, Derby, VT  
March 1993-March 1995**

Ensured that every customer received friendly, knowledgeable, and efficient service. Checked all work done by pharmacy technician prior to dispensing medications. Upheld service standards for counseling, dispensing, and pricing of prescriptions.

**Education:**

Massachusetts College of Pharmacy, Boston, MA  
B.S. Pharmacy 1992

**References:** Available upon request

# Bob Thompson

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## Objective

Continue pursuing a career in the education, substance misuse prevention, and behavioral health fields that improves the lives of others, provides professional fulfillment, and is compatible with personal lifestyle interests.

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## Experience

### Senior Program Manager

North Country Health Consortium  
Littleton, NH  
September 2019 - Present

Responsible for all management and oversight responsibilities associated with the Consortium's Substance Misuse Prevention portfolio.

### Director, Office of Student Wellness

Berlin Public Schools  
Berlin, NH  
April 2015 - September 2019

Manage SAMHSA funded Project AWARE, Systems of Care Wraparound Services, and Restorative Justice grant programs. Direct all Office of Student Wellness related activities.

### Program Manager

North Country Health Consortium  
Littleton, NH  
March 2007 - April 2015

Responsible for all management level responsibilities associated with the Consortium's Substance Misuse Prevention portfolio.

### Programs Manager

Tri-County Community Action Programs  
Alcohol and Other Drug Division  
Berlin, NH  
October-1997 - March-2007

Managed all Impaired Driver Intervention Programs; developed and managed *Adolescent Substance Abuse Prevention (ASAP)* program in Carroll, Coos, and northern Grafton County district courts.

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## Education

### Bachelor of Science

San Diego State University - 1979

Major: Geography/Environmental Studies  
Minor: Biology/Conservation

### Master of Science

Granite State College - 2014

Leadership/Project Management

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## Skills and Credentials

Certified Prevention Specialist, 2012 - present; Positive Behavioral Interventions and Supports Trained Trainer Program at University of Connecticut, 2016-17; Board Certified Behavioral Analyst education program, Florida Institute of Technology 2017; Selectman, Town of Jackson, 2012 - 2019.

# CATHY ROY

## SUMMARY

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Astute professional with 15 plus years of experience in accounting and management within non-profit health education/substance abuse, academic research administration, resort & hospitality and manufacturing settings. Demonstrated expertise in both front and back of house systems, accounting and financial reporting systems.

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## EXPERIENCE

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### North Country Health Consortium, Littleton, NH

#### Director of Finance

03/2020 to present

- Oversee all finance department activities including budgeting, financial forecasting, financial reporting requirements, and cash flow for administration, existing programs, and proposed new programs and services.
- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for CEO and Board of Directors.
- Coordinate all activities for financial, federal, state and worker's compensation audits.
- Partner with CEO on the organization's financial, budgeting, and administrative processes.
- Supervise Finance Team and serve as liaison between finance team and CEO.
- Monitor insurance coverages.
- Monitor clinical service insurance claim billing and collections.
- Assist with payroll and benefit oversight.
- Collaborate with senior leadership to review and update Financial Policies and Procedures.

#### Financial Controller

01/2019 to 03/2020

- Direct supervision of Finance staff (Payroll/Benefits Admin, Accounts Payable, Accounts Receivable, Purchasing)
- Preparation and oversight of all finance related audits in collaboration with CFO.
- Monthly financial reports to CFO, provide direct oversight to Finance team to adhere to monthly schedule to produce timely and accurate reporting.
- Assist with oversight of clinical service insurance claim billing and collections.
- Collaborate with CFO in preparation of monthly, quarterly and annual reporting requirements by funders.
- Responsible for the application of all NCHC Policies, including the Finance Procedures Manual and applicable State and Federal guidelines.
- Assist with the creation of budgets for new, existing and potential revenue streams from outside funders. Assist with the annual organization wide budget preparation in coordination with Finance Team input including managing the timeline.

### ARC MECHANICAL CONTRACTORS, Bradford, VT

#### Controller

04/2018 to 08/2018

- Manage weekly cash flow to correspond with business levels utilizing line of credit vs receivables.
- Process month end including payroll - produce financial statements – income statement, cash flow, balance sheet for submission to funding representatives.
- Produce reports associated with percent of completion on all open HVAC projects – job cost monitoring.
- Oversee contract billing – communication with project managers to assess amount to bill and forecast completion for work in process reports.
- Collection efforts for delinquent Accounts Receivable.

### DARTMOUTH COLLEGE, Hanover, NH

#### Operations Director - Biomedical Data Science Department

07/2015 to 03/2018

- Financial Planning & Budgeting - develop plan for group/research team's financial goals working with departmental and division senior leadership. Working with the Dean's Office, the Office of Sponsored Projects,

Office of Finance to implement processes and procedures for successfully monitoring and streamlining the research objectives.

- Analyze on-going and planned research, available funding, anticipated fluctuations in funding, staffing and other resources to project current and long-term financial needs.
- Grant administration including budget development; creating the financial components of faculty grant applications for submission to federal, state and private agencies with a focus on large multi-center \$12 to \$18 million federal projects. Manage the departmental portfolio of approximately \$48m (over a 5-year span).
- Translate research plans into scope of work; identify areas in which costs will be incurred and develop estimates for such costs, manpower, equipment, supplies, communications, travel, etc.
- Manage the work of administrative and research staff in preparing and submitting grant applications. Ensure that all components are accurately and properly prepared and submitted timely.
- Develop recruitment packages and act as the department contact for potential recruits. Oversee recruitment of research personnel as required by principal investigators. Work in conjunction with the Dean's office on the promotion timeline and submission of faculty promotion package.

**Administrative Officer - CFMED - Section of Biostatistics/Epidemiology**

**10/2013 -07/2015**

- Oversee staff that prepare and process payables, deposits, journal transfers and labor distribution updates. Supervise the reconciliation of monthly financial reports and the resolution of discrepancies.
- Pre-award administration responsibilities include developing research proposals, negotiating and executing grants and contracts, working directly with faculty and staff to submit proposals, and educating faculty on best practices and compliance of sponsored research.
- Post-award administration duties include grant and contract compliance, reviewing financial reports, monitoring time and effort certifications, completing RPPR reports, and grant budget preparation.

**BURKE MOUNTAIN, East Burke, VT**

**Controller/HR Manager**

**08/2007 to 07/2013**

- Executive management team member responsible for guiding the resort's resources and personnel towards the goals and initiatives set by the Development Company.
- Preparation of annual business plan along with direction of budget process with upper management and their direct reports.
- Educate staff on use of budget templates along with labor schedule tools to produce accurate budgets and forecasts.
- Develop and distribute trend analysis to management to assist in budgeting and forecasts.
- Responsible for all payroll management, including hiring, training, and orientation.
- Direct staff on use of system including report analysis.
- Negotiation of benefit package along with administration of all facets including workers compensation.
- Development of forecasting tool in conjunction with sql contractor to be used by management to monitor daily/weekly/month to date business levels compared to prior year(s) and budget.
- Cash flow preparation for both operations and development requirements reflecting the actual revenue.

**ATTITASH SKI RESORT Bartlett, NH**

**Financial Controller**

**02/2006 to 08/2007**

- Direct and manage all accounting, reporting, budgeting and forecasting for ski resort and hotel.
- Monitor business trends to ensure optimum yield for products.
- Insure that the systems of internal control are in place, upgraded as needed and utilized resort wide.
- Direct accounting staff in all daily/weekly/monthly accounting function and analyze resulting weekly/monthly financial results compared to budget/history.
- Manage staff of 4 accountants, ticket manager and 2 payroll clerks.
- Preparation of annual business plan for both ski resort & hotel working closely with department heads and general managers of both resort & hotel.



- Annual preparation of budget for Grand Summit Unit Owners Association - a quarter share condominium Association.

**Financial Reporting/Budget Manager**

01/2003 to 02/2006

- Preparation of weekly/monthly/quarterly financial statements.
- Provide variance commentary to management team members on budget to actual performance variances.
- Manage annual budget process - weekly line item budgeting - coordinate Department managers to develop their annual budget.
- Balance Sheet, P&L analysis; preparation of trial balance account schedules for SEC reporting.
- Manage flow of information from A/R, A/P, and payroll personnel in a timely fashion to consolidate the financial reporting process.

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**EDUCATION**

B.S: MANAGEMENT PERSONNEL ADMINISTRATION

Keene State College, Keene, NH

Granite State College (formerly CLL) – Required coursework for B.S.Accounting

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**AFFILIATIONS**

- International Society of Research Administrators (SRA)
- National Council of University Research Administrators (NCURA)
- Society for Human Resource Management (SHRM)
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**SOFTWARE**

- ComputerEase
- Oracle Business Intelligence
- Hyperion Reporting
- CODA Financials
- Timberline
- AccPac/Norming fixed assets
- ADP Payroll
- Kronos Timekeeping
- EPay Business Solutions
- AccuFund
- Paychex Flex

**Stephanie A. Gould**  
**LCMHC, M.Ed**

August 2018- Present                      Genesis Behavioral Health (LRMHC) New Hampshire  
Hospital Liaison

- Conducts aftercare and discharge planning for individuals (both Adult Services and Child and Family Services) discharging from inpatient psychiatric facilities to LRMHC catchment area per state regulations and required time frames.
- Provides clinical consultation, case review, and coordination of care with attending medical staff, treatment team, discharging hospitals, and family supports..
- Tracks and facilitates transfer an assumption of probate documentation for patients on conditional discharge from state hospital.

Sep 2015- April 2018                      Granite State College (USNH)                      New Hampshire  
Academic Advisor

- Advises student through all stages of the student lifecycle on admissions, enrollment, academic program policies, and degree completion planning.
- Applies Appreciative Advising theory to coach students in identifying their strengths, academic and career interests, and guides students in achieving their set goals.
- Monitors the academic progress and enrollment of all students assigned in caseload and performs retention tasks according to advising outreach calendar.
- Participates in inter-department training(s) to continuously gain more in-depth curriculum knowledge, increase advisor and faculty collaboration, and provide continued exposure to career-specific requirements and trends.
- Provides information on transfer-ability of college-level learning and prior learning opportunities and process.
- Provides face-to-face, telephone, and web-based support to assist students with applying to the college, registering for classes, setting up accounts, and accessing student support services.
- Provides initial stage of career guidance, directing students to Career Services for more in-depth counseling and support.
- Provides initial guidance on disability services options, directing them to Disability Services for assistance with accommodation plans.
- Provides students with information on Student Counseling Services for non-academic hardships support.
- Responsible providing “gold standard” customer service.
- Responsible for the function of coordinating and supervising of our work study.
- Assist in the general needs of the campus and be responsive and welcoming to all customers that enter
- Daily usage of college wide technology platforms to access student data: email client (Outlook), system of record database (BANNER), degree evaluation software (GPS), and reporting platforms (APEX/WebI).
- Mentor and cross train with other advisors to share best practices and promote consistency to improve the overall student experience.
- Attend special events to represent advising and participate on institutional committees as needed.

Nov 2012- Aug 2015                      MHN Government Services                      New Hampshire

Military and Family Life Consultant (MFLC)

- Provide JFSAP Military and Family Life Consultant services in the form of face to face non-medical, solution focused counseling to service members and their families throughout the state of New Hampshire.
- Provide psycho-educational presentations and briefings for military (as requested by command) and for service members/families throughout the deployment cycle at Yellow Ribbon Events.
- Conduct efforts to establish partnerships and inform civilian, community based service on military culture, referral sources, and common issues that military families face.
- Utilize clinical skills to screen for and make appropriate referrals for individuals that demonstrate a clinical need.

For full role see [www.mhngs.com/app/programsandservices/mflc\\_program.content](http://www.mhngs.com/app/programsandservices/mflc_program.content)

Jan. 2011-Nov. 2012                      S. Gould Counseling Services                      Plymouth, NH

- Contract with MHNGS (40 hours per week) to provide New Hampshire JFSAP Military and Family Life Consultant services to all branches of New Hampshire based eligible service members (and their families).

See MFLC role as highlighted above.

August 2010- Nov 2012                      Northern Human Services                      Conway, NH

Clinical Director

- Manage, develop, and maintain contracts with community organizations.
- Provide clinical supervision to 8 clinicians, implement agency policy, provide Emergency Services.
- Integrate and manage best clinical practices across multiple teams/disciplines.
- Provide support and training for technical and clinical skill development to support documentation.
- Collaborate with Management Team to improve fiscal outcomes and resilience.
- Track, analyze, and address productivity issues.
- Serve on technology related committees and workgroups dedicated to the implementation of an electronic medical record.

March 2009-Jan. 2010                      The Davenport School                      Jefferson, NH

Clinical Coordinator

- Provide individual and group counseling to court adjudicated youth in intensive residential treatment program for adolescent girls.
- Work with Department of Juvenile Justice, The Division for Children, Youth and Families, legal representatives and court representatives to provide, determine, and implement clinical services to youth and families.
- Provide education and clinical supervision to direct care staff and family workers.
- Research and develop assessment and reporting systems that measure consumer needs and treatment results while satisfying best treatment practices and payer/funding source reporting requirements.

August 2008-March 2009 LifeShare Management, Inc. Manchester, NH

Regional Director, North

- Responsible for all facets of program implementation and development, including the hiring and supervision of staff, budget, obtaining referrals and tracking program efficacy.
- Be aware of and implement state and federal regulatory guidelines to include Medicaid billing practices and service quality/best practices.
- Provide clinical supervision and some direct care, including emergency services.
- Meet monthly documentation deadlines and maintain clinical records in accordance with HIPPA standards.

April 2001- July 2008 Genesis Behavioral Health Plymouth, NH

Clinical Coordinator, Plymouth

- Provide clinical and administrative supervision to up to 10 clinicians and employees.
- Track caseloads, documentation and staff productivity.
- Work with the Director to allocate resources to maximize revenue generation.
- Work with Quality Assurance to interpret and implement practices that conform to Federal and State regulations pertaining to community mental health service delivery.
- Conduct regular audits of clinical documentation.
- Work under significant pressure: evaluate and develop dispositions for psychiatric emergencies.
- Work with the interdisciplinary team to develop, monitor, and implement psychotherapeutic and psychopharmacological intervention

Dec. 2003- Jan. 2007 North Woods Counseling, L.L.C. Campton, NH

Partner/ Clinician

- Manage and organize all office activities relevant to supporting and running a private clinical mental health practice including accounts receivable, account tracking, budget development and management, and technology needs.
- Develop and maintain community relationships to develop healthy referral base as well as produce print marketing media.

Dec. 2002- Nov. 2003 Riverbend Community Mental Health, Inc. Franklin, NH

Child and Family Therapist

- Provide clinical assessment, psychotherapy, and case management services to children (and their families) experiencing symptoms of mental illness.
- Work effectively in an interdisciplinary team approach.

Sept. 2001- Nov. 2002 Plymouth State University Plymouth, NH

Director of Women's Services and Gender Resources

- Structure, maintain and account for department budget.
- Redesign mission and priorities for direct services and education.
- Secured \$20,000 budget increase for Center in year 2002 and obtained reclassification of position to "Director" status.
- Supervise and provide guidance to staff.
- Organize, conduct and arrange for media coverage and conduct community outreach to support delivery of educational messages.

- Design and implement multi-faceted educational and informational campaigns, including production of revised web site and print material.
- Plan and execute fundraising events/campaigns

#### EDUCATION

Bachelor of Arts in General Studies, Concentration in Advertising  
Texas Tech University Lubbock, TX May 1994

Master of Education: Mental Health Counseling  
Plymouth State University Plymouth, NH May 2001

#### CERTIFICATIONS/LICENSURES

Licensed Mental Health Counselor, State of NH #541

#### RELATED EXPERIENCE

- Trained and served as a provider for the NH Attorney General's Victim Assistance Provider Network
- Trained volunteer for NH DBHRT (Disaster Behavioral Health Response Team)

**CONTRACTOR NAME**

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
TBD	CEO	\$125,000.00	10.0%	\$12,500.00
Robert Thompson	Program Director	\$77,415.52	10.0%	\$7,741.55
Stephanie Gould	Program Coordinator	\$65,718.12	50.0%	\$32,859.06
Cathy Roy	Director of Finance	\$86,912.50	7.25%	\$6,301.16
Annie Patoine	Program Support	\$44,109.63	10.0%	\$4,410.96
April Mottram	Director of Programs	\$81,818.41	5.0%	\$4,090.92

New Hampshire Department of Health and Human Services  
Student Assistance Program



State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to the Student Assistance Program

This 2nd Amendment to the Student Assistance Program contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and SAU #6 – Claremont School District, (hereinafter referred to as "the Contractor"), a municipality with a place of business at 165 Broad St., Claremont, NH 03102.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on December 5, 2018, (Item #21), as amended on August 28, 2019 (Item #13) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Section 3, the Contract may be amended and extended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.4, Contractor Address, to read:  
165 Broad Street, Claremont, NH 03743.
2. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2021.
3. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$109,440.
4. Exhibit A, Scope of Services, Section 2., Subsection 2.14., to read:  
2.14. The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades 9 through 12 in the spring of 2021.
5. Exhibit A, Scope of Services, Section 2., Subsection 2.15., to read:  
2.15. Reserved.
6. Exhibit A, Scope of Services, Section 6., Deliverables, Subsection 6.1., to read:  
6.1. The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades 9 through 12 in the spring of 2021.
7. Exhibit A, Scope of Services, Section 6., Deliverables, Subsection 6.2., to read:  
6.2. Reserved.
8. Exhibit B, Amendment #1, Method and Conditions Precedent to Payment, Section 4, Subsection 4.1 to read:  
4.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1, Amendment #1 and Exhibit B-2, Amendment #2.



- 
9. Add Exhibit B-2, Amendment #2, attached hereto and incorporated by reference herein.



New Hampshire Department of Health and Human Services  
Student Assistance Program




All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,


State of New Hampshire  
Department of Health and Human Services

6-2-2020  
Date

  
Name: Christy Tappan  
Title: Associate Commissioner

SAU #8 - Claremont School District

5/29/30  
Date

  
Name: MICHAEL C. TOMPASA  
Title: SUPERINTENDENT

New Hampshire Department of Health and Human Services  
Student Assistance Program



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

June 10, 2020  
Date

Christopher Marshall  
Name:  
Title: Assistant Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

*Handwritten signature and date*  
5/27/20

New Hampshire Department of Health and Human Services  
Exhibit B-2, Amendment #2

Contractor Name: SAU #6 - Claremont School District

Budget Request for: Student Assistance Program

Budget Period: July 1, 2020 to June 30, 2021

Line Item	Total Program Cost		Contractor Share / Match			Funded by DHR's contract share		
	Direct	Indirect	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 30,600.00	\$ -	\$ 30,600.00	\$ -	\$ -	\$ 30,600.00	\$ -	\$ 30,600.00
2. Employee Benefits	\$ 12,050.00	\$ -	\$ 12,050.00	\$ -	\$ -	\$ 12,050.00	\$ -	\$ 12,050.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specify contract, mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect As A Percent of Direct	\$ -	\$ 1,350.00	\$ 1,350.00	\$ -	\$ -	\$ -	\$ 1,350.00	\$ 1,350.00
TOTAL	\$ 45,150.00	\$ 1,350.00	\$ 46,500.00	\$ -	\$ -	\$ 45,150.00	\$ 1,350.00	\$ 46,500.00

Indirect As A Percent of Direct 3.0%

Contractor Initials \_\_\_\_\_  
Date: 5/29/20

CERTIFICATE OF AUTHORITY

1. Frank Sprague, hereby certify that

1 I am a duly elected Officer of Claremont School District School Board

2 The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on May 6, 2020, at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Michael Tempesta, Superintendent is duly authorized on behalf of Claremont School District to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3 I hereby certify that said vote has not been amended or repeated and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority remains valid for thirty (30) days from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 5/21/2020

  
\_\_\_\_\_  
Signature of Elected Officer

Name: Frank Sprague

Title: Claremont School District School Board Chair



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<b>Participating Member:</b> Claremont School District SAU #6 165 Broad Street Claremont, NH 03743	<b>Member Number:</b> 909	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
--	------------------------------	--

Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
<input checked="" type="checkbox"/> <b>General Liability (Occurrence Form)</b> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2020	7/1/2021	Each Occurrence	\$ 5,000,000
			General Aggregate	\$ 5,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input checked="" type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: \$1,000  <input type="checkbox"/> Any auto	7/1/2020	7/1/2021	Combined Single Limit (Each Accident)	\$5,000,000
			Aggregate	\$5,000,000
<input checked="" type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>	7/1/2020	7/1/2021	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease - Each Employee	\$2,000,000
			Disease - Policy Limit	
<input checked="" type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>	7/1/2020	7/1/2021	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000

**Description:** Proof of Primex Member coverage only.

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> - NH Public Risk Management Exchange</b>
			<b>By:</b> <i>Mary Beth Puell</i>
			<b>Date:</b> 5/19/2020    tdenver@nhprimex.org
State of New Hampshire Department of Health & Human Services 129 Pleasant St Concord, NH 03301			Please direct inquiries to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax



**School Administrative Unit #6**  
Serving Claremont and Unity, NH  
165 Broad Street Claremont, NH 03743

Phone: 603-543-4200

Fax: 603-543-4244

Website: [www.sau6.org](http://www.sau6.org)

## Claremont School Board

May 21, 2020

**Frank Sprague**  
Claremont School Board Member Chair  
[fsprague@sau6.org](mailto:fsprague@sau6.org)

**Jason Benware**  
Claremont School Board Member  
[jbenware@sau6.org](mailto:jbenware@sau6.org)

**Robert Lovett, Jr.**  
Claremont School Board Member  
[rlovett@sau6.org](mailto:rlovett@sau6.org)

**Michael Petrin**  
Claremont School Board Member  
[mpetrin@sau6.org](mailto:mpetrin@sau6.org)

**Jane Hunter**  
Claremont School Board Treasurer

**Tracy Pope**  
Claremont School Board Moderator

**Heather Whitney**  
Claremont School Board Vice Chair  
[hwhitney@sau6.org](mailto:hwhitney@sau6.org)

**Rebecca Zullo**  
Claremont School Board Member  
[rzullo@sau6.org](mailto:rzullo@sau6.org)

**Carolyn Towle**  
Claremont School Board  
[ctowle@sau6.org](mailto:ctowle@sau6.org)

**Mary Woodman**  
Claremont School Board Clerk

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Michael Tempesta, Superintendent

Donna Magoon, Assistant Superintendent

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**SAU #6 Vision Statement:** SAU #6 inspires self-driven excellence for all stakeholders through rigorous curricula and effective home-school-community partnerships; emphasizing individual strengths and goals in a safe and supportive environment where all students will learn, grow, and become contributing members of our society.

Adopted by the SAU #6 Board on 9-30-10

# DOUGLAS S. PILCHER

## EDUCATION

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Upper Valley Educators Institute Masters of Arts in Teaching Vermont & New Hampshire Teaching License Social Studies	September 2014-June 2015
Northeastern University, Boston, MA Bachelor of Arts in Journalism	September 2001-May 2004
Dean College, Franklin, MA Associates Degree in Humanities	September 1999 - May 2001

## RELEVANT EXPERIENCE

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Second Growth, White River Junction, VT October 2018 - present  
*Counselor, Student Assistance Program*

- **Student Assistance Program Counselor-** provide the evidence-based best practice curriculum of the Student Assistance Program and counseling services to students between the ages of 12 and 21. Conduct assessments and provide early-intervention supports, prevention education, and behavioral supports. Refer students to outside providers as needed. Conduct presentations to students on the subjects of substance use prevention, bullying prevention, or other topics as needed. Support the work of school guidance counselors, teachers, school nurse, and others. Facilitate a variety of groups as needed.

The Aloha Foundation, Fairlee, VT 1994 - present  
*Program Director, Unit Head, Department Head, Certification Coordinator, Head of Counselor in Training Program.*

- **Leader of Counselor in Training program-** mentoring 16-17 year old age group to develop the knowledge and skills to transition successfully into counselor roles including training in teaching methodology, managing behaviors, meeting the needs of a diverse population alongside professional accountability and ownership.
- **Facilitator/Trainer-** Leading counselor training sessions including theoretical and practical implementation of choice theory and Success Counseling, community cohesiveness and collaboration and fostering the agency philosophy. Leading sessions on teaching methodology, differentiation and the vision, goals and outcomes of outdoor programming.
- **Program director-** Responsible for overseeing all departments, staff and programming at a large and successful outdoor summer camp. Leading and evaluating department head team ensuring dynamic, varied and high quality program activities in line with organization's mission and values.
- **Program development-** Working alongside Director and Assistant Director to create and implement short and long term visions for programming including consideration of fiscal responsibility, risk management, best practices, policy and procedure and staff and participant needs and wants.
- **Certification Coordinator-** Responsible for overall supervision and delivery of certification training programs to staff including Designated Trip Leader, Wilderness First Aid, Water Safety Instructor and American Red Cross Lifeguarding.
- **Unit Head-** Supervisor to a large staff population in an outdoor, residential setting. Leader

in meeting the behavioral, social, emotional and educational needs of camper population.

- **Department Head-** Supervisor of departmental staff ensuring high quality, safe and challenging yet enjoyable programming to meet the individual learning and recreational needs of children aged 8-15 years.

**Rivendell Interstate School District, Orford, NH**

**2016 -Present**

*Social Studies Teacher, Varsity Soccer Coach, Advisory Team Leader*

- Developed and implemented an integrated 7<sup>th</sup> and 8<sup>th</sup> grade humanities curriculum in collaboration with teachers from other disciplines.
- **Advisory program leader-** guiding and supporting other staff members through the Advisory curriculum. Delivering advisory program to student population.
- Utilized project-based learning.
- Worked as a member of an inter-disciplinary team to support the needs of a diverse student population using differentiation to maximize student potential.
- **Coach for the Varsity Soccer Team** through their season of training and inevitable successes and losses utilizing sports as a vehicle to teach teamwork, self-discipline and positive motivation.

**Warren School SAU 23, Warren, NH**

**2015-2016**

*Social Studies Teacher, Leader of Student Council*

- Developed and implemented a dynamic and engaging humanities curriculum for grades 4-8.
- Supported children and families to access education in a high need district.
- Worked closely with behavioral health professionals, occupational therapists, guidance team and other professionals to ensure the diverse learning, behavioral and social needs of the student population were met.
- Served as Teacher Leader of the Student Council supporting an elected group of students to plan, develop and implement extra-curricular activities for the school community.

**Hulbert Outdoor Center, Fairlee, VT**

**Seasonal 2012-2014**

*Seasonal Program Director*

- Facilitator of staff training sessions including the delivery of Success Counseling sessions focused on teaching staff how to utilize choice theory and success counseling model to address a variety of behaviors and social/emotional needs.
- Developed and implemented programming for summer and winter family camps providing outdoor recreational opportunities that promoted learning of new skills from basic knowledge to advanced expertise for a diverse population.
- Consideration of risk management and fiscal aspects of programming alongside existing organizational policy and procedure.
- Worked closely with Hulbert Program Director to supervise staff, complete scheduling responsibilities and adapt program to meet the needs of individual program participants.
- Created strong individual connections with staff members and program participants to foster opportunity for growth and enjoyment that was inclusive of all ages and needs.

**Spurwink Services, Portland, ME**

**2011 – 2012**

*Behavioral Health Interventionist & Therapeutic Foster Parent*

- Facilitated daily residential and educational programming for children aged 10-21 years experiencing significant psychiatric and behavioral disorders.



- Prepared and delivered classes as a lead teacher in History and English, successfully adapting and maintaining a productive educational environment that was flexible to the individual needs of students and their behavioral demands.
- Supervised residential staff and managed residential programming.
- Worked cohesively with a multi-professional team alongside children and their families to provide exceptional, individualized service designed to meet each child's learning, behavioral and emotional needs.
- Foster Parent for children exiting inpatient psychiatric care.

**Lagoon Lodge Backpackers Hostel, Motueka, New Zealand** **2009 – 2010**  
*Hostel Manager, Outdoor Recreation/Trip coordinator*

- Collaborated with school and college groups to provide outdoor recreation/trip coordination and execution that met the learning and recreation goals of each educational group.
- Responsible for the daily management of all aspects of the hostel and adventure programming business including financial aspects, staffing, programming and problem solving to ensure participants, guests and the business thrived in a competitive market.
- Marketing and development of the Hostel and external adventure based programs.
- Completed all scheduling responsibilities.

**Killington Mountain School, Killington, VT** **2008-2010**  
*English Teacher/ Dorm Supervisor*

- Adapted core teaching skills to provide comprehensive English curriculum to students in grade 8-10 in a non-traditional educational setting.
- Provided residential supervision, emotional, educational and behavioral support to children living in a boarding school environment.
- Worked within a multi-professional team to ensure quality education alongside extra-curricular programming within a diverse, residential school community.

**Hartford School District, Hartford, VT** **2004-2005**  
*Residential Case Worker*

- Contracted through the government agency Healthcare Rehabilitation Services (HCRS), worked as a class mentor for the Wilder School, an alternative school for students with behavioral and emotional difficulties.
- Created behavior and education plans for students in both one-on-one and group environments.

**Valley News Newspaper, Lebanon, NH** **2004-2005**  
*Journalist*

- Published daily columnist in the sports section of popular local publication.

#### **OTHER EXPERIENCE**

- 
- **Rivendell Trails Association – Board Member** **2017-2018**

**CONTRACTOR NAME**

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Doug Pilcher	Student Assistance Program Counselor	\$42,650.00	100%	\$42,650.00

**New Hampshire Department of Health and Human Services  
Student Assistance Program**



**State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to the Student Assistance Program**

This 2<sup>nd</sup> Amendment to the Student Assistance Program contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and School Administrative Unit #18 Franklin School District, (hereinafter referred to as "the Contractor"), a municipality with a place of business at 119 Central Street, Franklin, NH 03235.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 13, 2017, (Item #16); as amended on June 19, 2019, (Item #29A) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Section 3, the Contract may be amended and extended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2021.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$382,286.
3. Exhibit B, Amendment #1, Method and Conditions Precedent to Payment, Section 4, Subsection 4.1 to read:  
4.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1, Amendment #1 and Exhibit B-2, Amendment #2.
4. Add Exhibit B-2, Amendment #2, attached hereto and incorporated by reference herein.

New Hampshire Department of Health and Human Services  
Student Assistance Program

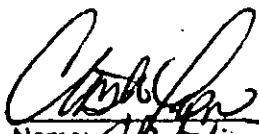


All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

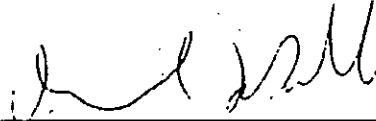
State of New Hampshire  
Department of Health and Human Services

5-22-2020  
Date

  
Name: Christine Eppan  
Title: Associate Commissioner

School Administrative Unit #18 Franklin School District

5/20/20  
Date

  
Name: \_\_\_\_\_  
Title: Superintendent

**New Hampshire Department of Health and Human Services  
Student Assistance Program**



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

June 10, 2020  
Date

Christopher Marshall  
Name:  
Title: Assistant Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

New Hampshire Department of Health and Human Services

Contractor name School Administrative Unit #18 Franklin School District

Budget Request for: Student Assistance Program

Budget Period: July 1, 2020-June 30, 2021

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 58,568.64	\$ 1,603.41	\$ 60,172.05	\$ 6,845.84	\$ -	\$ 6,845.84	\$ 51,723.00	\$ 1,603.41	\$ 53,326.41
2. Employee Benefits	\$ 38,769.70	\$ 1,137.04	\$ 39,906.74	\$ 2,091.02	\$ -	\$ 2,091.02	\$ 36,678.68	\$ 1,137.04	\$ 37,815.72
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 102,338.34	\$ 2,740.45	\$ 105,078.79	\$ 13,936.66	\$ -	\$ 13,936.66	\$ 88,401.68	\$ 2,740.45	\$ 91,142.13

Indirect As A Percent of Direct

2.7%

Contractor Initials *[Signature]*  
 Date *5/24/20*

**CERTIFICATE OF AUTHORITY**

I, Timothy Dow, hereby certify that:  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of the Franklin School District.  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on April 20, 2020, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

VOTED: That the Superintendent of Schools Daniel LeGallo (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of Franklin School District to enter into contracts or agreements with the State  
(Name of Corporation/ LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 4-20-20

Timothy M Dow  
Signature of Elected Officer  
Name: Timothy M. Dow  
Title: School Board Chair.



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<b>Participating Member:</b> Franklin School District SAU #18 119 Central Street Franklin, NH 03235		<b>Member Number:</b> 716	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not	
<input checked="" type="checkbox"/> <b>General Liability (Occurrence Form)</b> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2019	7/1/2020	Each Occurrence	\$ 5,000,000
			General Aggregate	\$ 5,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
			Aggregate	
<input checked="" type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>	7/1/2019	7/1/2020	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease - Each Employee	\$2,000,000
			Disease - Policy Limit	
<input type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>			Blanket Limit, Replacement Cost (unless otherwise stated)	
<b>Description:</b> Proof of Primex Member coverage only.				

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> - NH Public Risk Management Exchange</b>
			<b>By:</b> <i>Mary Beth Purcell</i>
State of New Hampshire Department of Health and Human Services 129 Pleasant Street Concord, NH 03301			<b>Date:</b> 4/13/2020 mpurcell@nhprimex.org
			Please direct inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax



**Franklin School District  
School Board Members**

**Tim Dow, Chairperson**

**Jeff Savary, Vice Chairperson**

**Deborah L. Brown, Treasurer**

**Scott Burns**

**Susan Hallett-Cook**

**Cecile Cormier**

**Delaney Carrier**

**Chris Kneeland**

**Paul Doucette**

**Christina [REDACTED] MSW**

Phone Number: [REDACTED] • Email: [REDACTED]

## **Education**

[REDACTED]  
Master's of Social Work, 2012

[REDACTED]  
Bachelor of Science, 2008  
Concentration: Human Services

## **Professional Experience**

**ROCHESTER MIDDLE SCHOOL, Rochester, NH**  
Student Assistance Program (SAP) Counselor, 2016-Present

- Screen students to identify those at high risk of using substances and refer students/families to community resources
- Implement Project SUCCESS (Schools Using Coordinated Community Efforts to Strengthen Students) model
- Meet with students individually and in groups (COSAP, Newcomers, PPP)
- Educate parents and community members on the risks involved with adolescent substance misuse
- Educate school staff in warning signs and how to refer students to SAP services
- Input all data entry in the state's WITS database
- Adviser to the RMS Youth 2 Youth after school drug prevention program

**HOMELESS CENTER OF STRAFFORD COUNTY, Rochester, NH**  
Case Manager, 2015 - 2016

A seasonal homeless shelter providing safety, support and self-sufficiency to women, children and families.

