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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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May 25, 2016

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

REQUESTED ACTION

1. Authorize the New Hampshire Department of Education, Bureau of Vocational Rehabilitation to enter into a contract with Strafford Learning Center (Vendor Code 155286), Somersworth, NH in the amount of \$363,569.10 to provide Generalized Pre-Employment Transition Services in accordance with the Workforce Innovation and Opportunity Act (WIOA) in the Portsmouth region effective upon Governor and Council approval for the period of July 1, 2016 through September 30, 2017. 100% Federal Funds.

Funding is available in the account titled Field Programs-Match as follows, with the authority to adjust encumbrances in each of the state fiscal years, without additional Governor and Council approval, through the Budget Office if needed and justified, pending approval of the next biennial budget:

06-56-56-565510-4020-102-500731	Contracts for Program Services	\$329,846.57	FY 2017
06-56-56-565510-4020-102-500731	Contracts for Program Services	\$ 33,722.53	FY 2018

2. Authorize the New Hampshire Department of Education to make advanced quarterly payments for services provided under the terms of the contract based on itemized estimates of expenditures for the coming payment period of the contract. Requests for advanced payment for the second and succeeding quarters would be supported by an itemized list of expenses incurred during the previous payment period.

EXPLANATION

The newly reauthorized Workforce Innovation and Opportunity Act went into effect July 22, 2014. One of the purposes of this federal law "is to ensure, to the greatest extent possible, that youth with disabilities and students with disabilities who are transitioning from receipt of special education

services under the Individuals with Disabilities Education Act (IDEA) and receipt of services under Section 504 of this act have opportunities for post-secondary success.” It is the intention of WIOA to better align the workforce system with education and workforce development in an effort to create a collective response to economic and labor market challenges on the national, state, and local levels. The revisions to the Act emphasize the importance of business collaboration and services to employers to ensure employment success and retention for individuals with disabilities. The five Pre-Employment Transition Services required in the Act include job exploration counseling, work-based learning experiences, comprehensive transition program or post-secondary education, workplace readiness training, and instruction in self-advocacy. The services provided under this contract will fulfill the above mentioned student experiences and serve New Hampshire Vocational Rehabilitation’s Portsmouth region.

A Request for Proposal (RFP) was released the week of October 20, 2015. The RFP was published on the New Hampshire Department of Education website, a truncated announcement of the RFP was published in the Manchester Union Leader (October 25-29, 2015), and a letter of introduction was sent to all school district superintendents. The RFP required responses to propose the development of regional consortiums comprised of a lead agency and partner agencies that will collectively be able to render all five required Transition Services in their particular region, as defined by New Hampshire Vocational Rehabilitation’s seven regional areas. Fifteen proposals were received and thirteen of them were reviewed utilizing an evaluation tool that was developed based on the RFP requirements and scoring system included in the RFP (see Attachment A). Two of the proposals, Northeast Deaf and Hard of Hearing Services and Monadnock Developmental Services did not meet the minimum requirements of the RFP and were disqualified.

The RFP review panel consisted of Vocational Rehabilitation administrative staff and a Special Education staff:

Lisa Hinson-Hatz, Administrator III of Field Services, Bureau of Vocational Rehabilitation. Ms. Hatz brings 14 years of experience in developing and monitoring new contracts and initiatives related to Vocational Rehabilitation field services. She offers a wide range of experience related to service provision to people with disabilities.

Sharon DeAngelis, Administrator IV, Division of Career Technology and Adult Learning. Ms. DeAngelis has 25 years of experience in developing and monitoring budgets for the Division as well as contract development and monitoring contract requirements.

William Finn, Administrator II, Services for Blind and Visually Impaired (SBVI). Mr. Finn has worked in the field of vision rehabilitation and education for 42 years. He has been the Administrator of Services for the Blind and Visually Impaired for 17 years and has a wealth of experience in mobility and orientation, education, and independent living.

Lisa Beck, Supervisor IV, Manchester Vocational Rehabilitation Office. Ms. Beck has worked in the mental health field since 2004, as a counselor for two years and as a program director of a rehabilitation program. Prior to working in the mental health field, Ms. Beck was a teacher and director of Day Habilitation programs providing curriculum and oversight of individuals with

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and the Honorable Council

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disabilities. She brings a wide variety of knowledge and experience as a supervisor for Vocational Rehabilitation.

Sherry Burbank, Education Consultant I, Bureau of Special Education. Mrs. Burbank has 20 years of experience supporting students to best use the services and supports provided under IDEA to accomplish their goals in education. She is currently working in the Bureau of Special Education as the Education Consultant for Secondary Transition.

Kevin Stevenson, Administrator II. Mr. Stevenson brings 18 years of experience in working with people with mental disabilities. He was recently hired by Vocational Rehabilitation to serve as the Administrator for Transition.

The committee recommended funding seven proposals. Granite State Independent Living was selected to cover six of the seven regions, Berlin, Concord, Keene/Claremont, Lebanon, Manchester and Nashua regions. One proposal from Strafford Learning Center is recommended for funding for the Portsmouth region. The two grantees for the WIOA Vocational Rehabilitation funding, Granite State Independent Living and Strafford Learning Center, will be awarded monies pending Governor and Council approval.

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

Respectfully submitted,



Virginia M. Barry, Ph.D.

