49 80

Frank Edelblut Commissioner



Paul Leather
Deputy Commissioner

STATE OF NEW HAMPSHIRE DEPARTMENT OF EDUCATION 101 Pleasant Street Concord, N.H. 03301 TEL (603) 271-3495 FAX (603) 271-1953

February 16, 2018

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

REQUESTED ACTION

Authorize the Department of Education, Division of Program Support, to enter into a contract with JenkinsFord Consulting, LLC.(Vendor Code # 275400), in an amount not to exceed \$24,750.00, to assist the department's teacher preparation programs in the area of program approvals, for the period effective upon Governor and Council approval through June 30, 2018. 100% Other Funds

Funding is available in an account titled NTEP, as follows:

06-56-563510-51120000-102-500731 Contracts for Program Services \$24,750.00

EXPLANATION

An RFP was posted on the Department website on October 23, 2017 and in the Manchester Union Leader on October 27, 29 and 30. The Department was seeking an individual to assist in the area of program evaluation for institutes of higher education. A successful applicant would provide a narrative and work plan detailing their expertise and approach to meeting the following priorities:

- Facilitate educator preparation program approvals, including recruitment, identification and training of highly qualified reviewers;
- Research impact of new program approval requirements on both the New Hampshire Department of Education and the state's teacher preparation programs;
- Deliver technical assistance to program reviewers and professional educator preparation programs:
- Assist the NH Department of Education in preparing Memorandums of understanding with Institutions of Higher Education to guide process of program approval;
- Assist NH Department of Education in preparing reports to the NH State Board of Education following program approval site visits.

His Excellence, Governor Christopher T. Sununu and the Honorable Council February 16, 2018 Page 2

One proposal was received. The proposal was reviewed and rated using the attached scoring rubric. (see Attachment A). The scorers recommended this consultant be brought forward for approval.

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

Respectfully submitted,

Frank Edelblut

Commissioner of Education

Attachment A

SCORING FOR REVIEW OF FY 17 TITLE VII PROPOSALS

Proposal Criteria in the RFP

Significance of Proposal 45 points
Quality of Services to be Provided 30 points
Quality of Budget 25 points

Possible Points 100 points

One (1) RFPs was received and scored.

	Megan Birch	Laura Wasielewski.	Nicole Heimarck	
Jenkinsford, LLC	C 100	100	100	

An RFP review occurred on Friday, December 15, 2017. The RFP review panel consisted of the following employees from the Department of Education and Institutes of Higher Education.

Dr. Megan Birch, English Faculty (Plymouth State University)

Megan Birch is an associate professor of English-language arts education and the former Director of Educator Preparation at Plymouth State University. In addition to teacher education, her work focuses on curriculum and equity through/ within schools. Prior to her work at the university-level, Megan taught middle and high school in Prince George's County and Montgomery County Public Schools in Maryland

Dr. Laura M. Wasielewski, Chair of the Education Dept. (St Anselm's College) and Chair of the Council for teacher Education

Dr. Laura Wasielewski is the Director of Teacher Education Programs and Department of Education Chair at Saint Anselm College. She has over thirty years of experience in education ranging from k-12 special education to higher education teaching, research, and administration. Her scholarly expertise encompasses educator preparation, school-university partnerships, and supports for students with disabilities in postsecondary education.

Nicole M. Heimarck, Bureau Administrator for Educator Preparation (NHDOE) Nicole Heimarck has served as the Bureau Administrator for Educator Preparation at the New Hampshire Department of Education for two and half years. She joined the department with extensive school and district experience. With her training as a facilitative leadership coach through the School Reform Initiative, she has fostered grassroots collaboration throughout many reform efforts at the local and state levels. Ms. Heimarck has been an invited speaker at a number of state and national forums including Education Week's Leadership Forum, Road Maps to Common Core Success, The Council for Chief School Officer's (CCSSO) Instructional Materials Group, and a showcase of her district's work on NH Public Radio. At her heart is teacher-centered work that leads to improved opportunities and outcomes for all students.