- Implement policies and procedures for homeless shelter residents and transitional housing including program rules and shelter expectations
- Develop and implement individualized case plans for residents including personal development, household management and financial management
- Connect residents to partner agencies for support services including but not limited to: employment, health care, legal services, job training, education, counseling and child care

**WESTBRIDGE, Manchester, NH**  
Admissions Counselor, 2014 - 2015

A private, non-profit organization providing integrated dual diagnosis treatment to individuals with severe and persistent mental illness and substance use disorders.

- Conducting admissions screenings, intake assessments and providing referrals to individuals and families seeking treatment
- Attending clinical team meetings and documentation of clinical services provided
- Providing a high level of internal and external customer service by contributing to event planning, marketing strategies and referral development.

## Professional Experience Cont.

**ADULT HOME CARE, Portsmouth, NH**

**Social Worker, 2011-2013,**

A non-profit organization that provides non-medical, home care services to the elderly and individuals with severe and persistent mental illness.

- Conducted intake assessments of new clients to determine what services meet the client's needs
- Scheduling homemakers to serve clients within the Southern Rockingham district
- Oversaw the Adult In-Home Care Program
- Performing outreach, assessment and evaluation for all active clients within Rockingham County

**FROSPERCT MOUNTAIN HIGH SCHOOL, Alton, NH**

**Assistant Special Education Teacher, 2008-2010,**

Provided assistance to special education students in the Learning Center

- Incorporate special learning strategies for learning disabled students encompassing self-questioning, rehearsal and review, cognitive behavior modification, organization, memory strategies and modeling
- Participate in the formulation of Individual Education Programs with a caseload of 40 students
- Skilled at keeping students on-task and tailoring lessons to meet each student's specific needs

## Internship Experience

**COMMUNITY PARTNERS, Rochester, NH**

**Advanced Clinical Intern - 2011 - 2012**

Provide individual and family counseling as well as functional support services within the Youth & Family Services Department for youth ages 3 to 18.

- Responsible for developing and implementing treatment plans that produce measurable outcomes
- Assessed and documented intervention outcomes
- Utilized a variety of treatment approaches including but not limited to cognitive-behavioral, strength-based, solution-focused, psychodynamic, family, art, and play therapies.
- Collaborated as a team with other mental health professionals

**TIMBERLAND MIDDLE SCHOOL, Plaistow, NH**

**Student Assistance Program (SAP) Counselor Intern - 2010 - 2011**

Provided individual and group counseling for middle school-aged children

- Counseled adolescents living with mental illness using strengths perspective, solution-focused, art and cognitive-behavioral therapy techniques
- Assisted in development of trainings and workshops for anti-bullying curriculum
- Facilitated therapeutic and psychoeducation groups
- Worked with students to help them develop healthy coping skills, make positive lifestyle choices, and avoid substance abuse problems.
- Co-facilitated a Leadership Academy of 70 eighth grade students

**School Administrative Unit #18  
Student Assistance Program  
April 13, 2020**

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Christina LaMaitre	SACP	\$60,100	100	\$60,100

**New Hampshire Department of Health and Human Services  
Student Assistance Program**



**State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to the Student Assistance Program**

This 2nd Amendment to the Student Assistance Program contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and School Administrative Unit #30 Laconia School District, (hereinafter referred to as "the Contractor"), a municipality with a place of business at 39 Harvard Street, Laconia, NH 03264.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 13, 2017, (Item #16), as amended on June 19, 2019, (Item #29A) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Section 3, the contract may be amended and extended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7; Completion Date, to read:  
June 30, 2021.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$399,980.
3. Exhibit B, Amendment #1, Method and Conditions Precedent to Payment, Section 4, Subsection 4.1 to read:  
4.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1, Amendment #1 and Exhibit B-2, Amendment #2.
4. Add Exhibit B-2, Amendment #2, attached hereto and incorporated by reference herein.

ST

5/26/20

**New Hampshire Department of Health and Human Services  
Student Assistance Program**

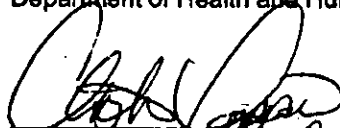


All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,


State of New Hampshire  
Department of Health and Human Services

5/28/2020  
Date

  
Name: Christine Tappin  
Title: Associate Commissioner

School Administrative Unit #30 Laconia School District

5/26/20  
Date

  
Name: Steve Tucker  
Title: Superintendent

**New Hampshire Department of Health and Human Services  
Student Assistance Program**



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

**OFFICE OF THE ATTORNEY GENERAL**

June 10, 2020  
Date

*Christopher Marshall*  
Name:  
Title: Assistant Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

**OFFICE OF THE SECRETARY OF STATE**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

New Hampshire Department of Health and Human Services

Contractor Name: School Administrative Unit #30 Leonia School District

Budget Request for: Student Assistance Program

Budget Period: July 1, 2020-June 30, 2021

Line Item	Total Program Cost			Contractor Share / Match			Funded by Other Sources		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 89,682.00	\$ -	\$ 89,682.00	\$ -	\$ -	\$ -	\$ 89,682.00	\$ -	\$ 89,682.00
2. Employee Benefits	\$ 14,913.00	\$ -	\$ 14,913.00	\$ -	\$ -	\$ -	\$ 14,913.00	\$ -	\$ 14,913.00
3. Consultants	\$ 1,600.00	\$ -	\$ 1,600.00	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies	\$ 6,480.00	\$ -	\$ 6,480.00	\$ -	\$ -	\$ -	\$ 6,480.00	\$ -	\$ 6,480.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,600.00	\$ -	\$ 1,600.00	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00
12. Subcontract/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specify items in comments)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 99,985.00</b>	<b>\$ -</b>	<b>\$ 99,985.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 99,985.00</b>	<b>\$ -</b>	<b>\$ 99,985.00</b>

Indirect As A Percent of Direct

0.0%

Contractor Initials ST  
 Date 5/26/20



CERTIFICATE OF AUTHORITY

1. Amy N. Hinds, School Board Clerk, hereby certify that:  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of Lunenburg School District  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on July 1, 2019, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

VOTED: That Steve Tucker, Superintendent (may list more than one person)  
(Name and Title of Contract Signatory)

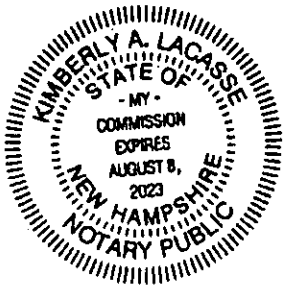
Is duly authorized on behalf of Lunenburg School District to enter into contracts or agreements with the State  
(Name of Corporation/LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority remains valid for thirty (30) days from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 5/26/2020

Amy N. Hinds  
Signature of Elected Officer  
Name: Amy N. Hinds  
Title: School Board Clerk



Kimberly A. Lacasse

5/26/2020



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<b>Participating Member:</b> Laconia School District SAU #30 39 Harvard Street PO Box 309 Laconia, NH 03246	<b>Member Number:</b> 729	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
--	------------------------------	--

Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
<input checked="" type="checkbox"/> <b>General Liability (Occurrence Form)</b> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2019	7/1/2020	Each Occurrence	\$ 5,000,000
			General Aggregate	\$ 5,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input checked="" type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: \$1,000  <input type="checkbox"/> Any auto	7/1/2019	7/1/2020	Combined Single Limit (Each Accident)	\$5,000,000
			Aggregate	\$5,000,000
<input checked="" type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>	7/1/2019	7/1/2020	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease - Each Employee	\$2,000,000
			Disease - Policy Limit	
<input checked="" type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>	7/1/2019	7/1/2020	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000

**Description:** Proof of Primex Member coverage only.

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> - NH Public Risk Management Exchange</b>
State of New Hampshire Department of Health and Human Services 129 Pleasant Street Concord, NH 03301			<b>By:</b> <i>Mary Beth Purcell</i>
			<b>Date:</b> 4/6/2020    mpurcell@nhprimex.org
			Please direct inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax

# NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 30

LACONIA SCHOOL DISTRICT    OUR SCHOOLS    REMOTE LEARNING RESOURCES

OFFICE OF EXTENDED LEARNING    MORE...

All regular Laconia School Board meetings are held the 1st and 3rd Tuesdays of each month at 6:30 P.M. at the Laconia School District Administrative Building, 39 Harvard Street.

*The next regular School Board meeting is scheduled for April 4, 2020 at 4:00 P.M.*

## School Board Meeting Agenda

## School Board Meeting Posting

*The agenda is posted the before Friday each school board meeting by 5PM*

## 2019-2020 Laconia School Board Members



Ward at-large  
Robert Champin  
[bchampin@laconiaschools.org](mailto:bchampin@laconiaschools.org)

Ward #1  
Mal Murray  
[mmurray@laconiaschools.org](mailto:mmurray@laconiaschools.org)

Ward #2  
Laura Dunn  
[ldunn@laconiaschools.org](mailto:ldunn@laconiaschools.org)

Ward #4  
Dawn Johnson  
[dawnjohnson@laconiaschools.org](mailto:dawnjohnson@laconiaschools.org)

Ward #5  
Stacie Sirols  
[ssirols@laconiaschools.org](mailto:ssirols@laconiaschools.org)

Ward #6  
Heather Lounsbury (Chairperson)  
[hlounsbury@laconiaschools.org](mailto:hlounsbury@laconiaschools.org)

4/4/2020

Laconia School Board - NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 30

Ward #3  
Aaron Hayward (Vice-Chairperson)  
ahayward@laconiaschools.org



*Ensuring success with every student, every day, in every way*

*Webmaster: Regine Thoberge*

**Employment**

**2015 – present                      Laconia School District                      Laconia, NH**  
**Training and Marketing Coordinator – Safe Schools/Healthy Students**

- Marketing for Safe Schools/Healthy Students program including press releases, newsletters, flyers
- Extensive computer skills – Microsoft Word, Publisher, One Note, Outlook, Office 365
- Schedule and organize training sessions for staff members including logistics and travel plans, if necessary
- Maintain the programs brand and visual identity with respect to its philosophy and programs on the website, social media, and other electronic communications

**2009 – 2015                      Laconia School District                      Laconia, NH**  
**Administrative Assistant to Superintendent of Schools**

- Administrative Assistant duties including answering telephones, secretarial support to Superintendent of Schools, greeting public
- Extensive computer skills – Microsoft Word, Publisher, One Note, Outlook, Office 365
- Schedule and organize training sessions for staff members including travel plans, if necessary
- Independently manage updates to the school website, including writing and developing new content, creating new web pages and taking/uploading/embedding photos and video
- Maintain the school's brand and visual identity with respect to its philosophy and programs on the website, social media, and other electronic communications
- Attend and/or participate in school events, classes, activities, and programs to seek out compelling news and feature stories, and cultivate positive relationships with the school's faculty, staff, and parents to advance its marketing and enrollment goals
- Manage a weekly electronic newsletter to Laconia School District families that includes news stories, photos, videos, and calendar information
- Competency in independent thinking, strong problem-solving, technical and communications skills, and demonstrated proficiency in writing, editing, video production, social media, and website management.

**1997 – 2009                      Laconia School District                      Laconia, NH**  
**Administrative Assistant – Woodland Heights Elementary School**

- Performed a variety of office secretarial, bookkeeping and administrative duties which required a broad knowledge of both secretarial and clerical practices and procedures.
- Served as secretary to the school principal and staff. The position required a thorough knowledge of all school functions, procedures, building facilities, and applicable district and school rules, regulations and policies.
- Exercised considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures within guidelines set by the administrator.
- Responsible for attendance, enrollment and transfer records, ordering school supplies for teaching

staff and arrangements for building maintenance and security.

**1995 – 1997**                      **Malone, Lard & Dirubbo P.C.**                      **Laconia, NH**  
**Administrative Assistant**

- Administrative assistant duties to support office function
- Secretarial support for 4 accountants
- Extensive computer use including Microsoft Office Suite
- Basic accounting using accounting software

**1990 – 1995**                      **NH Dept. of Health & Human Services**                      **Laconia, NH**  
**Case Aide**

- Interviewed clients and determined eligibility for Medicaid
- Data entry and word processing
- Compiled reports for state agency

**1988 – 1990**                      **Multiple DWI Offender Program**                      **Laconia, NH**  
**Administrative Assistant**

- Data entry, word processing, compiling statistical reports
- Administrative assistant support including answering telephones, greeting public
- Liaison with District Courts and Department of Corrections

**1974 – 1988**                      **Laconia State School**                      **Laconia, NH**  
**Secretary/Account Clerk**

- Basic secretarial skills
- Data entry and word processing
- Payroll and time keeping for staff

**Education**

**1968 - 1972**                      **Pt. Loma High School**                      **San Diego, CA**  
**High School Diploma**

- General Education/College Prep

**Volunteer**

Former Secretary and Board Member – Lakes Region Scholarship Foundation

**experience**

Board member – Santa Fund of the Greater Lakes Region

Member of Laconia School District Health and Wellness Council and Academy

Got Lunch Laconia Volunteer

## LCMHC, MLADC, CPS

### Education

- ❖ Master of Science in Mental Health Counseling, December 2010
  - New England College, Henniker, NH
- ❖ Bachelor of Science in Psychology with a concentration in mental health, May 2008
  - Plymouth State University, Plymouth, NH
- ❖ Licensure/Certifications
  - Licensed Clinical Mental Health Counselor (LCMHC)
  - Master Licensed Alcohol and Drug Counselor (MLADC)
  - Certified Prevention Specialist (CPS)

### Experience

- ❖ **Student Assistance Program Coordinator/Drug and Alcohol Counselor, Laconia School District: January 2015 to present**
  - Provide drug and alcohol counseling to students within the schools
  - Implement aspects of the Project SUCCESS: Classroom education, prevention groups and school wide awareness activities.
  - Provide support to students in crisis or those impacted by someone else's substance use
  - Support students experiencing mental health issues such as anxiety and depression
- ❖ **Clinician, Child and Family Services: Family Counseling and Substance Abuse Treatment Programs, March 2011 to December 2018**
  - Provided individual, group and family counseling for people experiencing mental health, substance misuse or family problems.
  - Addressed issues such as anxiety, depression, communication, anger management, trauma, relationship problems and addiction.
  - Completed assessments, created treatment plans and maintained client records.
- ❖ **Family Therapist, Child and Family Services: Integrated Home-Based (IHB) Program, August 2012 to November 2012 (per diem)**
  - Completed family assessments, treatment plans, monthly reports, and collaborated with the case worker assigned to each case and worked together with the JPPO/CPSW or other referral sources
  - Provided family counseling, and occasional individual counseling, as needed in each case

- Attended case specific meetings and appointments to include, but not limited to: court dates, team meetings, IEP meetings, etc.
- ❖ **Direct Support Professional, Independent Services Network, August 2007 to March 2011**
  - Provided direct support for individual's with developmental disabilities
  - Assisted clients with activities of daily living, brought clients out into the community, and helped clients achieve greater independence
  - Participated in developing and implementing client's Individual Service Plans
- ❖ **Clinical Intern, Child and Family Services: Adolescent Substance Abuse Treatment Program, September 2009 to June 2010**
  - Provided individual counseling to adolescents who were abusing or dependent on drugs or alcohol
  - Used the Global Appraisal of Individual Needs (GAIN) to assess clients
  - Wrote treatment plans with clients and assisted them in achieving their goals

## **Trainings**

- ❖ Project SUCCESS
- ❖ Trauma-Focused Cognitive Behavioral Therapy (TF-CBT)
- ❖ NAMI NH's Connect Suicide Prevention Program
- ❖ Adolescent Community Reinforcement Approach (ACRA)
- ❖ Global Appraisal of Individual Needs (GAIN)



# McKenzie Harrington-Bacote

## Education

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**Plymouth State University, Plymouth NH** **Anticipated 2019**  
Certificate of Advanced Graduate Studies, Educational Leadership/PATH/OATH

**Mindful Schools** **February 2018**  
Mindfulness Fundamentals and Mindful Educators Essentials

**Plymouth State University, Plymouth NH** **May 2009**  
Master of Education, Self-designed program, Concentration in Anthropology

**James Madison University, Harrisonburg, VA** **May 2002**  
Bachelor of Science; Cultural Anthropology  
Minors: Geology and Religion

## Professional & Leadership Experience

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**Administrator, Laconia School District, Office of School Wellness** **April 2014 - present**

Direct and Oversee the following federal and state grants that support students, staff and families in promoting social, emotional, physical, mental and behavioral health in early childhood through high school graduation:

(1) *Safe Schools/Healthy Students* federal grant awarded by the US DHHS, Substance Abuse and Mental Health Services Administration (SAMHSA). This is an \$8.6 million four-year grant supporting the promotion of early childhood social and emotional learning and development, promotion of mental, emotional and behavioral health, connecting families, schools and communities, preventing behavioral health problems, including substance use, and creating safe and violence-free schools.

(2) *School Climate Transformation* grant awarded to the Laconia School District by the US Department of Education (US DOE). This is a \$1.01 million five-year grant to support the implementation of Positive Behavior Interventions and Supports (PBIS) in all schools.

(3) *Project AWARE* grant awarded to Laconia by SAMHSA. This is a \$100,000 two-year grant that supports the implementation of the evidence-based *Youth Mental Health First Aid* across the district and community.

(4) *System of Care FAST FORWARD 2020* federal grant awarded by the US DHHS SAMHSA. This is \$12 million four-year grant supporting expansion and sustainability of a state level system of care (SOC) for children, youth, and their families.

(5) *McKinney-Vento Act Subgrant* awarded by the NHDOE to support implementation and build district capacity to ensure that children, youth, and their families who are experiencing homelessness are provided necessary supports and services to be successful.

(6) *Generating Resilience, Outcomes, and Wellness (GROW)* Grant awarded by the NHDOE. This is a four-year project to develop trauma-sensitive school systems.

(7) *Dropout Prevention Grant* awarded by the NHDOE to support the development an alternative high school. This is a two-year \$120,000 grant.

(8) *Student Assistance Program Grant* awarded by NH Bureau of Drug and Alcohol Services to support substance use prevention and intervention at the middle and high school levels. This is a two-year \$200,000 grant.

(9) *Pyramid Model Readiness Project* awarded through SPARK NH to support the development and implementation of the Pyramid Model in Laconia public preschools.

- Responsibilities include: Fiscal management and oversight of roughly \$1.5 million annual budget; Creation and implementation of multiple vendor contracts supporting five schools, Pre-K – 12<sup>th</sup> grade; Staff development, including hiring, evaluation, and supervision; Federal reporting; Oversight of ongoing Workforce Development and Professional Development across all schools in the district, including implementation of Cultural and Linguistically Appropriate Service (CLAS) Standards in education, and; Oversight and provision of the following Multi-Tiered Systems of Support: Positive Behavior Interventions and Supports (PBIS), Interconnected Systems Framework (ISF), and Trauma-Sensitive Schools (TSS) through a vertically aligned, district-wide program of implementation.
- Grant proposal writer for federal and state RFP and RFA opportunities
- Liaison with state and federal partners
- Leader of PBIS District Leadership Team and District Core Management Team
- Conduct trainings as a certified instructor in *Youth Mental Health First Aid* and *Diversity and Cultural Competence*
- Leader of *Community Relations* District Strategic Planning Committee

### **Education Consultant, NHDOE, Bureau of Special Education**

**September 2009-April 2014**

- Responsibilities: direct, manage, and coordinate various projects, grants, and compliance monitoring activities. This requires research, writing, data retrieval and analysis, fiscal oversight and budget development, educational information dissemination, staff supervision, and excellent customer service.
- Project Director, *Safe Schools and Healthy Students State Planning Grant*: \$8.6 million grant awarded by the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA) to work with three local school districts and the N.H. Bureau of Behavioral Health to decrease student exposure to violence, increase positive school culture and climate, increase access to behavioral and mental health services, increase early childhood screening, decrease incidents of suspension and expulsion, and ensure cultural and linguistic competence.
- Grant proposal writer of Requests for Proposals (RFPs) and Requests for Applications (RFAs) to US Departments.
- Create and develop RFPs for NHDOE expenditure of state and federal discretionary funding; RFP proposal reviewing; Grant management and fiscal oversight of federal and state grants.
- Project Consultant, *Next Steps NH: College, Career, and Life Readiness*: a \$3.6 million State Performance Development Grant from the US Department of Education.
- Responsible for Governor & Council processes for contract/grant approvals and fund expenditure.
- Oversight of NH district's IDEA/Preschool federal entitlement grants & American Recovery and Reinvestment Act (ARRA) grants.
- Provide technical assistance and direct support to NH school districts and parents of students with disabilities.
- Represent NHDOE at NH legislative hearings and committee meetings regarding House and Senate bills that affect the education of students with disabilities, including verbal and written testimony and fiscal note development.
- Policy and Data responsibilities: Collect, analyze and interpret data and policies; use data to inform decision making; Develop and submit reports for US Department of Education, Office of Special Education Programs.
- Conduct educational program reviews and evaluations to ensure compliance with federal and state regulations through onsite visits to schools to monitor educational standards and practice, including preparing written reports, recommending approval actions, corrective action plans, and suggesting program improvements.
- Oversight of the *Translation Services* project that provides translated special education and other documents for parents and families in NH whose first language is other than English.
- Represent NHDOE on various statewide committees.
- Liaison for all NH County Departments of Correction, the state prison's Granite State High School, and NH school districts regarding the population of special education students, age 17 – 21, who are incarcerated.
- Oversight and coordination of NHDOE's Indicator 13 ~ *Secondary Transition* efforts for NH's State Performance Plan for Special Education. Responsibilities include training of NH administrators and staff,

federal compliance monitoring and evaluating of NH school districts' implementation of Transition IEPs, and research in best practices.

- o Responsible for federal reporting of Indicator 1: Graduation & Indicator 2: Dropout for NH's State Performance Plan for Special Education.
- o Supervision of support staff and NHDOE contracted vendors

**Program Specialist III, NHDOE, Bureau of Special Education**

**December 2007-September 2009**

- o Program Coordinator, Educational Surrogate Parent Program: Responsibilities include oversight, coordination, marketing, recruitment, and ensuring compliance and regulation of the Individuals with Disabilities Education Act (IDEA) and New Hampshire Rules for the Education of Children with Disabilities, Ed. 1115 Surrogate Parents; liaison for school districts, area agencies, and Division of Children, Youth, and Family (DCYF) workers; oversight of 300 NH volunteers.
- o Management of the Master Surrogate Parent Program: Responsibilities include management and supervision of five Master Surrogate Parents annually; reviewing their applications, interviewing candidates, and awarding contracts; assigning and evaluating their work.
- o Program Coordinator, Technical Assistance Consultants (TAC): project that provides technical assistance, corrective action, trainings and workshops to districts, parents, communities, and volunteers. Responsibilities include management and supervision of up to five TACs annually; reviewing applications, interviewing candidates, and awarding contracts; assigning and evaluating their work.
- o Program Coordinator, IEP Facilitation Program: program that provides facilitators to school districts for IEP team meetings.
- o Project Director: Achievement for Dropout Prevention and Excellence III (APEX III), a NH DOE funded project awarded to UNH's Institute on Disability (IOD) targeting at-risk students with disabilities in six NH high schools, following the model set forth in APEX I and APEX II.

**Program Specialist II, NHDOE, Bureau of Special Education**

**June 2006-December 2007**

*Achievement for Dropout Prevention and Excellence II (APEX II)*, Federal grant during 9/2005 – 9/2009:

Responsibilities include APEX II grant oversight; management of budget, financial expenditures, and Governor & Council processes; development, coordination, and marketing of conferences and events; liaison work with UNH, National Center for Dropout Prevention at Clemson University, Alliance for Community Supports, Inc., and New Hampshire Center for Effective Behavioral Interventions and Supports; intensive work with high schools (administration, staff and students) involved in the project; evaluation and calculation of district data for the Bureau and all other assigned tasks.

**Teaching Experience**

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Science Teacher, Waterville Valley Academy	November 2005-April 2006
Graduate Assistant, Teaching Fellowship, Plymouth State University	September 2003-June 2005
Field Naturalist, Orange County Department of Education, California	January 2003-August 2003
Teacher Assistant, James Madison University, Geology Department	August 2000-May 2002

**Research Experience**

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- o Master Thesis: *The Rise of Females in Education and the Labor Force: Transitions in American Culture*
- o Graduate Ethnographic Fieldwork: Italy, Cultural Emersion Program,
- o Undergraduate Ethnographic Fieldwork, JMU Anthropology Department, Researched role of prayer and ritual in local Islamic Community via emersion in local mosque

- Invertebrate Paleontologist Lab Technician, Virginia Museum of Natural History, *NSF Grant*, Researched, sorted & identified invertebrate species from samples along the east coast of the United States for documentation of species' numbers and geologic time span for collections' records

## **Professional Activities and Memberships**

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- 2018 State of the Union Guest of Senator Maggie Hassan
- NHDOE's New Hampshire Comprehensive School Services ESSA Advisory (April 2016 – present)
- School Social Worker Association of America Member (2016 – present)
- Association for Positive Behavior Support Member (2016 – present)
- Diversity and Cultural Competence Instructor (January 2016)
- Youth Mental Health First Aid Instructor (January 2015)
- NHDOE's Early Learning Workgroup (January 2015 – April 2015)
- Winnepesaukee Public Health Council Member (June 2014 – present)
- Assessment/PACE Committee Member (September 2017 -present)
- Project EXTRA Advisory Committee Member (June 2014 – present)
- Laconia Health and Wellness Academy Committee Member (June 2014 – present)
- Stand Up Laconia Executive Committee Member (2014-present)
- State Management Team, Office of Student Wellness, NHDOE (2014-present)
- NH Children's Behavioral Health Community of Practice (2014-present)
- Leadership Institute Series, NH School Administrators Association (2010)
- Recipient of *Graduate Teaching Fellowship* (2003-2005)
- NH National Guard Scholarship Committee Member
- NH Children's Behavioral Health Steering Committee Member
- NH DCYF System of Care Leadership Team Member
- New Hampshire Association of Special Education Administrators (NHASEA)

## **Professional Presentations**

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- 13th Annual New England PBIS Conference (November 2017) ~ Presenter
- NH Educator's Summit (August 2017) ~ Presenter
- 2016 National PBIS Leadership Forum (October 2016) ~ Presenter
- NH Governor's Summit on Substance Use ~ Presenter (May 2016)
- 11<sup>th</sup> Annual New England Positive Behavioral Interventions and Supports Forum (November 2015)
- NAMI NH Mental Health & School Conference presenter (2013)
- Governor's 3<sup>rd</sup> Annual High School Graduation Summit ~ Panel Presenter
- NHASEA ~ Presenter - Indicator 13/Secondary Transition, Educational Surrogate Parent Program, Summer Academy Lead for NHDOE
- UNH's Institute on Disability's Transition Series ~ Panel Presenter
- NH Family Support Conference 2012 ~ Panel Presenter
- NH Vocational Rehabilitation Transition Internship ~ Presenter

**Laconia School District**

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Jessica Conrad	SAP Coordinator	\$50,985.00	100%	\$50,985.00
Janet Brough	Training/Marketing Coordinator	\$59,730.00	31%	\$18,577.00
McKenzie Harrington-Bacote	Administrator	\$92,000.00	0%	\$0.00

**New Hampshire Department of Health and Human Services  
Student Assistance Program**



**State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to the Student Assistance Program**

This 2<sup>nd</sup> Amendment to the Student Assistance Program contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and School Administrative Unit #33 Raymond School District, (hereinafter referred to as "the Contractor"), a municipality with a place of business at 43 Harriman Hill Road, Raymond, NH 03077.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 13, 2017 (Item #16), June 19, 2019, (Item #29A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Section 3, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2021.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$399,935.
3. Exhibit B, Amendment #1, Method and Conditions Precedent to Payment, Section 4, Subsection 4.1 to read:  
4.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1, Amendment #1 and Exhibit B-2, Amendment #2.
4. Add Exhibit B-2, Amendment #2, attached hereto and incorporated by reference herein.

Handwritten initials, possibly "AD", enclosed in a circle.

**New Hampshire Department of Health and Human Services  
Student Assistance Program**



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

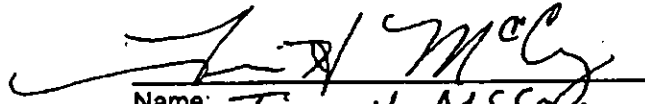
State of New Hampshire  
Department of Health and Human Services

5-22-2020  
Date

  
Name: Christine Tappan  
Title: Associate Commissioner

School Administrative Unit #33 Raymond School District

5-22-2020  
Date

  
Name: Tina H. McCoy  
Title: Superintendent of Schools

**New Hampshire Department of Health and Human Services  
Student Assistance Program**



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

**OFFICE OF THE ATTORNEY GENERAL**

June 10, 2020  
Date

*J. Christopher Marshall*  
Name:  
Title: Assistant Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

**OFFICE OF THE SECRETARY OF STATE**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:



New Hampshire Department of Health and Human Services

Contractor Name: School Administrative Unit #33 Raymond School District

Budget Request for: Student Assistance Program

Budget Period: July 1, 2020-June 30, 2021

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 81,188.81	\$ 1,550.00	\$ 82,738.81	\$ 11,188.81	\$ -	\$ 11,188.81	\$ 50,000.00	\$ 1,550.00	\$ 51,550.00
2. Employee Benefits	\$ 29,472.97	\$ 788.80	\$ 30,261.77	\$ 4,027.97	\$ -	\$ 4,027.97	\$ 25,445.00	\$ 788.80	\$ 26,233.80
3. Consultants	\$ 6,500.00	\$ 201.00	\$ 6,701.00	\$ -	\$ -	\$ -	\$ 6,500.00	\$ 201.00	\$ 6,701.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ 10,000.00	\$ 310.00	\$ 10,310.00	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 310.00	\$ 10,310.00
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ 1,039.00	\$ 32.20	\$ 1,071.20	\$ -	\$ -	\$ -	\$ 1,039.00	\$ 32.20	\$ 1,071.20
6. Travel	\$ 1,000.00	\$ 31.00	\$ 1,031.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 31.00	\$ 1,031.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -
Insurance	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 1,000.00	\$ 31.00	\$ 1,031.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 31.00	\$ 1,031.00
11. Staff Education and Training	\$ 2,000.00	\$ 62.00	\$ 2,062.00	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 62.00	\$ 2,062.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specify details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 117,200.58	\$ 3,068.00	\$ 120,268.58	\$ 20,216.58	\$ -	\$ 20,216.58	\$ 96,844.00	\$ 3,068.00	\$ 99,912.00

Indirect As A Percent of Direct 2.6%

**CERTIFICATE OF AUTHORITY**

I, Joseph Saulnier, hereby certify that:  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of Raymond School District  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on April 1, 2020, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

**VOTED:** That Tina McCoy, Superintendent of Schools (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of Raymond School District to enter into contracts or agreements with the State  
(Name of Corporation/ LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 5/22/20

*Joseph Saulnier*  
Signature of Elected Officer  
Name: Joseph Saulnier  
Title: School Board Chair

STATE OF NEW HAMPSHIRE

County of Rockingham

The forgoing instrument was acknowledged before me this 22<sup>nd</sup> day of May, 2020,

By JOSEPH SAULNIER  
(Name of Elected Officer of the Agency)

*Ronald A. Brickett*  
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

**RONALD A. BRICKETT**  
Notary Public - New Hampshire  
My Commission Expires September 16, 2020

Commission Expires: 9/16/20



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<b>Participating Member:</b>		<b>Member Number:</b>	<b>Company Affording Coverage:</b>		
Raymond School District SAU #33 43 Harriman Hill Road Raymond, NH 03077		933	NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624		
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:		
<input checked="" type="checkbox"/> <b>General Liability (Occurrence Form)</b> <input type="checkbox"/> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2019	7/1/2020	Each Occurrence	\$ 5,000,000	
			General Aggregate	\$ 5,000,000	
			Fire Damage (Any one fire)		
			Med Exp (Any one person)		
<input checked="" type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: \$1,000  <input type="checkbox"/> Any auto	7/1/2019	7/1/2020	Combined Single Limit (Each Accident)	\$5,000,000	
			Aggregate	\$5,000,000	
<input checked="" type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>	7/1/2019	7/1/2020	<input checked="" type="checkbox"/> Statutory		
			Each Accident	\$2,000,000	
			Disease - Each Employee	\$2,000,000	
			Disease - Policy Limit		
<input checked="" type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>	7/1/2019	7/1/2020	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000	
Description: Proof of Primex Member coverage only.					

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> - NH Public Risk Management Exchange</b>
			By: <i>Mary Beth Purcell</i>
State of New Hampshire Department of Health and Human Services 129 Pleasant Street Concord, NH 03301			Date: 3/28/2020    mpurcell@nhprimex.org
			Please direct Inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax

# Raymond School Board Members

Email: [schoolboard@sau33.com](mailto:schoolboard@sau33.com)

Please use this email to send a message to the full School Board. Note that emails sent using this email address are considered public.

Click on the names below to find individual contact information.

**Joseph Saulnier**  
School Board Chair

**Janice Arsenault**  
School Board Vice Chair

**Beth Paris**  
School Board Secretary

**Anthony Clements**  
School Board Member

**Melissa Sytek**  
School Board Member

**Isabella daSilva**  
Student Representative to the School Board

The Raymond School Board recognizes the value of having a non-voting student representative to the Board as a means of improving communications between students and the School Board. The representative is elected by the Raymond High School student body. The representative will be seated for a one-year term to commence concurrent with the term of the newly elected Board.

## Jessica Caron, LICSW

**Objective:** Dedicated social worker with significant professional experience seeking a leadership role working with children and families which will make use of self-direction, organizational and leadership skills.

**Education:** Springfield College  
MSW Degree GPA 3.77

Springfield MA  
Graduation Date: August 2009

Western New England College  
BSW Degree GPA 3.70

Springfield MA  
Graduation Date: February 2008

### **Professional Experience:**

#### **Lahey Health Behavioral Services**

**Director of Operations:** Child Behavioral Health Services (CBHI) May 2017- current

- Assess administrative and management needs of the CBHI and youth services; develop, implement, evaluate and manage all clinical and non-clinical program elements, provide consultation, administrative support and resource development and allocation.
- Assist VP of Ambulatory Services in establishing policies and procedures, including participation in budget preparation, monitor contracts and productivity.
- Supervision of program directors; carrying out such responsibilities in accordance with the organizations policies and applicable laws.
- Maintain effective working relationships with internal, external providers as well as other regulatory bodies.
- Responsible for oversight of program budgets and productivity in collaboration with program directors.
- Ensure adherence and tracking of staff trainings as required by regulatory bodies within the CBHI and youth services.
- Responsible for proposal and grant writing, project planning and implementation for initiatives relevant to CBHI and youth services.