Commissioner of Education

Attachment A

Proposal Criteria in the RFP:

- | | |
|--------------------------|-----------|
| 1. Operational Capacity | 20 Points |
| 2. Program Design | 50 Points |
| 3. Budget and Evaluation | 20 Points |
| 4. Customer References | 10 Points |

Proposals were reviewed using the point scoring system specified above. Scores of 60 points and above were considered as eligible for contract development. Proposals were ranked based on the score assigned by the panel after careful evaluation by panel members.

<u>REGION</u>	<u>PROPOSAL</u>	<u>BUDGET</u>	<u>AVERAGE SCORE</u>	<u>Funding</u>
BERLIN	Granite State Independent Living	\$397,662.00	86.92	Highest score for this region. Funding is recommended.
	North Country Educational Services	637,790.00	51.83	Low score. Funding is not recommended.
CONCORD	Granite State Independent Living	365,500.00	86.92	High score and only proposal for this region. Funding is recommended.
KEENE	Granite State Independent Living	365,500.00	88.58	High score and only proposal for this region. Funding is recommended.
LEBANON	Granite State Independent Living	365,500.00	88.58	Highest score for this region. Funding is recommended.
	Easter Seals	323,284.00	70.50	Low score. Funding is not recommended.
MANCHESTER	Granite State Independent Living	365,500.00	88.58	Highest score for this region. Funding is recommended
	Easter Seals	516,153.00	71.00	Low score. Funding is not recommended
NASHUA	Granite State Independent Living	365,500.00	88.75	Highest score for this region. Funding is recommended
	Easter Seals	461,413.00	70.50	Low score. Funding is not recommended
PORTSMOUTH	Granite State Independent Living	365,500.00	74.92	Low score. Funding is not recommended
	Strafford Learning Center	363,569.10	87.17	Highest score for this region. Funding is recommended
	Easter Seals	570,892.00	70.50	Low score. Funding is not recommended

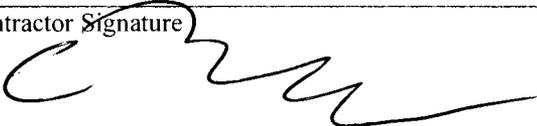
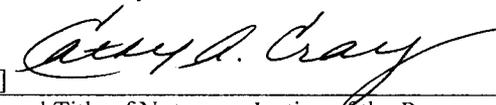
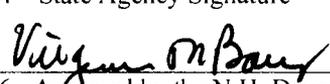
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

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, Bureau of Career Development		1.2 State Agency Address 21 South Fruit Street, Suite 20, Concord, NH 03301	
1.3 Contractor Name Strafford Learning Center		1.4 Contractor Address 317 Main Street, Somersworth, NH 03878	
1.5 Contractor Phone Number 603-692-4411	1.6 Account Number 06-056-4020-102-500731	1.7 Completion Date September 30, 2017	1.8 Price Limitation \$363,569.10
1.9 Contracting Officer for State Agency Lisa Hinson-Hatz		1.10 State Agency Telephone Number 603-271-7080	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Kevin J. Murphy, Executive Director	
1.13 Acknowledgement: State of <u>N.H.</u> , County of <u>Strafford</u> On <u>5/25/16</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] 			
1.13.2 Name and Title of Notary or Justice of the Peace Cathy A. Cray			
1.14 State Agency Signature 		Name and Title of State Agency Signatory Virginia M. Barry, Commissioner of Education	
Date: <u>6/1/16</u>			
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: <u>6/1/16</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

Contractor Initials KM
Date 5/2/16

Agreement. This provision shall survive termination of this Agreement.

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

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

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

14. INSURANCE.

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

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

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

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

Contractor Initials KUM
Date 7/27/16

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
The Services**

- 1) The contracted agent shall ensure the provision of the five required Pre-Employment Transition Services, outlined in the Workforce Innovation and Opportunity Act (WIOA), as listed below in the bolded headings. Offering of activities other than the examples listed within this scope of service shall require the approval of New Hampshire Vocational Rehabilitation (NHVR).

A. Job Exploration Counseling Module

- i. Student completion of an interest inventory
- ii. Student completion of a self-report assessment
- iii. Student creation of a career ladder
- iv. Employers speaking to groups of students about the day to day operations/expectations of the workplace
- v. Employers speaking to students and outlining all possible positions at a company

B. Work-Based Learning Experiences Module

- i. Students identify what types of work-based learning experience they already have
- ii. Students identify workplaces in which they might like to have experience
- iii. Students identify transferrable skills

C. Comprehensive Transition Program or Post-Secondary Education Module

- i. Students receive labor market information
- ii. Students receive information on how to use public transportation
- iii. Students receive information on budgeting
- iv. Students receive information on health management
- v. Students receive information on healthy recreational activities
- vi. Students receive information on Vocational Rehabilitation services and how to apply for services
- vii. Students are exposed to post-secondary educational information such as:
 - a. Rapidly growing careers
 - b. Community colleges
 - c. Trade schools
 - d. Traditional four year colleges
 - e. Technical schools

D. Workplace Readiness Training Module

- i. Students receive information on social skills and independent living skills
- ii. Employers and students experience mock interviews
- iii. Students receive feedback on interviewing skills
- iv. Students receive training regarding professional presentation and appearance
- v. Students produce a resume

E. Instruction in Self-Advocacy Module

- i. Students receive information and training regarding personalized planning to learn how to advocate for themselves, independently and in the presence of support, throughout the transition process.
- ii. Students receive training on how to identify positive supports
- iii. Students identify positive peer supports
- iv. Students identify positive adult supports