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	
NH	Department of Education	

IDENTIFICATION

1.2 State Agency Address

101 Pleasant Street, Concord, NH 03301

1.3 Contractor Name JenkinsFord Consulting, LLC

1.4 Contractor Address 67 Chester Street, Chester, NH 03036

1.5 Contractor Phone Number (603) 722-5775

1.6 Account Number See Exhibit B

June 30, 2018

1.7 Completion Date

1.8 Price Limitation

1.9 Contracting Officer for State Agency

1.10 State Agency Telephone Number

\$24,750.00

Michael Seidel

1.11 Contractor Signature

271-0256

1.12 Name and Title of Contractor Signatory

Mary J. Ford Owner/Manager

Acknowledgement: State of NH

, County of Merrimach

, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily 2-16-18 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

Dann M. Las

[Seal]

DAWN M. LAFLAM, Justice of the Peace

1.13.2 Name and Title of Notary or Justice of the PeaceMy Commission Expires March 20, 2018

1.15 Name and Title of State Agency Signatory

Date: 2.1249 FRANK EDELBLUT. COMMISSIMEN OF EDUCATION

1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)

HelleMan

Director, On: 2-21-18

1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable)

2/22/2018

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.

Page 2 of 4

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

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

Contractor Initials Date

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 \$1,000,000per 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.

Contractor Initials

Date

Date

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.

Contractor Initials Date

EXHIBIT A

SCOPE OF SERVICES

JenkinsFord Consulting, LLC will provide the following services to the New Hampshire Department of Education effective upon approval of the Commissioner of Education through June 30, 2018:

Facilitation of educator preparation program approval for IHEs, responsibilities include:

- Facilitate educator preparation program approvals, including recruitment, identification and training of highly qualified reviewers;
- Research impact of new program approval requirements on both the New Hampshire Department of Education and the state's teacher preparation programs;
- Deliver technical assistance to program reviewers and professional educator preparation programs;
- Assist the NH Department of Education in preparing Memorandums of understanding with Institutions of Higher Education to guide process of program approval;
- Assist NH Department of Education in preparing reports to the NH State Board of Education following program approval site visits;
- Participate in program approval visits.

Contractor Initials Date 2/16/18

EXHIBIT B BUDGET

Budget (through June 30, 2018)

Professional services (\$125 per hour/198hours) not to exceed \$24,750.00.

Funding is available in an account titled NTEP, as follows; 06-56-56-563510-51120000-102-500731 Contracts for Program Services

FY18 \$24,750.00

Method of Payment: Payments shall be made on invoices submitted monthly accompanied by a description of services for that period. Please submit invoices to:

> Michael Seidel Administrator Director, Division of Higher Education NH Department of Education 101 Pleasant Street Concord, NH 03301

Contract between JenkinsFord Consulting, LLC and the New Hampshire Department of Education

Contractor Initials

Page 2 of 3

EXHIBIT C

None

Contract between JenkinsFord Consulting, LLC and the New Hampshire Department of Education

Contractor Initials Date

CERTIFICATE OF AUTHORITY

(Sole Proprietor)

I, <u>Mary Ford</u> , as a Sole Owner of my Business, <u>Jenkinsford Consulting, LLC</u> , certify that authorized to enter into a contract with the State of New Hampshire, Department of Education, on behalf of m	l am yself.
IN WITNESS WHEREOF, I have hereunto set my hand as the Sole Owner of the Business this day	of
Jebrury, 20/6 Sole Owner	
STATE OF <u>New Hampshive</u> COUNTY OF <u>Memmach</u>	
On this the 16th day of february 2018, before me, Dawn M. Laflam the	;
undersigned Officer, personally appeared, <u>Mary Ford</u> who acknowledged herself to be the	Sole
Owner of <u>Jenkinsford Consulting, LLC</u> a Business, and that she, as such Sole Owner be	ing
authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the	
name of the Business by herself as Sole Owner.	
IN WITNESS WHEREOF I hereunto set my hand and official seal.	
Dam M. Laffen Notary Public/Justice of the Peace	
My Commission expires:	
DAWN M. LAFLAM, Justice of the My Commission Expires March 20	Peace 0, 2018

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 JENKINSFORD CONSULTING, LLC is a New Hampshire Limited Liability Company registered to transact business in New Hampshire on June 10, 2016. 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: 746069



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 27th day of October A.D. 2017.