**Program Director:** Community Service Agency- Haverhill May 2016- May 2017

- Provide oversight to the adequacy, appropriateness, fiscal viability and quality of clinical and operational program as well as implement orientation, supervision and staff performance activities to ensure high standards of client and organization results.
- Monitor workers' productivity, implement multidisciplinary team meetings, high risk case reviews, and supervision and staff evaluations.
- Develop and introduce approved standards and guidelines for the Community Service Agency.
- Build and maintain effective working relationships with internal, external providers as well as other regulatory bodies.
- Ensure adherence to the principals and values of the Child Behavioral Health Initiative.
- Acting as administrator on-call for staff with 1 hour maximum response time to all staff between the hours of 8 AM and 8 PM 7 days a week.

**Program Director:** Flexible Supports July 2014- May 2016

- Provide oversight of 3 programs including Individual and Family Flexible Support Services (Flex), Substance Use Navigation Project (SUN), and Student Assistance Program (SAP).

- Develop, implement, monitor and review operating budgets for each program. Ensure that internal reports are produced and reviewed in a timely fashion. Support grant writing efforts for grant funded programs.
- Responsible for the oversight of clinical programming and continuously evaluate the effectiveness of the programming, making recommendations and changes when needed. Support management staff in maintaining a trauma informed care model within the organization and with youth and families served.
- Continuous quality improvement for Flex services through development of procedures, manuals, training materials, participation in trainings, best practices, using staff and the research literature as resources.
- Acting as administrator on-call for staff with 1 hour maximum response time to all staff between the hours of 8 AM and 8 PM 7 days a week.
- Build and maintain effective working relationships with internal, external providers, as well as other regulatory bodies. These relationships include funders for each program, including the Department of Mental Health (Flex); United Way (SAP); and the Tower Foundation (SUN).

#### Therapeutic Mentoring Coordinator

July 2012- July 2014

- Manager for Therapeutic Mentoring Department consisting of 67 mentors servicing over 200 youth. Ensure youth referred meet medical necessity for the service.
- Responsible for hiring, training, performance management and monthly TM meeting for all mentors.
- Direct supervision with assigned supervisees including therapeutic mentors, Intensive Care Coordinators and BSW level interns.
- Responsible for assuring quality of clinical records, assessing progress towards quarterly benchmarks and staff adherence to performance specifications.
- Acting as administrator on-call for Therapeutic Mentoring with 1 hour maximum response time to all mentors between the hours of 8 AM and 8 PM 7 days a week.

#### Intensive Care Coordinator

July 2010- July 2012

- Engage youth and family in Wraparound process. Support family in development of care plan team for youth under 21 with a serious emotional disturbance.
- Complete assessments and tools with in benchmarks in order to support family in identifying Intensive Care Plan goals, needs, and strengths.
- Facilitate Care Plan Team meeting to develop a sustainable comprehensive plan, monitor progress, and increase accountability to support youth and families in meeting their identified goals.
- Supervisory duties including direct supervision as well as evaluating the wraparound process for ICCs on a scheduled basis to ensure fidelity to wrap around.

#### Clinical & Support Options

Springfield, MA

##### In Home Therapy Clinician

August 2009- July 2010

- Outreach crisis stabilization services to a caseload of approximately 12 children and their families. Provide short-term psycho-educational and clinical interventions to reach identified goals.
- Coordination with Family Support Worker as well as outside providers as needed.
- Determine level of risk and need for children and their families, and make appropriate clinical referrals.

##### Psychiatric Crisis Services Clinician

September 2009- July 2010

- Immediate support over the phone for individuals in crisis as well as face-to-face evaluations (including Mobile Crisis Interventions) when needed.
- Assess level of risk, safety planning and level of care, refer individuals accordingly for services.

##### Outpatient Clinician

August 2009 - July 2010

- Individual and family therapy to children and their families.
- Provide comprehensive assessments, safety plans as well as treatment plans.
- Co-facilitation of "Healthy Relationship" Adolescent female therapeutic group.

**Family Support Worker/Community Support Program Worker August 2007-August 2009**

- Case management of approximately 12-15 clients (including referrals to eligible services) with qualifying DSM IV Diagnoses
- Collaborate with Family Stabilization Team clinician to provide. Psycho education: 1:1 social skills, parenting skills and conflict intervention.

**Association for Community Living**  
Supervisor I of Direct Care Staff

Springfield, MA  
June 2005- October 2006

- Monitor Direct Care Staff to ensure that clients' medical and social needs are met in a residence for adults with significant medical and developmental needs.
- Organize Direct Care Staff for shift assignments as well as outings and in-house events.
- Advocate and plan for clients' preferred activities.
- Provide direct care to clients when needed.

**Computer Skills: Proficient in Microsoft Word, PowerPoint, Excel, and Internet Research Skills**  
**Affiliations and Certifications**

- Licensed Independent Clinical Social Worker (LICSW)
- Certified Child & Adolescent Needs and Strengths (CANS) Assessor
- Certificate of Completion: Trauma Focused- Cognitive Behavior Therapy (TF-CBT) online training

\* References available upon request.

Raymond School District

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Open Position	SAP Counselor	\$50,000 Budgeted	100%	\$50,000 Budgeted
Jessica Caron	Director of Student Behavioral Health (SAP Counselor Supervisor)	\$83,000 Annual FY20	0%	\$0



**New Hampshire Department of Health and Human Services  
Student Assistance Program**



**State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to the Student Assistance Program**

This 2<sup>nd</sup> Amendment to the Student Assistance Program contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and SAU 54 – Rochester School District, (hereinafter referred to as "the Contractor"), a municipality with a place of business at 150 Wakefield St, Suite 8, Rochester, NH 03867.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 20, 2018, (Item #23), as amended on June 19, 2019, (Item #29A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Section 3, the Contract may be amended and extended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2021.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$300,000.
3. Exhibit A, Scope of Services, Section 2., Subsection 2.14., to read:  
2.14. The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades 9 through 12 in the Spring of 2021.
4. Exhibit A, Scope of Services, Section 2., Subsection 2.15. to read:  
2.15. Reserved.
5. Exhibit A, Scope of Services, Section 6., Deliverables, Subsection 6.1., to read:  
6.1. The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades 9 through 12 in the Spring of 2021.
6. Exhibit A, Scope of Services, Section 6., Deliverables, Subsection 6.2., to read:  
6.2. Reserved.
7. Exhibit B, Amendment #1, Method and Conditions Precedent to Payment, Section 6, Subsection 6.1 to read:  
6.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1, Amendment #1 and Exhibit B-2, Amendment #2.

**New Hampshire Department of Health and Human Services  
Student Assistance Program**



- 
8. Add Exhibit B-2, Amendment #2, attached hereto and incorporated by reference herein.

*PC*

*5-22-20*

New Hampshire Department of Health and Human Services  
Student Assistance Program



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

5-26-2020  
Date

*Christine Tappan*  
Name: *Christine Tappan*  
Title: *Associate Commissioner*  
SAU 54 - Rochester School District

5-22-20  
Date

*KLA*  
Name:  
Title: *Superintendent*

Acknowledgement of Contractor's signature:

New Hampshire Department of Health and Human Services  
Student Assistance Program



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

June 10, 2020  
Date

*Christopher Marshall*  
Name:  
Title: Assistant Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

New Hampshire Department of Health and Human Services

Contractor Name: SAU 64 - Rochester School District

Budget Request for: Student Assistance Program

Budget Period: July 1, 2020-June 30, 2021

Line Item	Total Program Cost			Contractor Share (50%)			Funded by ERIC contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Grants	20,000.00	-	20,000.00	-	-	-	-	-	-
2. Employee Benefits	30,000.00	-	30,000.00	-	-	-	-	-	-
3. Consulting	1,000.00	-	1,000.00	-	-	-	-	-	-
4. Equipment	-	-	-	-	-	-	-	-	-
5. Travel	-	-	-	-	-	-	-	-	-
6. Materials	-	-	-	-	-	-	-	-	-
7. Office	-	-	-	-	-	-	-	-	-
8. Other	-	-	-	-	-	-	-	-	-
9. Subtotal	5,000.00	-	5,000.00	-	-	-	-	-	-
10. Educational	-	-	-	-	-	-	-	-	-
11. Lab	-	-	-	-	-	-	-	-	-
12. Pharmacy	-	-	-	-	-	-	-	-	-
13. Medical	-	-	-	-	-	-	-	-	-
14. Office	-	-	-	-	-	-	-	-	-
15. Travel	1,000.00	-	1,000.00	-	-	-	-	-	-
16. Consulting	-	-	-	-	-	-	-	-	-
17. General Expenses	-	-	-	-	-	-	-	-	-
18. Telephone	-	-	-	-	-	-	-	-	-
19. Printing	-	-	-	-	-	-	-	-	-
20. Reproduction	-	-	-	-	-	-	-	-	-
21. Audit and Legal	-	-	-	-	-	-	-	-	-
22. Insurance	-	-	-	-	-	-	-	-	-
23. Board Expenses	-	-	-	-	-	-	-	-	-
24. Software	-	-	-	-	-	-	-	-	-
25. Material Communications	1,000.00	-	1,000.00	-	-	-	-	-	-
26. Post Education and Training	3,000.00	-	3,000.00	-	-	-	-	-	-
27. Support (scholarships)	11,000.00	-	11,000.00	-	-	-	-	-	-
28. Other (specify within subcategory)	-	-	-	-	-	-	-	-	-
TOTAL	5,000.00	-	5,000.00	-	-	-	-	-	-

Indirect As A Percent of Direct

0.0%

Contractor Name  
 Date

*[Handwritten Signature]*  
 5/22/20

**CERTIFICATE OF AUTHORITY**

I, Paul Lynch, hereby certify that:  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of The Rochester School Board.  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on June 29, 2016, at which a quorum of the Directors/shareholders were present and voting.  
(Date),

**VOTED:** That Kyle Popcorn, Superintendent (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of Rochester School Dist to enter into contracts or agreements with the State  
(Name of Corporation/ LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents; agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority remains valid for thirty (30) days from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 7/24/20.

  
Signature of Elected Officer

Name: Paul Lynch  
Title: Chair of the Board



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<b>Participating Member:</b> Rochester School District SAU #54 150 Wakefield Street, Suite 8 Rochester, NH 03867	<b>Member Number:</b> 901	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
--	------------------------------	--

Type of Coverage		Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
<input checked="" type="checkbox"/>	<b>General Liability (Occurrence Form)</b>	7/1/2019	7/1/2020	Each Occurrence	\$ 5,000,000
	<b>Professional Liability (describe)</b>			General Aggregate	\$ 5,000,000
	<input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Fire Damage (Any one fire)	
				Med Exp (Any one person)	
<input checked="" type="checkbox"/>	<b>Automobile Liability</b>	7/1/2019	7/1/2020	Combined Single Limit (Each Accident)	\$5,000,000
	Deductible    Comp and Coll: \$1,000			Aggregate	\$5,000,000
	<input type="checkbox"/> Any auto				
<input checked="" type="checkbox"/>	<b>Workers' Compensation &amp; Employers' Liability</b>	7/1/2019	7/1/2020	<input checked="" type="checkbox"/> Statutory	
				Each Accident	\$2,000,000
				Disease - Each Employee	\$2,000,000
				Disease - Policy Limit	
<input checked="" type="checkbox"/>	<b>Property (Special Risk includes Fire and Theft)</b>	7/1/2019	7/1/2020	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000

**Description:** Proof of Primex Member coverage only.

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> - NH Public Risk Management Exchange</b>
			<b>By:</b> <i>Mary Beth Purcell</i>
			<b>Date:</b> 5/16/2019    mpurcell@nhprimex.org
State of New Hampshire Department of Health and Human Services 129 Pleasant Street Concord, NH 03301			Please direct inquiries to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax

**Rochester School Board Members**

**January 1, 2020 – December 31, 2021**

Mr. Matthew Beaulieu
Brian Nicholson
Mr. Nathaniel Byrne
Mr. David Camire
Mrs. Anne Grassie
<b>Mr. Paul Lynch, Chair</b>
Mr. Matthew Munn
<b>Mr. Matthew S. Pappas, Vice-Chair</b>
Mrs. Sarah Harrington
Mrs. Audrey Stevens
Mrs. Karen Stokes
Mr. Thomas O'Connor
Mr. Robert Watson



## **Resume: Superintendent of Schools**

**Experience: Rochester School Department, Rochester, NH**

*Superintendent of Schools* July 2019 to present

*Assistant Superintendent* July 2016 to 2019

**Epping High School, Epping, NH**

*Principal* July 2014 to 2016

**Epping Middle School & Epping High School, Epping, NH**

*Principal* July 2010 to June 2014

### **Curriculum, Instruction, & Assessment**

- Planned and facilitated professional development and faculty meetings aligned to district goals
- Supervised and evaluated fifty teachers yearly
- Collaborated on the creation of district-wide departmental competencies
- Guided the high school and middle school facilities to create grading and reporting guidelines
- Implemented and supervise a competency-based grading and reporting system at the high school
- Assisted the central office in the development, implementation, evaluation, and revision of curriculum
- Co-created a course syllabi and unit plan template for the district
- Supervised the teaching and learning process and instructional model
- Assisted in the revision of the teacher evaluation system to better align to the school's instructional model
- Participated in the NHDOE's Quality Performance Assessment Network series

### **Climate and Culture**

- Attended school-sponsored activities and events to support and recognize student achievement
- Helped align student leadership groups to enhance student choice and voice in their schools
- Established and support an annual student-led community service day
- Collaborated with student government and student leadership group on school related issues
- Participated in student/faculty competitions, trips, clubs, and activities
- Monitored guidelines for proper and courteous student conduct
- Supported a respectful learning environment
- Established building leadership teams to promote a collaborative and democratic leadership model
- Maintained active and positive relationships with students, teachers, and parents

### **Management/Finance**

- Responsible for the recruitment of school building personnel
- Recommend finalist candidates to the Superintendent in all personnel matters
- Welcome, orient, and train newly hired staff members and assist in their development
- Inform the Superintendent of events and activities related to the orderly operation of the school
- Know and follow appropriate New Hampshire Law, school policies, and administrative procedures relative to personnel, instructional programs, pupil attendance and safety
- Planned, collaborated with faculty, and approved the master teaching schedule
- Led our school's decennial NEASC accreditation process - Spring of 2015
- Participated in the collective bargaining process during contract negotiations
- Assisted the district office in planning and maintaining the school's operational budget

- Prepared and submitted the school's budgetary requests, order instructional supplies and equipment, and monitor the expenditure of funds

#### Technology/Communication

- Member of the District Technology Committee
- Helped revise district policies to allow for the use of social media in the teaching and learning process
- Promoted and implemented Google Apps for Education in support of the teaching and learning process
- Created a Principal/Parent Advisory group

#### **Epping Middle School, Epping, NH**

*Dean of Students July 2006 to 2010*

- Administered the student discipline process and intervention services
- Assisted principal with staff orientation, professional development and classroom observations
- Managed the district's student information system
- Created student and teacher schedules in PowerSchool
- Directed NECAP and NWEA testing, administration and data disaggregation
- Coordinated all 504 plans
- Served as a liaison with law enforcement, DCYS, and court staff
- Facilitated faculty learning on curriculum mapping and state assigned software
- Managed and maintained school website
- Established and mentored student initiated interested-based clubs and activities

#### **Dover High School, Dover, NH**

*English Literature Teacher Grades 9-10 September 2003 to 2006*

- Taught five English classes and was Team Leader of the Garrison Freshman Academy
- Curriculum Committee Liaison during NEASC Accreditation
- Participated as a member of the Teaching & Learning Team member responsible for Breaking Ranks II
- Assisted as a member of the Curriculum Planning and Adoption Council
- Coached freshman soccer

#### **Xaverian Brothers High School, Westwood, MA**

*English Literature Teacher Grades 9-11 September 2000 to 2003*

- Prepared and administered daily English literature lessons to four sections of students
- Participated in campus ministry and community outreach programs
- Coached Soccer and Hockey for three years

#### **Certifications:**

- New Hampshire Assistant Superintendent, Principal & English Experienced Educator (5-12)

#### **Professional Memberships & Presentations:**

- NH School Administrators Association
- 2017 iNACOL: Fostering Leadership Capacity to Support Competency-Based Learning Systems in Schools: Voices From the Field: Colby, Repucci, Stack
- 2015 iNACOL Blended and Online Symposium, Orlando, FLA, *Leading your school through the transition from Traditional to Competency Education & Policy, Pillars, and Practice: New Hampshire's New Accountability 2.0 System*
- 2014 Michigan Innovative Schools Conference, Lansing, MI, *Philosophy vs. Reality: Making the Jump to Competency Based Grading*

**Education:** Merrimack College, North Andover, MA University of New Hampshire, Durham, NH  
*Bachelor of Arts Master of Education*

**Major:** English Literature Major: Administration and Supervision **Minor:** Secondary Education

**University of New Hampshire, Durham, NH**

Ed.S.

Major: Educational Administration and Supervision

**Skills**

Instructional leader, effective manager of programs, and communicator with individuals and groups.

**Summary:**

I am an experienced, successful, and dedicated professional educator. I am grounded in the realities and challenges of the classroom, but guided by a vision for excellence for teachers, students, and community.

# Grant Director Resume

TEAM PLAYER

SELF MOTIVATED LEADER

VISIONARY

## EDUCATION:

- Principal Certification, Plymouth State, License: 51311 June 2011
- Master's Education, University of New England July 2004
- NH Teaching Certificate (General Special Education) Notre Dame, License: 51311 July 1995
- NH Teaching Certificate (Elementary Education), License: 51311 September 1993
- English as a Second Language Specialist, University of Toronto July 1991
- Primary Education Specialist, York University July 1989
- Concurrent BA in Child Studies/Bachelor of Education, Teaching Certificate, Brock University May 1987

## EXPERIENCE:

- Career and Technical Education Director and Co-Wellness Facilitator July 2016 – Present  
Rochester School District, Rochester, New Hampshire
  - Oversee 16 CTE programs
  - Financial and operational administration of Perkins and local grant
  - Oversee Critical Incident Response Team/Youth Mental Health First Aid Instructor
- NH Communities for Children: Safe Schools/Healthy Students Grant Director July 2014 – June 2016  
Rochester School District, Rochester, New Hampshire
  - Financial and operational administration of a \$2,000,000.00 grant at the LEA Level.
  - Work collaboratively at the state level with the NH Department of Education, NH Health and Human Services Bureau, Concord and Laconia LEA's.
- Early Childhood Learning Center Principal September 2011 – July 2014  
Barrington School District, Barrington, New Hampshire
  - Oversee 140 students and 30 staff at ECLC; evaluations of teachers and Para-educators; manage and operate the daily running of the ECLC; oversee budget.
- Assistant Director of Student Services September 2004 – July 2014  
Barrington School District, Barrington, New Hampshire
  - Preschool and Child Find Coordinator; Elementary/Middle School Life Skill Coordinator; Out of District Case-manager; LEA; Coordinate building and district level SPED Meetings; Prepare budgets for Life Skill Programs and Preschool Program; Evaluate staff.
- Integrative Special Education Specialist/ ESOL Teacher and Consultant September 2000 – August 2004  
Barrington School District, Barrington, New Hampshire
  - Develop and implement individualized programs for students in the Life Skill Program; coordinate community and recreational activities for students; administer formal/informal screening tools; diagnostic tests; consult with outside specialists, parents, teachers, para-educators.
- Reading Recovery Teacher September 1997 – June 2000  
Barrington School District, Barrington, New Hampshire.
  - Evaluate at risk students in first grade; implement individualized lessons on literacy acquisition; consultation with teachers.
- Assistant to the Principal/Student Services Coordinator/Resource Teacher February 1994 – June 1997  
Barrington School District, Barrington, New Hampshire
  - Handle issues when Principal is out of the building
  - Help to coordinate NHEIAP; weekly Child Study schedule; special education preschool annual reviews; oversee Medicaid policy and procedures, HHESSI equipment; coordinate para-educator workshops; administer formal/informal screening tools; diagnostic tests; develop and implement individualized program for students; consult with teachers and para-educators; UNH Host Teacher.
- Special Education Teacher – Grades 6-8; Our Lady of Victory School; Metro Separate School Board, Toronto, Ontario 1992 – 1993
- Teacher – Our Lady of Victory; Metro Separate School Board, Toronto, Ontario. Grade 2: 1987 – 1989 Grade 3: 1989 – 1992

## LEADERSHIP SKILLS:

- **EDUCATIONAL LEADERSHIP:**
  - Implemented grant activities with 2426 participants over a 2 year period; created a sustainability Plan for SS/HS Grant to include in-kind support, braiding resources, internal leadership; revised School Counselor Job Description; Updated Suicide Protocol; Created Transgender Policy.
  - Committee Chairperson for “Early Childhood Learning Center” school; contributing member of Special Education Philosophy; Grant Writer; Created Family Resource Center at ECLC; created and wrote program approval for Life Skill Program (K – 8) and On-Track Program (5 -8).
- **STUDENT LEARNING & STAFF PROFESSIONAL GROWTH:**
  - Implemented Drug Prevention Programs in all school levels; Multi-tiered systems of support; Tier II and Tier III Interventions.
  - Offered training opportunities to students, staff and families, for a total of 1,263 participants.
  - Prepared workshops for the ECLC and Special Education Staff (PK – 8); oversee all Para-educator professional development in the district (PK – 8); Oversee Preschool Outcome Measurement System (POMS); analyze student progress with staff; oversee Alt 4 process within the district; Completed Teacher and Para-educator evaluations at the ECLC and the Life Skill Program.
- **MANAGEMENT OF THE ORGANIZATION:**
  - Manage two million dollar SS/HS grant; \$200,000.00 SAP grant and \$40,000.00 OT Grant; Contracts; MOA’s; Evidence-based Curriculum, staff.
  - Worked closely with Administration and staff to implement programs.
  - Create schedules to maximize student learning; oversee preschool and Life Skill budget; Emergency planning; problem solve with parents and staff.
- **COLLABORATING WITH FACULTY, COMMUNITY MEMBERS AND RESOURCE:**
  - Collaboration with over 30 Rochester Community Agencies; Bridging the Gaps Coalition Representative; YMCA Advisory Board Representative and State Sub-committees – Mental Health and Drug Prevention Sub-committee; ESSA Workgroups.
  - Create SS/HS brochures, calendars, notepads, monthly newsletters, manage Face Book, Twitter and website.
  - Barrington Chairperson for Jump Start to Literacy program; Work collaboratively with local mental health center, police, doctors, specialist, daycare providers
- **ACTING WITH INTEGRITY, FAIRNESS AND IN AN ETHNICAL MANNER:**
  - Follow district policies, Union requests and contractual obligations.
- **CULTURAL CONTEXT:**
  - Diversity and Cultural Awareness Trainer
  - Oversee and manage Mentor Program for new Administrators, Teachers and Para-educators in Barrington School District.
  - State Preschool Mentor.
  - ESOL Consultant.

**ADDITIONAL QUALIFICATIONS:**

- Group Crisis Intervention- Critical Incident Response Team Member April 2016
- Diversity and Cultural Competence Trainer January 2016
- Youth Mental Health First Aid Trainer January 2015
- Safe Schools/Healthy Students GPRA Training August 2014
- US Department of Justice Community Relations Service Cultural Professionalism Inclusion and Competency September 2014
- Academy for Experienced Special Education Administrators Level I 2005-2006. Level II, 2007-2008; 2006-2007
- New Hampshire School Administrators Association Leadership Institute January-March 2005

**AWARDS/RECOGNITION:**

- Grant Writer- Received \$200,000.00 SAP Grant; ING Grant and Verizon Grant to create a Family Resource Center.
- Program Approval Writer- Awarded approval for the SNAPS Program and the On-Track Program Educational Excellence Award (2005-2006) through the Barrington School Foundation.
- Nominated for Teacher of Year (May 2003 and April 2007).
- Certificate of Excellence-The Niagara Chapter of the Canadian College of Teachers, May 1987.

**REFERENCES – Upon Request**

# Kaitlin E. Calculator, MSW

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## Education

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<b>Bridgewater State University School of Social Work</b> <i>MS in Social Work</i>	<b>May 2016</b> (3.9 GPA)
<b>University of New Hampshire</b> <i>BS in Social Work</i>	<b>May 2010</b>

## Professional Experience

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**Rochester Middle School, Rochester NH** **03/2018 – Present**  
*Student Assistance Program Coordinator*

- Help at-risk students with various issues through one-on-one and group intervention, most commonly associated with but not limited to: substance misuse, mental health issues, bullying, dating violence, and peer pressure
- Teach the Prevention Education Series focusing on alcohol, tobacco, and other drug prevention to 6<sup>th</sup> graders through co-facilitation with the School Resource Office (SRO)
- Organize monthly school-wide activities with student and staff participation to increase awareness on various issues
- Collaborate during monthly meetings with community stakeholders, including but not limited to: Community Management Team, Prevention Leadership Team, Peer Collaboration Team

**Child and Family Services of NH, Dover NH** **10/2017 – 02/2018**  
*Case Manager/Family Therapist*

- Provided case management through a high intensity, multi-faceted service designed to connect at-risk youth to various therapeutic, social and community-based resources
- Developed and implemented a client/family centered treatment plan, focusing on the following objectives: Individual/family counselling, Respite care, Crisis intervention/stabilization, Substance abuse assessment & treatment, Parenting education and in-home support, Foster home support, Transitional services for older adolescents, Job readiness assistance for parents and older adolescents, and Monitoring
- Worked to support the family in restoring a safe, stable, positive home environment

**McLean Hospital, Middleboro MA** **09/2016 – 09/2017**  
*Per Diem Clinical Social Worker*

- Provided case management to adult patients in the partial hospital program (PHP)
- Completed psychosocial assessment and assigned DMS V diagnosis
- Facilitated family meetings, individual and group psychotherapy/psychoeducation
- Engaged in collaborative treatment planning with an interdisciplinary treatment team (PsyD, RN, psychiatrist, and psychotherapy group leaders)
- Prepared patients for discharge with aftercare supports to support continuity of care

**Child and Family Services, Hyannis MA** **06/2016 – 09/2017**  
*In-home Family Therapy Clinician*

- Practiced cultural relevance to support assessment and clinical understanding
- Completed Comprehensive Assessment and CANS, and assigned DMS V diagnosis
- Completed Risk Assessment and Safety Planning to reduce risk of psychiatric hospitalization
- Engaged in collaborative treatment/intervention planning to address youths' mental, behavioral, socioemotional needs

- Facilitated intensive therapeutic intervention, care coordination, and collateral collaboration
- Provided support to the family system regarding family relationships, communication, and dynamics

**McLean Hospital, Middleboro MA**

**09/2015 – 05/2016**

*Case Manager (600-hour MSW advanced year internship)*

- Provided case management to inpatient and partial level patients in collaboration with the hospital social worker and interdisciplinary treatment team
- Conducted initial interviews and completed psychosocial assessment
- Facilitated family meetings and lead psychoeducational treatment groups
- Coordinated aftercare plans upon discharge
- Negotiated treatment and authorization with multiple insurance companies
- Participated in policy reform at the inpatient level

**Sandwich High School, Sandwich MA**

**04/2015 – 07/2015**

*Interim Behaviorist*

- Facilitated five social skills groups per week
- Collected and analyzed student data, based on classroom observations, to measure progress and comply with IEP; Co-facilitated quarterly IEP review meetings
- Met with students one-on-one for individual academic and socioemotional support

**Forestdale School, Sandwich MA**

**09/2014 – 04/2015**

*School Social Worker (450 hour MSW first year internship)*

- Collaborated with the school social worker to provide both IEP-mandated and voluntary services to students
- Facilitated small groups and classroom lessons focusing on positive peer interaction, social thinking, and coping skills
- Met with students one-on-one for individual academic and socioemotional support

**Child and Family Services, Hyannis MA**

**11/2013 – 08/2014**

*Therapeutic Training and Support Clinician*

- Collaborated with Master's level clinician to assist in implementing therapeutic objectives of the treatment plan to address a youth's mental, behavioral, and emotional needs; Provided therapeutic support to the family system

**Child and Family Services, Hyannis MA**

**04/2012 – 11/2013**

*Therapeutic Mentor*

- Provided community-based, structured, one-to-one, therapeutic support services to diverse youth ages 4-21; Addressed daily living, interpersonal, coping, and transitional skills

**South Bay Mental Health, South Yarmouth MA**

**10/2011 – 04/2012**

*Family Support Provider*

- Provided in-home, strengths-based therapeutic services to children with serious emotional disturbances in an effort to prevent hospitalization and to further support the family system

**CHANCES, Farmington NH**

**01/2010 - 08/2010**

*Case Manager (BSW advanced year internship)*

- Provided case management for adjudicated youth undergoing court diversion in an effort to reduce relapse and recidivism

**Friends in Action, Portsmouth NH**

**1/2008 – 03/2008**

*Mentor (BSW first year internship)*

- Supported individuals with developmental disabilities by organizing and co-facilitating social events

**CONTRACTOR NAME: Rochester School District**

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Kyle Repucci	Superintendent of Schools	0	0	0
Michele Halligan-Foley	Grant Director/Administrator	0	0	0
Kaitlin Calculator	Middle School - SAP		100%	\$71,000.00
Total				\$71,000.00



**New Hampshire Department of Health and Human Services  
Student Assistance Program**



**State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to the Student Assistance Program**

This 2<sup>nd</sup> Amendment to the Student Assistance Program contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and School Administrative Unit #61 Farmington School District, (hereinafter referred to as "the Contractor"), a municipality with a place of business at 60 Charles Street, Farmington, NH 03835.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 13, 2017, Item (#16), as amended on June 19, 2019, (Item #29A) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Section 3, the Contract may be amended and extended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2021.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$400,000.
3. Exhibit B, Amendment #1, Method and Conditions Precedent to Payment, Section 4, Subsection 4.1 to read:  
4.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1, Amendment #1 and Exhibit B-2, Amendment #2.
4. Add Exhibit B-2, Amendment #2, attached hereto and incorporated by reference herein.

**New Hampshire Department of Health and Human Services  
Student Assistance Program**



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

6/4/2020  
Date

Ann Lundy  
Name: Ann Lundy  
Title: Assoc. Comm.

School Administrative Unit #61 Farmington School District

5/26/2020  
Date

Robert E. Vaughn  
Name: Robert E. Vaughn  
Title: Superintendent

**New Hampshire Department of Health and Human Services  
Student Assistance Program**



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

**OFFICE OF THE ATTORNEY GENERAL**

June 10, 2020

Date

*J Christopher Marshall*

Name:

Title: Assistant Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

**OFFICE OF THE SECRETARY OF STATE**

Date

Name:

Title:

New Hampshire Department of Health and Human Services

Contractor Name: School Administrative Unit #61 Farmington School District

Budget Request for: Student Assistance Program

Budget Period: July 1, 2020-June 30, 2021

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 36,442.69	\$ -	\$ 36,442.69	\$ 36,442.69	\$ -	\$ 36,442.69	\$ -	\$ -	\$ -
2. Employee Benefits	\$ 17,378.47	\$ -	\$ 17,378.47	\$ 17,378.47	\$ -	\$ 17,378.47	\$ -	\$ -	\$ -
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 160.00	\$ -	\$ 160.00	\$ -	\$ -	\$ -	\$ 160.00	\$ -	\$ 160.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ 450.00	\$ 450.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ 450.00	\$ 450.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 95,500.00	\$ -	\$ 95,500.00
13. Other (specific detail in memo/sv)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 158,731.16	\$ 450.00	\$ 158,881.16	\$ 53,821.16	\$ -	\$ 53,821.16	\$ 100,000.00	\$ -	\$ 100,000.00

Indirect As A Percent of Direct

0.3%

Contractor Initials: *Spencer*  
 Date: *5/20/20*

**CERTIFICATE OF AUTHORITY**

I, Charlie King, hereby certify that:  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of The Farmington School Board  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on May 26, 2020, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

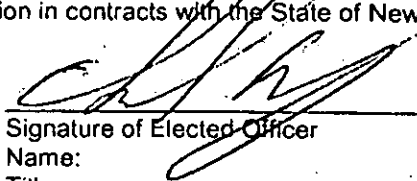
VOTED: That Ruth Ellen Vaughn, Superintendent (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of The Farmington School Board to enter into contracts or agreements with the State  
(Name of Corporation/ LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority remains valid for **thirty (30)** days from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 5/26/20

  
\_\_\_\_\_  
Signature of Elected Officer  
Name:  
Title:



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<b>Participating Member:</b> Farmington School District 35 School St. Farmington, NH 03835		<b>Member Number:</b>	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624		
Type of Coverage		Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
<input checked="" type="checkbox"/>	<b>General Liability (Occurrence Form)</b>	7/1/2019	7/1/2020	Each Occurrence	\$ 5,000,000
	<b>Professional Liability (describe)</b>			General Aggregate	\$ 5,000,000
	<input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Fire Damage (Any one fire)	
				Med Exp (Any one person)	
<input checked="" type="checkbox"/>	<b>Automobile Liability</b> Deductible    Comp and Coll: \$1,000  Any auto	7/1/2019	7/1/2020	Combined Single Limit (Each Accident)	\$5,000,000
				Aggregate	\$5,000,000
<input checked="" type="checkbox"/>	<b>Workers' Compensation &amp; Employers' Liability</b>	7/1/2019	7/1/2020	<input checked="" type="checkbox"/> Statutory	
				Each Accident	\$2,000,000
				Disease - Each Employee	\$2,000,000
				Disease - Policy Limit	
<input checked="" type="checkbox"/>	<b>Property (Special Risk includes Fire and Theft)</b>	7/1/2019	7/1/2020	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000
<b>Description:</b> Proof of Primex Member coverage only.					

