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

Paul Leather
Deputy Commissioner of Education
Tel. 603-271-3801

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

September 8, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education, Division of Program Support to contract with Community & School Partners, LLC, Rye, NH (vendor code 159040), in an amount not to exceed \$89,510.00, to provide technical assistance in improving the functionality of the Educator Information System (EIS), effective upon Governor and Council approval through June 30, 2017. 100% Agency Income (Credentialing Fees)

Funding is available in the account titled Education Credentialing as follows:

	<u>FY 17</u>
06-56-56-564510-62040000-073-500578 Grants Non Federal	\$89,510.00

EXPLANATION

A request for proposals was posted on the Department website on May 6, 2016 through May 21, 2016 and in the Union Leader on May 9-11, 2016. The Department was seeking an individual to assist with the oversight of the ongoing development and implementation of the Educator Information System (EIS). Development of the EIS software is needed to respond to changes in the federal law and regulations for the highly qualified teacher (HQT) designation. Further development of the system is needed to comply with credit card payment industry standards (PCI) and the Department of Information Technology security standards. Implementation of the system continues with modifications to improve the efficiency for the Bureau of Credentialing staff as they utilize EIS. As the system matures, new enhancements provide more accurate data to enable the system to be used for informed decision-making regarding the education workforce. Each time a software or database modification is made, the system is tested to verify that the changes are working properly. Both development and implementation of EIS utilize a team approach that is best facilitated by an individual with knowledge of both the business operations in credentialing and the technical requirements for EIS to manage those operations.

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Two proposals were received. They were reviewed and rated, using the attached scoring rubric, by an evaluation team consisting of the Administrator, Bureau of Accountability and Assessment; Administrator, Bureau of Credentialing and System Development Specialist, Department of Information Technology. The team recommended this organization.

For the past several years, Community & School Partners, LLC, has worked with the Department on a variety of data initiatives. This has included guidance and leadership in the design and implementation of the Educator Information System. Community & School Partners, LLC has a great deal of knowledge regarding the functionality of the system as well as the recently added module, the Educator Evaluation System (EES). In addition, Community & School Partners, LLC has the ability to translate technology requirements into business needs in order to communicate the pros and cons of projects as they may help or hinder education policy and practice.

In the event Agency Income no longer becomes available, General Funds will not be requested to support this program.

Respectfully submitted,


Virginia M. Barry, Ph.D.
Commissioner of Education

VMB:SM:emr

ASSIST WITH OVERSIGHT OF ONGOING DEVELOPMENT OF THE EDUCATOR INFORMATION SYSTEM

Contractual Services

NAME	Abstract of Applicant's Experience (45 pts.)	Description of Services to be Provided (30 pts.)	Quality of Budget/Budget Narrative (25 pts.)	Total (100 pts.)
Community & School Partners, LLC	45	22.66	15.83	83.49
ScaleUP Education Partners, LLC	29.66	19.33	14	62.99

Scoring Rubric

The people responsible for the review of the proposal include the following individuals:

Saundra MacDonald, Administrator, Bureau of Accountability & Assessment; Virginia Clifford, Administrator, Bureau of Credentialing; Teresa Vincent, Systems Developer, Department of Information Technology

The role of the reviewers was advisory in nature. The reviewers scored the application and provided recommendations to the Commissioner of Education. The Commissioner of Education reviews the information provided and makes the final decision to bring forward for G&C approval.

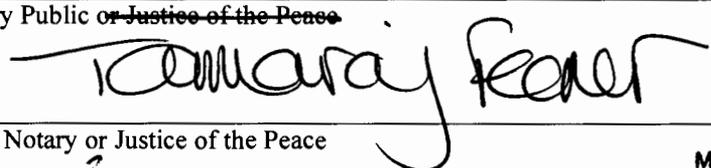
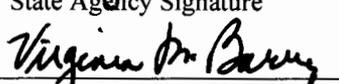
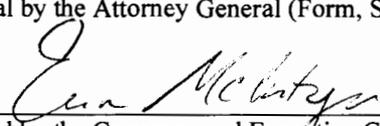
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

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		1.2 State Agency Address 101 Pleasant Street, Concord, NH 03301	
1.3 Contractor Name Community & School Partners, LLC		1.4 Contractor Address 161 Wallis Road, Rye, NH 03870	
1.5 Contractor Phone Number 603-548-8898	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2017	1.8 Price Limitation \$89,510.00
1.9 Contracting Officer for State Agency Scott J. Mantie, Ph.D., Director, Division of Program Support		1.10 State Agency Telephone Number 603-271-3844	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Michael Schwartz, Member	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> On <u>Sept. 6, 2016</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 <div style="text-align: center;">  [Seal] </div> <div style="text-align: right;"> TAMARA J. FEENER, Notary Public State of New Hampshire My Commission Expires January 27, 2021 </div>			
1.13.2 Name and Title of Notary or Justice of the Peace			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory VIRGINIA M. BARRY Commissioner of Education	
Date: <u>9/8/16</u>			
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By:  Director, On: <u>9-13-16</u>			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: <u>9/13/16</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