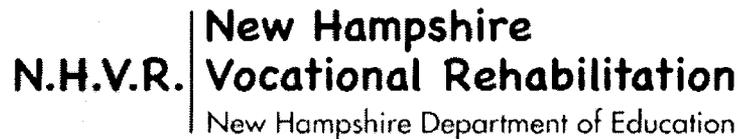
2) The contracted agent shall:

- A. Facilitate the development of Standardized Curriculum for Generalized Transition Services with a workgroup of local school district and agency staff that utilize best practices in transition programming and workforce development.
- B. Assign each participating district to assemble a workgroup that includes the following roles and responsibilities: special education administrator, 504 oversight, guidance, career education, employer outreach, and out of district coordination. Out of district placements and charter schools that fall within the region will also be invited to attend.
- C. Facilitate two-hour district workgroups sessions to:
 - i. Map existing curriculum and activities that meet requirements of the Standardized Curriculum, including existing transition, college, career, and independent living readiness services for typically underserved students and activities related to employer outreach, using a District Information Form
 - ii. Identify their district's highest priority gaps in services and discuss and begin to arrange Differentiated Curriculum services for typically underserved students (see Y. below)
- D. Use district workgroup results to create an action plan for regional services to be provided by the Consortium.
- E. Ensure that all students served under Differentiated Curriculum options are able to participate in any Standardized Curriculum option.
- F. Facilitate training for consortium members experienced in transition, which will include Stafford Learning Center, school and agency staff, concerning the elements of the Standardized Curriculum, and assign them to provide transition services identified by schools in the form of workshops and lessons. When feasible, services will be provided to more than one school at a time via GoToMeeting with local school staff facilitating student participation on-site, through multiple schools attending a Transition Fair or workshops at a regional agency.
- G. Partner with the Greater Seacoast Workforce Coalition (GSWC), participating in their monthly meetings, and will request that school-based workforce development staff join this group. Stafford Learning Center will seek 30 minutes per agenda to seek the assistance of GSWC members to engage employers for work readiness and career fair events.
- H. Hire a full time Project Coordinator who will coordinate all above project activities, under the guidance of the Project Director.
- I. Ensure that services of Stafford Learning Center Teachers of the Deaf are available to assist with integrating Northeast Deaf and Hard of Hearing Services into students' high school experiences.
- J. Ensure that Stafford Learning Center Teachers of the Visually Impaired will partner with LEAP to integrate those services into students' high school experiences and replicate the workshop the following year.
- K. Ensure that Stafford Learning Center Extended Learning Opportunity (ELO) professionals will support students and student teams who wish to complete an ELO in Generalized Transition Services.
- L. Assign each participating district to identify two staff people that are knowledgeable in district level special education and 504 students to serve as liaisons. These staff will assist with tracking student participation, gathering and providing student specific data throughout the course of the project.

- M. Ensure that staff identified in section L. above assist with identifying those traditionally underserved via a District Information Form. This form will seek non-identifying data about underserved populations, specifically the numbers of:
- i. Students who are deaf or hard of hearing and students with visual impairments
 - ii. Students who are in out-of-district placements or are participating in alternative plans for high school completion
 - iii. Students with emotional and behavioral disabilities
 - iv. Students with autism spectrum disorders
 - v. Students who use assistive technology in high school that will require specialized instruction to utilize that technology in the workplace
 - vi. Students who intend to start their own businesses
- N. Ensure that the information gathered from processes in L. and M. above is used to determine if there are gaps in services to these underserved populations, and what services should be offered.
- O. Provide a letter of introduction to Generalized Transition Services to all parents of minor students with IEPs and 504s in participating districts.
- P. Provide general information about the services via Strafford Learning Center's extensive email list of providers, school staff, and parents.
- Q. Seek the engagement of case managers and related service providers to reach out to family members and students when a service may be particularly relevant to them.
- R. Provide standardized approaches to Modules 1,2 & 5 on Job Exploration Counseling, Work-Based Learning, and Self-Advocacy.
- S. Provide these as lesson plans that will be available to schools in 20-30 minute lesson plans that schools can integrate into special education classroom settings, learning labs, or student advisories. These lessons will be available in face-to-face formats, or via GoToMeeting presentations, where the GoToMeeting is streamed into the classroom, onto a screen for a group of students to view. A school-based facilitator is required to be in the room with students when a GoToMeeting is used to facilitate the completion of learning activities.
- T. Coordinate with Community Partners and One Sky Community Services, both of whom offer annual Parent Transition Workshops, to provide the opportunity to offer lessons from Modules 1,2 & 5 in conjunction with their Parent Transition Workshops or separately.
- U. Recruit employers to serve as guest speakers for Module 1. Employers will be asked to follow a specific format that ensures that students receive information about day-to-day expectations of the workplace, and all possible jobs within their company.
- V. Ensure that materials for Module 3 will be provided via three (3) Regional Transition Fairs that feature information about regional resources, using a model developed by the Parent Information Center, using the National Secondary Transition Technical Assistance Center's Transition Fair Toolkit. In addition, a Module 3 Workshop Series will be offered, featuring topics that may require more depth than a fair will allow. The series will be offered twice, on topics including: Assistive Technology, Special Medical Services, Recreation, Benefits, Disability Support Services in College, and Self-Employment. Additional topics may be added.
- W. Ensure that criteria for Module 4 are met through two (2) Regional Job Readiness Interview Events. Employers will be recruited to serve as participants in Module 4. This module will also include two (2) lessons in Resume Development and Preparing for the Interview.