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> - NH Public Risk Management Exchange</b>
State of New Hampshire Department of Health and Human Services 129 Pleasant Street Concord, NH 03301			By: <i>Mary Beth Purcell</i>
			Date: 4/1/2020    mpurcell@nhprimex.org
			Please direct inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax

***School Administrative Unit #61***

35 School Street  
Farmington, NH 03835  
Tel. 603-755-2627 Fax 603-755-9334

*Ruth Ellen Vaughn*  
Superintendent of Schools

*Janna Mellon*  
Business Administrator

*Misty McBrierty*  
Dir. of Curriculum & Instruction

*Diana DeNitto*  
Dir. of Student Services

**SAU 61 SCHOOL BOARD 2020-2021**

Charlie King, Chair  
Joel Chagnon, Vice Chair  
Tim Brown  
Stan Freeda  
Joshua Whitehouse

Ruth Ellen Vaughn, Superintendent

*The mission of the Farmington School District is to develop and prepare every individual for  
lifelong learning and participation in a global society through quality education.  
The Farmington School District is a supportive learning environment for students, school staff, families,  
and the greater community.*

## MARCY CURTIS, MSW

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### EDUCATION

- University of New Hampshire, Durham, NH May 2007  
Masters in Social Work
- University of New Hampshire, Durham, NH May 2003  
Bachelor of Arts in Psychology
- Integrated Behavioral Health Certificate (UMass) 2011
- Trained in Motivational Interviewing

### SOCIAL WORK AND HUMAN SERVICES EXPERIENCE

#### Community Outreach & Educator

January 2014 - 2016

Families First Community Health Center, Portsmouth, NH

- Provided community outreach and education via presentations regarding the Affordable Care Act
- Educated individuals and families in regards to the insurance laws, eligibility and enrollment processes

#### Health Center Social Worker

February 2008- January 2014

Families First Community Health Center, Portsmouth, NH

- Participated in the development, implementation and evaluation of patient's health care plans
- Provided direct services such as crisis management, behavioral modification and parenting education
- Worked in collaboration with other area human service providers
- Provided education and community outreach to various area agencies, i.e., local high schools
- Provided outreach and education on various health management and policy issues to local communities

#### Adjunct Instructor

September

2009- 2012

Hesser College, Portsmouth, NH

- Taught undergraduate courses in psychology and sociology
- Participated in college committees and department meetings
- Designed, implemented, and evaluated new lesson plans into the Colleges curriculum

#### Educational Grant Project Assistant

May 2007-February 2008

University of New Hampshire- Institute on Disability, Durham, NH

- Attended to the oversight of daily grant activities.
- Supervised/mentored other independent facilitators as needed.
- Independently facilitated monthly team meetings with families.
- Maintained the project's research database.
- Presented and educated communities in grant findings at various conferences.

#### Mental Health Case Manager

March 2004- April 2005

Community Partners CMHC, Dover, NH

- Worked as part of a Community Support Program team assisting people with mental illnesses in acquiring and maintaining the skills and resources necessary for management of their mental illness while also working toward recovery.
- Developed, implemented and monitored individualized service plans.
- Provided mental illness management services in the community.



## **Diana B. De Nitto**

### **Work Experience**

#### **Farmington School District SAU #61, Farmington, NH**

**June 2013 to present**

##### **Director of Student Services**

In collaboration with principals, coordinator, school board, and school staff, responsible for planning and administration of the special education services in SAU #61. Maintains a system of special education services, capably staffed to provide quality educational and supportive offerings. Responsible for the recruitment and supervision of special education staff, related services personnel, and programs. Determines professional development needs and arranges those offerings. Organizes community presentations regarding issues such as the drug crisis, ADHD, and anxiety. Develops and implements procedures to achieve these objectives within the financial allotments of local, state and federal sources. Prepares IDEA grant and special education budget. Represents SAU 61 at court proceedings and beginning in 2016 assumed role of truancy officer including the filing of CHINS petitions.

#### **Farmington High School SAU #61, Farmington, NH**

**November 2013 to June 2013**

##### **Special Education Coordinator**

Coordinated and supervised the special education programs within the school, attended referral, evaluation and IEP meetings as the LEA representative or reassigned LEA role to other qualified staff. Oversaw IEP development, authorized final IEPs, and monitored student. Ensured that all procedures and related timelines were met regarding IEP development, evaluations, and determination of eligibility. Assisted school administration with placement of special education students in regular education. Organized, designed, and delivered in-service training for regular education teachers, special education teachers and support staff regarding special education services, IEP implementation, and other related issues. Attended court proceedings as district representative for special education students. Participated as a member of the Pupil Assistance Team. Coordinated recruitment, screening, hiring, training, and assignment of special education personnel. Supervised and evaluated special education staff in collaboration with the building principal. Provided case management for a portion of the out of district students. Ensured compliance as it related to the Medicaid to Schools Program.

#### **Henry Wilson Memorial School SAU #61, Farmington, NH**

**August 2010-November 2013**

##### **Special Education Teacher / Case Manager**

Taught grades four through six in a resource room setting and managed a case load of up to 25 students. Disabilities of the population range from OHI for anxiety and ADHD to students who are severely impacted by Autism. Modify regular classroom assignments to allow for greater independence for students with special needs. Collaborate with area community organizations to fulfill family needs. Collaborate with educational consultants to meet the needs of students on the Autism spectrum. Coordinate efforts to continue to develop a life skills program.

#### **Prospect Mountain High School SAU #301, Alton, NH**

**August 2007-June 2010**

##### **English teacher grades 9, 10, 11 and summer school**

Instructed classes of juniors at the general, college preparatory, honors levels and sophomores and freshmen at the general level. In order to update our courses' literature, previewed novels, filled out purchase orders and created activities and curriculum to support the new works. Incorporated technology into my classes using PowerPoint and Windows MovieMaker. Co-wrote and secured a Title II D Technology Integration Grant from the state of New Hampshire. The grant award aided the school in purchasing 25 new Acer notebooks. Summer School Coordinator: recruited students, developed budget, hired summer school staff, interfaced with parents, school administration and support services, taught English. Extra assignments: freshmen class co-advisor, co-editor of the school's NEASC narrative report, co-writer of the school-wide writing rubric.

#### **Kennett High School SAU #9 Conway, NH**

**September 2006-June 2007****English teacher grade 9**

Instructed heterogeneously grouped ninth grade English students. In addition, had one honors group of ninth graders. All of these classes were prepared in collaboration with other ninth grade English teachers in a professional learning community (PLC). We collectively planned and individually taught the following units: personal narrative, *To Kill a Mockingbird*, literature based essay, and a multi-genre unit.

**Lake Placid Middle / High School Lake Placid, NY****September 2004-June 2005****English teacher grade 11 & AP Literature and Composition**

Prepared juniors to take and pass the New York State English Regents. Composed primarily of American literature, juniors were taught to read various genres of literature with an eye toward extracting common themes. For a research assignment, English 11 students conducted primary research to compose a biography about a relative. AP students read American and world literature in preparation for the AP Literature exam in May. With the aim of discovering a work's meaning students were required to read and write critically. Attended two AP workshops at Vermont's St. Johnsbury Academy, one in the summer of 2004 for the literature program and the other in the summer of 2005 for the language program. Wrote the curriculum for the AP Language class in preparation for the class's introduction to the 2004-2005 schedule.

**Plattsburgh High School Plattsburgh, NY****September 2000-June 2004****English teacher grades 9, 10 & alternative education**

In addition to the curriculum outlined below for Chazy Central, in Plattsburgh also instructed at-risk students (alternative education). The alternative education students were juniors, in a self-contained setting, preparing to take the New York State Regents exam in English.

**Chazy Central School Chazy, NY****September 1993-June 2000****English teacher grades 10 & 12**

Taught heterogeneous groups of students taking New York State Regents level courses. Students were instructed how to analyze and discuss a work of literature in relation to literature terms. Analytical literature based essays, research papers, and creative genres of writing were stressed. Basic grammar, spelling and vocabulary were also incorporated into the class. Students were instructed on how to work effectively as individuals and in group settings.

**Mountain Lake Public Broadcasting Plattsburgh, NY****September 1989-February 1993****Programming Assistant**

Was responsible for the acquisition and booking of programs for on-air presentation. Shot and edited small segments of promotional videos for on-air use, and ran a studio camera for in-house, local productions. Worked as a reporter for short news clips, directed an in-studio dramatic piece, recorded voice-overs for local productions, and worked as on-camera talent for fund-raising drives.

**Education**

University of New Hampshire at Durham

*Special Education Administration Certificate Program*

August 2013

*Special Education Certification Program*

August 2011

State University of New York at Plattsburgh

*Master of Science in Teaching*

August 1993

Syracuse University Syracuse, NY

*S.I. Newhouse School of Public Communications*

*Bachelor of Science Television Production*

May 1989

**Ashley Sheedy**



**EDUCATION**

**Lesley University, Cambridge, MA**

Master of Arts in Clinical Mental Health Counseling; specialization of Art Therapy **2018**

Bachelor of Science in Art Therapy **2016**

**EXPERIENCE**

**Live Free Recovery Consultants, Newton, NH (Counselor) 2017 - Present**

Provide therapeutic support on-site for adolescents through expressive arts groups and individual sessions, as well as classroom interventions. Activities focus on substance abuse prevention, coping strategies, interpersonal skills, and developing personal and educational goals.

**Dover High School Alternative Program, Dover, NH (Graduate Intern) 2016 - 2017**

Provided therapeutic support on-site through expressive arts groups and individual sessions.

Assisted students and staff in meeting IEP requirements and goals.

**Bay Cove: Supported Employment, Charlestown, MA (Graduate Intern) 2015 - 2016**

Provided therapeutic support on-site through expressive arts groups and individual sessions.

Activities focused on enhancing daily living skills, such as: health, safety, community integration, problem-solving, self-regulation, and socialization. Clients experienced a range of developmental and psychiatric disorders.

**Community Art Center, Cambridge, MA (Undergraduate Intern) 2015**

Served as a Teacher's Assistant for staff in a variety of art modalities: visual art, dance, theater, and technology. Supervised during meals, open studio, aftercare, and field trips. Participated in staff meetings regarding overall educational themes, personal goals, and family/child/community supportive services.

**MuckyKids Art Studio, Cambridge, MA (Undergraduate Intern) 2014**

Assisted children and caregivers during structured classes and open studio. Maintained a clean and safe studio space, prepared various art materials, participated in group planning of art projects and activities.

**The Works: Health & Fitness Center, Somersworth, NH (Art Director) 2012 - 2014**

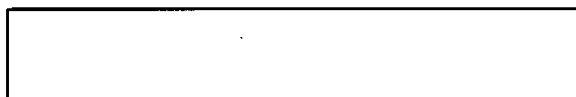
Responsible for classes of up to 35 children at once, age range 3 to 15. Organized art projects, sports, games, and activities focused on a weekly theme. Lifeguard for lessons and field trips.

**SKILLS**

Certified in CPR, AED, First Aid **2009 - Present**

Conversant in American Sign Language

## Sarah Holman Gould



### EDUCATION

University of New Hampshire, Durham, NH

M.Ed Counseling, May, 2012

Honors: GPA 3.9

Bridgewater State College, Bridgewater, MA

B.S. Psychology, May, 2003

Minor: Management

Honors: Dean's List, GPA 3.1

### CERTIFICATIONS

K-12 Guidance Counselor certification

### RELATED EXPERIENCE

Jennie D. Blake School, Hill, NH, 2014-present

School Counselor

- Counsel students in a variety of settings
- Lead the 504 process for all applicable students from referral to implementation and ensuring compliance
- Serve as a member of the IEP team for all students referred for Special Education Services
- Act as a consultant to classroom teachers
- Develop and direct counseling groups on various topics
- Communicate regularly with parents and staff regarding needs of students on caseload
- Design and implement classroom Guidance curriculum for all classrooms weekly
- Collaborated with local Community Mental Health Agency to establish a school based therapy program
- Coordinated and executed Career Day for all classrooms

Strafford School, Strafford, NH, March - June, 2016

Interim School Counselor

- Integrated seamlessly into the school in the middle of the year
- Counseled students in a variety of settings; including Special Education students with behavioral goals
- Quickly built relationships with Special Education grade level teams and related service providers in order to provide responsive and preventative services to all students
- Designed and implemented a comprehensive bullying curriculum in fifth and sixth grade classrooms as a result of an informal social needs assessment
- Communicated regularly with families

Nottingham School, Nottingham, NH, 2011-2012

Counseling Intern

- Independently designed and implemented classroom guidance curriculum for Kindergarten classrooms
- Facilitated Child Study Team meetings for individual students referred by classroom teachers
- Collaborated with fourth grade teaching team and supervisor to create a grade-wide behavior plan utilizing the Response to Intervention Model
- Developed and directed counseling groups on various topics including attention and anxiety
- Counseled individuals and groups of students addressing goals specified on their Individual Education Plans

Belknap-Merrimack Head Start, 2010-2014

Family and Community Services Manager (promoted)

- Supervised a team of five Home Visitors: Conducted monthly individual supervisions, facilitated monthly staff meetings, conducted annual evaluations of staff members and developed and tracked professional development goals for all staff
- Built and maintained relationships with local agencies in order to provide seamless service to children and families
- Implemented agency recruitment plan to ensure full enrollment and adequate waitlists at each site

- Coordinated and conducted quarterly staffing with local Early Intervention program
- Conducted Child Abuse and Neglect Training for all new staff
- Regularly monitored Family Service, Education and Disabilities data in ChildPlus for Home Based Program to ensure compliance with program regulations and Head Start Performance Standards
- Coached staff in order to build their capacity to elicit meaningful change in the families served

#### Home Visitor

- Supported low income families as they moved toward fulfillment of their parenting goals through weekly home visits
- Worked cooperatively with the local school district to guide families through the IEP process
- Educated families on the Positive Behavior Intervention Systems behavior program, so they are able to support their child's behavior at home
- Facilitated weekly Socializations with parents and children
- Familiarized families with available community and agency resources
- Served on the Self Assessment Team in the areas of Education and Disabilities

#### Strafford County Head Start, 2007-2010

##### Infant Teacher

- Worked collaboratively with co-teacher to contribute to the overall growth of infants
- Communicated with families on a regular basis informally at pick up and formally through established written procedures
- Screened children in all areas of development according to Head Start policy
- Provided multiple sensory activities for children daily

##### School Age Teacher

- Developed and implemented developmentally appropriate activities for children ranging from 5-12 years
- Created an atmosphere that balanced individual choice with structure
- Ensured that children's social and emotional needs were met
- Communicated with parents on a regular basis including informally at pick up and through a monthly newsletter

Farmington School District

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Diana De Nitto	Director of Student Services	87,102.90	0	0
Sarah Gould	Guidance Counselor	45,021.65	0	0
Ashely Sheedy	SAP Counselor	39,976.88	100	39,976.88
Marcy Curtis	Social Worker	75,442.97	100	75,442.97
	(social worker is contracted service)			

**New Hampshire Department of Health and Human Services  
Student Assistance Program**



**State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to the Student Assistance Program**

This 2<sup>nd</sup> Amendment to the Student Assistance Program contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Second Start, (hereinafter referred to as "the Contractor"), a Domestic Nonprofit Corporation with a place of business at 17 Knight Street, Concord, NH 03301.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 20, 2018, (Item #23) as amended on June 19, 2019, (Item #29A) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Section 3, the Contract may be amended and extended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2021.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$577,991.
3. Modify Exhibit A, Scope of Services by replacing in its entirety with Exhibit A, Amendment #1, Scope of Services, which is attached hereto and incorporated by reference herein.
4. Exhibit B, Amendment #1, Method and Conditions Precedent to Payment, Section 4, Subsection 4.1 to read:  
4.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1, Amendment #1 and Exhibit B-2, Amendment #2.
5. Add Exhibit B-2, Amendment #2, attached hereto and incorporated by reference herein.

*MSJ*  
6/10/20



New Hampshire Department of Health and Human Services  
Student Assistance Program



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

June 10, 2020  
Date

*Christie Tappan*  
Name: *Christie Tappan*  
Title: *Associate Commissioner*

Second Start

June 10, 2020  
Date

*James Snodgrass*  
Name: *JAMES SNODGRASS*  
Title: *EXECUTIVE DIRECTOR*

New Hampshire Department of Health and Human Services  
Student Assistance Program



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

June 10, 2020  
Date

*J Christopher Marshall*  
Name:  
Title: Assistant Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:



## Scope of Services

### 1. Provisions Applicable to All Services

- 1.1. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 1.2. For the purposes of this contract, the Contractor shall be identified as a subrecipient, in accordance with 2 CFR 200.0. et seq.
- 1.3. The Contractor shall provide Student Assistance Programming to address prevention of underage drinking among person aged 12 to 20, and prevention and reduction of high-risk drinking, prescription drug misuse including opioids and illicit opioid among persons aged 12 to 25 in the school district that have been identified as "high need, high risk" communities as follows: Merrimack Valley Middle School, Merrimack Valley High School, Pittsfield Middle School, Pittsfield High School, Concord High School, Second Start Alternative High School, and Rundlett Middle School.

### 2. Scope of Work

- 2.1. The Contractor shall utilize an evidence-based screening tool, as approved by the Department, to screen all students referred for services.
- 2.2. The Contractor shall refer students to appropriate school-based service or community providers, as indicated by the individual screening results.
- 2.3. The Contractor shall collaborate with the schools to maintain a protocol for referrals to the appropriate provider.
- 2.4. The Contractor shall conduct Individual Support Sessions for the purpose of crisis intervention and to determine a student's motivation to participate in Project Success groups, which are:
  - 2.4.1. Endorsed by the Substance Abuse and Mental Health Services Administration as an Evidenced-Based prevention program.
  - 2.4.2. Implemented by specially trained student assistance counselors who are located in schools 2-5 days a week.
  - 2.4.3. Research-based programs that utilize interventions that are effective in reducing risk factors and enhancing protective factors.
- 2.5. The Contractor shall conduct Individual Support Sessions, as needed, to assist students with actions that include, but are not limited to:
  - 2.5.1. Identifying and resisting social and situational pressures to use substances.
  - 2.5.2. Correcting misperceptions about the prevalence and acceptability of substance use.
  - 2.5.3. Focusing on the personal consequences of substance use.

*[Handwritten Signature]*  
6/10/20

**New Hampshire Department of Health and Human Services  
Student Assistance Program**



**Exhibit A, Amendment #2**

- 2.5.4. Learning and practicing resistance and coping skills.
- 2.5.5. Identifying barriers to using the newly developed skills or adopting healthy attitudes.
- 2.6. The Contractor shall conduct group sessions that are modeled after Project Success including, but not limited to:
  - 2.6.1. Newcomers Group.
  - 2.6.2. Children of Substance Abusing Parents Group.
  - 2.6.3. Seniors Group.
  - 2.6.4. Alcohol and other Drug Assessment Education Group.
  - 2.6.5. Sibling Group.
  - 2.6.6. Non-Users Group.
  - 2.6.7. Parents, Peers, and Partying Group.
  - 2.6.8. Users Group.
  - 2.6.9. Users/Children of Substance Abusing Parents Group.
  - 2.6.10. Recovery Group.
- 2.7. The Contractor shall conduct Group Support Sessions ensuring confidentiality and boundaries are addressed and clarified during the first session of each group. The Contractor shall ensure Group Sessions include, but are not limited to:
  - 2.7.1. Assisting students with identifying and resisting social and situational pressures to use substances.
  - 2.7.2. Providing information that corrects misperceptions relative to the prevalence and acceptability of substance use.
  - 2.7.3. Providing students an opportunity to focus on the personal consequences of use.
  - 2.7.4. Teaching and providing opportunities to practice resistance and coping skills.
  - 2.7.5. Identifying barriers to using new skills or adopting healthy attitudes.
- 2.8. The Contractor shall provide parent education about misuse of prescription drugs and underage drinking and binge drinking, ensuring topics include, but are not limited to:
  - 2.8.1. How the use of substances such as alcohol or other drugs affect the adolescent brain.
  - 2.8.2. Youth access to substances.
  - 2.8.3. How perception of parental disapproval impacts drug and alcohol use.
- 2.9. The Contractor shall ensure parent education provided enhances current parent education services offered at the school and local levels.
- 2.10. The Contractor shall provide prevention education services during transitional years of the 7<sup>th</sup> and 9<sup>th</sup> grades, ensuring topics include, but are not limited to:

*[Handwritten Signature]*  
Date 5/10/20

New Hampshire Department of Health and Human Services  
Student Assistance Program



Exhibit A, Amendment #2

- 2.10.1. Being an adolescent.
- 2.10.2. Alcohol, tobacco and other drug information.
- 2.10.3. Family dynamics and pressures.
- 2.10.4. Skills for coping with stress and life pressure.
- 2.11. The Contractor shall conduct a minimum of three (3) school and/or community centered environmental strategies each year of funding, which may include utilizing and enhancing existing groups and programs.
- 2.12. The Contractor shall enhance services through the utilization of marketing and media tools in conjunction with work at the state level and the local level with community partners, which may include, but is not limited to:
  - 2.12.1. The Regional Public Health Network.
  - 2.12.2. Drug-Free Coalitions.
  - 2.12.3. Other local organizations.
- 2.13. The Contractor shall participate in evaluation efforts conducted by the Department in order to use data to drive continuous quality improvement.
- 2.14. The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades 9 through 12 in the spring of 2021.
- 2.15. The Contractor shall conduct an assessment by comparing current school policies related to the use of alcohol and other drugs against the Model School Policy that was developed by the Governor's commission on Alcohol and Drug Abuse, Prevention, Intervention and Treatment.
- 2.16. The Contractor shall implement best practices in the school's policies related to the use of alcohol and other drugs according to the Model School Policy in Section 2.15.
- 2.17. The Contractor shall participate in all required meetings and trainings which include, but are not limited to:
  - 2.17.1. Student Assistance Program Community of Practice.
  - 2.17.2. Learning Collaborative Meetings.
  - 2.17.3. Mandatory trainings.
  - 2.17.4. Group Programmatic Consultation for Student Assistance Program counselors with a Master Licensed Alcohol and Drug Counselor with a Certification as a Prevention Specialist.
- 2.18. The Contractor shall provide one full-time equivalent staff person to every one-thousand (1,000) students. The Contractor shall ensure:
  - 2.18.1. The position is pro-rated if the school serves less than 1,000 students.
  - 2.18.2. The staff person is available a minimum of two (2) days per week if the school serves less than 1,000 students.
  - 2.18.3. The staff person does not serve more than two buildings or campuses.

Handwritten initials and date: 6/10/20



Exhibit A, Amendment #2

- 2.19. The Contractor shall allow a Department-approved team to conduct quarterly site reviews, ensuring the team includes, but is not limited to:
  - 2.19.1. Student Assistance Counselor(s).
  - 2.19.2. Contractor or designee.
  - 2.19.3. Department designees.
  - 2.19.4. Representative of the New Hampshire Center for Excellence, if appropriate.
- 2.20. The Contractor shall ensure the site visit access includes, but is not limited to:
  - 2.20.1.1. Review of systems of governance.
  - 2.20.1.2. Administration.
  - 2.20.1.3. Data collection and submission.
  - 2.20.1.4. Policies for ensuring student confidentiality.
  - 2.20.1.5. Financial management in order to ensure systems are adequate to provide the contracted services.
- 2.21. The Contractor shall take corrective actions, as advised by the review team.

### 3. Staffing

- 3.1. The Contractor shall provide one (1) Student Assistance counselor who is a Master Licensed Alcohol and Drug Counselor who shall obtain Certified Prevention Specialist (CPS) status within one (1) year of hire.
- 3.2. The Contractor shall maintain the Prevention Specialist Certification status through recertification every two (2) years.
- 3.3. The Contractor shall allocate the appropriate funding for certification or recertification as a Prevention Specialist for one (1) Student Assistance Counselor within the relevant fiscal year budget.
- 3.4. The Contractor shall submit a plan of corrective action to the Department if staffing requirements are not met.

### 4. Reporting

- 4.1. The Contractor shall enter and complete monthly data reporting in the New Hampshire Prevention Web Information Technology System (P-WITS) within twenty (20) working days of the end of each month.
- 4.2. The Contractor shall submit monthly expenditure reports by the twentieth (20<sup>th</sup>) business day following the month for reimbursement of costs for contracted services in the previous month.
- 4.3. The Contractor shall cooperate with, and answer all questions of, representatives of the Department conducting any periodic or special review of the performance of the Contractor or any inspection of the facilities.

*[Handwritten Signature]*  
Date 6/10/20



- 4.4. The Contractor shall provide any periodic or specialty reports as requested by the Department.

## 5. Performance Measures


- 5.1. The Contractor shall ensure participants report a decrease in past 30-day use of alcohol and non-medical prescription drugs including opioids and illicit opioids.
- 5.2. The Contractor shall ensure participants report a decrease in binge drinking over the past 30 days.
- 5.3. The Contractor shall ensure participants report an increase in parental and peer disapproval of alcohol and non-medical prescription drug misuse.
- 5.4. The Contractor shall ensure participants report an increase in a perception of risk/harm of use of alcohol and non-medical prescription drug misuse.
- 5.5. The Contractor shall ensure participants report an increase in family communication around alcohol and drug misuse.

## 6. Deliverables

- 6.1. The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades 9 through 12 in the spring of 2021.
- 6.2. The Contractor shall provide the results of the assessment in Section 2.15 to the Department in an electronic format within thirty (30) days of the completion of each contract year.

## 7. Statewide Consultation Services

- 7.1. The Contractor shall provide statewide services to the Department's Student Assistant Program Contractors that includes, but is not limited to:
- 7.1.1. Programmatic consultation, which includes, but is not limited to:
- 7.1.1.1. Delivering monthly regional group programmatic consultation to identify:
    - 7.1.1.1.1. Programmatic Concerns;
    - 7.1.1.1.2. Gaps in Scope of Services; and
    - 7.1.1.1.3. Proper Licensure.
  - 7.1.1.2. Providing individual consultation, as needed, in person or by telephone.
- 7.1.2. Programmatic consultation that includes, but is not limited to:
- 7.1.2.1. Delivering monthly regional group programmatic consultation to address:
    - 7.1.2.1.1. Programmatic Concerns

  
Date 6/10/20

New Hampshire Department of Health and Human Services  
Student Assistance Program



Exhibit A, Amendment #2

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- 7.1.2.1.2. Gaps in Scope of Services
- 7.1.2.1.3. Proper Licensure
- 7.1.2.2. Providing individual consultation as needed.
- 7.1.3. Managing and reinforcing the Department's Information Security Requirements as outlined in Exhibit K.
- 7.1.4. Submitting quarterly reports developed by the Department that reflect activities performed in the previous quarter.

*MBJ*  
6/10/20



New Hampshire Department of Health and Human Services  
Exhibit B-2, Amendment #2

Contractor Name: Second Start

Budget Request for: Student Assistance Program

Budget Period: July 1, 2020-June 30, 2021

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHEH contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salaries/Wages	\$ 354,138.00	\$ -	\$ 354,138.00	\$ 196,038.32	\$ -	\$ 196,038.32	\$ 156,097.68	\$ -	\$ 156,097.68
2. Employee Benefits	\$ 61,884.00	\$ -	\$ 61,884.00	\$ 29,282.23	\$ -	\$ 29,282.23	\$ 32,591.77	\$ -	\$ 32,591.77
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ 313.00	\$ -	\$ 313.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ 280.00	\$ -	\$ 280.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 828.00	\$ -	\$ 828.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 2,750.00	\$ -	\$ 2,750.00	\$ -	\$ -	\$ -	\$ 2,750.00	\$ -	\$ 2,750.00
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (General Administration)	\$ -	\$ 42,099.00	\$ 42,099.00	\$ -	\$ 37,438.45	\$ 37,438.45	\$ -	\$ 4,660.55	\$ 4,660.55
13. Other (statewide consultations)	\$ 75,000.00	\$ -	\$ 75,000.00	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	\$ 75,000.00
TOTAL	\$ 495,991.00	\$ 42,099.00	\$ 538,090.00	\$ 224,320.55	\$ 37,438.45	\$ 261,759.00	\$ 264,438.45	\$ 4,660.55	\$ 274,100.00

Indirect As A Percent of Direct

8.5%

E

1.7%

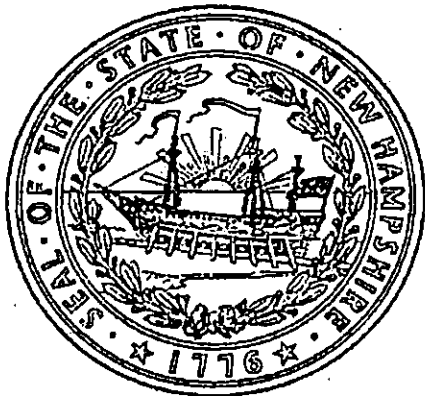
**State of New Hampshire**  
**Department of State**

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that SECOND START is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 03, 1971. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 65173

Certificate Number: 0004879169



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 1st day of April A.D. 2020.

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

William M. Gardner  
Secretary of State

**CERTIFICATE OF AUTHORITY**

I, Nat Morse, hereby certify that:

1. I am a duly elected Clerk/Secretary/Officer of Second Start

2. The following is a true copy of a vote taken at a meeting of the Executive Committee of the Board of Directors, duly called and held on June 9, 2020, at which a quorum of the Executive Committee were present and voting.

**VOTED:** That James Snodgrass Executive Director and/or Matt Nadeau President

are duly authorized on behalf of Second Start to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority remains valid for **thirty (30)** days from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: June 9, 2020



Signature of Elected Officer  
Name: Nat Morse  
Title: Secretary Second Start



**Granite State Healthcare**  
and Human Service Trust

PO. Box 4197  
Concord, NH 03302-4197

Issue Date 03/30/2020

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.

## Certificate Of Insurance

### CERTIFICATE HOLDER

Bureau of Department of Health and Human Services, State of New Hampshire  
129 Pleasant Street  
Concord, NH 03301

### Companies Affording Coverage

COMPANY LETTER A	The Granite State Healthcare And Human Services Self-Insured Group Trust
COMPANY LETTER B	Midwest Employers Casualty Corp.

This policy is effective on 2/1/2020 12:00 AM, and will expire on 2/1/2021 12:00 AM. This policy will automatically be renewed unless notified by either party by October 1st of any fund year.

### COVERAGES

This is to certify that the Workers' Compensation and Employer's Liability Insurance has been issued to the insured named above for the policy period indicated, not withstanding 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.

Type of Insurance/Carrier	Policy Number	Policy Effective	Policy Expiration	LIMITS	
<u>Workers' Compensation &amp; Employer's Liability</u> The Granite State Healthcare And Human Services Self-Insured Group Trust	HCHS20200000250	2/1/2020 12:00 AM	2/1/2021 12:00 AM	W/C Statutory Limits E.L. Each Accident E.L. Disease - Pol Limit E.L. Disease - Each Emp	\$1,000,000 \$1,000,000 \$1,000,000
<u>Excess Insurance</u> Midwest Employers Casualty Corp	EWCo09477	2/1/2020 12:00 AM	2/1/2021 12:00 AM	Workers' Compensation Employer's Liability	Statutory \$1,000,000

### Description of Operations:

Excluded Officer

Covering operations of the insured during the policy term. Per NH Law, additional insured and waiver of subrogation are not allowed on workers' comp. COIs.

### MEMBER

Second Start  
17 Knight Street  
Concord, NH 03301

### CANCELLATION

Should any of the above described policies be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative

03/30/2020

Date



## **Mission Statement**

Adopted 6/19/00

Second Start is committed to improving the economic and educational well being of New Hampshire residents. Our goal is to help people become more productive workers, family members and community citizens.

We provide supportive, affordable and effective educational programs including but not limited to: Adult Basic Education, Job Training and Career Counseling, Education and Training for at-risk Youth, and Child Care Services.

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***SECOND START***

***AUDITED FINANCIAL STATEMENTS***

***FOR THE YEARS ENDED  
JUNE 30, 2019 AND 2018***

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WWW.MASONRICH.COM

Six Bicentennial Square, Concord, New Hampshire 03301  
P: 603.224.2000 F: 603.224.2613



## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
Second Start  
Concord, New Hampshire

We have audited the accompanying financial statements of Second Start (a nonprofit organization), which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

### *Management's Responsibility for the Financial Statements*

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

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. 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 Second Start as of June 30, 2019 and 2018, 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.

NUMBERS TALK. WE TRANSLATE.

***Report on Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of support and revenues, expenses and changes in net assets on pages 17 and 18 are presented for purposes of additional analysis and are not a required part of the financial statements. 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.