Community & School Partners, LLC will provide the following services to the New Hampshire Department of Education effective upon Governor and Council approval through June 30, 2017:

Assisting the Department with the Implementation of the Educator Information System

- Assist the state project manager with the implementation of the Educator Information System project.
- Work with the Bureau Administrator and specified staff to ensure the system is clearly understood, manages credentialing data, processes credit card transactions, maintains compliance with Payment Card Industry Data Security Standards, and integrates, as appropriate, with other Department of Education data systems.
- Help guide the existing use of the system and provide knowledge transfer to build the expertise of the NH DOE and OIT team members so they can provide sustainable support within the Department.
- Help lead the discussions that connect credentialing practices, policies and requirement within the system. Assist in educating the credentialing team to understand how the system can be used to best meet the business needs.

This work will require **Two Hundred Seventy-Five (275) hours.**

Leadership to Ensure the System Meets Business Requirements

- Guide the technical changes required to perform the necessary business operations of the system.
- Help identify required changes to the system, in support of credentialing policies and the Every Student Succeeds Act (ESSA), and work with programmers to implement these changes.
- Facilitate weekly status meeting and act as a bridge between the DOE, the system vendor and DoIT to understand the business needs and system bugs so that required changes can be made to the system.

This work will require **One Hundred Ninety-Five (195) hours.**

Support for Existing Users of the Educator Evaluation System

- Provide assistance (via phone and e-mail) to support the districts already using the educator evaluation system.
- Develop training materials to support the use of the product.

Contract between Community & School Partners, LLC and the New Hampshire Department of Education

- Assist districts with configuring the system and managing the local educator evaluation systems.

This work will require **Two Hundred Twenty-Five (225) hours**.

Perform Other Duties as Assigned by the Division Director

- Respond to other requests as directed by the Division Director.

Work hours can be used from the above three services for this support.

**EXHIBIT B
BUDGET**

Priority Areas	Hours	Cost
Implementation Assistance (approx. \$137.96/hr.)	275	\$37,940.00
Oversight & Leadership for Business Requirements (approx. \$156.00/hr.)	195	\$30,420.00
EES Support (approx. \$94.00/hr.)	225	\$21,150.00
Total	695	\$89,510.00

Limitation on Price: Upon mutual agreement between the state contracting officer and the contractor, line items in this budget may be adjusted one to another, but in no case shall the total budget exceed the price limitation of \$89,510.00.

Funding Source: Funding for this contract is 100% Agency Income (Credentialing Fees) from the account titled Education Credentialing as follows:

FY 17

06-56-56-564510-62040000-073-500578

\$89,510.00

Method of Payment: Payment is to be made monthly on the basis of invoices which are supported by a summary of activities that have taken place in accordance with the terms of the contract, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payment will be made for 100% of the expenditures listed. Invoices and reports shall be submitted to:

Scott J. Mantie, Ph.D.
Administrator
NH Department of Education
101 Pleasant Street
Concord, NH 03301

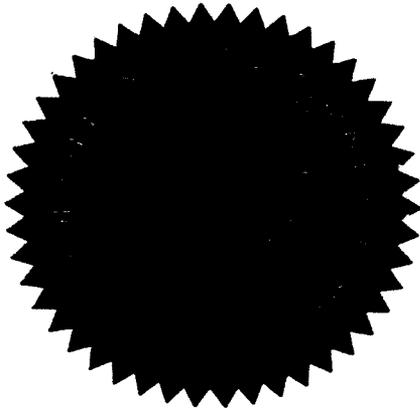
EXHIBIT C

There are no modifications to the General Provisions.

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 COMMUNITY & SCHOOL PARTNERS, LLC is a New Hampshire limited liability company formed on July 3, 2000. I further certify that it is in good standing as far as this office is concerned, having filed the annual report(s) and paid the fees required by law; and that a certificate of cancellation has not been filed.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 6th day of May, A.D. 2016

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

(Sole Proprietor)

I, Michael F. Schwartz, as a Sole Member of my Limited Liability Company, Community & School Partners, LLC, certify that I am authorized to enter into a contract with the State of New Hampshire, Department of Education, on behalf of Community & School Partners, LLC.

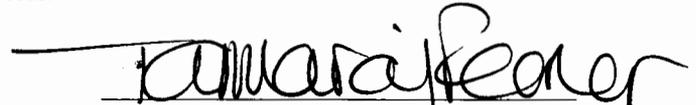
IN WITNESS WHEREOF, I have hereunto set my hand as the Sole Member of the Limited Liability Company this 6 day of September, 2016.


