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## STATE OF NEW HAMPSHIRE DEPARTMENT of NATURAL and CULTURAL RESOURCES STATE COUNCIL on the ARTS

19 Pillsbury Street CONCORD, NEW HAMPSHIRE 03301

January 15, 2019

His Excellency, Governor Christopher T. Sununu and the Honorable Executive Council .

State House
Concord, New Hampshire 03301

#### REQUESTED ACTION

Authorize the Department of Natural and Cultural Resources (Department), Division of Arts, to award a Partnership Initiative Grant to the New Hampshire Learning Initiative, Inc. (VC #299943), Hampton, NH for the New Hampshire Poetry Out Loud High School Recitation Program in the amount of \$27,000 effective upon Governor and Executive Council approval through June 30, 2019. 100% Federal Funds

Funds are available as follows:

03-35-35-353510-41110000 Federal Arts Partnership Grants 072-500575 Grants Federal <u>FY 2019</u>

\$27,000

#### **EXPLANATION**

The New Hampshire Learning Initiative, Inc., in partnership with the NH State Council on the Arts, the National Endowment for the Arts, and the Poetry Foundation is sponsoring the 2019 State of New Hampshire Poetry Out Loud National Recitation Project. Since its inception, the NH POL program has worked with a non-profit Fiscal Agent through a partnership model. Pursuant to State of New Hampshire requirements for an open bid process, a Request for Proposal for a fiscal agent was issued to non-profit arts organizations for the FY2019 NH POL Program and it was posted to our website. The New Hampshire Learning Institute was the only bidder.

New Hampshire has experienced growth in participation each year, due to an increase in enrollment four regional finals are held at Rochester Opera House, New England College, Southern New Hampshire University and North Country Center for the Arts and the state finals are held in Representative's Hall at the State House. This project encourages the New Hampshire youth to learn about great poetry through memorization and performance. *Poetry Out Loud* uses a pyramid structure that begins at the classroom level. Winners advance to the school wide competition, then to the state competition, and ultimately to the National Finals. This exciting program helps students master public speaking skills, build self-confidence, and learn about their literary heritage.

The Attorney General's office has approved the agreement as to form, substance and execution.

Respectfully submitted,

 $(\tilde{\varphi})$ 

Sarah L. Stewart Commissioner

FY2019SP/PROG # 9839

#### Acct Code: 4(110000-072 NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT AGREEMENT



This agreement between the State of New Hampshire, New Hampshire State Council on the Arts (hereinafter "Council") and NH Learning Initiative (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

#### 1. GRANT PERIOD: FY2019

#### 2. OBLIGATIONS OF THE GRANTEE:

- The Grantee agrees to accept \$27,000.00 and apply it to the program(s) described in the partnership application and approved budget referenced above. In the performance of this grant agreement, the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
- The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached m
- 3. PAYN Gove
- 4. SOVE State o

appendices. If appropriated funds for this grants promay cease. That determination rests within the sole	gram are reduced or terminated, all payments under this grant discretion of the Council.
3. PAYMENT will be made following the receipt and e Governor and Executive Council	xecution of all required documents and approval of the
4. SOVEREIGN IMMUNITY: No provision of this contribute of New Hampshire.	ract is to be deemed a waiver of sovereign immunity by the
COUNCIL APPROVAL	GRANTEE SIGNATURE Org/ Name: NH Learning Initiative
Signature Date	Address: ONE LIBERTY LANE EAST, SUITE 202 HAMPTON, NH 03842
Name, Title: Sarah L. Stewart, Commissioner	Ellen Hume-Howard Printed Name of Authorized Official for Grantee  Authorized Official's Signature & Title  Date
as to form, substance and execution:  Office of Attorney General  Date	NOTARIZATION REQURIED:  STATE OF NEW HAMPSHIRE, COUNTY OF
CO	Printed Name: CANHAM  My Commission expires: JANET C. GRAHAM, Notary Public  State of New Hampshire

# 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 NEW HAMPSHIRE LEARNING INITIATIVE, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 27, 2015. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business 1D: 726744

Certificate Number: 0004224833



#### IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 19th day of December A.D. 2018.

William M. Gardner Secretary of State

#### CERTIFICATION OF BOARD RESOLUTION

Authorization to Enter into Contracts with New Hampshire State Council on the Arts

Important: To expedite your payment these steps must be followed in this order:

\* Resolution date must occur on or before the Grant Agreement is signed.