Very truly yours,

*Mason + Rich, P.A.*

MASON + RICH PROFESSIONAL ASSOCIATION  
Certified Public Accountants

September 16, 2019

**SECOND START**  
**STATEMENTS OF FINANCIAL POSITION**  
**JUNE 30, 2019 AND 2018**

<b>ASSETS</b>		
	<b>2019</b>	<b>2018</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	\$ 419,052	\$ 237,398
Accounts Receivable	49,637	54,800
Grants Receivable	113,563	198,950
Unconditional Promises to Give	20,000	23,000
Prepaid Expenses	12,286	43,563
<i>Total Current Assets</i>	614,538	557,711
<b>PROPERTY AND EQUIPMENT</b>		
Property and Equipment	3,291,348	3,236,950
Less Accumulated Depreciation	(1,676,433)	(1,601,727)
<i>Net Property and Equipment</i>	1,614,915	1,635,223
<b>TOTAL ASSETS</b>	<b>\$ 2,229,453</b>	<b>\$ 2,192,934</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable	\$ 58,236	\$ 24,362
Accrued Expenses	188,814	171,164
Deferred Revenue	33,545	8,310
<b>TOTAL LIABILITIES</b>	280,595	203,836
<b>NET ASSETS</b>		
Net Assets Without Donor Restrictions	1,907,814	1,937,598
Net Assets With Donor Restrictions	41,044	51,500
<b>TOTAL NET ASSETS</b>	1,948,858	1,989,098
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 2,229,453</b>	<b>\$ 2,192,934</b>

*The Accompanying Notes are an Integral Part of These Financial Statements*

**SECOND START**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED JUNE 30, 2019 AND 2018**

	2019	2018
<b>CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS</b>		
<b>SUPPORT AND REVENUE</b>		
Grants from Governmental Agencies	\$ 1,146,636	\$ 1,076,256
Private Fees	922,240	915,953
Fees from Governmental Agencies	919,901	861,902
Miscellaneous Income	44,868	25,021
Contributions	16,912	8,376
United Way	12,034	12,159
Interest Income	122	39
<b>Total Support and Revenue</b>	<u>3,062,713</u>	<u>2,899,706</u>
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>		
Satisfaction of Program Restrictions	29,956	20,000
Expiration of Time Restrictions	23,000	30,000
<b>Total Net Assets Released From Restrictions</b>	<u>52,956</u>	<u>50,000</u>
<b>TOTAL SUPPORT, REVENUE, AND OTHER NET ASSETS WITHOUT DONOR RESTRICTIONS</b>	<u>3,115,669</u>	<u>2,949,706</u>
<b>FUNCTIONAL EXPENSES AND LOSSES</b>		
<b>Functional Expenses</b>		
Program Services	2,745,743	2,666,379
Management and General	397,596	372,812
<b>Total Functional Expenses</b>	<u>3,143,339</u>	<u>3,039,191</u>
<b>Other Expenses</b>		
Loss on Disposal of Property and Equipment	2,114	-
<b>TOTAL FUNCTIONAL EXPENSES AND LOSSES</b>	<u>3,145,453</u>	<u>3,039,191</u>
<b>DECREASE IN NET ASSETS WITHOUT DONOR RESTRICTIONS</b>	(29,784)	(89,485)
<b>CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS</b>		
Donor Restricted Support and Revenue	42,500	51,500
Net Assets Released from Restrictions	(52,956)	(50,000)
<b>INCREASE (DECREASE) IN NET ASSETS WITH DONOR RESTRICTIONS</b>	<u>(10,456)</u>	<u>1,500</u>
<b>DECREASE IN TOTAL NET ASSETS</b>	(40,240)	(87,985)
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>1,989,098</u>	<u>2,077,083</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 1,948,858</u>	<u>\$ 1,989,098</u>

The Accompanying Notes are an Integral Part of These Financial Statements

**SECOND START**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2019**

	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total</u>
Advertising Expense	\$ 4,774	\$ 330	\$ -	\$ 5,104
Conference and Meeting Expenses	30,171	-	-	30,171
Depreciation Expense	85,262	38,202	-	123,464
Dues and Subscriptions	8,192	6,160	-	14,352
Employee Benefits	206,931	25,723	-	232,654
Information Technology	14,508	6,487	-	20,995
Instructional Materials	6,741	-	-	6,741
Insurance Expense	36,463	3,143	-	39,606
Miscellaneous Expense	9,624	184	-	9,808
Occupancy Expense	82,803	27,131	-	109,934
Office Expense	8,558	4,182	-	12,740
Payroll Taxes	137,913	18,296	-	156,209
Professional Fees	128,789	15,385	-	144,174
Salaries and Wages	1,829,843	249,569	-	2,079,412
Staff Development	8,112	-	-	8,112
Stipends and Discounts	8,767	-	-	8,767
Supplies Expense	108,531	2,602	-	111,133
Travel Expense	29,761	202	-	29,963
<b>Total Functional Expenses</b>	<b>\$ 2,745,743</b>	<b>\$ 397,596</b>	<b>\$ -</b>	<b>\$ 3,143,339</b>

The Accompanying Notes are an Integral Part of These Financial Statements

**SECOND START**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2018**

	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total</u>
Advertising Expense	\$ 8,203	\$ 25	\$ -	\$ 8,228
Conference and Meeting Expenses	22,030	-	-	22,030
Depreciation Expense	82,852	38,090	-	120,942
Dues and Subscriptions	12,484	5,162	-	17,646
Employee Benefits	195,781	23,289	-	219,070
Information Technology	15,636	7,632	-	23,268
Instructional Materials	16,021	-	-	16,021
Insurance Expense	33,607	2,913	-	36,520
Interest Expense	-	459	-	459
Legal Fees	-	5,000	-	5,000
Miscellaneous Expense	11,680	2,107	-	13,787
Occupancy Expense	90,010	29,789	-	119,799
Office Expense	8,448	3,167	-	11,615
Payroll Taxes	128,426	15,105	-	143,531
Professional Fees	152,928	14,958	-	167,886
Salaries and Wages	1,748,481	221,633	-	1,970,114
Staff Development	5,297	172	-	5,469
Stipends and Discounts	12,877	-	-	12,877
Supplies Expense	92,963	3,268	-	96,231
Travel Expense	28,655	43	-	28,698
<i>Total Functional Expenses</i>	<u>\$ 2,666,379</u>	<u>\$ 372,812</u>	<u>\$ -</u>	<u>\$3,039,191</u>

The Accompanying Notes are an Integral Part of These Financial Statements

**SECOND START**  
**STATEMENTS OF CASH FLOWS**  
**FOR YEARS ENDED JUNE 30, 2019 AND 2018**

	2019	2018
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Decrease in Net Assets	\$ (40,240)	\$ (87,985)
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by (Used in) Operating Activities:		
Depreciation Expense	123,464	120,942
Loss on Disposal of Property	2,114	-
(Increase) Decrease in Operating Assets:		
Accounts Receivable	5,162	19,809
Grants Receivable	85,388	(76,347)
Unconditional Promises to Give	3,000	7,000
Prepaid Expenses	31,277	(15,587)
Increase (Decrease) in Operating Liabilities:		
Accounts Payable	33,874	(29,147)
Accrued Expenses	17,650	17,208
Deferred Revenue	25,235	(6,045)
Total Adjustments	<u>327,164</u>	<u>37,833</u>
Net Cash Provided by (Used in) Operating Activities	<u>286,924</u>	<u>(50,152)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of Property and Equipment	<u>(105,270)</u>	<u>(31,101)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Repayment of Long-Term Debt	<u>-</u>	<u>(42,339)</u>
<b>NET INCREASE (DECREASE) IN CASH</b>	<b>181,654</b>	<b>(123,592)</b>
<i>Cash and Cash Equivalents, Beginning of Year</i>	<u>237,398</u>	<u>360,990</u>
<i>Cash and Cash Equivalents, End of Year</i>	<u>\$ 419,052</u>	<u>\$ 237,398</u>
<b>Supplemental Disclosure of Cash Flow Information</b>		
Cash Paid During the Year For:		
Interest	<u>\$ -</u>	<u>\$ 459</u>

*The Accompanying Notes are an Integral Part of These Financial Statements*

**SECOND START**  
NOTES TO THE FINANCIAL STATEMENTS

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**A | NATURE OF ACTIVITIES**

Second Start (the "Organization") is a private nonprofit education corporation which has been in existence since 1970. Second Start is committed to improving the economic and educational wellbeing of New Hampshire residents. Its goal is to help people become more productive workers, family members, and community citizens. Within these opportunities, the Organization offers a variety of programs, each serving participants in ways that meet their needs.

The programs available at Second Start are as follows:

**Special Education** – The Special Education Program was established in 1979 and accounts for the proceeds of an education program that serves coded special needs students ages 14-21 from local school districts in the greater Concord area.

**Transitional Employment Training Program (TET)** – The TET Program was established in 1984 and accounts for proceeds and expenses used to provide a vocationally oriented program designed to develop personal and social responsibility, workforce readiness, and provide experiential training and coursework for adolescents.

**Alternative High School** – The Alternative High School Program was established in 1976 and accounts for the proceeds and expenses of an alternative academic program for adolescents previously unsuccessful in public high school programs. Students are not coded for special education services.

**Student Assistance Program (SAP)** – The Student Assistance Program is a drug education, prevention, and early identification program designed for public school students. The Student Assistance Program was started in 1984 and accounts for the proceeds and expenses associated with the student assistance services for the local school districts as well as programs for the Second Start Alternative High School and special education students.

**Adult Basic Education (ABE)** – The Adult Basic Education Program was established in 1971 and accounts for the proceeds and expenses for providing remedial academic programs for adults from the most basic levels through preparation for the High School Equivalency Exam (HiSET) as well as English as a second language classes. The program also includes academic and vocational counseling for students. The program includes fees and expenses for providing HiSET Testing services and administering staff development for ABE/ESL teachers statewide.

**Adult Learner Services (ALS)** – The Adult Learner Services Program, formerly the Adult Tutorial Program, was established in 1983 and accounts for proceeds and expenses used to help adults increase their reading and math skills through the aid of volunteer tutors. This program also includes services to foreign-speaking and refugee students to increase their English skills.

**Day Care Program** – The Day Care Program was established in 1973 and accounts for proceeds and expenses used to care for children (ages 6 weeks to 12 years) of the general community while their parents are in classes, training programs, or working during the day. This program also includes services to protective custody referrals from the New Hampshire Department of Health and Human Services.

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**SECOND START**  
NOTES TO THE FINANCIAL STATEMENTS

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Welcoming Concord – The Welcoming Concord program was established in 2015 and accounts for proceeds and expenses used to increase social inclusion and integration of immigrants and refugees in targeted New Hampshire communities.

**B | SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

This summary of significant accounting policies of the Organization is presented to assist in understanding these financial statements. The financial statements and notes are the representations of the Organization's management who is responsible for their integrity and objectivity. These accounting policies confirm to generally accepted accounting principles (GAAP) in the United States of America and have been consistently applied in the preparation of the financial statements.

***Basis of Accounting***

The Organization uses the accrual basis of accounting in its financial statements. Under this basis, revenue is recognized when earned rather than when payment is received, and expenses and purchases of assets are recognized when the obligation is incurred rather than when the cash is disbursed.

***Use of Estimates***

The preparation of financial statements and related disclosures in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect certain amounts reported in the financial statements and accompanying notes. Actual results experienced by the Organization may differ from management's estimates.

***Cash and Cash Equivalents***

For purposes of the statement of cash flows, cash includes cash on hand, funds on deposit with financial institutions, and investments with original maturities of three months or less.

***Accounts Receivable***

Accounts receivable consists of private fees due from the daycare program and revenue from school districts for various programs. Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management considers accounts to be delinquent based on the date of unpaid invoices. Past due receivables are written off at management's discretion using the direct write off method; this is not considered a departure from accounting principles generally accepted in the United States because of the effects of the direct write off method approximate those of the allowance method. All accounts are considered to be collectible. The Organization does not accrue interest on past due accounts receivable.

***Grants Receivable***

Grants receivable are amounts due for reimbursement from various grant agencies. No allowance is recorded because all amounts are expected to be fully reimbursed by the federal and state governments. Interest is not allowed and is not accrued on any past due grants receivable balances.

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*(Continued on next page)*

**SECOND START**  
NOTES TO THE FINANCIAL STATEMENTS

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***Unconditional Pledges Receivable***

Unconditional promises to give are stated at the amount management expects to collect from outstanding balances. Management evaluates the collectability of customer accounts by considering factors such as historical experience, the age of the promise to give, and current economic conditions that may affect a customer's ability to pay. Past due promises to give are written off at management's discretion using the direct write off method; this is not considered a departure from accounting principles generally accepted in the United States because the effects of the direct write off method approximate those of the allowance method. The Organization does not charge interest on past due promises to give.

***Property and Equipment***

The Organization's property and equipment policy is to capitalize individual purchases, renewals and betterments in excess of \$1,000. Maintenance, repairs and minor renewals are charged to expense as incurred. Periodically, management evaluates property and equipment for impairment when events or changes in circumstances indicate that the carrying amount of such assets may not be recoverable. When items of property and equipment are sold or retired, the related cost and accumulated depreciation are removed from the accounts and any gain or loss is included in the statement of income. These items are depreciated using the straight-line method over their estimated useful lives as follows:

Furniture and Equipment	5 years
Leasehold Improvements	5 - 30 years
Building	40 years

***Net Assets***

The Organization reports its net assets as required by Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. Under ASU 2016-14, the Organization is required to report information regarding its financial position and activities accounting to the following classes: net assets without donor restrictions and net assets with donor restrictions. Descriptions of the net asset categories included in the Organization's financial statements are as follows:

Net assets without donor restrictions include revenues and expenses and contributions which are not subject to any donor imposed restrictions. Unrestricted net assets can be designated by the Board of Directors for special projects and expenditures.

Net assets with donor restrictions include contributions for which time restrictions or donor-imposed restrictions have not yet been met. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restriction. Net assets with donor restrictions also include gifts which require, by donor restriction, that the corpus be invested in perpetuity and only the income or portion thereof (excluding gains restricted by state statute) be made available for program operations in accordance with donor restrictions.

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**SECOND START**  
NOTES TO THE FINANCIAL STATEMENTS

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***Contributions and Promises to Give***

Contributions received are recorded as net assets with donor restrictions or net assets without donor restrictions depending on the existence or nature of any donor restrictions. Contributions are recognized when the donor makes an unconditional promise to give to the Organization. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restriction expires in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases with net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

***Functional Allocation of Expenses***

The costs of providing the Organization's program and other activities have been summarized on the functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Salaries and related expenses are allocated to the various program and supporting services based on actual or estimated time employees spend on each function. The remaining expenses are specifically allocated whenever practical, and depreciation is allocated based on space utilization. General administrative expenses are allocated to each program based on the direct expenses incurred for each program or estimated usage based on time spent on each function of the staff.

***Donated Materials and Services***

Contributed goods and services are reported at their fair value if such goods or services create or enhance non-financial assets, or would have been purchased if not provided by contribution, and for services which are provided by individuals possessing specialized skills. A number of volunteers have made contributions of their time and talent, or contributed goods to develop the Organization's programs. However, these services do not meet the criteria for recognition as contributed services and, therefore, are not reflected in the financial statements.

Contributed property and equipment is recorded at fair value at the date of donation. If donors stipulate how long the assets must be used, the contributions are recorded as restricted support. In the absence of such stipulation, contributions of property and equipment are recorded as unrestricted support. The Organization received no contributed property for the years ended June 30, 2019 and 2018.

***Advertising***

The Organization conducts non-direct response advertising. These costs are expensed as incurred. Advertising costs was \$5,104 and \$8,228 for the year ended June 30, 2019 and 2018, respectively.

***Income Taxes***

Management evaluates its tax position in accordance with FASB Accounting Standards Codification (ASC) 740-10, *Accounting for Uncertain Tax Positions*, which prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return and also provides guidance on various related matters such as de-recognition, interest, penalties, and disclosures required. The Organization's policy is to recognize interest and penalties related to unrecognized tax benefits as tax expense.

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**SECOND START**  
NOTES TO THE FINANCIAL STATEMENTS

**C | CHANGE IN ACCOUNTING PRINCIPLE**

On August 18, 2016 FASB issued ASU 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. The Organization has adjusted the presentation of its financial statements accordingly, applying the changes retrospectively to the comparative period presented. The new standards change the following aspects of the Organization's financial statements:

- The temporarily restricted and permanently restricted net asset classes have been combined into a single net asset class called net assets with donor restrictions.
- The unrestricted net asset class has been renamed *net assets without donor restrictions*.
- The financial statements include a new disclosure about liquidity and availability of financial assets (Note K).

The changes have the following effect on net assets at June 30, 2018:

Net Asset Class	As Originally Presented	After Adoption of ASU 2016-14
Unrestricted Net Assets	\$ 1,937,598	\$ -
Temporarily Restricted Net Assets	51,500	-
Net Assets Without Donor Restrictions	-	1,937,598
Net Assets With Donor Restrictions	-	<u>51,500</u>
Total Net Assets	<u>\$ 1,989,098</u>	<u>\$ 1,989,098</u>

**D | PROPERTY AND EQUIPMENT**

Property and equipment consists of the following at June 30:

	2019	2018
Building and Improvements	\$ 1,663,349	\$ 1,623,459
Leasehold Improvements	964,675	948,353
Land	210,000	210,000
Furniture and Equipment	<u>453,324</u>	<u>455,138</u>
Total Property and Equipment	3,291,348	3,236,950
Less Accumulated Depreciation	<u>(1,676,433)</u>	<u>(1,601,727)</u>
Net Property and Equipment	<u>\$ 1,614,915</u>	<u>\$ 1,635,223</u>

Depreciation expense was \$123,464 and \$120,942 for the years ended June 30, 2019 and 2018, respectively.

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**SECOND START**  
NOTES TO THE FINANCIAL STATEMENTS

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**E | LINE OF CREDIT**

The Organization maintains a revolving line of credit agreement with a local bank, which provides that it may borrow up to \$600,000 at June 30, 2019 and 2018. The interest rate formula is based at 0.50% over the Wall Street Journal prime rate, which was 6.00% and 5.00% at June 30, 2019 and 2018, respectively. The agreement is collateralized by all business assets of the Organization. The Organization had no outstanding balance as of June 30, 2019 and 2018.

**F | CORPORATE ORGANIZATION**

The Corporation is a voluntary organization under Chapter 292 of the New Hampshire Revised Statutes Annotated and therefore has no capital stock.

**G | NET ASSETS**

The total net assets with donor restrictions for the year ended June 30, 2019 consisted of United Way funding for 2020 in the amount of \$20,000 and other private grants of \$21,044. Additionally, there were \$61,010 of Board Designated Funds set aside for capital and other repairs and maintenance projects at June 30, 2019.

The total net assets with donor restrictions for the year ended June 30, 2018 consisted of United Way funding for 2019 in the amount of \$23,000 and other private grants of \$28,500. Additionally, there were \$85,888 of Board Designated Funds set aside for capital and other repairs and maintenance projects at June 30, 2018.

**H | LEASE AGREEMENTS**

The Organization has entered into a long-term lease agreement for property located at 450 North State Street whereby the Organization has use of the building in return for its upkeep and maintenance. The improvements were capitalized with a five to thirty-year depreciable life. Depreciation expense was \$9,823 and \$9,165 for the years ended June 30, 2019 and 2018, respectively.

**I | INCOME TAXES**

The Organization is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3). The Organization has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions.

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**SECOND START**  
NOTES TO THE FINANCIAL STATEMENTS

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For the years ended June 30, 2019 and 2018, management has evaluated its tax position in accordance with FASB ASC 740-10 and does not believe they have taken uncertain tax positions, therefore, a liability for income taxes associated with uncertain tax positions has not been recognized. Additionally, the Organization did not recognize interest or penalties resulting from tax liabilities associated with recognizing uncertain tax positions for the years ended June 30, 2019 and 2018.

The Organization is a non-profit organization, as a result it files a federal Form 990, *Return of Organization Exempt from Income Tax*, and a New Hampshire Annual Report. In the normal course of business, the Organization is subject to examination by taxing authorities. With limited exceptions, the Organization is no longer subject to federal or State of New Hampshire examinations for their federal Form 990 or New Hampshire Annual Report for the years before 2015.

**J | RETIREMENT PLAN**

The Organization maintains a retirement plan under the Internal Revenue Code Section 403(b) for its employees through a third party. Eligible participants over twenty-one years of age and working more than 1,000 hours per year may elect to make a voluntary pre-tax salary deferral each year, not to exceed the maximum allowed by law. The Organization may contribute to the employee's retirement fund at the Board's discretion. There were no contributions paid by the Organization for the years ended June 30, 2019 and 2018.

**K | LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

The Organization's financial assets available within one year from the statement of financial position date for general operating expenses are as follows:

Cash and Cash Equivalents	\$ 419,052
Accounts Receivable	49,637
Grants Receivable	113,563
Unconditional Promises to Give	20,000
Prepaid Expenses	<u>12,286</u>
Financial assets, at year end	614,538
Less those unavailable for general expenditures within one year due to:	
Donor-imposed restrictions	(41,044)
Board designated funds	<u>(61,010)</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 512,484</u>

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**SECOND START**  
NOTES TO THE FINANCIAL STATEMENTS

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The Organization has financial assets on hand equal to approximately 2-months of operating expenses, which totaled approximately \$3,145,450 for the year ended June 30, 2019. At times, the Board of Directors may designate a portion of any operating surplus to its liquidity reserve for future expenditures. At June 30, 2019, there was \$61,010 of Board Designated Funds set aside for capital and other repairs and maintenance projects. A significant portion of the Organization's funding is derived from cost reimbursement grants from federal and state agencies, therefore, the Organization believes its liquid financial assets are sufficient to fund unanticipated liquidity needs that may arise. Additionally, the Organization has a line of credit which allows for borrowings up to \$600,000.

**L | COMMITMENTS AND CONTINGENCIES**

***Energy Efficiency Initiative***

In fiscal year 2010, the Organization began an initiative to improve the energy efficiency of both 450 North State Street and the 17 Knight Street building in Concord, New Hampshire. The initiative includes energy improvements, including insulation, new windows, new daycare ceilings, ventilation and lighting, boiler replacement, conversion to electronic thermostats, and appliance replacement at an estimated total cost of \$681,265.

Financial support for the energy efficiency initiative included a Community Development Finance Authority (CDFA) grant of \$343,000. Additional funding was obtained from a Community Development Block Grant (CDBG) in the amount of \$313,265 through the City of Concord, New Hampshire and \$15,000 in cash donations. These grants were completed in 2011. Both grants are restricted to the Organization's energy efficiency initiative. Additionally, in the event the Organization ceases to use the buildings in providing services to low to moderate income populations, both grants will require repayment of a portion of the proceeds. This contingency continues through 2020 and 2030 for the CDFA and CDBG grants, respectively.

***Grant Compliance***

The Organization received funds under various grants. Under the terms of the grants the Organization is required to use the funds within a certain period and for purposes specified by governing laws and regulations. If expenditures were found not to have been made in compliance with laws and regulations, the Organization might be required to repay the funds.

***Contingencies***

In fiscal year 2016, the County of Merrimack awarded the Organization a CBDG grant in the amount of \$300,000 to be used for building improvements at the Garrison facility. The improvements include roof replacement, exterior façade mortar repairs, exterior painting, solar panels, and additional insulation at its 17 Knight Street, Concord, New Hampshire facility. The grant requires that at least 77% of the persons served by the project be low and moderate income. In the event of default, the grant may require repayment of the funds already distributed. This contingency continues through the year 2036.

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*(Continued on next page)*

**SECOND START**  
NOTES TO THE FINANCIAL STATEMENTS

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**M | CONCENTRATIONS OF RISK**

The Organization maintains cash balances at a local financial institution that, at times, may exceed the Federal Deposit Insurance Corporation (FDIC) secured limit of \$250,000. At June 30, 2019 and 2018, the Organization had uninsured balances of \$191,607 and \$40,481, respectively.

**N | RECLASSIFICATIONS**

Certain amounts in the 2018 financial statements have been reclassified to conform to the 2019 presentation. These reclassifications had no effect on the reported results of previously reported net assets.

**O | SUBSEQUENT EVENTS**

Management has evaluated subsequent events through September 16, 2019, the date which the financial statements were available to be issued, and has not evaluated subsequent events after that date. The Organization did not identify any subsequent events that would require disclosure in the financial statements.



**SECOND START**  
**SCHEDULE OF SUPPORT AND REVENUES, EXPENSES AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED JUNE 30, 2019**

	<i>General &amp; Building</i>	<i>Special Education</i>	<i>T.E.T. Program</i>	<i>Alternative High School</i>	<i>Student Assistance</i>	<i>Adult Basic Education</i>	<i>Adult Learner</i>	<i>Welcoming Concord</i>	<i>Daycare</i>	<i>Total</i>
<b>SUPPORT AND REVENUES</b>										
Grants from Governmental Agencies	\$ -	\$ -	\$ -	\$ -	\$ 198,240	\$ 617,721	\$ 112,314	\$ -	\$ 218,361	\$1,146,636
Private Fees	-	-	-	-	-	-	-	-	922,240	922,240
Fees from Governmental Agencies	-	165,322	237,673	239,875	181,957	45,074	-	-	-	919,901
Miscellaneous Income	22,272	-	-	67	-	10,061	-	10,290	2,178	44,868
United Way	-	-	-	-	22,743	9,291	-	-	-	32,034
Grants-Private	-	-	-	-	12,500	-	-	10,000	-	22,500
Contributions	9,806	-	688	688	-	318	50	-	130	16,912
Interest Income	122	-	-	-	-	-	-	-	-	122
<b>Total Support and Revenues</b>	<b>32,200</b>	<b>165,322</b>	<b>238,361</b>	<b>290,630</b>	<b>420,672</b>	<b>682,465</b>	<b>112,364</b>	<b>20,290</b>	<b>1,142,909</b>	<b>3,105,213</b>
<b>EXPENSES</b>										
<i>Program Services</i>										
Instruction and Student Activities	7,910	249,045	105,802	122,220	382,497	355,956	82,620	17,942	850,890	2,174,882
Staff Development and Professional Fees	-	4,340	1,307	3,601	2,934	151,496	465	-	17,428	181,574
Other Program Costs	7,155	19,069	12,787	12,541	9,926	51,073	11,769	3,480	97,429	225,229
Occupancy	-	8,075	4,037	8,075	-	20,859	3,622	-	34,727	78,795
Direct Depreciation	-	7,786	2,596	7,316	298	21,036	4,403	867	40,961	85,263
<b>Total Program Services</b>	<b>15,065</b>	<b>288,315</b>	<b>126,529</b>	<b>153,753</b>	<b>395,655</b>	<b>600,420</b>	<b>102,282</b>	<b>22,289</b>	<b>1,041,435</b>	<b>2,745,743</b>
<i>Support Services</i>										
General Administrative	-	44,716	20,444	24,540	56,752	86,273	13,696	3,334	147,841	397,596
Loss on Disposal of Equipment	2,114	-	-	-	-	-	-	-	-	2,114
<b>Total Support Services</b>	<b>2,114</b>	<b>44,716</b>	<b>20,444</b>	<b>24,540</b>	<b>56,752</b>	<b>86,273</b>	<b>13,696</b>	<b>3,334</b>	<b>147,841</b>	<b>399,710</b>
<b>Total Expenses</b>	<b>17,179</b>	<b>333,031</b>	<b>146,973</b>	<b>178,293</b>	<b>452,407</b>	<b>686,693</b>	<b>115,978</b>	<b>25,623</b>	<b>1,189,276</b>	<b>3,145,453</b>
Excess (Deficiency) of Support and Revenues Over Expenses	15,021	(167,709)	91,388	112,337	(31,735)	(4,228)	(3,614)	(5,333)	(46,367)	(40,240)
<b>Net Assets, Beginning of Year</b>	<b>1,280,506</b>	<b>(695,018)</b>	<b>99,237</b>	<b>686,038</b>	<b>(35,848)</b>	<b>65,579</b>	<b>(71,345)</b>	<b>30,290</b>	<b>629,662</b>	<b>1,989,098</b>
<b>Net Assets, End of Year</b>	<b>\$1,295,527</b>	<b>\$ (862,727)</b>	<b>\$ 190,625</b>	<b>\$ 798,375</b>	<b>\$ (67,583)</b>	<b>\$ 61,351</b>	<b>\$ (74,962)</b>	<b>\$ 24,957</b>	<b>\$ 583,295</b>	<b>\$1,948,858</b>

See Independent Auditor's Report

**SECOND START**  
**SCHEDULE OF SUPPORT AND REVENUES, EXPENSES AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED JUNE 30, 2018**

	<i>General &amp; Building</i>	<i>Special Education</i>	<i>T.E.T Program</i>	<i>Alternative High School</i>	<i>Student Assistance</i>	<i>Adult Basic Education</i>	<i>Adult Learner</i>	<i>Welcoming Concord</i>	<i>Devere</i>	<i>Total</i>
<b>SUPPORT AND REVENUES</b>										
Grants from Governmental Agencies	\$ -	\$ -	\$ -	\$ -	\$ 226,272	\$ 522,640	\$ 106,637	\$ -	\$ 220,707	\$1,076,256
Private Fees	-	-	-	-	-	-	-	-	915,953	915,953
Fees from Governmental Agencies	-	239,402	164,530	246,019	160,626	51,325	-	-	-	861,902
United Way	-	-	-	4,984	10,802	15,871	2,736	-	766	35,159
Miscellaneous Income	4,310	-	-	5,688	400	9,939	-	-	4,684	25,021
Grants-Private	-	-	-	-	-	-	-	20,000	-	20,000
Contributions	7,376	-	-	-	-	1,000	-	8,300	-	16,676
Interest Income	39	-	-	-	-	-	-	-	-	39
<b>Total Support and Revenues</b>	<b>11,725</b>	<b>239,402</b>	<b>164,530</b>	<b>256,691</b>	<b>398,100</b>	<b>600,775</b>	<b>109,373</b>	<b>28,300</b>	<b>1,142,110</b>	<b>2,951,206</b>
<b>EXPENSES</b>										
<i>Program Services</i>										
Instruction and Student Activities	16,511	230,866	82,907	128,734	355,491	299,330	85,927	18,371	847,362	2,065,499
Other Program Costs	6,551	18,635	13,474	20,152	7,700	51,446	9,310	4,411	98,885	230,764
Staff Development and Professional Fees	5,000	3,713	900	3,284	1,705	163,606	539	1,632	20,512	200,891
Occupancy Expense	-	9,236	4,422	9,232	180	25,378	4,191	-	31,743	86,372
Depreciation Expense	-	7,558	2,618	7,069	282	20,473	4,263	-	40,590	82,853
<b>Total Program Services</b>	<b>28,062</b>	<b>269,998</b>	<b>104,321</b>	<b>168,471</b>	<b>365,358</b>	<b>560,233</b>	<b>104,430</b>	<b>24,414</b>	<b>1,041,092</b>	<b>2,666,379</b>
<i>Support Services</i>										
General Administrative	-	41,089	15,436	23,788	52,871	81,470	14,318	4,102	139,738	372,812
<b>Total Support Services</b>	<b>-</b>	<b>41,089</b>	<b>15,436</b>	<b>23,788</b>	<b>52,871</b>	<b>81,470</b>	<b>14,318</b>	<b>4,102</b>	<b>139,738</b>	<b>372,812</b>
<b>Total Expenses</b>	<b>28,062</b>	<b>311,087</b>	<b>119,757</b>	<b>192,259</b>	<b>418,229</b>	<b>641,703</b>	<b>118,748</b>	<b>28,516</b>	<b>1,180,830</b>	<b>3,039,191</b>
Excess (Deficiency) of Support and Revenues Over Expenses	(16,337)	(71,685)	44,773	64,432	(20,129)	(40,928)	(9,375)	(16)	(38,720)	(87,985)
<b>Net Assets, Beginning of Year</b>	<b>1,296,843</b>	<b>(623,333)</b>	<b>54,464</b>	<b>621,606</b>	<b>(15,719)</b>	<b>106,307</b>	<b>(61,973)</b>	<b>30,306</b>	<b>664,382</b>	<b>2,077,083</b>
<b>Net Assets, End of Year</b>	<b>\$ 1,280,506</b>	<b>\$ (695,018)</b>	<b>\$ 99,237</b>	<b>\$ 686,038</b>	<b>\$ (35,848)</b>	<b>\$ 65,379</b>	<b>\$ (71,348)</b>	<b>\$ 30,290</b>	<b>\$ 629,662</b>	<b>\$ 1,989,098</b>

**Second Start Board of Directors**

**January 2020**

<b>Matt Nadeau</b>	<b>CPA</b>	<b>President</b>
<b>Tom Painchaud</b>	<b>Senior Management Distribution</b>	<b>Vice President</b>
<b>Ashley Kinville</b>	<b>CPA</b>	<b>Treasurer</b>
<b>Nat Morse</b>	<b>Attorney</b>	<b>Secretary</b>
<b>Frank Lemay</b>	<b>President Construction</b>	
<b>Helmut Koch</b>	<b>Retired</b>	
<b>Will Brunkhorst</b>	<b>Software Consultant</b>	
<b>Maria del Mar Acebron</b>	<b>Banking</b>	
<b>Dodd Griffith</b>	<b>Attorney</b>	
<b>Andrew Grosvenor</b>	<b>Attorney</b>	
<b>Caroline Brown</b>	<b>Attorney</b>	
<b>Joseph Shoemaker</b>	<b>Division Director State of NH</b>	
<b>Clement Kigugu</b>	<b>Executive Director Nonprofit</b>	
<b>Betsey Peabody</b>	<b>Education Guidance</b>	

# Aimee Young Tucker

## EMPLOYMENT

- 10/16 to Present      Student Assistance Program Counselor  
Second Start, Concord NH
- 04/14 to 10/16      Clinical Case Manager Windsor County DUI Treatment Docket  
Health Care and Rehabilitation Services  
of Southeastern Vermont, Bellows Falls VT
- 09/15 to 08/16      Clinical Mental Health Counselor Intern  
Health Care and Rehabilitation Services  
of Southeastern Vermont, Bellows Falls VT
- 09/13 to 04/14      AMHAS Case Manager  
Health Care and Rehabilitation Services  
of Southeastern Vermont, Bellows Falls VT
- 6/10 to 9/13      Child and Family Case Manager  
Health Care and Rehabilitation Services  
of Southeastern Vermont, Bellows Falls VT
- 05/08 to 05/10      Social Worker on Med/Surg and Newport Health Center  
New London Hospital Association, New London NH

## EDUCATION

- 2016      Master of Science in Clinical Mental Health Counseling,  
New England College, Henniker, NH
- 1998      Bachelor of Science Degree in Social Work,  
University of Vermont, Burlington, VT

## CERTIFICATION

- 2016      Moral Reconciliation Therapy (MRT) Certification
- 2014      AAP Certification

## REFERENCES

Available on Request

# Amanda E Senecal

## EDUCATION:

University of New Hampshire August 2011-May 2014  
Master of Social Work

Keene State College August 2006-December 2009  
Major: Psychology, Minor: Criminal Justice

## LICENSE:

New Hampshire Licensed Alcohol and Drug Counselor  
License #: 905

## WORK EXPERIENCE:

Second Start August 2015-Current  
*SAP Counselor*

Riverbend Counseling Associates July 2014-Current  
*Emergency Services Clinician*

Chrysalis Recovery Center January 2014-2015  
*Licensed Alcohol and Drug Counselor*

Concord Metro Treatment Center  
*Substance Abuse Counselor*

Genesis Behavioral Health August 2010-March  
2011  
*Adult Case Manager*

## INTERNSHIP EXPERIENCE:

Riverbend Counseling Associates September 2013-May 2014  
*Emergency Services Clinician*

Child and Family Services August 2012-May 2013  
*Group Home Residential Counselor*

Child and Family Services August 2009-December 2009  
*Street Outreach*

## REFERENCES:

Available on Request

**Brian Daniels**

**EXPERIENCE**

**Second Start**  
Student Assistance Program Counselor

**Concord, NH**  
August 2019-present

**Avenues Extended Care**  
Group Facilitator

**Concord, NH**  
May 2018-August 2019

**Farnum Center**  
NHTI Intern

**Manchester, NH**  
Spring 2017

**New Freedom Academy**  
NHTI Intern

**Canterbury, NH**  
Fall 2016

**EDUCATION**

**Bachelor of Arts, Psychology with a concentration in Addiction Counseling,**  
Southern New Hampshire University, Manchester, NH

**ASSOCIATIONS**

CCAR- Connecticut Community for Addiction Recovery: Certified Recovery Coach

CCAR- Trained in Ethical Considerations/HIV Trends & Treatment/Suicide Post-Vention

NAADAC- National Association for Alcoholism and Drug Abuse Counselors

**REFERENCES**

Available on request.