Sole Member

STATE OF New Hampshire
COUNTY OF Merrimack

On this the 6th day of Sept., 2016, before me, Tamara J. Feener the undersigned Officer, personally appeared, Michael F. Schwartz who acknowledged himself to be the Sole Member of Community & School Partners, LLC, a Limited Liability Company, and that he, as such Sole Member being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Limited Liability Company by himself as Sole Member.

IN WITNESS WHEREOF I hereunto set my hand and official seal.


Notary Public/Justice of the Peace

My Commission expires:

TAMARA J. FEENER, Notary Public
State of New Hampshire
My Commission Expires January 27, 2021

Michael F. Schwartz

Education

University of New Hampshire, Durham, NH
PhD Education - Leadership and Policy

Harvard University, Cambridge, MA
Masters in Public Administration, 2000

Georgia Institute of Technology, Atlanta, GA
Bachelors in Computer Science, 1989

Professional Experience

'01 - present

Vendor

New Hampshire Department of Education, Concord, NH

- Lead development of Educator Evaluation System and related Processes
- Providing support and guidance for SLDS grant.
 - Provide oversight for grant outcomes.
 - Developed Learning Paths (on-line courses) as part of professional development offerings.
 - Help lead effort to implement NH Networks – an on-line social network.
- Leading i.4.see initiative – Initiative for School Empowerment and Excellence
 - Co-directing effort to implement data driven decision system to help district and school educators use data to inform instruction.
 - Leading effort to implement state-wide effort to collect student level data
 - Solution includes high degree of data validation and verification
 - Solution includes components from data definition and collection to data use and analysis
 - Co-directing effort to build education research group of NH state-wide researchers.
 - Working with legislators and DOE cabinet to create support and integrate within agency
 - Assisting efforts to expand P-12 student level collection to include early childhood and postsecondary institutions.
- Providing guidance in recruitment and licensing of educators
 - Assisting with development of new Education Information System including NCLB requirements, as well as, teacher and course information.

'00 – '02

Consultant

Massachusetts Department of Education, Malden, MA

- Lead role reviewing and implementing Certification Regulations
 - Organized and performed regulation reviews.
 - Led proposal effort and secured multi-million dollar grant for on-line educator certification and recruitment system.
 - Directed efforts of a \$2.6 million system to recruit and certify educators as well as approve educator preparation programs. This program received the national NASCIO award for Government to Citizen programs.
- Led efforts to promote educator programs and recruit prospective educators.
 - Led efforts to leverage technology to attract, recruit and retain the best educators in Massachusetts.
 - Improved program application process to select best and brightest prospective educators into select programs.
 - Recruited prospective educators from universities across the country and promoted alternative certification programs.
- Led efforts to uncover marketing mechanisms to recruit educators.
 - Compiled program brochure to market state incentive and support programs for educators.
 - Leveraged internet to reach out to prospective and current educators.

'89 – '99

Management Consultant

Accenture, Atlanta, GA and Boston, MA

- Defined management and development procedures for internal operations.
 - Helped develop new implementation methodology and led team to rollout new methodology as part of a global deployment reaching 8,000 people and directing \$1.5 billion in revenue.
 - Worked with executives across Europe, Asia-Pacific and South America to implement new methodology.
 - Developed corporate policies and incentives to assist in the acquisition of the new methods.
 - Lead manager of team implementing continuous improvement study to improve policies and procedures.
 - Recommendations directed the work of 60,000 employees on client engagements in 45 countries.
- Managed and led team efforts in a variety of environments.
 - Managed teams of more than 30, aligning team efforts for common vision.
 - Throughout many management efforts, maintained a continuous focus on quality improvements.

- Emphasized team dynamics: encouraged sharing of knowledge, focused on both individual and team goals, and developed mentoring program to accelerate skill development.
- Nominated for Mentor of the Year and received award for Recruiter of the Year.
- Led many strategy and technology change programs.
 - Worked with senior managers from Fortune 100 clients providing expertise to series of strategy and technology development initiatives (clients included Delta Air Lines, International Paper, Georgia Pacific, Holiday Inn...)
 - Project recovery: brought into fledgling technology development effort to guide a critical business implementation.
 - Programs included such activities as managing teams of more than 30, delivering complex technology implementation, leading change management activities and delivering processing changes providing over \$5 million in benefits.

'86 – '88

Cooperative Program

IBM Advanced Education Systems, Atlanta, GA

- Worked on team marketing educational and literacy products. Developed customer relationship management system. Products were early generation of interactive video used for a variety of training environments from physician education to inmate literacy programs.

