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Frank Edelblut
Commissioner

Paul K. Leather
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-6133
FAX (603) 271-1953

April 4, 2017

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

REQUESTED ACTION

Authorize the Department of Education to enter into a contract with Brenda G. Monahan, Bartlett, New Hampshire (vendor code 278582) in an amount not to exceed \$50,000.00 to conduct impartial special education complaint investigations, effective July 1, 2017, or upon Governor & Council approval, whichever is later, through June 30, 2019. 100% Federal Funds.

Funds to support this request are anticipated to be available in the account titled Special Education-Elem/Sec., contingent upon legislative approval of the next biennium budget.

	<u>FY'18</u>	<u>FY'19</u>
06-56-56-562510-4110-046-500464	\$25,000.00	\$25,000.00
Contracts for Program Services		

EXPLANATION

The Department of Education, Bureau of Special Education, is required by RSA 21-N:4 V and U.S. Code Title 20 U.S.C. 122/e-3 to provide a process to resolve complaints between any local education agency and individuals or organization who believe federal law(s) or regulation(s) have been violated. Contractors will provide the investigation reports for the process of complaints received by the Department.

A Request for Proposals (RFP) was advertised in the Manchester Union Leader for the period November 7th, November 8th and November 9th, 2016 and posted on the Department of Education's website. There were five (5) proposals submitted to the Request for Proposals "New Hampshire Special Education Complaint Investigator" in response to the notice for up to four (4) individual contracts.

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A review committee consisting of Joanne DeBello, Education Consultant, Bureau of Special Education, Helene Anzalone, Education Consultant, Bureau of Special Education and Janelle Cotnoir, Program Specialist III, Bureau of Special Education reviewed the five (5) proposals received by the deadline; four (4) proposals met the criteria of the Request for Proposals (Attachment A).

This contract is one of four (4) to provide services as a Special Education Complaint Investigator who will be responsible for conducting special education complaints across the State of New Hampshire; investigating alleged violations of Special Education law, which includes on-site visits and issuing a written report with recommendations to the Commissioner of Education.

The Department of Education would like to contract with Brenda G. Monahan as she has 16 years' experience monitoring for compliance, has her M.S. in Special Education, Educational Leadership, and a B.S in Elementary Education. Ms. Monahan has experience in coordinating special education services for students and training staff in special education policies and procedures ensuring consistent application and delivery of program information.

The investigation process is evaluated by the Department on an individual complaint case basis.

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

Respectfully submitted,



Frank Edelbut
Commissioner of Education

Attachment A

NEW HAMPSHIRE SPECIAL EDUCATION COMPLAINT INVESTIGATOR

Proposal Criteria in the RFP

Significance of Proposal	40 points
Quality of Services to be Provided	10 points
Content Knowledge	30 points
Technical Skills	<u>20 points</u>
Possible Points	100 points

Five (5) Proposals were received and scored

	<u>Joanne DeBello</u>	<u>Helene Anzalone</u>	<u>Janelle Cotnoir</u>	<u>Peer Review</u>
Maureen Gross	100	90	87	92
Mary Lauzon	98	90	85	91
Brenda Monahan	80	69	75	75
Stephen Woodcock	72	73	77	74
Andrew Kyriakoutsakos	56	51	53	53

An RFP review occurred on January 19, 2017. The RFP review panel consisted of the following employees from the Department of Education, Bureau of Special Education

Joanne DeBello, Education Consultant

Joanne has been with the Bureau of Special Education for almost two years. Joanne works in compliance and improvement monitoring, program approval, federal reporting indicators and district determinations. Joanne has worked in the field of special education for 20 years.

Helene Anzalone, Education Consultant

Helene has been with the Bureau of Special Education for a little over two years. Helene works in the area of public and private compliance, professional development training, reviews and monitors Federal Grants and provides technical support to parents, districts and other stakeholders regarding New Hampshire and Federal Special Education Law.

Janelle Cotnoir, Program Coordinator

Janelle has been with the Bureau of Special Education for four years. She has extensive knowledge and experience in program monitoring, evaluation, and implementation. In her role as Program Coordinator, Janelle is responsible for reviewing proposal requests that are directly related to the programs she is responsible for. She has reviewed many proposals in her role as Program Coordinator, and as a colleague supporting other Department initiatives.