- X. The aforementioned Regional Transition Fairs and Interview Events for Modules 3 & 4 shall be hosted on a volunteer basis by Consortium members. Likely locations include Community Partners, One Sky Community Services, Great Bay Community College, Winnacunnet High School, Spaulding High School and Oyster River High School.
- Y. Ensure that Differentiated Curriculum for underserved populations will be provided through a combination of contracts with providers who specialize in these services. All students served under Differentiated Curriculum options will be able to participate in any Standardized Curriculum options below:
- i. Direct services to students who are deaf or hard of heard will be offered by Northeast Deaf and Hard of Hearing Services Inc. (NDHHS).
 - ii. Strafford Learning Center Teachers of the Deaf will support an Individualized ELO in Generalized Transition Services for one (1) student who is deaf and hard or hearing via model develop by NDHHS, in partnership with a school ELO Coordinator
 - iii. LEAP Professional Growth Workshops will be offered over three (3) weekends. Stafford Learning Center Teachers of the Visually Impaired will attend at least one total day each to become familiar with the format, and will replicate the workshops in the following year. Strafford Learning Center will partner with other regions to ensure adequate enrollment in this service.
 - iv. Strafford Learning Center Extended Learning Opportunity Professionals, Terrill Covey and Jill Heath, will support students and teams interested in offering an ELO in Generalized Transition Services and Lesson Plan development in alternative settings.
 - v. Seacoast Mental Health Center will provide a RENEW class for eight (8) students at Exeter High School for students with emotional/behavioral challenges, a new and less intensive approach for delivering RENEW supports. RENEW is a highly effective, evidenced-based intervention that assists students with emotional and behavioral disabilities to learn the skills needed to empower themselves to make and implement their own plans for post-school success. It is typically an intensive, one-to-one intervention.
- Z. Assess students change in knowledge following participation in a Transition Service, by asking students to complete a basic satisfaction evaluation that asks them to rate their knowledge of the topic prior to the lesson, and following the lesson, whether they feel more or less prepared for transition to life after high school, and what else they feel they need to know to be prepared. The surveys will be created in both paper and electronic versions at the end of any session.
- AA. Facilitate student's creation of a Transition Portfolio as a concrete outcome of the Transition Modules. Students and districts will be provided with a Google Docs based version of the tool, and encouraged to maintain it through high school completion and into their next settings. Included in the Portfolio will be a self-assessment report format that is consistent with the special education requirement for Summary of Performance Student Input.
- BB. Work with the Greater Seacoast Workforce Coalition (GSWC) to help school and agency workforce development professionals build trust to share employer contacts. Participating schools will be asked to allow workforce development staff to attend meetings, face-to-face or virtually, in order to participate in monthly GSWC meetings.
- CC. During these meetings Strafford Learning Center will ask for 15-30 minutes with the following agenda items in successive meetings:
- i. Meeting 1: orient all partners to the scope and purpose of the grant and seek input on major/leading industries in the region
 - ii. Meeting 2: request volunteers to approach businesses to solicit involvement in the provision of Module 1 (speaking to students) and Module 4 (job Interview events). Participants will be provided with marketing materials and outlines of presentations
 - iii. Meeting 3: results of solicitation and scheduling

3. The contracted agent shall work in tandem with NHVR and the contracted agent's Consortium partners to ensure:
- A. The "student with a disability" population for the awarded regions is properly identified using the definition provided by WIOA.
 - B. The development, marketing, and presentation of the required Pre-Employment Transition Services to ensure that all aspects of the process are effective and accessible.
 - C. Traditionally underserved populations are identified and provided equal opportunity to participate, such as students who are in all levels of placements, and students who are in, and/or from rural settings
 - D. Appropriate collaboration with local schools and Special Education professionals to coordinate provision of services to students with disabilities.
 - E. That students with disabilities have access to the individual services.
 - F. The employers are appropriately involved in the delivery of Pre-Employment Transition Services being sure to include: presenting information about their specific industry, opportunities within the industry, and/or the employers' specific organization such as after school opportunities, summer opportunities, training opportunities, and other types of opportunities. Presenting a basic overview of workplace expectations such as soft skills, appropriate verbal communication, appropriate electronic communication, appropriate customer interactions, appropriate conflict resolution, and appropriate overall workplace behavior.
 - G. Any and all marketing materials used to promote the specific services listed above shall prominently display the NHVR logo and communicate clearly that the services are being provided at the request of NHVR and as a result of direct funding by NHVR.



- H. The contracted agent has provided a good faith estimate of 728 individual students that will be served.
- I. The contracted agent will include NHVR personnel, when possible, in the provision of the specific services cited above.

Reporting

1. The contracted agent shall provide fiscal reports which must be submitted no later than the twenty-fifth of the month following the previous quarter's expenditures and at a minimum must include: accrual report, reconciliation report and supporting documentation for invoicing.
2. The contracted agent shall also supply a separate report which captures the required data elements for NHVR's required reporting to the Rehabilitation Services Administration. This reporting shall be in compliance with:

OMB Control Number: 1820-0508
Reporting Manual for the CASE SERVICE RECORD REPORT
(RSA-911)
State-Federal Program for Vocational Rehabilitation

3. NHVR will meet with the contracted agent at least quarterly to review performance as it pertains to this contract, and will meet to evaluate the need for service changes to improve performance as needed.