Other Related Experience

2005 to 2014

Member, Rye School Board

2004 to 2011

Member, Foundation for Seacoast Health

2004 to 2005

Leadership for New Hampshire

2001 to 2013

Rye Education Foundation – Board Member / Grants Committee

2001 to 2004

Board Chair and Member, A Safe Place

1992 to 2013

Additional Involvement: Public Policy Committee, Daycare Board, Political Campaigns, several other boards and many additional fundraising events.

Technology Experience

Software Development

- All aspects of development from design to programming; from database development to training

References

Dr. Judith Fillion

Mr. Dean Hupp

Assistant Superintendent David Ryan

Cynthia Carrier

Employment History

2007 - Self employed consultant
Work on i4see project for NHDOE
NHSTE licensing program manager
Work on State Scholars' Initiative for NHCUC
Taught Technology course for NEC
Training at various K-12 schools and Rivier College
Helped coordinate/orchestrate NHSTE Technology Integration sessions
NH Board member for NEISTE NE (regional affiliate of ISTE)
SLDS project NHDOE including Educator Information System and
Educator Evaluation System

SERESC

29 Commerce Drive
Bedford, NH 03110
603-206-6808

2001 - 2006 Technology Specialist

- Holds NH experienced teaching certification
- Deliver professional development workshops to school districts
- Training and consultation to colleges and universities
- Perform technology school assessments
- Completed successful e-rate applications for school districts
- Video conference e-rate instruction
- Worked extensively with the NHDOE-OET on PT3 grant needs
- Training on videography and movie editing
- Created and disseminated the PT3 monthly newsletter
- Provide support and training on WinSchool, MacSchool and eClass
- Provide Filemaker Pro instruction as well as DB to web publishing
- Coordinator for the South Central Education Support Center
- Crosswalk for Career and Technical Education programs in NH
- Instituted state-wide purchasing for key software programs
- Mentored math teachers seeking alternative certification
- Worked on Distinguished Educator project for NHDOE – data import

Kearsarge Regional School District

190 Main Street
New London, NH 03257
603-526-2150

- 1990-2001** **Director of Technology**
- 1987-90** **HS Computer Teacher/Computer Coordinator**
- 1985-87** **MS Math Teacher/District Computer Coordinator**
- Taught high school computer literacy, BASIC, and PASCAL
 - Trained teachers in the use of technology
 - Helped teachers integrate technology into their curriculum
 - Modeled lessons in elementary, middle, and high school classes
 - Worked with students on Computer Literacy Test Out and independent project alternative
 - Chairman of Technology, Long Distance Learning, and Progress Report Committees
 - Member of Professional Development Committee and Strategic Planning Committee
 - Worked with SAU to select financial program
 - Set up district WAN for all schools in the district with Internet access
 - Automated libraries in all schools
 - Trained personnel in use of MacSchool (Student Management)
 - Completed Master Teacher Projects using electronic portfolio
 - Created student web page clubs and student technology assistant programs
 - Received monies for the district through grants and e-rate
 - Taught an adult technology course before and after an adult education program was formally organized in the district
 - Practiced “just in time” training for teachers
- 1970-1985** **Middle School Math Teacher**
- Started an 8th Grade Algebra Course
 - Initiated an individualized math program
 - Combined problem solving skills with computer programming
- 1972-75** Owned and operated The Bazaar Gift Shop, Sunapee Harbor, NH
- Los Angeles Unified School District**
 Figueroa Street
 Los Angeles, CA
- 1968-70** **Teacher for grade 5**
- Instituted a program for shared teaching between reading and math

Education

1968	B.S. S.U.N.Y. at Oswego
1985	C.L.I.P.P. Summer program Dartmouth College
1988	M.ED. Antioch University

Graduate credits (60) from Long Beach State, CA, Plymouth State, Keene State, and UNH

Professional

- Co-founder of NHACC (NH Assoc.Computer Coordinators)
- Middle School Representative to ATMNE - NH
- Member of ATMNE and NCTM
- Advisor to Governor Initiative's Program
- Member of Selection Committee for Teacher In Space
- President of NHSTE
- ISTE member
- NHSAA/NHSTE Technology conferences - program chair, vendor chair, and presenter chair, organized and installed first hands-on lab for conferences
- Presenter for NCTM, ATMNE, MECC, NHSTE
- Presenter at workshops for Merrimack, Londonderry, Hooksett and Manchester School Districts
- NHMaST Board member
- Consultant for Claremont School District
- Initiator for Internet Toolkit for NH State Schools
- Attendee of NECC Conferencess
- Instructor for Multimedia/Internet courses for UNH
- Instructor for computer courses at Keene State College

Recognition

- Apple Distinguished Educator 1994-97
- NH Excellence in Education Award 1995
- NHSTE Technology Administrator of the Year 1994

Community

- Past President of Otter Pond Protective Association
Executive Board for Otter Pond Protective Association
- Past Treasurer Sunapee PTO
- Past CCD teacher at St. Joachim's Parish