## Elizabeth Pellegrini

### Work Experience

Second Start <i>Student Assistance Counselor</i>	July 2018 – Present
Chrysalis Counseling Center and IDCMP <i>LADC</i>	2015 – July 2018
Chrysalis Recovery Center <i>Instructor</i>	2015 – July 2018
Merrimack County Diversion Center <i>Case Manager/Instructor</i>	2012 – 2016
NFI North Contoocook School <i>Certified Para-professional II</i>	2012 – 2013
Easter Seals Treatment Facility <i>Residential Instructor</i>	2008 – 2010
Sununu Youth Services Center <i>Youth Counselor</i>	2004 - 2008

### Education

Southern New Hampshire University - <i>MS</i>	2013
Franklin Pierce University – <i>BS Criminal Justice</i>	2008
NHTI - <i>Associates Addiction Studies/Criminal Justice</i>	2004

### References

Available upon Request

JAMES B. SNODGRASS

**EMPLOYMENT**

05/75 to Present

Executive Director  
Second Start, Concord, NH

09/74 to 05/75

Resident Counselor  
Franklin Pierce College,  
Rindge, NH

01/72 to 06/73

Teacher  
Services for Education and  
Rehabilitation in Addiction  
1065 University Avenue  
Bronx, NY

**EDUCATION**

1973 to 1974

Antioch Graduate School, 1 Elm Street, Keene,  
NH, M. Ed. Administration

Assistant to Director of Admissions and Work  
Study Coordinator

1967 to 1971

Miami University, Oxford, Ohio  
B.S. in Education, Major in Political Science

**CERTIFICATION**

Social Studies Teacher, Grades 7-12, State of New Hampshire

Administration and Supervision, State of New Hampshire

**REFERENCES**

Available on Request



**Kimberly B. Haley, MSW, LADAC**

**EMPLOYMENT**

08/06 to Present

Student Assistance Program Coordinator  
Second Start, Concord NH

08/88 to 08/06

Student Assistance Program Counselor  
Second Start, Concord, NH

09/97-1998

MSW Intern  
NH Catholic Charities, Laconia, NH

09/86-10/87

Youth Counselor at Anna Philbrook Ctr.  
NH Department of Health & Human Services,  
Division for Children, Youth & Families,  
Concord, NH

Expires 09/2020

Expires 06/2021

Certifications

Certified Prevention Specialist

New Hampshire Master Licensed Alcohol and  
Drug Abuse Counselor (MLADC)

**EDUCATION**

1986

Bachelor of Science Degree in Home Economics,  
Keene State College, Keene, NH

1999

University of New Hampshire, Durham, NH  
Masters in Social Work

**REFERENCES**

Available on Request

**Kimberly Shepard**

**EMPLOYMENT HISTORY**

<b>Second Start Alternative High School, Concord NH</b> Student Assistance Program Counselor	January 2019-present
<b>Self-Employed, Concord NH</b> Consultant	March 2017-January 2019
<b>Hope for NH Recovery, Manchester NH</b> Recovery Center Manager Concord/Franklin	August 2016-February 2017
<b>Child and Family Services, Concord NH</b> Family Counselor/Case Manager, May 2015-June 2016 Day Treatment Caseworker. March 2013-May 2015	March 2013-June 2016
<b>Work Ready NH Manchester Community College, Manchester NH</b> Subcontracted Soft Skills Facilitator Position	January 2013-April 2013
<b>Second Start Alternative High School, Concord NH</b> Subcontracted Transitional Coordinator/Choices Teacher	August 2012-November 2012
<b>Southern NH Services, Manchester NH</b> Community Action Manager, Workplace Success Program	October 2006-August 2009
<b>Familystrength, Concord NH</b> Director of Job Readiness	October 1998-October 2006

**EDUCATION**

**BA Sociology/minor Parent Education, Denver CO** Metropolitan State College of Denver

**CRSW (Certified Recovery Support Worker)**

**Clinical Trainings:** Solution Focused Therapy, Clinical Assessment, Service Planning, Motivational Training, Interviewing Safety Planning, Stages of Change, Addiction Interventions, Dysfunctional Family Systems, Family Violence/Safety Planning

**REFERENCES**

Available on Request.

**Second Start**

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Jim Snodgrass	Executive Director	112320	2%	2430
Kim Haley	Supervisor	79936	98%	78699
Brian Daniels	SAP Counselor	47520	20%	9504
Amanda Senecal	SAP Counselor	18720	50%	9360
Aimee Tucker	SAP Counselor	48600	20%	9720
Kimberly Shepard	SAP Counselor	48960	60%	29376
Liz Pellegrini	SAP Counselor	47520	40%	19008



State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to the Student Assistance Program

This 2<sup>nd</sup> Amendment to the Student Assistance Program contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Seacoast Youth Services, (hereinafter referred to as "the Contractor"), a Domestic Nonprofit Corporation with a place of business at 867 Lafayette Rd., Seabrook, NH 03874.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 20, 2018, (Item #23), as amended on July 10, 2019, (Item #15) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Paragraph X the Contract may be amended and extended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$280,000.
3. Exhibit B, Method and Conditions Precedent to Payment, Section 6, Subsection 6.1 to read:  
6.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1, Amendment #1 and Exhibit B-2, Amendment #2.
4. Add Exhibit B-2, Amendment #2, attached hereto and incorporated by reference herein.
5. Add Exhibit B-3, Amendment #2, attached hereto and incorporated by reference herein.

New Hampshire Department of Health and Human Services  
Student Assistance Program



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire  
Department of Health and Human Services

5-26-2020  
Date

*Christie Tappan*  
Name: *Christie Tappan*  
Title: *Associate Commissioner*

Seacoast Youth Services

5/21/20  
Date

*Uli Maloney*  
Name: *Uli Maloney*  
Title: *Executive Director*

New Hampshire Department of Health and Human Services  
Student Assistance Program



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

June 10, 2020

Date

*J Christopher Marshall*

Name: Assistant Attorney General  
Title:

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:  
Title:

New Hampshire Department of Health and Human Services

Customer Name: Student Youth Services  
 Budget Request for: Student Assistance Program  
 Budget Period: July 1, 2024-June 30, 2025

Category	2024	2025	2024	2025	2024	2025	2024	2025
<b>1. Travel Expenses</b>	12,238.00	-	4,113.00	-	1,800.00	-	7,800.00	29,238.00
A. Employee Benefits	8,000.00	-	2,600.00	-	1,200.00	-	6,800.00	23,000.00
B. Contractors	4,238.00	-	1,513.00	-	600.00	-	3,125.00	6,238.00
<b>2. Equipment</b>	2,400.00	-	3,000.00	100.00	-	-	200.00	3,400.00
A. Rental	-	-	-	-	-	-	-	-
B. Lease and Maintenance	-	-	-	-	-	-	-	-
C. Purchase/Leasehold	-	-	-	-	-	-	-	-
<b>3. Supplies</b>	-	-	-	-	-	-	-	-
A. Operational	-	-	-	-	-	-	-	-
B. IT	-	-	-	-	-	-	-	-
C. Printing	-	-	-	-	-	-	-	-
D. Office	1,875.00	-	1,343.00	218.00	-	-	218.00	1,875.00
<b>4. Travel</b>	2,400.00	-	2,875.00	433.00	-	-	443.00	3,400.00
<b>5. Contract Services</b>	800.00	-	1,000.00	100.00	-	-	100.00	900.00
A. Staffing	-	-	-	-	-	-	-	-
B. Printing	-	-	-	-	-	-	-	-
C. Facility Fees	-	-	-	-	-	-	-	-
D. Audit and Legal	-	-	-	-	-	-	-	-
E. Security	-	-	-	-	-	-	-	-
F. Board Expenses	1,600.00	-	1,600.00	300.00	-	-	300.00	1,600.00
<b>6. Software</b>	-	-	-	-	-	-	-	-
<b>7. Information Communications</b>	4,800.00	-	4,800.00	300.00	-	-	300.00	4,800.00
<b>8. Staff Education and Training</b>	4,800.00	-	7,200.00	1,100.00	-	-	1,100.00	6,000.00
<b>9. Information Systems</b>	2,400.00	-	4,275.00	1,117.00	-	-	1,117.00	3,400.00
<b>10. Other Specific Grants (transitory)</b>	-	-	-	-	-	-	-	-
<b>TOTAL</b>	28,836.00	-	34,063.00	14,000.00	-	-	14,000.00	42,863.00

Contractor initials *mm*  
 Date 5/21/20

New Hampshire Department of Health and Human Services

Contractor Name: Successful Youth Services  
 Budget Request for: Student Assistance Program  
 Budget Period: July 1, 2021-June 30, 2022

Category	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022
1. Total Appropriation	4,250.00	-	4,250.00	-	4,250.00	-	4,250.00	-	4,250.00	-
2. Expenses	4,250.00	-	4,250.00	-	4,250.00	-	4,250.00	-	4,250.00	-
3. Personnel	1,700.00	-	1,700.00	-	200.00	-	190.00	-	1,700.00	-
4. Materials	-	-	-	-	-	-	-	-	-	-
5. Travel	1,250.00	-	1,250.00	-	400.00	-	400.00	-	1,250.00	-
6. Contract Expenses	1,250.00	-	1,250.00	-	200.00	-	200.00	-	1,250.00	-
7. Other (specify details separately)	-	-	-	-	-	-	-	-	-	-
TOTAL	4,250.00	-	4,250.00	-	4,250.00	-	4,250.00	-	4,250.00	-
Indirect As A Percent of Direct	-	-	8.0%	-	-	-	-	-	-	-

Contractor USES: *LAM*  
 Date: *5/21/20*



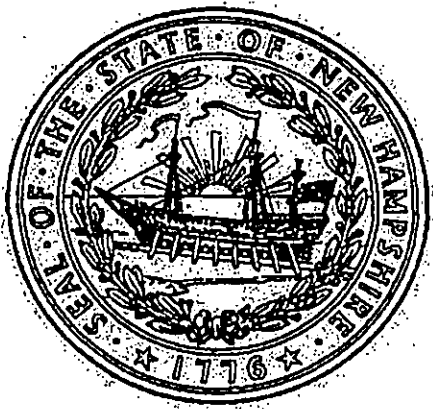
**State of New Hampshire**  
**Department of State**

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that SEACOAST YOUTH SERVICES is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on December 19, 2001. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 393797

Certificate Number: 0004885808



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 7th day of April A.D. 2020.

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

William M. Gardner  
Secretary of State

CERTIFICATE OF AUTHORITY

I, TINA CAREY, hereby certify that  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of Seacoast Youth Services  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on JAN 28, 2020, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

VOTED: That Vic Maloney (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of Seacoast Youth Services to enter into contracts or agreements with the State  
(Name of Corporation/ LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority remains valid for thirty (30) days from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire; all such limitations are expressly stated herein.

Dated: 5/21/20

Tina Carey  
Signature of Elected Officer  
Name: TINA CAREY  
Title: CHAIRPERSON, BOARD OF DIRECTORS



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/07/2020

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

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

<b>PRODUCER</b> Tobey & Merrill Insurance 20 High Street  Hampton NH 03842-2214		<b>CONTACT NAME:</b> Edward Jackson AAI <b>PHONE (A/C, No, Ext):</b> (603) 928-7655 <b>FAX (A/C, No):</b> (603) 928-2135 <b>E-MAIL ADDRESS:</b> edward@tobeymerill.com	
<b>INSURED</b>  Seacoast Youth Services Inc PO Box 1381  Seabrook NH 03874		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Hiscox USA	<b>NAIC #</b>
		<b>INSURER B:</b> Technology Insurance	42376
		<b>INSURER C:</b> ARCH Insurance	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** CL204707100                      **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.

INSTR	TYPE OF INSURANCE	ADDRESS		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
		RSD	WVD					
A	COMMERCIAL GENERAL LIABILITY			MEO161312918	10/17/2019	10/17/2020	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
	<input checked="" type="checkbox"/> Professional Liability						MED EXP (Any one person)	\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 3,000,000
	OTHER:						PRODUCTS - COMPROP AOG	\$
	DEFENSE OF LICENSING							\$ 10,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT - (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE	\$
		<input type="checkbox"/> OCCUR						\$
		<input type="checkbox"/> CLAIMS-MADE						\$
	DED    RETENTION \$							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			TWC3848442	02/27/2020	02/27/2021	PER STATUTE    OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT	\$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 600,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
C				NFP0128762-01	10/17/2019	10/17/2020		

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

### CERTIFICATE HOLDER

### CANCELLATION

Dept of Health & Human Services 129 Pleasant Street  Concord NH 03301	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  
--	---



**MISSION STATEMENT:**

Our mission is to engage youth through positive youth development and evidence-based practices; strengthen families through education and therapeutic support; and build communities by fostering resilience and positive social engagement.



"Whatever it Takes"

April 16, 2020

Attention: Nikki Gauthier

DHHS

This is to confirm that the financial reports attached to this note accurately reflect the financial standing of Seacoast Youth Services as of December 31, 2018. This is in reference to our Student Assistance Program Contract.

Sincerely,

A handwritten signature in cursive script that reads "Tina Carey". The signature is written in black ink and is positioned above the printed name.

Tina Carey, Chairperson Seacoast Youth Services

10:21 AM  
04/18/20  
Accrual Basis

**Seacoast Youth Services, Inc**  
**Summary Balance Sheet**  
As of December 31, 2018

	<u>Dec 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	102,027.86
Other Current Assets	26,556.60
<b>Total Current Assets</b>	<u>128,584.46</u>
<b>Fixed Assets</b>	<u>24,487.71</u>
<b>TOTAL ASSETS</b>	<u><u>153,072.17</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Credit Cards	1,335.32
Other Current Liabilities	15,000.00
<b>Total Current Liabilities</b>	<u>16,335.32</u>
<b>Long Term Liabilities</b>	<u>1,084.24</u>
<b>Total Liabilities</b>	<u>17,419.56</u>
<b>Equity</b>	<u>135,652.61</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>163,072.17</u></u>

**Seacoast Youth Services**  
**Statement of Activities and Changes in Net Assets**  
**Year Ended December 31, 2018**

<b>Revenues, Gains and Other Support</b>	
Contributions	\$208,614
Program Service Fees	\$749,030
Other Revenue	\$0
<b>Total Revenues, Gains and Other Support</b>	<u>\$957,644</u>
<b>Expenses</b>	
Program Services	\$804,466
Supporting Services	
Management and General	\$72,993
Fund Raising	\$21,458
<b>Total Expenses</b>	<u>\$898,917</u>
<b>Change in Net Assets</b>	\$58,727
<b>Net Assets at the Beginning of the Year</b>	\$63,606
<b>Net Assets at the End of the Year</b>	<u>\$122,333</u>

**Seacoast Youth Services, Inc**  
**Statement of Cash Flows**  
 January through December 2018

	Jan - Dec 18
<b>OPERATING ACTIVITIES</b>	
Adjustments to reconcile Net Income to net cash provided by operations:	
Due from Insurance Companies	-4,996.97
Due from Patient	-4,280.77
Due from Medicaid	-17,278.86
Credit Card Payable	1,335.32
Accrued Payroll	15,000.00
<b>Net cash provided by Operating Activities</b>	<b>-10,221.28</b>
<b>INVESTING ACTIVITIES</b>	
Fixed Assets:Fixed Assets	-43,546.71
Fixed Assets:Accumulated Depreciation	19,059.00
<b>Net cash provided by Investing Activities</b>	<b>-24,487.71</b>
<b>FINANCING ACTIVITIES</b>	
Other Liabilities	1,084.24
Net Assets Unrestricted	135,852.61
<b>Net cash provided by Financing Activities</b>	<b>136,736.85</b>
<b>Net cash increase for period</b>	<b>102,027.86</b>
<b>Cash at end of period</b>	<b>102,027.86</b>



**SYS Board of Directors 2020**

**Tina Carey, Chairperson**



**Stephen Cogliano**



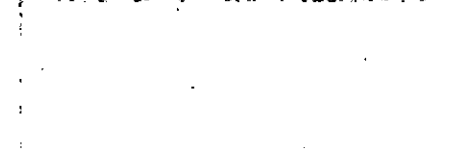
**Catherine Golas, Secretary**



**Manoj Pamidimukkala**



**Bill Rothney, Treasurer**



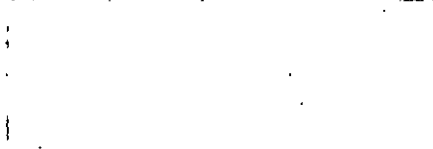
**Rick Alleva, Ed.D.**



**Jeanne Stern**



**Corey MacDonald, Esq.**



**Kara Anne Rodenhizer, Ph.D.**



**Sarah Nellson**



**Cindy Janik**



# Hayley Parsons, M.Ed.

## Professional Summary

Experienced professional with strong leadership and relationship building skills.

## Core Qualifications

Strong interpersonal and relationship building skills

Excellent time management and organizational skills

Enthusiastic and self-motivated

Able to get along with many types of personalities

## Experience

Seacoast Youth Services | Seabrook, NH

Student Assistance Counselor

*August 2019-Present*

- Collaborate with Seabrook Middle School administration, faculty and parents to identify students that could benefit from SAP program
- Provide short term individual and group counseling to students
- Coordinate universal prevention education and activities throughout the school year
- Collaborate with Seabrook Adventure Zone afterschool program to offer prevention activities and support to students.
- Co-Advisor for Seabrook Middle School Youth 2 Youth program.

Endurance Behavioral Health | Seabrook, NH

Therapist

*July 2017-July 2019*

- Part of an interdisciplinary team that provides mental health treatment for adolescents ages 13 - 20.
- Facilitate group therapy sessions
- Collaborate with school personnel to successfully transition students back to school
- Develop and maintain clinical records including safety plans, treatment plans and progress notes.
- Maintain ongoing communication with clients and their families to discuss trajectory and recommendations for treatment to ensure continuity of care.

University of New Hampshire | Durham, NH

Event Manager- Whittemore Center Arena

*February 2013- July 2017*

- Responsible for every aspect of facility operations for both university events and those contracted outside of the university- concerts, shows, tradeshow, convocations etc.
- Negotiated contracts and agreements based on the needs of the individual client and maximize net revenue for venue operation
- Guided clients in preparation of event by interpreting and explaining contract provisions and policies as well as university policies
- Built cooperative relationships between various user groups, departments, clients and agencies
- Maximized use of resources including funding, personnel, facilities and time.
- Hired, trained, scheduled, supervised, and evaluated 75+ members of the event staff team

Hayley Parsons, M.Ed.

• • •

University of New Hampshire | Durham, NH

Assistant Event Manager- Whittemore Center Arena

*March 2011–February 2013*

- Assisted in planning, servicing and supervising events and functions
- Analyzed challenges, identified alternative solutions, and projected consequences of proposed actions and implemented recommendations in support of organizational objectives
- Established and maintained effective working relationships with staff, contractors, municipal officials and facility users
- Recruited and trained event staff
- Created work schedules for event, parking and security staff, delegated assignments and reviewed performance and results
- Investigated and resolved event-related complaints in a professional manner ensuring customer satisfaction

State of New Hampshire | Portsmouth, NH

Vocational Rehabilitation Counselor

*February 2008–March 2011*

- Provided counseling and guidance to persons with disabilities or injuries in order to maximize employment potential and personal independence.
- Obtained various reports regarding an individual's disability in order to assist in the determination of eligibility and the development of a rehabilitation plan for eventual employment.
- Determined if diagnostic testing is needed and made arrangements for testing.
- Maintained a documented case file on each client.
- Maintained ongoing communications with area employers in order to make selective job placement of clients.
- Determined appropriate rehabilitative services for promoting client employability.
- Consulted with schools and facilities as part of a team in delivering better services to persons with disabilities.

Winnacunnet High School | Hampton, NH

Educational Associate

*August 2006– February 2008*

- Paraeducator for a self-contained program working with emotionally handicapped students.
- Assisted teachers in preparing and organizing materials to support teaching and learning.
- Assisted students in building effective study skills.
- Utilized a variety of approaches to modify the learning environment, according to each student's IEP, to help manage individual student's behavior.
- Supported the instructional choices made for students.
- Functioned as a part of a team to facilitate a positive learning environment.

Walter Haigh School | Salem, NH

Interim School Counselor

*February 2006– April 2006*

- Interim school counselor for grades 1-5, for a counselor on leave.
- Counseled students with familial, peer, academic and personal issues.
- Participated in 504 and Student Assistant Team meetings.
- Fulfilled 504 and IEP counseling goals.

Dover Middle School | Dover, NH

Interim School Counselor

*December 2005– February 2006*

Hayley Parsons, M.Ed.

•••

- 5<sup>th</sup> grade interim school counselor for a counselor on leave.
- Developed and taught classroom guidance lessons.
- Counseled students with familial, peer, academic and personal issues.
- Facilitated 504 and Pupil Assistant Team meetings.
- Case Managed all 5<sup>th</sup> grade 504 Accommodation Plans

**Education**

University of New Hampshire  
2005 Master of Education in Counseling

University of New Hampshire  
2003 Bachelor of Art in Psychology

**Certifications**

NH Certified School Counselor

**References**

1. Carrie Dudley

[Redacted]

2. Nicole Powell

[Redacted]

3. Alison Roy

[Redacted]

**CONTRACTOR NAME**

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Hayley Parsons	Student Assistance Counselor	47,923	80	39,936

**New Hampshire Department of Health and Human Services  
Student Assistance Program**



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**State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to the Student Assistance Program**

This 2<sup>nd</sup> Amendment to the Student Assistance Program contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and SAU 17 Sanborn Regional School District, (hereinafter referred to as "the Contractor"), a municipality with a place of business at 17 Danville Rd., Kingston, NH 03848.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 20, 2018, (Item #23) as amended on June 19, 2019, (Item #29A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Section 3, the Contract may be amended and extended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$150,000.
3. Exhibit A, Scope of Services, Section 2., Subsection 2.14., to read:  
2.14. The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades 9 through 12 in the Spring of 2021 and administer a whole school survey with students in grades 9 through 12 developed by the Department in the Spring of 2020.
4. Exhibit A, Scope of Services, Section 2., Subsection 2.15., to read:  
2.15. Reserved.
5. Exhibit A, Scope of Services, Section 6., Deliverables, Subsection 6.1., to read:  
6.1. The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades 9 through 12 in the Spring of 2021 and administer a whole school survey with students in grades 9 through 12 developed by the Department in the Spring of 2020.
6. Exhibit A, Scope of Services, Section 6., Deliverables, Subsection 6.2., to read:  
6.2. Reserved.
7. Exhibit B, Amendment #1, Method and Conditions Precedent to Payment, Section 6, Subsection 6.1 to read:  
6.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1, Amendment #1 and Exhibit B-2, Amendment #2.

**New Hampshire Department of Health and Human Services  
Student Assistance Program**



- 
8. Add Exhibit B-2, Amendment #2, hereto and incorporated by reference herein.
  9. Add Exhibit B-3, Amendment #2, hereto and incorporated by reference herein.

New Hampshire Department of Health and Human Services  
Student Assistance Program

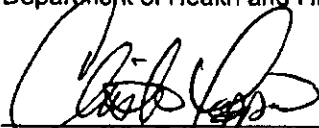


All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below.

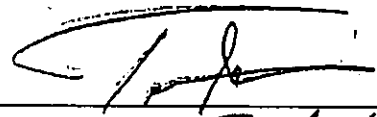
State of New Hampshire  
Department of Health and Human Services

5/28/2020  
Date

  
Name: Christine Tappan  
Title: Associate Commissioner

SAU 17 – Sanborn Regional School District

5-27-2020  
Date

  
Name: Thomas J. Ambrose  
Title: Superintendent



**New Hampshire Department of Health and Human Services  
Student Assistance Program**



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

June 10, 2020  
Date

*J Christopher Marshall*  
Name:  
Title: Assistant Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

New Hampshire Department of Health and Human Services

Contractor Name: SAU 17 Sanborn Regional School District

Budget Request for: Student Assistance Program

Budget Period: July 1, 2020-June 30, 2021

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 54,431.00	\$ -	\$ 54,431.00	\$ 28,440.20	\$ -	\$ 28,440.20	\$ 25,990.80	\$ -	\$ 25,990.80
2. Employee Benefits	\$ 32,358.98	\$ -	\$ 32,358.98	\$ 20,850.78	\$ -	\$ 20,850.78	\$ 11,508.20	\$ -	\$ 11,508.20
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 86,790.98	\$ -	\$ 86,790.98	\$ 48,290.98	\$ -	\$ 48,290.98	\$ 37,500.00	\$ -	\$ 37,500.00
Indirect As A Percent of Direct		0.0%							

Contractor Initials TA  
 Date 5-27-21

New Hampshire Department of Health and Human Services

Contractor Name: SAU 17 Sanborn Regional School District

Budget Request for: Student Assistance Program

Budget Period: July 1, 2021-June 30, 2022

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 54,431.00	\$ -	\$ 54,431.00	\$ 28,440.20	\$ -	\$ 28,440.20	\$ 25,990.80	\$ -	\$ 25,990.80
2. Employee Benefits	\$ 32,359.88	\$ -	\$ 32,359.88	\$ 20,850.78	\$ -	\$ 20,850.78	\$ 11,508.20	\$ -	\$ 11,509.20
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Arrangements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specify details mandatory)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 86,790.88</b>	<b>\$ -</b>	<b>\$ 86,790.88</b>	<b>\$ 49,290.98</b>	<b>\$ -</b>	<b>\$ 49,290.98</b>	<b>\$ 37,500.00</b>	<b>\$ -</b>	<b>\$ 37,500.00</b>
Indirect As A Percent of Direct		0.0%							

CERTIFICATE OF AUTHORITY

I, James M. Baker, hereby certify that:  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of Sanborn Regional School District  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on May 20, 2020, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

VOTED: That Thomas J. Ambrose, Superintendent (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of Sanborn Regional School District to enter into contracts or agreements with the State  
(Name of Corporation/LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority remains valid for thirty (30) days from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 5-21-20

James M. Baker  
Signature of Elected Officer  
Name: James M. Baker  
Title: Chair, Sanborn Regional School Board



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<b>Participating Member:</b> Sanborn Regional School District SAU #17 Room 346 17 Danville Road Kingston, NH 03848		<b>Member Number:</b> 934	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624	
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
<input checked="" type="checkbox"/> <b>General Liability (Occurrence Form)</b> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2020	7/1/2021	Each Occurrence	\$ 5,000,000
			General Aggregate	\$ 5,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: \$1,000  <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
<input checked="" type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>	7/1/2020	7/1/2021	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease - Each Employee	\$2,000,000
			Disease - Policy Limit	
<input type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>			Blanket Limit, Replacement Cost (unless otherwise stated)	
<b>Description:</b> Proof of Primex Member coverage only.				

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> - NH Public Risk Management Exchange</b>
State of New Hampshire Department of Health and Human Services 129 Pleasant Street Concord, NH 03301			<b>By:</b> <i>Mary Beth Purcell</i>
			<b>Date:</b> 4/8/2020    mpurcell@nhprimex.org
			Please direct inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax



# Sanborn Regional School District

## Board Members

Peter Broderick

Pamela Brown

James "Jim" Baker, Chair

Jameson "Jamie" Fitzpatrick

Larry Heath

Tammy Mahoney, Vice Chair

Dawn Dutton

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## Curricula Vitae

### Education

#### New England College

C.A.G.S in Educational Leadership: Superintendent Certification (currently enrolled, anticipated completion May of 2021)

#### University of Massachusetts, Lowell MA

M.Ed. in Educational Administration (May of 2004)

#### Boston University, Boston MA

BA in Pure Mathematics (May 2001)

BS in Secondary Mathematics Education (May 2001)

### Awards & Recognitions

#### Awards & Recognitions

- As Principal, School Named Model PLC School by Solution Tree in 2019
- As Principal, School Received the 2018 NH Excellence in Education Award
- Received the 2017 New Hampshire Secondary School Principal of the Year Award from the New Hampshire Association of School Principals
- Received 2016 Impact Award from the New Hampshire School Library Media Association
- Named 2015 Getting Smart “50+ Learning Leaders at #iNACOL15”
- Named the NH High School Principal of the Year “Runner Up” in 2013 by the NH Association of School Principals
- Named a Merrimack Valley “40 Under 40” award recipient for 2012 by the Merrimack Valley Business Magazine / Eagle Tribune Publishing Co.
- Named the NH Assistant Principal of the Year “Runner Up” in 2010 by the NH Association of School Principals

### Certification & Licensure

#### Certification & Licensure

- NH Certificate #86312: Principal and Mathematics Education 7-12, expires 2021.
- MA Certificate #370842: Principal and Mathematics Education 9-12, expires 2019.
- Member of NHASP: New Hampshire Association of School Principals
- Member of NASSP: National Association of Secondary School Principals
- Member of iNACOL: International Association for K-12 Online Learning
- Member of Learning Forward Organization

### Employment & Experience

#### Principal: Sanborn Regional High School, Kingston, NH. (Jul '10 – Present)

- Developed and implemented a school-wide personalized learning model through a competency-based learning system
- Oversaw the implementation a first-of-its-kind in the nation school accountability model known as Performance Assessment of Competency Education (PACE).
- Oversaw the organizational redesign of the high school into small learning communities focused on student learning

Employment  
(Continued)

- Assisted in the development of a new teacher evaluation model for District
- Responsible for all issues related to the 700 students and 100 staff members
- Annually developed and monitored the operating budget for the school
- Implemented several new initiatives designed to improve communication with all stakeholders
- Expanded college offerings by fostering partnerships with several area colleges and universities in Massachusetts and New Hampshire
- Oversaw a complete review of the school's culture and climate in 2012
- Implemented several credit and competency recovery programs
- Served on the Board of Directors for the local commerce exchange in an effort to build community and school partnerships
- Implemented a one-to-one technology initiative in the school in 2016.

**School Redesign and Personalized Learning Specialist (2011-Present)**

**Owner / Partner: V&S School Solutions, LLC, Plaistow NH.**

**Owner / Partner: Education Design Studios, LLP, Plaistow NH.**

- Experienced workshop presenter, panelist, and facilitator in countless conference presentations, webinars, conference calls, and Twitter chats on school redesign and personalized learning at the state and national level.
- Consultant/coach for a number of school districts and educational organizations engaged in personalized learning work from coast to coast.
- Former Nellie Mae Education Foundation Speaker's Bureau member (2016-2018).
- Under contract with Understood.org as a national expert on personalized learning
- Participated in policy work with the National Center for Learning Disabilities in Washington DC on personalized learning Aug 2015-Present.
- School redesign consultant with 2Revolutions from 2013-Present.
- Organizer for multiple personalized learning conferences as large as 400 participants and 50 speakers/workshop presenters.
- Writer for various publications (see below).
- Speaker at various events (see below).

**Asst Principal/Curriculum: Sanborn Reg. HS, Kingston, NH. (Aug '06 – Jun '10)**

- Responsible for all student affairs and discipline issues for 750 students
- Oversaw the development and implementation of all district-wide curriculum documents and initiatives, focusing specifically in the areas of math and science
- Facilitated numerous professional development programs for faculty including the implementation of Professional Learning Communities (PLC's) in all district schools
- Developed and managed budgets for various programs including curriculum, instruction, assessment, and textbooks
- Orchestrated the teacher recruitment and hiring process for the school and



Employment  
(Continued)

- involved students, staff, and parents in each hiring committee
- Supervised various curriculum grants for the school district
- Helped school re-attain full accreditation by NEASC
- Oversaw the annual development and publication of the Student Handbook and the Program of Studies
- Chaired the Professional Development Committee for the District
- Oversaw all aspects of the administration of various school-wide assessments including NECAP, NWEA, and NAEP
- Member of the District Strategic Planning Committee

**Mathematics Teacher: Andover High School, Andover, MA. (Sep '01 – Aug '06)**

- Taught a wide-range of math courses including honors Precalculus, honors Calculus, Geometry, Algebra II, Algebra III, and an SAT prep course
- Served on numerous school-wide committees, including the School Improvement Council, the Small Schools Committee, the Advisory Steering Committee, the Lesson Study Steering Committee, and the NEASC Accreditation Sub-Committee
- Served in the role of math department “teacher leader”, responsible for the day-to-day business operations of the department

**School Board: Timberlane Regional Schools, Plaistow NH. (Sep '01–Aug '06)**

- Chaired a committee that developed new use-of-facilities policies for the entire school district
- Served as the chairperson of the district’s curriculum committee
- Served as the Chairman of the SAU #55 School Board in 2005
- Participated in numerous discussions involving policy, staff relations, budget, facilities, and curriculum

Writing

**Writer For Various Online and Print Educational Publications (2012-Present)**

Please visit my blog at [www.srhsprincipalsblog.blogspot.com](http://www.srhsprincipalsblog.blogspot.com)

- Coauthor of *Breaking from Tradition: Shifting to Competency Based Learning*, 2017 by Solution Tree.
- Author of several blog articles on school redesign that have been published and shared nationally by iNACOL on their blog [www.competencyworks.com](http://www.competencyworks.com)
- Author of several NASSP blogs that have been shared nationally.
- Writer of current educational topics for the website MultiBriefs Education
- Author of a ten-part article series for Heinemann Publishing of Portsmouth NH on personalized learning and school redesign published on their Digital Campus professional development website.