William M. Gardner

Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

SLH R054

DATE (MM/DD/YYYY) 10/27/2017

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(les) 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). CONTACT PHONE (A/C, No, Ext): USAA INSURANCE AGENCY INC/PHS FAX (888) 443-6112 (888) 242-1430

81	2845 P:(888) 242-1430	F:	(88	88) 443-6112	ADDRESS:			
PO BOX 33015					INSURER(S) AFFORDING COVERAGE			NACE
SAN ANTONIO TX 78265				MSURERA: Sentine	l Ins Co LTD		11000	
WELF	3)			· · · · · · · · · · · · · · · · · · ·	MSURER B:			
					INSURER C:			
JĖ	NKINSFORD CONSULTING	LLC			MSURER D :			
					NSURER E :			
					DISURER F :			
CO	ÆRAGES CE	RTIF	CATE	NUMBER:	<u> </u>	REVIS	ION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PRINDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						T TO WHICH THIS		
INSR LTR	TYPE OF INSURANCE	ADDL	SUBIE	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP	LIMIT	-
	COMMERCIAL GENERAL LIABILITY							\$1,000,000
	CLAIMS-MADE X OCCUR				[:	DAMAGE TO RENTED PREMISES (Ea occurrence)	s1,000,000
A	X General Liab				08/17/2017	08/17/2018		10,000
						1	PERSONAL & ADV INJURY	s1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	2,000,000
	POLICY PRO- X LOC	1	1 1				PRODUCTS - COMPIOP AGG	\$2,000,000
	OTHER:	<u>L</u>						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	3
	ANY AUTO						BODILY INJURY (Per person)	s
	OWNED SCHEDULED AUTOS		Ш				BODILY INJURY (Per accident)	s
	HIRED NON-OWNED AUTOS ONLY					•	PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB OCCUR		П				EACH OCCURRENCE	s
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	3
	DED RETENTION \$							S
	WORKERS COMPERSATION AND EMPLOYERS' LIABILITY	Π					PER OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE Y/N OFFICER/MEMBER EXCLUDED?	WA					ELL EACH ACCIDENT	5
	(Mandatory in NH)	7					ELL DISEASE- EA EMPLOYEE	5
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more apace is required) Those usual to the Insured's Operations.								
CERTIFICATE HOLDER CANCELLATION								
				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE				
New Hampshire Department Of Education 101 PLEASANT ST CONCORD, NH 03301				Sugar S. Castarida				

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Synopsis of Professional Career

- Twelve years of experience developing and managing the educational programs at Granite State College to provide competency-based educator preparation programs at the undergraduate, post-baccalaureate and graduate levels, available state-wide through online and blended delivery of courses in 17 areas of certification, including innovative graduate programs for school principals, school librarians and teacher leaders. Have established Memoranda of Understanding with six colleges in the Community College System of New Hampshire to provide seamless transition into baccalaureate degree completion programs.
- Four years of prior experience as the NH State Director of Special Education and as
 Associate Director of the NH State Improvement Grant for systems-change throughout
 New Hampshire to work collaboratively with all constituents for improved learning for
 all students including students with disabilities.
- Thirteen years of public and private teaching at the college and university level, six in tenure-track positions and three as co-chair of the Dept. of Education.
- Eight years of teaching experience at the K-12 level, teaching reading and special education in public and private schools.

Education

Ed.D. Indiana University of Pennsylvania (1987), Indiana, PA Major: Elementary Education Minor: Linguistics

M.Ed. University of Massachusetts Lowell (1979), Lowell, MA Major: Reading and Language

B.A. Florida Atlantic University (1973), Boca Raton, FL
Major: Elementary Education Minor: Special Education

Selected Professional History

2016-Present	Consultant JenkinsFord Consulting, LLC
2004 – 2016	Dean, School of Education, Granite State College University System of New Hampshire
2001 – 2004	Director, Bureau of Special Education New Hampshire Department of Education
2000 – 2001	Associate Director, State Improvement Grant New Hampshire Department of Education
1998 – 2000	Special Education Coordinator, Griffin Memorial School Litchfield, NH
1998 - 2001	Adjunct Professor, Graduate School of Education Cambridge College, Cambridge, MA
1994 – 1996	Adjunct Professor, Graduate School, Hamline University St. Paul, MN
1992 – 1994	Associate Professor, Southwest Minnesota State University Marshall, MN
1992 – 1993	Associate Professor, Augustana College Sioux Falls, SD
1987 – 1992	Assistant/Associate Professor (tenured), Rivier University Nashua, NH

Professional Presentations and Publications upon request