Contractor Initials KJL
Date 5/28/16

Exhibit B
Estimated Budget: Limitation on Price: Payment

Estimated Budget:

	FY 2017 7/1/16-9/30/16	FY 2017 10/1/16-6/30/17	FY 2018 7/1/17-9/30/17	Total
Project Director	17,216.40	43,054.77	8,594.43	68,865.60
Project Coordinator	23,672.00	70,069.12	17,517.28	111,258.40
GoToMeeting License	117.00	468.00	0.00	585.00
Mileage Reimbursement	1,000.00	4,000.00	1,000.00	6,000.00
Curriculum Development Stipends	9,235.40	0.00	0.00	9,235.40
LEAP Workshops-Visually Impaired (9)	0.00	6,408.09	0.00	6,408.09
LEAP Retreat Workshop Support	0.00	3,960.00	0.00	3,960.00
LEAP Retreat Workshops (3 weekends)	0.00	19,800.00	0.00	19,800.00
Parent Information Center	2,000.00	0.00	0.00	2,000.00
Modules 1,2,5 Stipends	0.00	11,475.00	0.00	11,475.00
Regional Transition Fairs (3)	0.00	2,100.00	0.00	2,100.00
Assistive Tech Workshops	0.00	2,400.00	0.00	2,400.00
Module 3 Workshop Stipends	0.00	3,200.00	0.00	3,200.00
Regional Job Readiness Events (2)	0.00	1,000.00	0.00	1,000.00
Direct Services-Deaf & Hard of Hearing	0.00	43,520.00	0.00	43,520.00
ELO Design	0.00	2,527.30	0.00	2,527.30
ELO Specialists	0.00	4,591.04	0.00	4,591.04
RENEW Pilot-Emotional/Behavioral	0.00	13,200.00	0.00	13,200.00
RENEW Class Materials	0.00	1,000.00	0.00	1,000.00
Outreach Materials	4,000.00	0.00	0.00	4,000.00
Student Transportation	0.00	20,000.00	0.00	20,000.00
Indirect Cost	0.00	19,832.45	6,610.82	26,443.27
TOTALS	57,240.80	272,605.77	33,722.53	363,569.10

Line items in this budget may be adjusted, one to the other but in no case can the total budget exceed the price limitation. The Contractor must receive Department of Education approval prior to transferring from one line item to another.

Limitation of Price:

This contract will not exceed \$363,569.10

Method of Payment:

Quarterly advance payment may be made for each quarter of the contract years. Each advance payment will be based on a line item estimate of expenditures for the coming payment period. Each advance payment request, except the first request, will include a line item listing of expenses incurred during the previous period within the funding categories. Ten percent of the contract price will be withheld until the submission of all reports and satisfactory completion of all contract requirements. Invoices will be submitted to Sharon DeAngelis, Administrator IV, 21 South Fruit Street, Suite 20, Concord, NH 03301.

Contractor Initials KLU
Date 5/25/16

EXHIBIT C
Special Provisions

On or after the date set forth in Item 1.7 of the General Provisions, the Contractor shall deliver to the State, at the address set forth in Item 1.1 and 1.2, an independent audit of the funds received under this Agreement, during the Contractor's fiscal year, which is conducted in compliance with the Single Audit Act of 1984 (P.L. 98-502) and US Office of Management and Budget (OMB) Circular A-133 Audits of Institutions of Higher Education and Other Non-Profit Institutions.

The Contractor shall comply with the provisions of the US Code of Federal Regulations 34 CFR 364 and the following US Circular:

- a. OMB Circular A-110-"Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations." Contractor/Vendor shall not make any award or permit any award (sub grant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under executive Order 12549, "Debarment and Suspension".

Contractor Initials KCU
Date 2/21/16

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 STRAFFORD LEARNING CENTER is a New Hampshire nonprofit corporation formed June 8, 1973. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.

In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 9th day of May A.D. 2016



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

William M. Gardner
Secretary of State



Strafford Learning Center

Supporting learners in reaching their highest potential

603-692-4411

Fax: 603-692-6717

317 Main Street

Somersworth, NH 03878

www.straffordlearningcenter.org

Certificate of Authority

I, Jeni Mosca, do hereby certify that:

- (1) I am a Clerk and Chairperson of Strafford Learning Center and that
- (2) The following are true and complete copies of the resolutions adopted by the Board of Directors of Strafford Learning Center at a meeting of that board on March 17, 2016, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation:
 - The Board of Directors authorizes Kevin J. Murphy, as Executive Director, to sign a contract with New Hampshire Department of Education, Vocational Rehabilitation to provide Pre-Employment Transition Services in the Seacoast Region.

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Chairperson of the Corporation this 25th day of May 2016.


Clerk/Chairperson

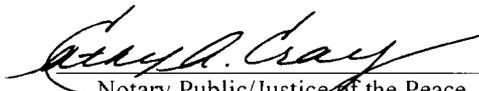
(If the corporation has no seal, the Clerk/Chairperson shall acknowledge the certificate before an authorized officer below)

STATE OF NEW HAMPSHIRE

COUNTY OF Strafford

On May 25, 2016, before the undersigned officer personally appeared the person identified in the foregoing certificate, known to me (or satisfactorily proven) to be the Clerk/Chairperson of the corporation identified in the foregoing certificate, and acknowledge that she executed the foregoing certificate.

In witness whereof I hereunto set my hand and official seal.