\*\* Certificate on bottom of page must be signed and notarized on the same date or after the grant agreement is signed.

#### 1. \*Resolution:

THIS IT TO CERTIFY that the following is a true and correct copy of excerpts from resolutions adopted at a meeting of the Board of Directors

NHLI on DECEMBER 10, 2018 (name of organization)

at which time a quorum was present and voted, and further that said resolution has not been rescinded, altered or amended and is still in full force and effect.

"Be it resolved that Ellen Hume-Howard is hereby authorized (Printed name of authorizing official)

on behalf of this Corporation to enter into contracts with the State of New Hampshire and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as (s)he may deem necessary, desirable or appropriate."

Signed: Wallow Author
(Signature of Clerk/Secretary to the board)

Printed Name: Walter Zanchuk

2. **Certificate	
STATE OF NEW HAMPSHIRE,	
COUNTY OF Merrymach	
	18 before the undersigned officer, personally appeared
	r satisfactorily proven to be the person whose name appears
print name of person whose signature is being notarized)	
above, and acknowledged s/he execute	d this document in the capacity indicated.
,	Ann Mulv
	Notary Public/ Justice of the Peace .
Q ·	Printed Name: Norma M. M. We
	My Commission Expires Aug 5 2020
•	, J

NORMA M. MILNE Notary Public - New Hampehire My Commission Expires August 5, 2020



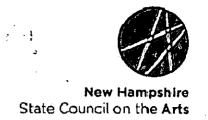
#### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/20/2018

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.

REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). CONTACT NAME: Pat Mack (603) 293-7188 E & S Insurance Services LLC (603) 293-2791 FAX (A/C, No): (A/C, No, Ext): E-MAIL ADDRESS: 21 Meadowbrook Lane pat@esinsurance.net P O Box 7425 INSURER(S) AFFORDING COVERAGE NH 03247-7425 Security National Insurance Company 19879 Gilford INSURER A: INSURER B: Arch Insurance Company INSURED New Hampshire Learning Initiative Inc. INSURER C One Liberty Lane East, Sulte 2 INSURER D : INSURER E : NH 03842 Hampton INSURER F COVERAGES **CERTIFICATE NUMBER: 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. ADDE SUBR POLICY EFF POLICY EXI (MM/DD/YYYY) (MM/DD/YYY TYPE OF INSURANCE POLICY NUMBER COMMERCIAL GENERAL LIABILITY **EACH OCCURRENCE** DAMAGE TO RENTED CLAIMS-MADE OCCUR PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GEN'L AGGREGATE LIMIT APPLIES PER: GENERAL AGGREGATE POLICY PRODUCTS - COMP/OP AGG OTHER: COMBINED SINGLE LIMIT AUTOMOBILE LIABILITY ANY AUTO BODILY INJURY (Per person) OWNED AUTOS ONLY SCHEDULED BODILY INJURY (Per accident) AUTOS NON-OWNED PROPERTY DAMAGE HIRED AUTOS ONLY AUTOS ONLY (Per accident) \$ UMBRELLA LIAB OCCUR EACH OCCURRENCE EXCESS LIAB CLAIMS-MADE AGGREGATE DED RETENTION \$
WORKERS COMPENSATION X PER STATUTE AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) 100,000 E.L. EACH ACCIDENT SWC1202255 08/01/2018 08/01/2019 N 100,000 E.L. DISEASE - EA EMPLOYEE If yes, describe under DESCRIPTION OF OPERATIONS below 500,000 E.L. DISEASE - POLICY LIMIT \$1,000,000 Aggregate **Directors & Officers** В NFP0126588-01 08/01/2018 08/01/2019 Aggregate \$1,000,000 **Employment Practices** DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) **CERTIFICATE HOLDER** CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. NH State Council on the Arts 19 Pillsburty Street, 1st fl **AUTHORIZED REPRESENTATIVE** Concord NH 03301

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#### GRANTEE INFORMATION FORM for ORGANIZATIONS

Please complete the following for fulfillment of grant requirements by the State of New Hampshire's Department of Administrative Services.