## Speaking Engagements

## Speaker/Presenter at the Following Workshops/Conferences

2019

- October: iNACOL 2019 Symposium, Palm Springs, CA; Workshop; Sharing Learning From The Trenches: Developing a Successful Competency Based Learning System in your School or District with CBL Practitioners
- October: iNACOL 2019 Symposium, Palm Springs, CA; Workshop; You can be Standards-Based without being Competency-Based but you can't be Competency-Based without being Standards-Based
- September: iNACOL Webinar; Supporting Educators Transitioning to a Competency-Based and Personalized Learning System
- August: Competency Based Learning Design Studio; Concord, NH; Keynote; Competency Based Learning: How, When, and What
- August: Competency Based Learning Design Studio; Concord, NH; Workshop; Grading and Reporting in a Competency Based Learning System
- July: Kentucky School Leadership Forum on CBL; Louisville, KY; Several CBL workshops based on my book, *Breaking With Tradition*.
- June: Michigan School Leadership Forum on CBL; Detroit, MI; Several CBL workshops based on my book, *Breaking With Tradition*.
- January: New Hampshire Association of School Principals, Workshop, Learning to Use Social Media Wisely and Well

2018

- December: Learning Forward 2018 Annual Conference; Dallas, TX; Workshop; *Breaking With Tradition: The Shift to Competency Based Learning in PLCs at Work*
- October: iNACOL 2018 Symposium; Nashville, TN; Workshop; Leveraging Competency Education to Promote Equity for ALL Students by Prioritizing Academic and Personal Competencies Supported by Effective Leadership, Personalization, and PLCs.
- October: iNACOL 2018 Symposium; Nashville, TN; Pre-Conference Session; *Breaking With Tradition: The Shift to Competency Based Learning in PLCs at Work*
- October: NEASC 2018 CPS Showcase; Westford, MA; Fostering an Effective Competency Based Learning High School
- August: School Administrators of Iowa Annual Conference 2018: Creating Capacity; Des Moines, IA; Workshop; *Breaking With Tradition: The Shift to Competency Based Learning in PLCs at Work*
- July: 2018 Competency Based Learning Design Studio; Manchester, NH; Workshop; *Breaking With Tradition: The Shift to Competency Based Learning in PLCs at Work*
- July: National Principal's Conference; Chicago IL; Workshop; *Breaking With Tradition: The Shift to Competency Based Learning in PLCs at Work*
- June: Michigan School Leadership Forum on CBL; Detroit, MI; Several CBL workshops based on my book, *Breaking With Tradition*.
- April: Personalized Learning Summit; Portsmouth NH; Keynote; *Breaking With*

Speaking Engagements  
(Continued)

- Tradition: The Shift to Competency Based Learning in PLCs at Work
- April: Blended Learning Conference; Providence RI; Workshop; Breaking With Tradition: The Shift to Competency Based Learning in PLCs at Work
- March: ASCD Empower 2018 Conference; Boston, MA; Panelist; Grading in a Personalized Learning Model
- March: NESSC School Redesign in Action Conference; Providence RI, Workshop; Breaking With Tradition: The Shift to Competency Based Learning in PLCs at Work
- March: SXSW EDU Conference; Austin TX; Panelist; Why I Won't Ask For Help: Self-Advocacy for All
- February: LearnLaunch Institute; Boston MA; Panelist; Lessons From Competency-Based Education

2017

- December: Breaking With Tradition: UNH Personalizing for Students Conference; Concord NH; Keynote; Breaking With Tradition: The Shift to Competency Based Learning in PLCs at Work
- November: #LDChat Twitter Chat: Competency Based Learning; Hosted by Understood.org (National Center for Learning Disabilities)
- November: #atPLC Twitter Chat: Competency Based Learning; Hosted by Solution Tree
- November: EdTech Specialists; Michigan; Webinar; Breaking With Tradition: The Shift to Competency Based Learning in PLCs at Work
- October: iNACOL Symposium; Orlando FL; Workshop; Fostering Leadership Capacity to Support Competency-Based Learning in Systems in Schools: Voices From the Field
- August: Convening on Personalized Learning and Self Advocacy; Washington DC; Think Tank Participant; Sponsored by the National Center for Learning Disabilities
- July: Competency Education Design Studio; Nashua NH; Keynote; Breaking With Tradition: The Shift to Competency Based Learning in PLCs at Work
- July: Competency Education Design Studio; Nashua NH; Workshop; Policies, Structures, and Grading in a Competency-Based Learning System
- July: Competency Education Design Studio; Nashua NH; Workshop; Communication and Branding
- June: Keene State College Southwest Curriculum Conference; Keene NH; Breaking With Tradition: The Shift to Competency Based Learning in PLCs at Work
- June: 21st Annual SURN Leadership Conference; Williamsburg VA; Workshop; Breaking With Tradition: The Shift to Competency Based Learning in PLCs at Work
- April: Enriching Students User Conference; Portsmouth NH; Workshop; Genius Hour
- April: Blended Learning Conference; Providence RI; Workshop; Performance Based Learning Models: Practitioner Perspectives
- February: Nellie Mae Education Foundation Speaker Bureau Training; Boston MA; Workshop; Building Your Digital Profile: Engaging Your Intended Audience

Speaking  
Engagements  
(Continued)

2016

- November: #satchat Twitter Chat: Competency Based Learning; Hosted by the Nellie Mae Education Foundation
- July: Understood.org; Washington DC; Webinar; Common Back to School Mistakes and How to Avoid Them
- July: Sanborn Design Studio; Kingston NH; Workshop; Policies, Structures, and Grading in a Competency-Based Learning System
- June: Keene State College Southwest Curriculum Conference; Keene NH; Implementing a Competency Education Model in Your Classroom and School
- June: NHASP Annual Principals Conference; Bretton Woods NH; Workshop; Introduction to PACE: Performance Assessment for Competency Education
- May: NH State Board of Education; Concord NH; Presentation; Building a Competency Education System
- May: Personalized Learning Event for National Center for Learning Disabilities; Washington DC; Panelist; Personalized Learning: Opportunities and Implications for Students with Disabilities and English Learners
- April: #21stedchat Twitter Chat: Competency Based Learning; Hosted by the Nellie Mae Education Foundation
- April: Enriching Students User Conference; Portsmouth NH; Workshop; The Role of Enriching Students as a Tool to Support a School-Based Competency Based Education & Personalization Model
- April: #NGLCchat Twitter Chat: Competency Based Learning; Hosted by Next Generation Learning Challenges
- April: Blended Learning Conference; Providence RI; Workshop; Personalized Learning in a Competency Based Education School
- March: Transform SC Conference; Columbia SC; Workshop; Competency Based Education: How One Traditional School District Made the Change
- January: NHASP Winter Principal Conference; Meredith NH; Workshop; Introduction to PACE: Performance Assessment for Competency Education

2015

- December: Transform SC Conference; Columbia SC; Workshop; Implementing a Competency Based Approach: Multiple Perspectives from the Sanborn Regional School District
- November: iNACOL Symposium; Orlando FL; Workshop; Leading Your School Through the Transition to Competency Education
- July: Sanborn Design Studio; Kingston NH; Workshop; Policies, Structures, and Grading in a Competency-Based Learning System
- July: Sanborn Design Studio; Kingston NH; Workshop; Support Structures for Students
- January: NHASP Winter Principal Conference; Meredith NH; Workshop; Sanborn Regional School District: An Introduction to Developing a K-12 Competency-Based Grading and Reporting System

2014

Speaking Engagements (Continued)

- November: iNACOL Symposium; Palm Springs CA; Workshop; Sanborn Regional School District: How to Support a K-12 Competency-Based Grading and Reporting System
- September: NH Best Practices CIA Conference; Concord NH; Workshop; Sanborn Regional School District: Competency Grading Practices
- June: Bainbridge Consulting Future of Learning Summit; San Diego CA; Panelist; Competency Based Education
- May: Digital Promise League of Innovative Schools CBE Summit; Washington DC; Webinar; Sanborn Regional School District Competency-Based System Overview
- March: NESSC School Redesign in Action Conference; Norwood MA, Workshop; Supporting a High School Competency-Based Grading & Reporting System
- January: NHASP Winter Principal Conference; Meredith NH; Workshop; Supporting a K-12 Competency-Based Grading & Reporting System

2013

- August: NH School Library Media Summer Camp; Stratham NH; Workshop; Transforming Your School Library
- June: NHASP Annual Principals Conference; Bretton Woods NH; Workshop; Through Their Eyes: How the Transformation of our Schools into 21st Century Models Shapes the Future of Our Students
- March: Confederation of Oregon School Administrators Proficiency Conference; Portland OR; Keynote; Embracing New Practices Student Centered Learning and Assessment Sound Grading and Reporting
- January: Alliance for Excellence Education; Washington DC; Webinar; Competency Education: The NH Experience, Case Study on Sanborn Regional High School

2012

- October: NEASC Showcase of Model Programs; Boston MA; Workshop; SRHS Freshman Learning Community

2011

- July: Pinnacle Global Scholar User Conference; Chicago IL; Workshop; Implementing a K-12 Competency-Based Grading and Reporting System: Lessons Learned in our Journey
- June: NHASP Annual Principals Conference; Bretton Woods NH; Workshop; Implementing a K-12 Competency-Based Grading and Reporting System: Lessons Learned in our Journey

## **Experience**

10/17-Present

### **Sanborn Regional School District**

Kingston, NH

#### **Director of Counseling**

- Responsible for organizing, directing and supervising the counseling curriculum for a district of 1600 students
- Directly supervise 3 school counselors, a special education counselor and a student assistance counselor at the high school
- Coordinated all standardized and state testing including SAT, PSAT and AP
- Evaluated all Special Education case managers, para professionals and counselors
- Prepared and submitted an annual budget
- Facilitated faculty trainings on a variety of topics including mental health issues and conflict resolution
- Prepared and presented parent nights as well as informational presentations for the school board

8/09 – 10/17

### **Sanborn Regional School District**

Kingston, NH

#### **Special Education Guidance Counselor/Career Pathways Coordinator**

- Individual Counseling
  - Responsible for developing and providing services to At-Risk students in grades 9-12 to assist them in meeting/achieving their educational, vocational, and personal-social needs and goals
  - Provided a variety of guidance services to students including scheduling, monitoring graduation progress, college search advising. Most students were first in their family high school graduates or the first in their family to attend college
- Group Counseling
  - Coordinated a social skills group for adolescent girls. Topics included conflict resolution, image and identity issues, sexuality issues and bullying.
- Vocational Counseling
  - Completed comprehensive vocational assessments
- Career Pathways Coordination
  - Coordinated school-wide internship program, supervised career pathways supervisors and placed 25% of our senior class in internships.
  - Built community partnerships to support a career speakers bureau as well as job shadow and internship sites

- Responsible for maintaining all site approvals with the NH Departments of Labor and Education
- Special Education and Section 504
  - Assisted in the development of Individual Education Plans and all collateral paperwork

3/07-06/09

**Epping School District**

Epping, NH

**Adjustment Counselor/School to Career Coordinator**

- Provided individual, group and crisis counseling to high school aged students in a public school setting
- Coordinated behavioral intervention program using positive intervention services
- Conducted comprehensive vocational testing using a variety of formal and informal assessments
- Active member of transition planning team for students leaving special education programming
- Coordinated internship, job shadow and student aide programs
- Provided behavioral and mental health diagnostic information for faculty and staff to enhance their classroom management skills
- Building level 504 coordinator
- Building SSD coordinator for SAT/PSAT/AP testing
- Supervised Graduate level interns as well as Behavioral Coaches who ran the in school suspension program

1997-12/06

**Seacoast Learning Collaborative**

Brentwood, NH

**School Counselor**

- Provided individual, group, crisis and family therapy to children and adolescents (age 6-21) who are placed in an out of district placement educational setting. All children are identified EH or OHI. Extensive experience in treating major mental illnesses and assisting staff in providing educational services for these clients
- Developed and implemented School to Work program, recruited job sites and acted as liaison between school and job site
- Acted as SSD/SAT coordinator for 1<sup>st</sup> generation high school graduates
- Assisted in the development of the master schedule as well as coordinated programming for students to meet a variety of sending schools graduation requirements

1995-1997

**Seacoast Mental Health Center**

Portsmouth, NH

### **Outreach Family Therapist**

- Responsible for providing home-based family, individual and crisis therapy to a caseload of 30-40 children aged 2-15 and their families
- Coordinated all collateral contacts including courts and Department of Human Services

### **Education**

2010-2011 Rivier College  
School Guidance Certification program

1992-1994 Assumption College  
Worcester, MA  
MA Counseling Psychology

### **Certifications**

Guidance Counselor K-12  
Licensed Certified Mental Health Counselor, NH #437  
Crisis Prevention Intervention Trainer



Amanda Feenev, MSW

**Education**

Master of Social Work, May 2012  
University of New Hampshire (UNH), Durham, NH  
Advance Standing Program, Honors, Phi Alpha Social Work Honor Society

B.S. Social Work, May 2011  
University of New Hampshire (UNH), Durham, NH  
GPA 3.64, Phi Alpha Social Work Honor Society (Treasurer)

**Related Experience**

Student Assistance Counselor, January 2015- Present  
Sanborn Regional School District  
Kingston, NH

- Provide counseling and support services to at-risk students focusing on areas such as school issues, family, mental health, substance use, social skills and problem solving
- Facilitate psycho-education groups regarding substance use, mental illness, bullying, self-esteem and interpersonal relationship skills
- Provide prevention, early identification, intervention and referral services to students. Identify and assist in obtaining resources in the area to further address concerns of mental health and substance abuse
- Participate in school team meetings and provide consultation on appropriate interventions to address at-risk students and behaviors
- Collaborate with other counselors and special education to develop creative behavior intervention plans and programming for our Home Base and Skillz Program
- Develop curriculum and implement direct and universal prevention activities to school and community around mental health, substance use, suicide prevention, bullying and healthy relationships
- Participate in regional and State coalitions/organizations for healthy youth in order to build positive relationships and collaboration with the community
- Provide in-service and community trainings and education opportunities
- Assist in writing and implementing policy changes around substance use, truancy and mental health
- Assist in managing a multi-year grant from the Department of Health and Human Services and the Bureau of Drug and Alcohol Services; meeting all performance indicators and expectations

Co-Director/Teacher, June 2018-Present  
Sanborn Summer FIRE (Fun, Integrative, Recreational Education) Program

- Co-facilitate a summer program with a mission statement of encouraging at-risk students to establish a strong sense of community and build a positive support system
- Develop creative lesson plans and community trips focused on skill building such as interpersonal skills, relationship building, conflict resolution, coping skill development, and self-advocacy

- Collaborate with school counselors and special education to identify students and student goals
- Collaborate with various community agencies to find funding, resources and support
- Manage a grant for funding, meeting all performance indicators and expectations

**Steering Committee, January 2015-Present**  
**Southern Rockingham Coalition for Healthy Youth**  
**Rockingham County, NH**

- Collaborated with local agencies and school districts to implement various community activities that promote awareness and support healthy choices for children and families including reduction/prevention of alcohol, marijuana, prescription and other drug abuse in NH, mental health wellness and other prevention based activities.
- Community outreach through educational events and trainings

**Outreach Clinician, May 2013-September 2017**  
**Outreach and Tracking Case Worker, August 2012-May 2013**  
**Key Program, Inc.**  
**Salem, NH**

- Provided in-home and community based therapy and interventions for at-risk adolescents and families
- Developed and implemented comprehensive treatment and safety plans to address mental health, substance abuse and behavioral needs
- Performed bio-psychosocial assessments, and comprehensive behavioral assessments such as the Child and Adolescent Needs and Strengths (CANS)
- Facilitated weekly Dialectical Behavior Therapy and psycho-educational groups at Key's residential programs
- Provided de-escalation and crisis management, facilitating coordination with emergency service providers as needed
- Advocated for clients to receive appropriate services and support in school, court and other social agencies, assisting clients in getting their needs met
- Facilitated and coordinated care plan team meetings to provide wrap-around services, collaborating with various city social service agencies, schools and therapeutic supports
- Performed administrative tasks; individual session notes, case management, authorizations, contact with collaterals
- Participated in on-call after-hours rotation, providing supervision for paraprofessionals, case managers and clinical interns

**Licenses and  
 Certifications**

- NH DOE Certification- School Social Worker
- Massachusetts Licensed Independent Clinical Social Worker
- Certified administrator of the Child and Adolescent Needs and Strengths (CANS) Assessment
- CPI certified in *Nonviolent Crisis Intervention*
- CPR and First Aid certified

Sanborn Regional School District

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Brian Stack	Principal, SRHS	125, 997.00	None	None
Heidi Leavitt	Director of Counseling, SRHS	84, 399.00	None	None
Amanda Fuller	Outreach Clinician	54, 431.00	50%	27, 215.50

**New Hampshire Department of Health and Human Services  
Student Assistance Program**



**State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to the Student Assistance Program**

This 2<sup>nd</sup> Amendment to the Student Assistance Program contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and SAU 52 – Portsmouth School District, (hereinafter referred to as "the Contractor"), a municipality with a place of business at 1 Junkins Ave, Suite 402, Portsmouth, NH 03801.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 20, 2018, (Item #23) as amended on June 19, 2019, (Item #29A) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Section 3, the Contract may be amended and extended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$280,000.
3. Exhibit A, Scope of Services, Section 2., Subsection 2.14., to read:  
2.14. The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades 9 through 12 in the Spring of 2021.
4. Exhibit A, Scope of Services, Section 2., Subsection 2.15., to read:  
2.15. Reserved
5. Exhibit A, Scope of Services, Section 6., Deliverables, Subsection 6.1., to read:  
6.1 The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades 9 through 12 in the Spring of 2021.
6. Exhibit A, Scope of Services, Section 6., Deliverables, Subsection 6.2., to read:  
6.2 Reserved
7. Exhibit B, Amendment #1, Method and Conditions Precedent to Payment, Section 4., Subsection 4.1 to read:  
4.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1, Amendment #1, Exhibit B-2, Amendment #2 and Exhibit B-3, Amendment #2.

**New Hampshire Department of Health and Human Services  
Student Assistance Program**



- 
8. Add Exhibit B-2, Amendment #2, attached hereto ad incorporated by reference herein.
  9. Add Exhibit B-3, Amendment #2, attached hereto ad incorporated by reference herein.

New Hampshire Department of Health and Human Services  
Student Assistance Program



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below.

State of New Hampshire  
Department of Health and Human Services

5/30/2020  
Date

*Christa Tappin*  
Name: *Assistant Commissioner*  
Title: *Christa Tappin*

SAU 52 – Portsmouth School District

5/20/20  
Date

*George Shea*  
Name: *George Shea*  
Title: *Assistant Superintendent, Portsmouth Schools*

**New Hampshire Department of Health and Human Services  
Student Assistance Program**



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

June 10, 2020  
Date

*Christopher Marshall*  
Name:  
Title: Assistant Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

New Hampshire Department of Health and Human Services

Contractor name SAU 52- Portsmouth School District


Budget Request for: Student Assistance Program

Budget Period: July 1, 2020-June 30, 2021

Line Item	Total Program Cost			Contractor Share/ Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$84,807.00	\$ -	\$ 84,807.00	\$29,089.00	\$ -	\$ 29,089.00	\$55,718.00	\$ -	\$ 55,718.00
2. Employee Benefits	\$21,583.00	\$ -	\$ 21,583.00	\$7,403.00	\$ -	\$ 7,403.00	\$14,180.00	\$ -	\$ 14,180.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 106,390.00</b>	<b>\$ -</b>	<b>\$ 106,390.00</b>	<b>\$ 36,492.00</b>	<b>\$ -</b>	<b>\$ 36,492.00</b>	<b>\$ 69,898.00</b>	<b>\$ -</b>	<b>\$ 69,898.00</b>

Indirect As A Percent of Direct

0.0%

Contractor Initials:   
 Date: 5/20/20



New Hampshire Department of Health and Human Services

Contractor name SAU 52- Portsmouth School District

Budget Request for: Student Assistance Program

Budget Period: July 1, 2021-June 30, 2022

Line Item	Total Program Cost:			Contractor Share / Match			Funded by DHHS contract share:		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$86,927.00	\$ -	\$ 86,927.00	\$31,207.00	\$ -	\$ 31,207.00	\$ 55,720.00	\$ -	\$ 55,720.00
2. Employee Benefits	\$22,123.00	\$ -	\$ 22,123.00	\$7,942.00	\$ -	\$ 7,942.00	\$ 14,181.00	\$ -	\$ 14,181.00
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 109,050.00	\$ -	\$ 109,050.00	\$ 39,149.00	\$ -	\$ 39,149.00	\$ 69,901.00	\$ -	\$ 69,901.00

Indirect As A Percent of Direct

0.0%

Contractor Initials: *JAH*  
 Date: *5/20/20*

**CERTIFICATE OF AUTHORITY**

I, Stephen Zadavec, hereby certify that:

(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of The Portsmouth School Department.  
(Corporation/LLC Name),

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on April 14, 2020, at which a quorum of the Directors/shareholders were present and voting.

**VOTED:** That George Shea, Assistant Superintendent (may list more than one person)

is duly authorized on behalf of The Portsmouth School Department to enter into contracts or agreements with the State

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 4/21/20



Signature of Elected Officer  
Name: Stephen Zadavec  
Title: Superintendent of Schools



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<b>Participating Member:</b> Portsmouth School District SAU #52 1 Junkins Avenue Suite 402 Portsmouth, NH 03801		<b>Member Number:</b> 950	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624		
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:		
<input checked="" type="checkbox"/> <b>General Liability (Occurrence Form)</b> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2019	7/1/2020	Each Occurrence	\$ 5,000,000	
			General Aggregate	\$ 5,000,000	
			Fire Damage (Any one fire)		
			Med Exp (Any one person)		
<input checked="" type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: \$1,000  <input type="checkbox"/> Any auto	7/1/2019	7/1/2020	Combined Single Limit (Each Accident)	\$5,000,000	
			Aggregate	\$5,000,000	
<input checked="" type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>	1/1/2020	1/1/2021	<input checked="" type="checkbox"/> Statutory		
			Each Accident	\$2,000,000	
			Disease - Each Employee	\$2,000,000	
			Disease - Policy Limit		
<input checked="" type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>	7/1/2019	7/1/2020	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000	
<b>Description:</b> Proof of Primex Member coverage only.					

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	Primex <sup>3</sup> - NH Public Risk Management Exchange
			By: <i>Mary Beth Purcell</i>
State of New Hampshire Department of Health and Human Services 129 Pleasant Street Concord, NH 03301			Date: 4/17/2020    mpurcell@nhprimex.org
			Please direct inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax

City of PORTSMOUTH NH

# SCHOOL DEPARTMENT



Nancy Novelline Clayburgh

Pip Clews

Brian French

Kristin Jeffrey-Chair

Tara Kennedy-Vice Chair

Jeffrey Landry

Margaux Peabody

Hope Van Epps

Ann M. Walker

## Marci P. Blanchette

---

### Objective

To provide drug and alcohol intervention, prevention, and treatment to adolescents in the high school setting.

### Qualifications

Licensed Clinical Mental Health Counselor (LCMHC). Certified Prevention Specialist (CPS), Tom Fox Award recipient, Student Assistance Counselor for 8 years. Implemented age appropriate groups dealing specifically with emotion regulation, social and academic skills development issues, familial issues, depression, impulse control, body image, anger management, and drug and alcohol prevention. Attended various trainings specifically related to ethics, self-care, emergency response and preparedness, DBT, PTSD, and co-occurring disorders.

---

### Professional Experience

#### Student Assistance Counselor and Clinician

##### Child and Family Services

2005-present

Portsmouth High School

Portsmouth, NH

- + Designed Student Assistance program specifically related to the needs of Portsmouth high school
- + Member of the Community Coalition for Strategic Prevention Framework region
- + Provided assessment and individual counseling to over 600 students with issues related to academics, interpersonal conflicts, familial issues, and drug and alcohol prevention/intervention
- + Facilitated groups dealing specifically with adjustment issues, peer pressure, body image, and conflict resolution
- + Conducted classroom presentations on issues related to the dangers of drug use.
- + Attended several trainings concentrating on adolescent brain development
- + Facilitated parent/teacher mediation
- + Coordinated and facilitated skills groups focusing on social and academic skills development, emotion regulation, and interpersonal effectiveness.
- + Attended numerous staff meetings and trainings specifically related to agency initiatives.
- + Single handedly developed a week long activities fair during Red Ribbon Week for the whole student body
- + Attended weekly clinical supervision

##### Chase Home

2007-2012

Group Facilitator

Portsmouth, NH

- + Facilitated eight week group sessions utilizing New Hampshire trails Independent living curriculum
- + Attended staff meetings for service collaboration

Marci Blanchette

---

**Addiction Studies Instructor**

2008-2009

Robert J. Lister Academy

Portsmouth, NH

- + Developed sixteen week addiction studies curriculum
- + Attended open house sessions
- + Initiated regular parent contacts regarding student progress
- + Identified students strengths and weaknesses
- + Aided in student future planning

**Psychotherapist/Case Manager**

2001-2005

Seacoast Mental Health

Exeter, NH

- + Provided assessment, individual psychotherapy, and training to community support program (CSP) clients.
- + Developed and implement individualized treatment plans to address activities of daily living, interpersonal issues, adaptation to change, concentration, task performance and pace.
- + Maintain thorough up-to-date clinical documentation for state funded services.
- + Co-facilitated Dialectical Behavior Therapy (DBT) group.
- + Manage caseload of thirty persistently and chronically mentally ill consumers.

**Supervisor, Youth Reach Specialist**

1998-2008

Odyssey House

Hampton, NH

- + Specialized in teaching students various skills including, Distress Tolerance, Crisis Intervention, Organizational Techniques, Effective Communication and Parenting skills
- + Provided therapeutic guidance to a group of thirty "at risk" students
- + Facilitated groups addressing various issues related specifically to behavior modification
- + Assessed and intervened in crisis situations and medical emergencies
- + Provided individual psychotherapy to students in need of services

**Guidance Counselor (Internship)**

2001

Greenland Central School

Greenland, NH

- + Provided individual counseling to a wide variety of middle school students, e.g., learning disabled, athletes, and gifted learners while fulfilling an internship.
- + Facilitated groups for students addressing various issues including depression, impulse control, anger management, drug and alcohol abuse, and low self-esteem.
- + Coordinated consultations with parents, faculty, and paraprofessionals.

**Youth Advisor**

1999-2000

Rockingham Community Action

Portsmouth, NH

- + Worked as counselor for county-wide initiative for "at risk" adolescents.
- + Developed goals to address homelessness, unemployment and social issues.
- + Coordinated with community agencies, including Health and Human Services, local welfare offices and adult education programs.
- + Proposed challenges to youth for growth opportunities.
- + Demonstrated communication techniques to promote candid exchange.
- + Developed support system through consistent case management.

**Training**

Ethics  
Crisis Management  
Dialectical Behavior therapy (DBI)  
Reconnecting Youth  
Frameworks Suicide Prevention  
Prime for Life  
NH Trails  
Parenting Plus  
Project Success

**License / Certifications**

Licensed Clinical Mental Health Counselor (LCMHC)  
Master Licensed Alcohol and Drug Counselor (Pending) (MLADC)  
NH Certified Guidance Counselor  
Certified Prevention Specialist (CPS)  
Prime for Life Certification  
Reconnecting Youth Certification  
Project Success Certification

**Education**

Master of Arts Degree: Counseling, University of New Hampshire  
Bachelor of Science: Psychology, Plymouth State University  
Associate of Science: Childhood Development, Plymouth State University

**CONTRACTOR NAME - Portsmouth School Department (George Shea)**

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Marci Blanchette	Student Assistance Counselor	104,305.31	67.1	70,000



New Hampshire Department of Health and Human Services  
Student Assistance Program



State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to the Student Assistance Program

This 2<sup>nd</sup> Amendment to the Student Assistance Program contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and SAU 64 – Milton School District, (hereinafter referred to as "the Contractor"), a municipality with a place of business at 20 School Street, Milton, NH 03851.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 20, 2018, (Item #23) as amended on July 10, 2019, (Item #15) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Section 3, the Contract may be amended and extended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and


NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$200,000.
3. Exhibit A, Scope of Services, Section 2., Subsection 2.14. to read:  
2.14. The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades 9 through 12 in the Spring of 2021.
4. Exhibit A, Scope of Services, Section 2., Subsection 2.15. to read:  
2.15. Reserved.
5. Exhibit A, Scope of Services, Section 6., Deliverables, Subsection 6.1. to read:  
6.1 The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades 9 through 12 in the Spring of 2021.
6. Exhibit A, Scope of Services, Section 6., Deliverables, Subsection 6.2. to read:  
6.2 Reserved.
7. Exhibit B, Amendment #1, Method and Conditions Precedent to Payment, Section 4, Subsection 4.1 to read:  
4.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1, Amendment #1, Exhibit B-2, Amendment #2 and Exhibit B-3, Amendment #3.

New Hampshire Department of Health and Human Services  
Student Assistance Program



- 
8. Add Exhibit B-2, Amendment #2, attached hereto and incorporated by reference herein.
  9. Add Exhibit B-3, Amendment #2, attached hereto and incorporated by reference herein.

  
5/20/20

New Hampshire Department of Health and Human Services  
Student Assistance Program




All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below.

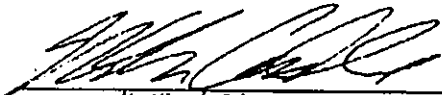
State of New Hampshire  
Department of Health and Human Services

5-22-2020  
Date

  
Name: Christie Toppa  
Title: Associate Commissioner

SAU 64 Milton School District

5/20/2020  
Date

  
Name: NATHAN CASTLE  
Title: Business Administrator

New Hampshire Department of Health and Human Services  
Student Assistance Program



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

June 10, 2020  
Date

*J. Christopher Marshall*  
Name:  
Title: Assistant Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: \_\_\_\_\_ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

New Hampshire Department of Health and Human Services

Contractor Name: SAU 84 - Milton School District

Budget Request for: Student Assistance Program

Budget Period: July 1, 2020-June 30, 2021

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00
2. Employee Benefits	\$ 3,817.50	\$ -	\$ 3,817.50	\$ -	\$ -	\$ -	\$ 3,817.50	\$ -	\$ 3,817.50
3. Computers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fuels and Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 2,182.50	\$ -	\$ 2,182.50	\$ -	\$ -	\$ -	\$ 2,182.50	\$ -	\$ 2,182.50
12. Subcontracts/Agreements	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00
13. Other (See contractor details in exhibit B-2)	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00
UNH Browne Center Grade 8-8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 40,000.00	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -	\$ 40,000.00
Indirect As A Percent of Direct			0.0%						

New Hampshire Department of Health and Human Services

Contractor Name: SAU 84 - Milton School District

Budget Request for: Student Assistance Program

Budget Period: July 1, 2021-June 30, 2022

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00
2. Employee Benefits	\$ 3,817.50	\$ -	\$ 3,817.50	\$ -	\$ -	\$ -	\$ 3,817.50	\$ -	\$ 3,817.50
3. Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
7. Occurrence	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ 2,182.50	\$ -	\$ 2,182.50	\$ -	\$ -	\$ -	\$ 2,182.50	\$ -	\$ 2,182.50
12. Subcontracts/Agreements	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00
13. Other (specific details mandatory):	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00
UNH Brown Center grade 8-8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 27,000.00	\$ -	\$ 27,000.00	\$ -	\$ -	\$ -	\$ 27,000.00	\$ -	\$ 27,000.00
Indirect As A Percent of Direct		0.0%							

CERTIFICATE OF AUTHORITY

I, Douglas Henry Shute, hereby certify that:  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of Milton School District  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on May 13, 2020, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

VOTED: That Nathan Castle (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of Milton to enter into contracts or agreements with the State  
(Name of Corporation/ LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 05/20/2020

Douglas H. Shute  
Signature of Elected Officer  
Name: Douglas H. Shute  
Title: Chairperson



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<b>Participating Member:</b> Milton School District SAU #64 20 School Street Milton, NH 03851	<b>Member Number:</b> 929	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
---	------------------------------	--

Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
<input checked="" type="checkbox"/> <b>General Liability (Occurrence Form)</b> <input type="checkbox"/> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2019	7/1/2020	Each Occurrence	\$ 5,000,000
			General Aggregate	\$ 5,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: \$1,000  <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
			Aggregate	
<input checked="" type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>	7/1/2019	7/1/2020	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease - Each Employee	\$2,000,000
			Disease - Policy Limit	
<input type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>			Blanket Limit, Replacement Cost (unless otherwise stated)	

**Description:** Proof of Primex Member coverage only.

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> - NH Public Risk Management Exchange</b>
			<b>By:</b> <i>Mary Est Dorell</i>
			<b>Date:</b> 4/13/2020    mpurcell@nhprimex.org
State of New Hampshire Department of Health and Human Services 129 Pleasant Street Concord, NH 03301			Please direct inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax



Earl H. Sussman  
Superintendent

Nathan A. Castle  
Financial Manager

**SCHOOL ADMINISTRATIVE UNIT #64**  
20 School Street  
Milton, New Hampshire 03851  
Telephone (603) 652-0262  
Fax (603) 652-0250

Kathie M. Vigue  
Administrative Assistant

Susan D. Delisle  
Financial Clerk

**MILTON SCHOOL BOARD MEMBERS:**

Mr. Douglas Shute, Board Chair

Ms. Margaret Hurd, Board Vice

Mr. Paul Steer, Board Member

Ms. Emily Meehan, Board Member

Ms. Melissa Brown, Board Member

## DonnaMarie Currier, LICSW

### Education

University of New England  
Westbrook, Maine  
Master of Social Work  
Major: Social Work  
Attended September 2002 to May 2004  
Degree conferred May 2004

University of New Hampshire  
Durham, New Hampshire  
Bachelor of Arts  
Major: English and Women Studies  
Attended August 1994 to December 1997

### Experience

Private Practice November 2011 to Present  
Dover, New Hampshire

- Provide psychotherapy in a private office setting
- Complete assessments on individual clients
- Develop treatment plans
- Provide clinical supervision for individuals eligible for licensure

Strafford Learning Center August 2012 to June 2013  
Field Worker  
Somersworth, New Hampshire

School Social Worker at Farmington High School

- Provide crisis intervention and counseling to students
- Maintain a caseload of students referred through the guidance department
- Collaborate with the guidance department, nurse, administration, and teachers regarding the needs of the students
- Provide resources and referrals to youth and families

North Star Field Worker

- Provide drop out prevention and engagement services to referred students in participating districts
- Act as a liaison between the student/family and school district
- Develop alternative learning plans with student input
- Provide resources and referrals to youth and families

Strafford County Head Start August 2010 to May 2012  
Family Advocate  
Dover, New Hampshire

- Provide support and case management to 34 Head Start families in the Dover center
- Join with families in the development of the Family Partnership Agreement
- With direction from the family, identify long and short term goals for the family
- Ensuring the child's health, education, and mental health needs are being met through screens, assessments, and referrals
- Provide support and assistance to families in crisis situations
- Provide clinical supervision for staff eligible for social work licensure

**Child and Family Services**  
Family Therapist  
Concord, New Hampshire

November 2004 to July 2010

- Provide family therapy for families referred to the Integrated Home-based (IHB) program
- Complete Family Assessments, Treatment Plans, and Termination Reports
- Collaborate with caseworker assigned to the case regarding client and family needs
- Collaborate with JPPO or CPSW referral source
- Complete monthly reports and court reports
- Monitor client's development toward goals and report progress to referral source
- Provide MET/CBT 5 to appropriate clients with substance abuse issues
- Pager availability from Monday morning until Friday evening
- Participate with rotating weekend on-call schedule

**University Health Care Counseling Program**  
Clinical Intern  
Saco, Maine

September 2003 to May 2004

- Complete Intake and Assessments of clients
- Provide clinical therapy to adult clients in the core program
- Provide play therapy for students at the Sanford Head Start
- Maintain proper case notes for my clients in the core program and at Head Start

**Health and Education Services**  
Clinical Intern  
Newburyport, Massachusetts

September 2002 to May 2003

- Complete Intake and Assessments of clients
- Provide clinical therapy for those on my case load
- Maintain proper case notes for each client

**Developmental Services of Strafford County**  
Assistant Program Coordinator  
Dover, New Hampshire

January 2000 to August 2002

- Assist Coordinator in planning and facilitating day services for 20 developmentally disabled adults

### **Professional Activities**

- Elected to the Milton NH School Board, March 2012
- Became a NH Medicaid Provider, November 2011
- Completed Motivational Interviewing: Advancing the Practice, April 2011
- Became a member of the National Association of Social Workers (NASW), April 2011
- Attended Motivational Interviewing Training, November 2010
- Completed Motivational Enhancement Therapy and Cognitive Behavioral Therapy Treatment for Adolescents with substance abuse issues training, April 2009
- Earned certification as a School Social Worker in New Hampshire, April 2008
- Volunteer for Seacoast Outright, November 2008
- Earned Licensure in the State of New Hampshire as an Independent Clinical Social Worker, September 2007
- Attended 6 hours of Play Therapy and Beyond: Treatment Techniques and Strategies with children and pre-adolescents training, April 2007

- Attended 8 hours of Sharpening your Leadership Skills, a University of New Hampshire Continuing Education Course. November 2001
- Attended 12 hours of Non-Violent Crisis Intervention. August 2001
- Attended 8 hours of Women in Depression, a University of New Hampshire Continuing Education course. May 2001
- Attended 32 hours of Supervision and Leadership training. May 2000

# JEREMY A. FRENCH, LICSW

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## QUALIFICATIONS

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- Licensed Independent Clinical Social Worker in the state of New Hampshire
- Remarkable ability to build good working relationships with both children and adults. This includes being able to interact and communicate effectively with both children and adults.
- Solid educational background in psychology, social work, and substance use.
- Sound knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation.
- Certified in Crisis Prevention Institute (CPI)
- Demonstrated finesse under stress and composure while facilitating conflict resolution in crisis situations.