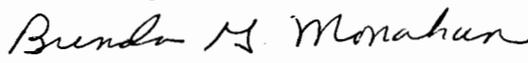
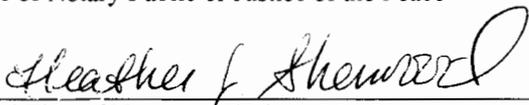
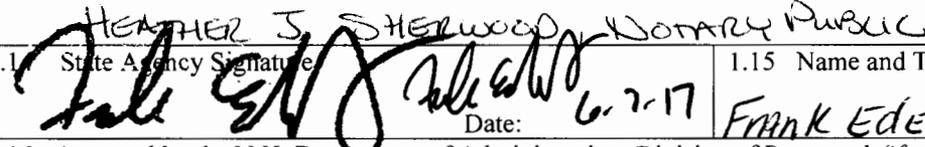
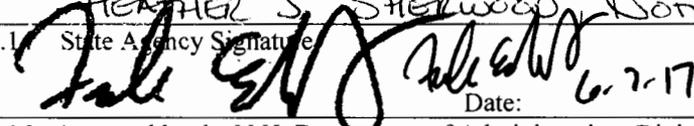
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Education, Bureau of Special Education		1.2 State Agency Address 101 Pleasant Street Concord, New Hampshire 03301	
1.3 Contractor Name Brenda G. Monahan		1.4 Contractor Address 	
1.5 Contractor Phone Number	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2019	1.8 Price Limitation \$50,000.00
1.9 Contracting Officer for State Agency Santina Thibedeau, Administrator Bureau of Special Education		1.10 State Agency Telephone Number 603-271-3791	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Brenda G. Monahan Contractor	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Carroll</u> On <u>March 7, 2017</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] 		<div style="border: 2px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>HEATHER J SHERWOOD Notary Public, New Hampshire My Commission Expires March 25, 2020</p> </div>	
1.13.2 Name and Title of Notary or Justice of the Peace  HEATHER J. SHERWOOD, Notary Public			
1.14 State Agency Signature  Date: <u>6.7.17</u>		1.15 Name and Title of State Agency Signatory FRANK EDELBLUT, Commissioner of Education	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By:  Deputy Director, On: <u>6/9/2017</u>			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: <u>6/7/17</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

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

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

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

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

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

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

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

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

7. PERSONNEL.

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

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

Agreement. This provision shall survive termination of this Agreement.

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

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

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

14. INSURANCE.

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

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

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

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

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

15. WORKERS' COMPENSATION.

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

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

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

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

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

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

19. CONSTRUCTION OF AGREEMENT AND TERMS.

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

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

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

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

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

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

Exhibit A

SCOPE OF SERVICES

Brenda G. Monahan will provide the following services to the New Hampshire Department of Education

New Hampshire Special Education Complaint Investigator

Responsible for conducting special education complaint investigations across the State; investigating alleged violations of special education law, which include on-site visits and issuing written reports with recommendations to the Commissioner of Education.

Duties will entail:

- Review of documents pertaining to a complaint.
- Preparation, as required, such as organizing information, scheduling on-site visits/interview with parents and school districts.
- Fact finding and evidence gathering pertaining to complaint information and allegations.
- Generate written reports that include findings of fact and recommendations based on the evidence and facts gathered as they relate to the allegations in the complaint.
- Provide the Dispute Resolution Coordinator of special education complaints, reports that detail the allegations, findings of fact and recommendations to the Commissioner of Education.
- Prepare Monthly Reports to be submitted in conjunction with each monthly invoice. Each report will itemize the preparation, actions, meeting time, travel time and other activities related to a complaint investigation assigned.