Name of Organization NH Learning Initiative
$\mathcal{L}^{\prime}$
1. Statement of Purpose:
(Give your organization's mission statement or list your organization's objectives in the space below)
Build Capacity for a public education
Supting personalis coming in NH, where every
(hild in NH P-12 is engaged, has agency or with
2. Salary of Administrator: lluring and can propess through Conlint (List annual salary of administrator, not artist's fees, who will be involved in this grant.) bused on
(List annual salary of administrator, not artifit's fees, who will be involved in this grant.)
\$ 120,000 00 mesting a skill
Attach the Following:  Mustery of Skills

- 3. DUNS Number (If not provided on application)
- 4. Resume of Administrator
- 5. Financial Statement:
  - A one-page financial statement of your organization's most recently completed fiscal year.
- 6. Board of Directors:
  - A list of the current directors and officers of your organization.
  - Please do not include any personal information such as home addresses, phone numbers or emails.
- 7. List Geographic Areas Served by Organization
- 8. Certificate of Liability and Workers Comp Insurance with the **Department of Natural & Cultural Resources** as the certificate holder
- 9. Please include a copy of a <u>current</u> year Certificate of Good Standing. (if not provided with the application)
  - If you do not have a Certificate of Good Standing with the state of NH please call Secretary of State Corporate Division at 271-3244 and request an application.

New Hampshire Learning Initiative	12:34 PM
Balance Sheet	12/21/2018
As of November 30, 2018	Accrual Basis
	Nov 30, 18
ASSETS	
Current Assets	
Checking/Savings	
TD Bank - 4549	404,611.12
TD Bank - 7355 - CEEDAR1	2,560.19
Bank of America - CEEDAR2	132,976.42
Citizens Bank - PACE	788,054.85
Total Checking/Savings	1,328,202.58
Accounts Receivable	
Accounts Receivable	230,000.00
Total Accounts Receivable	230,000.00
Other Current Assets	
Undeposited Funds	7,500.00
Total Other Current Assets	7,500.00
Total Current Assets	1,565,702.58
Other Assets	
Security Deposits Asset	1,250.00
Total Other Assets	1,250.00
TOTAL ASSETS	1,566,952.58
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LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	44 026 62
Accounts Payable	11,936.62
Total Accounts Payable  Total Current Liabilities	11,936.62 11,936.62
***************************************	
Total Liabilities	11,936.62
Equity	
Retained Earnings	1,001,225.78
Net Income	553,790.18
Total Equity	1,555,015.96
TOTAL LIABILITIES & EQUITY	1,566,952.58