Notary Public/Justice of the Peace



Member School Districts

Barrington • Dover • Farmington • Middleton • Milton • Northwood
Nottingham • Oyster River • Rollinsford • Somersworth • Strafford • Wakefield



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/23/2016

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

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

PRODUCER Infantine Insurance P. O. Box 5125 Manchester NH 03108		CONTACT NAME: Julie Levesque PHONE (A/C No. Ext): 603-669-0704 FAX (A/C No.): (603) 669-6831 E-MAIL ADDRESS: jlevesque@infantine.com	
INSURED Strafford Learning Center 317 Main Street Somersworth NH 03878		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Philadelphia Ins Co INSURER B: Wesco Ins. Co. 25011 INSURER C: Philadelphia Indemnity Ins Co 18058 INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 15/16 Master **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK1252453	11/1/2015	11/1/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHPK1252453	11/1/2015	11/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB479225	11/1/2015	11/1/2016	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N N/A	3A States: NH WWC3162856	10/3/2015	10/3/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Directors and Officers		PH9D1085262	11/1/2015	11/1/2016	Each Policy Period 1,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Various work throughout the policy term.

CERTIFICATE HOLDER NH Department of Education 21 S. Fruit St Concord, NH 03301	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 Charles Hamlin/PP3

*STRAFFORD LEARNING CENTER
STATEMENTS OF FINANCIAL POSITION
FOR THE YEARS ENDED JUNE 30, 2015 AND 2014*

ASSETS	<u>2015</u>	<u>2014</u>
CURRENT ASSETS		
Cash and cash equivalents	\$ 450,955	\$ 499,786
Accounts receivable	265,773	209,717
Prepaid expenses	23,399	30,191
Total current assets	<u>\$ 740,127</u>	<u>\$ 739,694</u>
PROPERTY AND EQUIPMENT		
Land	\$ 5,000	\$ 5,000
Buildings and improvements	769,327	703,441
Equipment	93,706	93,706
Construction in progress	-	13,851
	<u>\$ 868,033</u>	<u>\$ 815,998</u>
Less accumulated depreciation	426,147	416,697
Total property and equipment	<u>\$ 441,886</u>	<u>\$ 399,301</u>
INVESTMENTS	<u>\$ 32,909</u>	<u>\$ 64,572</u>
TOTAL ASSETS	<u><u>\$ 1,214,922</u></u>	<u><u>\$ 1,203,567</u></u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$ 12,052	\$ 11,870
Accrued expenses	65,909	62,353
Total current liabilities	<u>\$ 77,961</u>	<u>\$ 74,223</u>
NET ASSETS		
Unrestricted		
Net investment in property and equipment	\$ 441,885	\$ 385,450
Designated for miscellaneous purposes	597,074	555,295
Undesignated	98,001	188,599
	<u>\$ 1,136,961</u>	<u>\$ 1,129,344</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 1,214,922</u></u>	<u><u>\$ 1,203,567</u></u>

The notes to financial statements are an integral part of this statement.

*STRAFFORD LEARNING CENTER
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2015 AND 2014*

	<u>2015</u>	<u>2014</u>
UNRESTRICTED NET ASSETS		
REVENUE		
Program service revenue	\$ 5,412,179	\$ 5,411,860
Donations	24,202	10,165
Investment income	386	708
	<u>5,436,767</u>	<u>5,422,733</u>
TOTAL REVENUE	<u>\$ 5,436,767</u>	<u>\$ 5,422,733</u>
EXPENSES		
Program services:		
John Powers School	\$ 776,382	\$ 759,486
Occupational Therapy	669,904	639,543
Other programs	69,330	47,372
Speech Program	588,407	629,825
Physical Therapy	238,993	229,055
Preschool Education Program #5	240,142	235,773
Early Childhood Assessment Team	14,358	23,212
North Star	99,446	106,722
Vision Services	271,283	259,951
Deaf and Hard of Hearing	174,667	124,339
English for Speakers of Other Languages	108,311	128,873
Charles Ott Academy	246,937	247,744
Rochester Learning Academy	424,375	364,810
HOPE (Higher Outcomes Promote Education)	486,648	490,022
Dover Program Director	-	75,695
Consultants	423,298	434,943
	<u>\$ 4,832,481</u>	<u>\$ 4,797,364</u>
Support Services:		
Administrative and general	\$ 562,958	\$ 547,120
Property and equipment depreciation	33,711	29,621
	<u>\$ 596,669</u>	<u>\$ 576,741</u>
TOTAL EXPENSES	<u>5,429,150</u>	<u>5,374,105</u>
INCREASE IN UNRESTRICTED NET ASSETS	\$ 7,617	\$ 48,628
NET ASSETS - BEGINNING	<u>1,129,344</u>	<u>1,080,716</u>
NET ASSETS - ENDING	<u>\$ 1,136,961</u>	<u>\$ 1,129,344</u>

The notes to financial statements are an integral part of this statement.

SLC BOARD OF DIRECTORS

2015-2016 School Year

1/10/16

Members of the SLC Board of Directors serve without pay.