Initial BGM
Date 3-7-17

Exhibit B

Budget

	FY'18 July 1, 2017 – June 30, 2018	FY'19 July 1, 2018 – June 30, 2019
Professional services (\$125.00 per hour) (includes travel time)	\$25,000.00	\$25,000.00
Total	\$25,000.00	\$25,000.00

Limitation on Price: This contract will not exceed \$50,000.00

Source of Funding: Funding for this contract is 100% Federal Funds from the account titled Special Education-Elem/Sec. as follows:

Account: 06-56-56-562510-41100000-046-500731	<u>FY'18</u>	<u>FY'19</u>
Contracts for Program Services	\$25,000.00	\$25,000.00

Method of Payment:

Payment will be made upon the submittal of an invoice that is received by the 10th of the following month which is supported by a summary of activities that have taken place in accordance with the terms of the contract.

Bridget Brown, Dispute Resolution Coordinator
Special Education Complaints
NH Department of Education
Bureau of Special Education
101 Pleasant Street
Concord, New Hampshire 03301

Initial BBM
Date 3-7-17

Exhibit C

Contractor will carry appropriate levels of personal automobile insurance during the term of this contract, per the coverage levels set forth in the attached auto insurance declaration page.

Initial BSM
Date 3-7-17



THE CONCORD GROUP INSURANCE COMPANIES

Concord General Mutual Insurance Company, 4 Bouton Street, Concord, NH 03301-5006

ANNIVERSARY RENEWAL DECLARATIONS

Refer billing, policy or coverage questions to:

Infinger Insurance Agency, Inc.
PO Box 2010
Conway, NH 03818
(603) 447-5123

Named Insured and Address:

Brenda Monahan

Online Access #: [REDACTED]

THIS IS NOT A BILL. Your bill will be sent separately.

This Anniversary Renewal Declarations reflects your renewal coverages, rating information and premiums. Any change in your rating information, such as driving record history, driver's age or credits, are reflected herein.

The enclosed policy form(s) becomes part of your policy effective this renewal and should be attached to your policy. Read the form(s) and the explanatory notice carefully.

A Valued Customer Since 2015

Policy Number	Policy Type	Policy Period	Effective Date	Payment Plan
[REDACTED]	Personal Automobile	02/16/2017 TO 02/16/2018 12:01 AM Standard Time	02/16/2017	4-Pay

POLICY PREMIUM SUMMARY

Veh	Veh Year	Make / Model	Vehicle ID #	Vehicle Kept In	Annual Premium
1	2006	SUBARU LEGACY OUTBACK 2.5I LIMITED	[REDACTED]	Bartlett, NH	\$443.00
2	2006	SUBARU LEGACY OUTBACK 2.5 XT LIMITED	[REDACTED]	Bartlett, NH	\$445.00
TOTAL VEHICLE PREMIUM					\$888.00
ANNUAL POLICY PREMIUM					\$888.00

DRIVERS

#	Name of Driver	Date of Birth	License #	State of License
1	Brenda Monahan	[REDACTED]	[REDACTED]	[REDACTED]

YOUR CREDITS, DISCOUNTS, and RATING BENEFITS

Credits/Discounts/Rating Benefits	Detail	Applies to Vehicle	Credits/Discounts/Rating Benefits	Detail	Applies Vehicle
Account Credit 1207868	15%	1,2	Restraint Discount Both	Applied	1,2
Safe Driver Incentive Plan NH	20%	1,2	Anti-Lock Braking System 4 Wheel standard	Applied	1,2
Multi-Car Discount	Applied	1,2	Accident Waiver Benefit	Included	1,2
Anti-theft device Passive	Applied	1,2	Advance Quote	Applied	1,2

VEHICLES and USAGE

Veh	Veh yr.	Make/Model	Primary Driver	Vehicle Use	One-way Miles	Sym	Terr	Class Cod
1	2006	SUBARU LEGACY OUTBACK 2.5I LIMITED	1	Work	8	12	4328	880220
2	2006	SUBARU LEGACY OUTBACK 2.5 XT LIMITED	2	Pleasure	0	14	4328	880120