No. 11	42:20 014
New Hampshire Learning Initiative	12:29 PM
Profit & Loss	12/21/2018
January through November 2018	Accrual Basis
Ondings Income (European	Jan - Nov 18
Ordinary Income/Expense Income	
Training	13,000.00
Content Leads	67,500.00
Consulting Income	40,522.70
Grant	1,514,020.00
Program Service Fee	16,000.00
Teacher Leads	68,000.00
Total Income	1,719,042.70
Gross Profit	1,719,042.70
Expense	
Program Expenses	44.675.00
Conference, Meeting	11,675.29
Consultant	96,141.00 82,093.62
Content Leads Curriculum Coding	878.65
District Grants	59,198.54
Leadership & Consulting	5.950.00
Meeting, Meals & Refreshments	5,729.25
Meeting Costs/Supplies	47,423.37
NH PACE Summer Institute	0.00
Other Professional services	260,783.59
Technical Assistance Providers	47,369.69
Trainers	9,500.00
Expert Advisors	3,418.55
Production/Video	3,000.00
Project Director/Consultant	10,000.00
Promotional	6,225.00
Stipend	15,500.00
Supplies	7,994.43
Payroll Expense	199,810.11 15,882.79
Payroll Tax Expense Coaching Support	47,000.00
Progress Reporting Dev. ( F)	27,000.00
Teacher Leads	68,000.00
Travel	17,802.54
Website/Communications	33,475.00
Workshops	1,500.00
Indirect/Overhead	. 598.67
Total Program Expenses	1,083,950.09
Operations	
Dues & Subscriptions	1,107.90
Advertising & Promotion	4,227.00
Accounting Fees	27,743.53
Bank Fee	89.00
Employee benefits	1,136.00
Grant Proposal	15,625.00 1,510.00
Insurance License & fees	75.00
Legal Fees	11,858.65
Meals & Entertainment	257.25
Office supplies	2,021.09
Payroll Tax Expense	-176.53
Payroll Processing	1,097.00
Postage, Mailing Service	22.73
Rent	9,100.00
Travel	569.81
Website	5,039.00
Total Operations	81,302.43
Total Expense	1,165,252.52
Net Ordinary Income	553,790.18
Net Income	553,790.18

### Ellen Humo-Haward

23 New Boston Road, Kingston New Hampshire 03848 603-642-6241

ehumehoward@comcast.net

#### Professional Profile

- Hold a Certificate of Advanced Graduate Study in Educational Administration, Master's Degree in Education, and Bachelor's Degree in English
- Certified in the State of New Hampshire as a Secondary English teacher and as a Curriculum Administrator

#### Education

Certificate of Advanced Graduate Study Educational Administration Rivier College, 2010

#### M.S. Education

Curriculum, Instruction, and Assessment Antioch New England Graduate School, 2000

#### Bachelor of Arts in English University of New Hampshire, 1984

#### Honors

NH School Administrator's Outstanding Service Award 2012

#### Certifications

New Hampshire, English Education. 1987 New Hampshire, Curriculum Administrator, 2009

#### <u>Employment</u>

#### Professional Development in Education

- Executive Director New Hampshire Learning Initiative, August 2017 to present
- Director of Curriculum, Sanborn Regional School District, July 2006 to June 2017
- ELA Lead for the NHDOE PACE Project 2014 to present
- Director of Curriculum for the NHDOE PACE Project 2016 to present
- · Adjunct Professor, Education Department, Rivier College 2012 to present
- Curriculum Coordinator K-8, Sanborn Regional School District, July 2003 to 2006
- Assessment Coordinator, Sanborn Regional School District 2000- to present
- English Teacher, Sanborn Regional Middle School, July 1985-2003

#### Professional Experiences

#### Executive Director

- Perform all functions of executive director; to support and align innovative practices in New Hampshire schools.
- Supervise the Task Development for the NH PACE Project.
- Continue to nurture and expand the capacity of NHLI to support and initiative innovative practices in education, create bridges with stakeholders in education, and to be an educational leader in the state.

#### Curriculum Director

#### Certified as a Curriculum Administrator.

- Created district curriculum framework and developed multiple curriculum documents with teachers
  and teams for guiding planning and assessment. Developed and implemented District-wide Spring
  Writing Prompt and analysis of student writing. Supervised the Title I, Title IIA, and the Title V grants
  in the district.
- Created and designed the district's competency-based learning documents; competencies, standard; to reflect the aligned work of teachers and national standards.
- Designed the district's assessment schedule and data analysis protocols.
- Planned and monitored professional development for all district professionals. Conducted workshops to address district initiatives and identified areas of need for teaching teams and individual teachers. Designed and facilitated professional development workshops in: Critical Friends, Education By Design(Critical Skills), Professional Learning Communities, Understanding By Design, Root Cause Analysis, Differentiated Instruction, Formative and Summative Assessment, Performance Assessment, Writing Analysis, 6+ Writing Traits, Constructed Response Writing, Writing in Science, Interdisciplinary Units, Rubric Development, Pinnacle Gradebook Curriculum and Instruction, Competency-Based learning, Standards-based Grading and Reporting, Relearn and Enrich Instructional Blocks, NWEA Measures of Academic Progress. Wrote and managed grants that supported district initiatives.