Murphy, Kevin SLC Executive Director 317 Main Street Somersworth, NH 03878	692-4411 692-6717 FAX	Treasurer Secretary
Morse, Jim SAU #5 Superintendent 36 Coe Drive Durham, NH 03824	868-5100 868-6668 – FAX	Assistant Treasurer Executive Committee
SAU #5 (No current representative)		
Arbour, Elaine SAU #11 61 Locust Street, Suite 409 Dover, NH 03820	516-6800	Executive Committee
Russell, Amanda SAU #11 Representative 20 Cranbrook Lane Dover, NH 03820	749-1503	
Gadomski, Robert SAU #44 Superintendent 23 Mountain Avenue Northwood, NH 03261	942-1290 942-1295 - FAX	Executive Committee
Perron, Peter SAU #44 Representative 51 Francis Way Nottingham, NH 03290	722-0605	
Mosca, Jeni SAU #56 Superintendent 51 West High Street Somersworth, NH 03878	692-4673	Chairperson Executive Committee
Hiller, Karen SAU #56 Representative 3 Lenox Street Somersworth, NH 03878	841-7414	
Pfeifer, Keith SAU #61 Superintendent 60 Charles Street Farmington, NH 03835	755-2627 755-2060 - FAX	Executive Committee
Morin, Penny SAU #61 Representative 1271 Ten Rod Road Farmington, NH 03835	866-6746	
Tursi, Michael SAU #64 Superintendent 18 Commerce Way, Unit 1 Milton, NH 03851	473-2326 473-2218 - FAX	Executive Committee

Long, Tim
SAU #64
17 Carleton Road
Milton, NH 03851

473-2764

Kushner, Gail
SAU #74 Superintendent
77 Ramsdell Lane
Barrington, NH 03825

664-2715
664-2609 – FAX

Assistant Chairperson
Executive Committee

Taylor, Moira
SAU #74 Representative
256 Mallego Road
Barrington, NH 03825

664-5322

Principal Staff and Salaries

	Annual Salary Plus Fringe	FTE
Heidi Wyman, Project Director	\$60,271	.4
Project Coordinator, To Be Hired	\$93,741	1

Heidi Howard Wyman

WORK EXPERIENCE

Transition Consultant, Strafford Learning Center

2004-present

- ◆ Created 'regional intermediary for secondary transition' role, partnering with school districts, community organizations, students and families, obtaining sustainable program funding via federal, state and local grants and fee-for-service contracts
- ◆ Services and projects include:
 - Seacoast Regional Intermediary for New Hampshire Dept. of Education Bureau of Special Education State Professional Development Grant
 - Providing technical assistance on Indicator 13 compliance to school districts
 - Designing innovative program for 18-24 year olds at Great Bay Community College, START Hospitality Certificate
 - Leading State and Local Community of Practice activities
 - Providing of Personal Futures Planning for youth and families
 - Providing professional development in all above topics

Development and Communications Coordinator, Community Partners

2002-2004

- ◆ Achieved 95% success rate obtaining federal state and local funding
- ◆ Drove agency name change process
- ◆ Composed press releases, produced monthly newsletter and other media pieces
- ◆ Participated in community collaborations and networking efforts

Volunteer Coordinator, Seacoast Hospice

2000-2002

- ◆ Recruited, trained, and managed 200+volunteers; Consolidated program data and expanded ACCESS data base; Organized innovative recognition and education events; Produced newsletters, flyers and other print media; Maintained compliance with state and federal regulations; updated policies and procedures

Day of Caring Coordinator, United Way of the Greater Seacoast

Summer 2000

- ◆ Coordinated placement of 1300 corporate and community volunteers in 242 project assignments in Rockingham and Strafford County non-profit agencies; improved matching system using ACCESS; obtained financial and volunteer commitments from corporate sponsors and skilled professionals

Acting Administrator, KidCare of Eliot

Summer 2000

- ◆ Maintained agency administrative functions during executive director search

MSW Intern, United Way of the Greater Seacoast

1999-2000

- ◆ Spoke before corporate audiences of 20-200 people; participated in regional housing coalition; obtained a \$7500 grant for United Ways of New Hampshire; staffed allocations panels and analyzed grants for volunteer review

Research Assistant, University of New Hampshire

1999-2000

- ◆ Co-authored national study of corporate giving strategies

Heidi Howard Wyman

Residential Services Team Leader and Home Care Provider

Options in Community Living

1996-2000

- ◆ Supervised residential staff; developed and implemented client objectives, budgeted facility funds and monitored facility maintenance; resided with a woman with developmental disabilities, assisting her with daily living skills, socialization, and medical care

Intake Coordinator, Developmental Service of Strafford County

1999

- ◆ Provided home visits, intake assessments, and short-term case management to adults and children referred for services

EDUCATION

May 2000 Master of Social Work

Concentration in Human Services Administration and Community Organization
University of New Hampshire, Durham NH

May 1993 Bachelor of Arts

Dual Major: Mathematics and Graphic Communications
Franklin Pierce College, Rindge NH

RELATED TRAINING

Methods Models and Tools, (2010) Patty Cotton, M.Ed., and Pam McPhee, MSW; An intensive five-day course designed to help develop the competencies needed to facilitate consumer- and family-directed life planning,

Transition Outcomes Project (TOPS) Training, (2007) Dr. Ed O'Leary

Youth Transition Person/Environment Match Training (2005), Dr. Charles Robinson Career assessment training designed to increase regional capacity for establishing and planning for post school and career goals for youth with disabilities

National Secondary Transition Technical Assistance Center State Planning Institutes (2006-2010)

PROFESSIONAL MEMBERSHIPS

New Hampshire Transition Community of Practice Coordinating Group (2006-present);
Transition Summits 3 and 5 Co-chair (2010 and 2012); CoP Professional Development
Committee Member (2010-2012); CoP ELO Workgroup Member (2011-2013)