COVERAGES

ANNUAL PREMIUMS

Coverage applies when a premium is shown					Veh 1	Veh 2	Veh 3	Veh 4
Bodily Injury	Each Person/Each Occurrence	\$500,000/500,000			86	86		
Property Damage	Each Occurrence	\$100,000			70	70		
Medical Payments	Each Person	\$5,000			18	18		
Uninsured / Underinsured Motorist	Each Person/Each Occurrence	\$500,000/500,000			78	78		
	Veh 1	Veh 2	Veh 3	Veh 4				
Other Than Collision	\$100 Ded.	\$100 Ded.			33	40		
Collision	\$500 Ded.	\$500 Ded.			108	120		
Transportation Expense	Daily/Max \$40/1200	Daily/Max \$20/600			17	Incl		
Towing and Labor	\$75 each occurrence	\$75 each occurrence			8	8		
Personal Auto Coverage Enhancements (PACE)	See form CI 0036 for special coverage and enhancements				Incl	Incl		
Personal Auto Coverage Enhancements Plus (PACE+)	See form CI 0035 for special coverage and enhancements				25	25		
Total Premium for Each Vehicle					443	445		

TOTAL VEHICLE PREMIUM \$888.00

Brenda G. Monahan, M.S.

PROFILE

Experienced teaching professional with over 23 years of diverse teaching and business experience. Strong background in conducting evaluations and developing instructional strategies for students with learning disabilities as well as social/emotional behavioral challenges. Excellent organizational skills, detail oriented, strong analytical skills. Able to bring diverse groups of people together utilizing strong interpersonal skills. Possesses ability to establish good rapport with students & parents, and elicit their cooperation in academic and social endeavors.

EDUCATION and AFFILIATIONS

- University of Southern Maine at Gorham: **M.S. Special Education** – Major: Educational Leadership
- University of Maine at Farmington: **B.S. Elementary Education** – Major: Elementary Education
- Completed 30+ credits in additional course work from various branches of the University of Maine and the University of Central Arkansas
- Member of MADSEC (Maine Administrators of Services for Children with Disabilities) 2001-2008
- Member of NCES (North Country Special Education Administrators) 2008-2016
- Certified Trainer for Positive Behavioral Supports through Spurwink Institute of Maine
- Completed State of Maine approved course Mentoring and Coaching for Maine Teachers

CERTIFICATIONS – Current in the State of New Hampshire:

- 0006 – Special Education Administrator
- 0003 – Principal
- 1811 – General Education Teacher K-8
- 1900 – Special Education Teacher

EXPERIENCE

Special Services Coordinator – Kennett High School, SAU #9, Conway, NH 2008-Present
Responsibilities include supervision and evaluation of 8 special education teachers/case managers and 15 support staff, coordinating special education services for students within the general education environments and those who are part of behavior and life skills programs. Ongoing membership/participation on the administrative team at KHS and taken on duties associated with that role as well.

- LEA for IEP meetings.
- Participate in weekly Child Study Team, and Intensive Team meetings.
- Liaison between principals and directors of special education in SAU 9 and SAU 13.
- Monitor practices to ensure building wide compliance with Special Education Law.
- Develop budgets for special education services at the high school.
- Case management of up to 10 Out of District students with an IEP, and entering data in NHESIS.
- Work closely with various outside agencies to develop appropriate programming for students.
- Consult with and train both new teachers and veteran staff in special education policies and procedures ensuring consistent application and delivery of program information.
- Extensive contact with parents for specific high needs students.

Consulting Teacher – Special Education Dept., MSAD#72, Fryeburg, ME 2001-2008
Liaison between Director of Special education and teaching staff, providing suggestions and material resources for instructional practices; training staff to administer formal assessments; acting as parent connection and support person. Act as administrative designee for IEP meetings, reviewing IEP paperwork from all case managers in the district prior to mailing to parents.

- Consult and train both new teachers and veteran staff in special education policies and procedures ensuring consistent application and delivery of program information.
- Participate in weekly team meetings to discuss programming needs for students with disabilities, to review results of evaluations with the team in preparation for IEP meetings with special services staff at three elementary schools and the middle school, and completing academic evaluations for students referred to special education.

- Instrumental in helping to implement new district-wide online computer system (Case-e) to document IEP information. Worked closely with staff at each school to train them in using this program IEP/Case Management System which compiles special education data needed for state reports and Medicaid reimbursements for school districts, as well as being an easily accessible system for writing individual educational plans.
- Certified Trainer providing training for staff members in Positive Behavioral Supports, including the use of Therapeutic Holds.
- Organize and participate in yearly Kindergarten Screening at the three elementary schools. Write follow up reports of results for each school.
- Coordinate Extended Year Program Services for students K-12.