#### Sanborn District Lead for the NHDOE PACE Project, 2014- present

Coordinated the NHPACE project for the Sanborn Regional School District. Developed district PACE communication plan, district task development support, and supervised local assessment.

#### NH PACE Curriculum Director, 2016- present

Coordinated and designed the NH PACE Task Development schedule and process. Supported teachers in the design process. Created tools for managing task development.

#### English Teacher

Certified in Secondary (5-12) English Education:

Planned and instructed eighth grade English course using a wide variety of teaching resources and motivational strategies to engage students in active learning. Planned units of study using Understanding By Design.

#### Professional Affiliations

New England League of Middle Schools ASCD New Hampshire School Administrators Association



Chris Rath 120 Franklin Street Concord, NH 03301

Christine Rath is the former Superintendent of Schools for the Concord, NH School District. She served in Concord for 30 years, as middle school principal, high school principal and Assistant Superintendent before becoming superintendent. Chris is currently an adjunct professor in school administration for the University of New Hampshire and Southern New Hampshire University and a teaching lecturer for Plymouth State University. She serves on the Advisory Committee for NHTI and is a member of the Central NH Regional Advisory Board for New Hampshire Charitable Fund.

"New Hampshire is in the forefront of implementing systemic reform and true innovation in our public schools. We have talented teachers and courageous leaders undertaking this important work and communities that are beginning to recognize the value of this work for the future of our state."



Irving Richardson 212 Spring Road Peterborough, New Hampshire 03458

In this role, he provides professional learning opportunities for New Hampshire educators. Irv also teaches at Southern New Hampshire University in the Educational Leadership Doctoral Program. He has worked as a elementary classroom teacher, a principal, and as a senior consultant for TBA Consulting Group working extensively with states on projects such as Teacher Quality Enhancement grants, consulting with state department of education (New Hampshire, Connecticut, Rhode Island, South Carolina, and Hawaii), working on educator induction, developing leadership standards, working on the committee to write the 2011 InTASC standards and the InTASC learning progressions. Irv was Maine's Teacher of the Year in 1988 and received a National Educator Award from the Milken Foundation in 1993.

#### **President, New Hampshire Learning Initiative**



16 Spillway Lane, Concord NH 03301 Work: PO Box 430, Jaffrey, NH 03452

**Val Zanchuk** is President of Graphicast, Inc., a Jaffrey based manufacturer of precision-machined zinc alloy castings. Val has been active in STEM education and workforce development issues for almost 20 years. Val is past chair of the Business and Industry Association of New Hampshire, chair of the Manufacturing Strategic Partnership Initiative, and chair of the Governor's Pre-Engineering and Technology Advisory Council. He is also on the board of the New Hampshire Manufacturing Extension Partnership, the Manufacturing Leadership Council, the SEE Science Center, and serves on the State Workforce Innovation Board. Val received his BS and MEng degrees in Metallurgical Engineering from Lehigh University.

#### Treasurer, New Hampshire Learning Initiative



Dr. Mark V. Joyce 52 Gundalow Landing Newington, NH 03801-4744

Cell: 603-491-0443

**Dr. Mark Joyce** served as executive director of the New Hampshire School Administrator's Association for 20 years, a private not-for-profit organization that represents all New Hampshire school system administrators and advocates on behalf of all children and public education. Mark advises businesses and organizations regarding education, leadership, and communication. He has taught grades 7-12, as well as at the graduate school level and has served as a school principal and as assistant superintendent of schools in New Hampshire. He has also served as a superintendent of schools in both New Hampshire and Maine.

"Public education is perhaps our greatest public good, and we need to ensure it's benefits are recognized by all in New Hampshire."