Greater Seacoast Workforce Coalition Facilitator 2008-2011

United Way of the Greater Seacoast Board Member (2008-2009); Community Impact
Investment Committee (2009-2014); One Voice Substance Abuse Prevention Coalition (2008-
2010)

Strafford Learning Center
Role Description
Transition Services Coordinator

Reports To:

Transition Consultant and SLC Executive Director

Qualifications:

Master's or Bachelor's Degree in Social Work, Special Education or Related Field
Experience working in school systems and/or post-school disability-related services
Experience in social work or related field preferred

Responsibilities:

- Coordinate the develop and implementation of regional Generalized Transition Services, including:
 - Curriculum development activities
 - Service provider training activities
 - Participating school data collection and action planning activites
 - Facilitation of consortium and other project meetings
- Assist with the collection and submission of project invoicing and billing paperwork
- Assist with the collection and submission of project data requirements
- Attend meetings and conferences as necessary throughout the school year. Some meetings will occur after school hours.
- Maintain confidential records on students served
- Maintain student and staff confidentiality
- Maintain personal vehicle, valid driver's license and liability insurance required for work related travel; or the ability to travel between sites
- Carry out other duties as requested by Program Director and/or Executive Director

Professional Growth:

Attend and participate in in-service workshops, conferences and professional development activities, as required to maintain professional credential

Maintain a SLC Professional Development Plan, if required to maintain certification

Staff Rapport:

Work with peers in a manner that contributes to rapport, cooperation and mutual respect

Accept decisions positively and implement changes, as necessary

Use proper chain of command

Support team and SLC related activities

Maintain continuity of program through regular attendance

Maintain and contribute to positive atmosphere

Adhere to all SLC policies/procedures.

KEVIN J. MURPHY

PROFESSIONAL SKILLS:

- Outstanding problem-solving skills
- Experience with interagency collaboration
- Extensive background in area of staff development
- Outstanding group facilitation skills
- Extensive experience with budget development and management
- Successful grant writing experience
- Experience with school-wide behavior support programs

EXPERIENCE:

EXECUTIVE DIRECTOR

7/05 – Present

Strafford Learning Center, Somersworth, New Hampshire

Accountable for the effective and efficient management of all aspects of a regional collaborative focused on special education and related services. Direct responsibilities include staff supervision, budgeting, service coordination, program design and evaluation, professional development, collaboration with school districts and other agencies, facilities management and active leadership. Report directly to the Board of Directors.

SPECIAL EDUCATION DIRECTOR

7/89 – 8/95

SAU #56 – Somersworth, New Hampshire

10/97 – 6/05

Directed and coordinated special education services for 300 students between the ages of 3-21. Responsible for achieving compliance with state and federal laws and regulations. Developed innovative programs with limited resources.

- Co-chairperson of Human Resource Council
- Facilitator of study groups
- Chairperson of Strategic Planning action team
- ESOL Coordinator
- Title IX Coordinator
- Section 504 Coordinator
- School improvement team facilitator and participant

COORDINATOR OF PUPIL SERVICES

8/95 – 10/97

SAU #50 – Rye, New Hampshire

Responsible for planning, organizing and directing the network of programs providing special education, Title I, ESL and related services within the communities of Greenland, New Castle, Newington and Rye.

- Chairperson of Staff Development Committee
- Project Manager for Consolidated Grants

SPECIAL EDUCATION DIRECTOR

7/88 – 6/89

Barnstead School District, Barnstead, New Hampshire

Coordinated programs for 75 students. Supervised in-house special education staff. Monitored out-of-district and high school special education students.

TEACHER / PROGRAM LEADER

9/83 – 6/88

Strafford Learning Center, Somersworth, New Hampshire

Coordinated regional program serving severely learning disabled students ages 6-21. Teacher of students ages 10-14.

KEVIN J. MURPHY

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INTERIM DIRECTOR

7/86 – 10/86

Strafford Learning Center, Somersworth, New Hampshire

Responsible for the overall functioning of entire regional collaborative during the absence of a director. Facilitated a transition between administrators.

RESOURCE ROOM TEACHER

9/80 – 6/83

Farmington High School, Farmington, New Hampshire

Attended to a caseload of 28 students with learning and emotional disabilities. Taught remedial classes. Served as chairperson of Pupil Placement Team. Coordinated high school tutoring program.

ADDITIONAL EXPERIENCE:

Instructor: College for Lifelong Learning, Spring 1996
Granite State College, 2005-2009

EDUCATION:

M.Ed. Educational Administration and Supervision

University of New Hampshire, Durham, New Hampshire, 1988

Bachelor of Science, Elementary/Special Education

Keene State College, Keene, New Hampshire, 1980

CERTIFICATION:

New Hampshire Certification

General Special Education, Learning Disabilities, Principal, Special Education Administrator

ADDITIONAL TRAINING:

- Positive Behavior Interventions and Supports (PBIS)
- National Study of School Evaluations (NSSE)
- School-wide Information System (SWIS)
- Northwest Evaluation Association's Measures of Academic Progress (MAP)

MEMBERSHIPS AND AFFILIATIONS:

- New Hampshire Association of Special Education Administrators (NHASEA)
- New Hampshire Private Providers Association
- New Hampshire School Administrators Association
- New Hampshire Transition Community of Practice
- New Hampshire School Behavioral Health Community of Practice
- Northeast Passage Advisory Board
- Strafford County Prevention Board