## EDUCATION

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Keene State College - Keene, NH - graduated May 2010

*Bachelor of Arts – Psychology – Clinical Counseling*

*Associate's degree in Chemical Dependency*

University of New Hampshire – Manchester, NH – graduated May 2016

*Master of Social Work*

*Graduate Certificate – Substance Use Disorders*

## WORK EXPERIENCE

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2016-2019 *The Mental Health Center of Greater Manchester*

Manchester, NH

*Child and Adolescent Clinical Case Manager*

- Provide individual and family mental health services.
- Coordinate with school personnel, juvenile probation officers, medical providers, etc. to provide care for children and families.
- Implement evidenced based practices to children and families
- Provide targeted case management services
- Received supervision to obtain licensure as a Independent Clinical Social Worker
- Receiving supervision to obtain licensure as a Master Licensed Alcohol and Drug Counselor

2015-2016 *New Hampshire Hospital – Anna Philbrook Unit*

Concord, NH

*Psychiatric Social Work Intern*

- Facilitate admission and discharge for new and current patients.
- Coordinate with outside agencies and school districts to facilitate course of treatment.
- Lead anger management group for middle school aged patients.
- Met with families to plan discharge aftercare plans.

2014 – 2015 *Child and Family Services*

Manchester, NH

*Adolescent Substance Abuse Treatment Program Intern*

- Individual substance abuse counseling
- Co-facilitate group work for co-occurring disorders/managing behaviors within a group setting
- Administrative duties including organizing resources, developing intake questionnaires, scheduling

intake sessions for clients, answer phones, coordinate care with other professionals

2013 – 2015 *William J. White Behavioral and Consulting Services, Inc.* Ashland, NH  
*Behavior Support Specialist*

- Provides one-to-one aide support to students
- Assists in creating and implementing behavioral support plan for students
- Assists in modifying curriculum for identify students
- Implement behavioral interventions when students are in crisis

2010 – 2013 *Wediko Children's Services* Windsor, NH  
*Residential Counselor/Lead Staff for the Support Team/Evening Support Program Coordinator*

- Residential Counselor for boys ranging in age from 6 to 21 years with emotional and behavioral problems
- Help them develop coping and social skills in residential school setting.
- Assist in the implementation of Individual Education/Therapeutic Programs for students and help monitor their progress.
- Provide support for individual students outside the classroom to enable them to fully participate in after school activities and community field trips.
- Responsible for executing emergency procedures and crisis intervention plans throughout the residential program.
- Supervise coworkers, monitor their productivity, and facilitate training opportunities for new staff.

2007 – 2008 Hillsboro-Deering Middle School Hillsboro, NH  
*Clinical Intern/Substitute Teacher*

- Provide 1:1 and small group instructional, emotional and behavioral support for students with disabilities. Co-led and led social skills and mentor groups.
- Called in as a full time substitute during mentor teacher's absence.

2003 – 2010 Moultonborough Recreation Department Moultonborough, NH  
*Camp Counselor & Community Center Supervisor*

- Planned and lead groups for children ranging from 5-15 years old in recreational activities, including outdoor games, themed days, and field trips.
- Supervised Community Center after school program for children ages 8-13.

Milton School District

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
DonnaMarie Currier, LICSW	Student Councilor	\$54,797.05	0%	\$0
Jeremy French, LICSW	Social Worker	\$67,352.96	30%	\$20,000



State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to the Student Assistance Program

This 2<sup>nd</sup> Amendment to the Student Assistance Program contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and SAU #9 – Conway School District, (hereinafter referred to as "the Contractor"), a municipality with a place of business at 176A Main St., N. Conway, NH 03818.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 20, 2018, (Item #23) as amended on June 19, 2019, (Item #29A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Section 3, the Contract may be amended and extended upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement, increase the price limitation, or modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.7, Completion Date, to read:  
June 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:  
\$280,000.
3. Exhibit A, Scope of Services, Section 2., Subsection 2.14., to read:  
2.14. The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades 9 through 12 in the Spring of 2021.
4. Exhibit A, Scope of Services, Section 2., Subsection 2.15., to read:  
2.15. Reserved
5. Exhibit A, Scope of Services, Section 6., Deliverables, Subsection 6.1, to read:  
6.1 The Contractor shall administer the 2021 Youth Risk Behavior Survey with students in grades 9 through 12 in the Spring of 2021.
6. Exhibit A, Scope of Services, Section 6., Deliverables, Subsection 6.2 to read:  
6.2. Reserved
7. Exhibit B, Amendment #1, Method and Conditions Precedent to Payment, Section 4, Subsection 4.1 to read:  
4.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1, Amendment #1, Exhibit B-2- B-3, Amendment #2.

Handwritten initials in black ink, appearing to be "RP".



**New Hampshire Department of Health and Human Services  
Student Assistance Program**

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8. Add Exhibit B-2, Amendment #2, attached hereto and incorporated by reference herein.
9. Add Exhibit B-3, Amendment #2, attached hereto and incorporated by reference herein.

**New Hampshire Department of Health and Human Services  
Student Assistance Program**

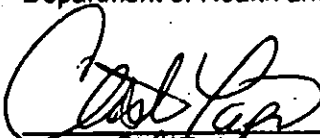


All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

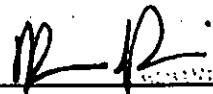
State of New Hampshire  
Department of Health and Human Services

6-10-2020  
Date

  
Name: Christie Tagge  
Title: Associate Commissioner

SAU #9 – Conway School District

6-9-20  
Date

  
Name:  
Title:



New Hampshire Department of Health and Human Services

Contractor Name: SAU #9 - Conway School District

Budget Request for: Student Assistance Program

Budget Period: July 1, 2020-June 30, 2021

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Consultants	\$ 70,000.00	\$ -	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 70,000.00	\$ -	\$ 70,000.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 70,000.00	\$ -	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 70,000.00	\$ -	\$ 70,000.00

Indirect As A Percent of Direct

0.0%

Contractor Initials: *[Signature]*  
 Date: 6-9-20

New Hampshire Department of Health and Human Services

Contractor Name: SAU #8 - Conway School District

Budget Request for: Student Assistance Program

Budget Period: July 1, 2021-June 30, 2022

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Consultants	\$ 70,000.00	\$ -	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 70,000.00	\$ -	\$ 70,000.00
4. Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8. Current Expenses:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Staff Education and Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 70,000.00	\$ -	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 70,000.00	\$ -	\$ 70,000.00

Indirect As A Percent of Direct

0.0%

Contractor Initials: *MP*  
 Date: *6-9-20*

CERTIFICATE OF AUTHORITY

I, Joe Lentini, hereby certify that:  
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of Conway School District  
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on June 8, 2020, at which a quorum of the Directors/shareholders were present and voting.  
(Date)

VOTED: That Kevin Richard (may list more than one person)  
(Name and Title of Contract Signatory)

is duly authorized on behalf of Conway School District to enter into contracts or agreements with the State  
(Name of Corporation/ LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 6-9-20

Joe Lentini  
Signature of Elected Officer  
Name: Joe Lentini  
Title: Chair, Conway School Board



## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: SAU 9 Office 176A Main Street Conway, NH 03818		Member Number:	Company Affording Coverage: NH Public Risk Management Exchange - Primex <sup>3</sup> Bow Brook Place 46 Donovan Street Concord, NH 03301-2624		
Type of Coverage		Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
<input checked="" type="checkbox"/>	General Liability (Occurrence Form)	7/1/2019	7/1/2020	Each Occurrence	\$ 5,000,000
<input type="checkbox"/>	Professional Liability (describe)			General Aggregate	\$ 5,000,000
<input type="checkbox"/>	Claims Made			Fire Damage (Any one fire)	
<input type="checkbox"/>	Occurrence			Med Exp (Any one person)	
<input checked="" type="checkbox"/>	Automobile Liability Deductible Comp and Coll: \$1,000 Any auto	7/1/2019	7/1/2020	Combined Single Limit (Each Accident)	\$5,000,000
				Aggregate	\$5,000,000
<input checked="" type="checkbox"/>	Workers' Compensation & Employers' Liability	7/1/2019	7/1/2020	<input checked="" type="checkbox"/>	Statutory
				Each Accident	\$2,000,000
				Disease - Each Employee	\$2,000,000
				Disease - Policy Limit	
<input checked="" type="checkbox"/>	Property (Special Risk includes Fire and Theft)	7/1/2019	7/1/2020	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000
Description: Proof of Primex Member coverage only.					

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex <sup>3</sup> - NH Public Risk Management Exchange
State of New Hampshire Department of Health & Human Services 129 Pleasant St Concord, NH 03301			By: <i>Mary Beth Puell</i>
			Date: 4/22/2020 tdenver@nhprimex.org
			Please direct inquires to: Primex <sup>3</sup> Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

**Conway School Board**

4/17/2020

Joe Lentini – Chair

Michelle Capazolli – Co Chair

Randy Davidson

Jessica Whitelaw

Joe Mosca

Courtney Burke

Vacant



## **Kevin L. Carpenter**

### **EDUCATION**

**Plymouth State University**, Plymouth, NH  
Masters of Education (Educational Leadership)  
CAGS (Educational Leadership)  
GPA: 3.94  
**Bates College**, Lewiston, ME  
Bachelor of Arts, May 2002  
Major: Biology Minor: Anthropology  
GPA, Major: 3.0/4.0 Minor 3.2/4.0

**St. Andrews University**,  
St. Andrews, Scotland  
Advanced study in  
Biological Sciences and  
British Social Anthropology

### **Educational Leadership Coursework**

Supervision and Evaluation, Curriculum development and revision, Quantitative and Qualitative research, Appreciative Inquiry, Strategic Planning, School Law. Graduate work for both CAGS and Master's focused on leadership skills needed at both the principal and superintendent levels and included practicums which provided real practical projects used in the Berlin School System. National Institute For School Leadership certified.

### **Biology/Science Coursework & Laboratory Skills**

Cellular & Molecular Biology, Ecology, Evolutionary Biology, Plant Function & Diversity, Virology, Animal Behavior, Chemistry, Biostatistics. Trained in Biological/Chemical techniques including gel electrophoresis, titration, chromatograph (thin-layer and gas), microscopy, spectroscopy, epoxy casting and sectioning, independent experimental design and completion (primarily ecological).

### **ADMINISTRATING, TEACHING, and ADVISING EXPERIENCE**

#### **Principal, Kennett High School, Conway, NH**

Instructional leader for Kennett High School including whole school leadership in curriculum, collaboration, driving and sustaining change, budget development and implementation, supervision and evaluation with a student-centered approach. July 2019-current.

#### **Principal, Berlin High School, Berlin, NH**

Instructional leader for Berlin High School including supervision, evaluation, curriculum development and implementation, budget development and implementation, student safety and wellness, driving whole school change and collaboration. July 2015-June 2019

#### **Science Teacher, Berlin High School, Berlin, NH**

Instruction in biological sciences, anatomy and physiology, and special education science classes. Fall 2002- 2015.

**Science Department Chair, Berlin High School, Berlin, NH**

Work to create yearly science budgets; evaluate science personal, and over see science curriculum development and implementation. Fall 2004- 2015.

**Administrative Council, Berlin High School, Berlin, NH.**

Collaboratively work with high school administrators and department chairs to evaluate school policies and current issues concerning student education at the high school level. Fall 2004- current.

**Berlin High School Data Team, Berlin High School, Berlin, NH**

Work with data team members from all departments to analyze student achievement and data as well as look at where gaps in the data exist and means to get useful valid data. Spring 2011-current

**Berlin District Leadership Team, Berlin School District, Berlin, NH**

Work with district administrators, principals, educators, and community members to analyze data and trends within the district and promote positive communication between all schools in SAU 3. Fall 2013- current

**NEAS&C Standard Chair, Berlin High School, Berlin, NH**

Served as the chair for the re-accreditation process for Standard VII. Worked collaboratively with staff to collect data and generate a report on BHS's compliance with the standard.

**Professional Development Committee, Berlin Public Schools, Berlin, NH**

Work to develop and implement professional development of all staff members in the Berlin School District to provide improved student learning and teacher qualification. Served as professional development chair and head of rewriting district masterplan in second turn on committee. January 2004-2005; 2006-2012

**Stand Up Androscoggin Valley (SUAV), Berlin/Gorham, NH**

Founding member and first committee chair for coalition working to increase prevention, treatment, and recovery in the community for people of all ages with a strong emphasis on youth substance prevention and education. Fall 2015-current

**PERSONAL**

Skilled in Microsoft Office, Windows, Google Suite of Applications, PowerSchool, MMS, Naviance, Enriching Students, Android, and apple devices. Strong love of sports; many years of volunteering as a soccer and t-ball/baseball coach in the Mount Washington Valley. Enjoy participating in sports and outdoor activities such as golf,

hiking, mountain biking. Traveled throughout much of the United Kingdom and Europe including France, Italy, and Switzerland.

References available upon request.

# Kevin Richard

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## Current position

- Superintendent of SAU 9.

## Education

### CAGS | MAY 2016 | PLYMOUTH STATE UNIVERSITY

- Superintendent Certification (0001)

### MASTERS IN EDUCATION | MAY 2002 | PLYMOUTH STATE UNIVERSITY

- Major: Education Administration and Supervision k-12 Certification
- Principal (0003) & Vocational Director (0053)

### BACHELOR OF SCIENCE | MAY 1990 | KEENE STATE COLLEGE

- Major: Education
- Certification in Technology Education (1000) & Vocational Drafting (1713)

## Experience

### SUPERINTENDENT | SAU 9 | 2015-PRESENT

- Professional School Superintendent with experience in leading schools to greater success. Responsible for the oversight of facilities, curriculum development, budget development, student progress, program evaluation and adherence to policy and educational standards.

### ASSISTANT SUPERINTENDENT | SAU 9 | JANUARY 2014-JUNE 30, 2015

- Policy development, curriculum development, budget development, professional development.
- Implementation of "workshop model" instructional practice.
- Revised k-6 literacy to align with Calkins Units of Study
- Developed a weekly administrative plc with a focus on supervision and evaluation.

### PRINCIPAL | KENNETT MIDDLE SCHOOL | 2004 -JUNE 30, 2014

- Sole administrator for grades 7 & 8 with a student population of 300 students.
- Duties include: evaluation of 33 teaching staff, 15 support staff, 6 custodians, as well as budget development, student discipline, personnel hiring, and scheduling.
- Facilitated an \$11 million dollar renovation of the middle school.

### MWV CAREER AND TECHNICAL CENTER DIRECTOR | KENNETT HIGH SCHOOL | 2000-2004

- Administrator in charge of ten C & T programs.
- Duties include: evaluation of 25 staff-members, budget development and implementation, coordination of adult education, grant writing and implementation.

### TEACHER | KENNETT HIGH SCHOOL | 1990-2000

- Duties include teaching: architectural drafting, CADD, engineering technology, woodworking, and math

## **AWARDS & ACTIVITIES**

- 2013            **NHASP Middle School Principal of the Year**
- 2007-08        **School to Career Respect Gets Respect Award**
- 2003-04        **Vice President of NH Vocational Directors Organization**
- Chief Negotiator for Conway Education Association**
- Past advisor to Kennett Junior High Outing Club**
- Kennett Alumni Association Teacher of the Year**
- Three times named to Who's Who Among America's Teachers**

**REFERENCES**        Updated references provided upon request.

# Marissa L. Maitland

## Employment

### ADAPT

#### **Student Assistance Provider**

Campton, NH/Conway, NH  
Oct 2018-Present

As an SAP I use game play and experiential learning to connect and strategize with teens and their families. By teaching teens the social emotional skills required to become confident, healthy, communicators and decision makers the frequency and severity of substance use among the adolescents in our community decreases.

### Memorial Hospital

#### **Emergency Department Registration**

North Conway, NH  
Oct 2017-Oct 2018

As the emergency department registration clerk it was my job to discern the needs of patients quickly and efficiently, connect them with the appropriate care, and to collect the necessary data as accurately as possible in as little time as possible. This required me to have rock-solid communication, prioritization, observation, and organizational skills. Meticulous record keeping was an integral part of the job as was my unflappability in the face of challenge or crisis.

### New Hampshire Institute of Art

#### **Admissions Counselor**

Manchester, New Hampshire  
Jan 2016- Jun 2017

In this unique role, I conducted in office and on-the-road outreach to organizations, teachers, and students at the high school (and occasionally college) level. My role on-campus was to assess and declare the college readiness of applicants within my assigned territory; my role off campus was to teach students first hand so they could get a feel for the programs we offered. This meant forming concrete relationships with students, families, school representatives, teachers, and supporting organizations quickly and in a variety of settings and districts. Being able to authentically connect with students and faculty was paramount to my success in this position. Also important was my ability to connect individuals with the appropriate resources which often meant anticipating their needs before they were able to. I was also responsible for designing and implementing the processes by which we evaluated prospective students and coordination of our student workers.

### Best Buy

#### **Mobile Lead, Sales Consultant--Gold Certified Apple Master**

Manchester, New Hampshire  
Aug 2012-Jan 2016

As a lead and sales consultant it was my job to educate, lead, and inspire both customers and employees in sales while meeting projected sales goals. It was my job to ask open-ended questions to determine a solution, or solutions, which would result in the most positive customer experience possible. I underwent extensive trainings to be able to educate my team on how to conduct themselves ethically and in accordance with the company's values while protecting sensitive customer information.

### YWCA

#### **Advocate**

Manchester, New Hampshire  
2015

I served as a specially trained and certified advocate for the YWCA where I provided 24-hour confidential crisis counseling to individuals subject to domestic or sexual violence over the phone and in person. I received my certification of confidentiality from the state of New Hampshire pursuant to NH RSA 173C:1 as it pertains to cases of partner violence. I was responsible for documenting and submitting all client services performed by me over the phone and in-hospital during each 12 hour shift and connecting clients with resources when and where appropriate depending on their needs.

New Hampshire Institute of Art  
**Computer Lab Monitor**  
**Painting Department Assistant**  
**Library Assistant**

Manchester, New Hampshire  
2009-2011

I took on many roles at NHIA to assist and educate my peers as well as provide clerical support for staff/faculty. I received training pertinent to Mac OS, large format printers, numerous softwares used throughout campus (including Adobe Suite and Office), library science, and campus communication.

### Education

New Hampshire Institute of Art  
**Bachelor of Fine Arts** 2014

Manchester Community College

Credits in: American Sign Language, Psychology, Abnormal Psychology, Human Growth and Development, Art History, Anatomy and Physiology

### Additional Skills and Training

Advanced graduate of world-renowned success coach Jack Canfield's Breakthrough To Success (BTS)—this training is world renowned and aimed at teaching 100% accountability, goal setting, networking, forging authentic connection, and pursuing a life of passion, with the objective of reaching one's full potential.

Pathways to Success for Youth team member—this organization's goal is to bring the BTS training to young adults and teens.

Original Experience and Job Hunt School Graduate and Ambassador—a program for recent grads on navigating the world of job hunting and finding career fulfillment.

Trained in RIM Essentials—this training was specifically created for educators and those working in schools as a tool to aid students with emotional awareness and healthy trauma response.

Title IX certification which I acquired during my employment at NHIA. This paired with my experience with the YWCA make me better equipped to deal with the disclosure of incidences of sexual harassment, violence, or inequality in a school setting.

Volunteer for Kennett Middle School—as a volunteer at KMS I have assisted in facilitating team building activities with middle school students.

# Nicki Chewning

Multi-faceted professional educator with leadership experience and expertise in working with at-risk youth, excited for the opportunity to grow organizational capacity to meet the complex needs of the at-risk population to promote achievement in school and beyond.

- ✓ Excellent interpersonal and communication skills
  - ✓ Educational, Board, and Outdoor Leadership experience
  - ✓ Proven ability to build and maintain positive relationships with diverse entities
  - ✓ Conflict resolution and crisis intervention skills
  - ✓ Grant writing and reporting experience
  - ✓ Hold State of Maine Professional Educator Certification, NH Associate Principal Intern License.
- 

## PROFESSIONAL EXPERIENCE

### Student Advocate & Eagle Academy Director | Kennett High School, NH | 2018 – present

- Member of the Senior Administrative Team and Leadership Team
- Director of the Adult Diploma Program Eagle Academy (EA) which serves students
- 16+ who have not been successful in traditional high school and those 18+ who have not yet earned a high school diploma
- Responsible for all hiring of teachers, curriculum decisions, grant and budget management for EA
- Redesigned program of studies, increased the number of career tech classes by 50%, and partnered with outside entities to offer innovative courses including Introduction to Aviation
- Work to meet the needs of all KHS students, specifically those at risk due to truancy, homelessness, court involvement, and DHHS intervention
- Oversee the WYLD Program – a class for at-risk student with a an emphasis on social-emotional skills, healthy habits and positive coping strategies
- Administrator for the Social Studies department responsible for the observation and evaluation of department faculty

### Director, Outlook Program | Fryeburg Academy, Fryeburg ME | 2012 – present

- Designed and implemented innovative experiential-based alternative education program to serve at-risk 9<sup>th</sup> and 10<sup>th</sup> grade students from which greater than 90% of participants have graduated or are still attending school
- Developed collaborative relationships with individuals, community sponsors, businesses, non-profits and grant makers to advance program outcomes
- Procured grant funding and sponsorship which increased the program budget by 40%
- Planned and tracked all expenditures and managed budget responsibly
- Created and taught sustainability-themed interdisciplinary curriculum with a strong emphasis on social-emotional skills and growth
- Founded long-term community service partnership with local animal shelter
- Worked closely with healthcare providers, mental health professionals, case managers, juvenile justice professionals and state agencies to effectively meet the complex needs of students and families

### Imaging Technologist | Memorial Hospital, North Conway NH | 2004 – 2016

- Multi-modality technologist proficient in CT and X-ray
- Provided exceptional care to patients suffering from trauma, acute illness and chronic disease
- Worked in partnership with providers from many specialties including; neurology, orthopedics, family practice, hospitalist, ER, general surgery, urology, OB etc.
- Received numerous recognitions from staff and administration for being a collaborative team member and for providing outstanding patient care

### Biology Teacher | Fryeburg Academy, Fryeburg ME | 2000 – 2004



- Taught complex scientific content to students in a clear, easy-to-understand manner
- Designed and delivered curriculum with creative and engaging presentation
- Implemented service-learning project in conjunction with The Nature Conservancy

**Ed Tech III** | Fryeburg Academy, Fryeburg ME | 1999 – 2000

- Worked with students with multi-handicapping disabilities to learn functional life skills

**Team Building Facilitator** | Venture Up, Phoenix, AZ | 1997 – 1998

- Led team building initiatives and trainings for corporate clients in AZ, TX, FL
- Coached clients to improve communication and trust, build collaboration, and solve problems creatively

**Regional Sales Representative** | Charm Sciences, Malden MA | 1996 – 1997

- Northeast Territory ME, NH, VT, MA, CT, NY, NJ, RI
- Generated leads and developed new customers while growing sales of existing accounts by 15%
- Anticipated clients need and provided exceptional customer service
- Accounts included Ocean Spray (MA), Jordan's Meats (ME) and IFF (NJ)

## EDUCATION

*C.A.S., Educational Leadership*

University of Southern Maine, 33 credits completed  
Concentration in Students At Risk

*M.S., Education*

University of Southern Maine, 2003

*B.S., Animal Science: Bioscience & Technology*

University of New Hampshire, 1996

*A.S., Radiography*

Southern Maine Community College, 2006

## OTHER EXPERIENCE

*Executive Board Member, Harvest Hills Animal Shelter* (2016-present)

- Engage in strategic planning for sustainability and long term financial health of the shelter that cares for homeless dogs and cats from 19 communities
- Responsibly manage \$500k yearly operating budget
- Develop marketing campaigns to optimize participation in various fundraising events

*Advisory Board Member, Alternative Education Association of Maine* (2013-2018)

- Designed and launched Facebook page to disseminate information about the group and promote relevant learning opportunities
- Planned and hosted meetings for the organization and members

*Member, Human Centered Design Alternative Education Think Tank* (2014-2015)

- Collaborated with education leaders, alternative educators and business leaders throughout Maine to examine the effects of proficiency-based diplomas on alternative students and to propose a valid assessment for these students to the Maine Department of Education and Maine Legislature
- Co-authored white paper on committee findings that was presented to the Maine Commissioner of Education and the Maine Legislature

*Chapter Director, Trips for Kids*

(2013-2018)

- Founded independent chapter of national non-profit organization
- Advanced organization's mission by leading trips to get kids riding bikes
- Procured yearly grants to purchase and maintain bikes and equipment
- Taught intensive three-week introduction to mountain biking course each spring

*Farm Development Committee Member, Fryeburg Academy* (2014-2018)

- Researched school farm programs, permaculture and farm planning consultants, and grants
- Contributed to creation of a vision for sustainable school farm and agricultural learning center
- Co-wrote USDA Farm to School Implementation Grant 2016
- Attended Maine Farm to Institution Summit – Fall 2016

*Northwest Earth Institute's Menu for the Future* Spring 2017

- Participated in six week discussion-based course about the current and future state of our food system
- Established relationships with others interested in promoting sustainable consumer practices and those involved in the local food movement in the community

*NAMI Suicide Prevention Gatekeeper training and certification* 2014

*CPI Annual Conference: Creating Positive Climates for Youth* 2016, 2017

*Healthy Oxford Hills Community Health Coalition Volunteer* (2009 -2010)

*Fryeburg Academy Head Mountain Bike Coach* (2000-2004)

*Registered Maine Whitewater Rafting Guide* (1996-1998)

Northern Outdoors, ME, Blue Sky Whitewater, AZ

## Experience

### **Principal, A. Crosby Kennett Middle School, Conway, NH 2016-Present**

- Sole administrator for grades 7 & 8 with a student population 300
- Duties include: Evaluation of 31 teaching staff, 15 support staff, 6 custodian; hiring; scheduling; budget development; and student discipline
- Align school based goals with the goals of the SAU and Conway School District Strategic Plan
- Facilitate SAU 9 Science Curriculum Committee, set vision, goals and provide monitoring of progress for grades K-12

### **Director, Mount Washington Valley Career & Technical Center, North Conway, NH 2014-2016**

- Provide vision and leadership for twelve CTE programs in transition to a student-led competency based assessment and reporting system.
- Provide instructional leadership and lead professional development for all Kennett High School staff.
- Facilitate development and implementation of the Conway School District Strategic Plan technology focus area.
- Collaborate to develop and take action towards district level vision and goals through the district administrative team.

### **Science Teacher, A. Crosby Kennett Middle School, Conway, NH. 2002-2014**

- Responsible for daily planning, instruction and assessment of approximately 100 grade 7-8 students in General Science and as part of an interdisciplinary team.
- Frequent participation on various hiring committees including all science personnel, school technicians and the Middle School Principal.
- Managed the Science Department budget since 2003

### **Team Leader, A. Crosby Kennett Middle School, 2003-2011**

- Served on a collaborative leadership team to develop and enact a vision for continuous school improvement.
- Served on the renovation committee 2004-2007 and responsible for key decisions on technology purchase, asset retention, classroom layout and science laboratory design.

### **Science Curriculum Leader, Conway School District, 2004-Present**

- Transitioned Kennett Middle School Science from a textbook only curriculum to a content rich, technology integrated constructivist curriculum.
- Organized and aligned Science Curriculum, Grades K-12
- Leading a district-wide transition to the Next Generation Science Standards with a focus on appropriate elementary and middle level implementation.

### **Kennett Middle School Technology Facilitator, 2002-2014**

- Initiated KMS Technology Committee leading to our school-wide technology integration plan and development of 21<sup>st</sup> century curriculum.
- Led a curriculum team to develop grades K-8 technology literacy curriculum and portfolio plan.
- Provided leadership, planning, and professional development for the school wide transition to Google Apps for Education, and Online Gradebooks.

### **Math and Science Teacher, Acacia Middle School, Hemet, CA 2000-2002**

- Responsible for daily planning, instruction, and assessment in math and science

# Rick Biché

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**Education**      **Teaching Education Program, University of Denver, 1999**  
**M.S. Zoology, University of New Hampshire, 1995**  
**B.A. Biology, Magna Cum Laude, University of Southern Maine, 1992**

- Grants and Fellowships**
- Granite State Leadership Academy Fellow 2016-2019, NHSAA
  - Managed Carl D. Perkins grant for the MWVCTC 2014-2016 (\$75,000-\$85,000 annually)
  - Branding and Marketing CTE, Perkins Incentive Grant 2016 (\$9600)
  - Improving Access to Quality Data, Perkins Incentive Grant 2015 (\$7000)
  - NSF-RET Supplements on the MELNHE grant and Hubbard Brook LTER, supporting professional development for all SAU 9 middle school teachers and one high school teacher, 2012-2014 (2@ \$15,000 each)
  - Hubbard Brook RET Fellowship, 2012
  - Technology Leadership Cohort Training (2007-2009), NH DOE, Five teachers, one principal from four district schools. (\$4,000)
  - NH DOE, Title IID, Technology Integration at the Conway School District, Laptops, handheld probeware and professional development for 5 classrooms (\$61,000)
  - MWV School to Career Externship, Mount Washington Observatory 2003

**Professional Memberships**      ASCD  
NHASP  
Association for Middle Level Educators  
National Science Teachers Association

~STUDENT-FOCUSED EDUCATOR, FACILITATOR & DIRECTOR~

“ has used experiential education & recreation as a vehicle to empower the students he works with to lead and promote the benefits of a healthy lifestyle.”

-Wendy Hamill, Guidance Director Laconia Public School

**INTRODUCTION**

Dynamic and passionate professional who has a proven and accomplished record working with students of all ages; over twenty successful years utilizing his knowledge and skills to meet the unique needs of the community from a wide range of backgrounds. Has introduced a number of Innovative programs, clubs and intramural sports based on needs assessments such as Project D.J. “For Youth By Youth,” Youth Leadership Through Adventure (an adventure approach to teaching service learning and leadership skills, outing club intramural tennis, golf, and basketball.

**EDUCATION & CERTIFICATIONS**

1996–2001 Plymouth State College  
Bachelor of Science, Physical Education  
Option: Recreation Leadership  
Minor: Health

Plymouth, NH

Certified Project SUCCESS Coordinator  
Certified Prime for Life Instructor  
Certified Life Skills Instructor  
Certified Project Venture Facilitator

**PROFESSIONAL EXPERIENCE**

**Profile Middle High School** **2013-2019**  
**Project SUCCESS Counselor**

Implementing the Evidence Based Intervention Project SUCCESS at Profile Public School with fidelity.

**A.D.A.P.T., Inc. ~ Lincoln, NH** **1999-Present**  
**Project SUCCESS Counselor Supervision/ YLTA, WYLD, CEO**

Determining the mission and purpose of the organization. Leading and inspiring all aspects of the organization including planning, administering needs assessments, budgeting, programming, financial reporting, payroll, resource management, human resources, fundraising, grant writing, social enterprise, public relations, special events and the training and supervision of staff. Implementing the Evidence Based Intervention Project SUCCESS at Lin-Wood Public School with fidelity. Supporting the mission of the organization and creating sustainable model programs.

**O.C.T.A.A. (On Campus Talking About Alcohol) ~ Plymouth, NH** **2008-Present**  
**Instructor Plymouth State University,**

Facilitating the Evidence Based Intervention Prime for Life for University alcohol policy violators on a bi-weekly basis.

**The Center for Adolescent Health/Dartmouth-Hitchcock Clinic ~ Plymouth, NH** **2006-2010**  
**Director of Experiential Programming**

Implementation of culturally sensitive experiential programming for at-risk youth; including rock climbing, backpacking, snowshoeing, white water rafting and service learning.

**A.D.A.P.T., Inc. ~ Lincoln, NH**

**1992-1999**

**Positive Youth Development specialist**

Programming, planning and organizing field trips, mentoring, designing and building of a challenge course. Working with children in grades 1-12 by developing and offering a unique after school and summer adventure program.

## SAU 9

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Marissa Maitland	Student Assistance Coordinator	\$40,000	100%	\$40,000
Sean O'Brien	CEO Adapt, inc. (supervision & Training)	\$75,000	10%	\$7,500
Rick Biche	Principal, A. Crosby Kennett Middle School	\$85,374	0%	0
Kevin Carpenter	Principal, Kennett High School	\$103,000	0%	0
Nicki Chewning	Student Advocate and Eagle Academy Director	\$63,550	0%	0
Kevin Richard	Superintendent, SAU #9	\$131,127	0%	0