Resource Teacher – 7th Grade – A. Crosby Kennett Jr. HS, SAU #9, Conway, NH 2000-2001

Taught language arts and math to 17 students, and acted as case manager for 14 students. Consultant to the regular education teachers to ensure that needed accommodations for special education students were put in place.

- Extensive contact with parents. Class contained students with a range of disabilities from other health impairment, mental retardation, emotional disabilities, specific learning disabilities, and autism.
- Partnered with specialists such as Speech/Language teachers, Counselors, and Occupational Therapists who provided services for students on my caseload.
- Supervised up to four educational technicians who worked with students in the regular class environment.

Resource Teacher – Piscataquis Community Middle School, SAD #4, Guilford, ME 1995-2000

Responsible for implementing individual education plans for 7th & 8th grade students who required special education services. Completed special education evaluations, both academic and cognitive, for the students on my caseload. Served as teacher of language arts and math for resource students. Consulted with regular education teachers regarding accommodations for students with disabilities to promote access and success in the general curriculum.

Language Arts Teacher – Piscataquis Community Middle School, SAD #4, Guilford, ME 1997-1998
Selected by the Principal to teach half time regular education 7th grade language arts and half time as case manager for 7th & 8th grade special education students for one year. Enrollment changed dramatically and I was asked to return to full time special education teacher the next year.

Educational Technician III – Harmony Elementary School, Harmony, ME 1994-1995

Provided private support for a 3rd grader with learning and emotional disabilities. Planned and implemented instruction in reading, writing and math at student's skill level, and provided positive behavioral supports throughout his day.

Resource Teacher – Deer Isle High School and Elementary School, Deer Isle, ME 1984-1985

Served as half-time high school resource teacher, and half-time K-2 resource teacher. Prepared and implemented instruction in language arts and math for 8th and 9th graders who required specialized instruction at their level as part of their IEP. Provided instruction in early literacy and math skills for students in grades K-2 with individual education plans. Met weekly with regular elementary education teachers to discuss students' needs and programs. Collaborated with special education team at the high school to develop departmental programs and to consult on the students on my caseload.

Principal and Teacher K-4 – Wilson's Mills Elementary School, Lincoln Plantation, ME. 1975-1976

This was a two-room school in Western Maine with total enrollment of 15 students. Supervision of teacher of combined 5-8 grade classroom and provided instruction for students in grades 1-4. Completed paperwork responsibilities of principal for that district. Worked closely with Superintendent of Schools.

Elementary Teacher – Phillips Elementary School, Phillips, ME 1973-1975

Taught remedial reading for students K-6 one year. As the remedial reading teacher, worked closely with regular education teachers to identify gaps in reading and math skills and provide instruction in specific skill areas. The next year, as teacher of grade 5, with eighteen students, was responsible for teaching all subject areas.

RELATED EXPERIENCE:

Pre-School Teacher – Jackson-Bartlett Community Pre-School, Jackson, NH 1985-1987
Half-day role assisting head teacher during first year and served as the head teacher until departure. This was a three and four year old program to develop pre-literacy skills and social skills.

Front Desk Manager and Assistant General Manager. 1985-1994
Eight years at the Nordic Village Resort in Jackson, NH. As assistant general manager, managed daily work flow of various departments which totaled more than 30 employees and subcontractors. Worked closely with the department heads to develop yearly budgets for the rental program and the owners' associations.

- Liaison to the condominium owners and acted as secretary for three separate associations on the property.
- Provided customer relations to the renters at the resort. There were 112 condominium units at Nordic.
- In 1993, accepted position as Front Desk Manager at Whitney's Inn, Jackson, NH. Served in this supervisory role managing the reservations and front desk staff, as well as customer relations. Utilized management skills including staffing, budget management and ability to think quickly and adjust priorities as needed.

REFERENCES: (letters of recommendation included)

- **Pamela Stimpson, Director of Special Education, SAU9**
- **Patricia A. Eddy, NC Special Education Consulting, LLC**
- **Raina Shearer Chick, C.A.G.S.**
- **Rachelle Cox, M.Ed., Student Advocate/Director of Eagle Academy**