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

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

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

July 19, 2013

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

Requested Action

Authorize the New Hampshire Department of Education to enter into a **sole source contract** with Higher Peaks Research LLC, Black Mountain, North Carolina, (Vendor Code 250736) to provide training and technical assistance in Participatory Adult Learning Strategies to the professional development providers under the State Personnel Development Grant (SPDG) and other Bureau project partners for development of job embedded and sustainable professional development. This contract will be in effect upon Governor and Council approval for the period effective September 4, 2013 through June 30, 2014 in an amount not to exceed \$10,000.00. These are **100% Federal funds**.

Funding for this request is available in account as follows:

|                                       |                |
|---------------------------------------|----------------|
|                                       | <u>FY 2014</u> |
| 06-056-56-5625210-41100000-072-502625 | \$10,000.00    |

Explanation

The New Hampshire Department of Education received a \$3.85 million (\$770,000.00 per year for 5 years) State Personnel Development Grant from the U.S. Department of Education, Office of Special Education Programs (OSEP). The SPDG proposal is targeted to increase the number of students with disabilities graduating from high school who are college and career ready, through the implementation of evidence based transition practices. This request is **sole source** because the grant was awarded with the provision that all providers use Dunst and Trivette's Participatory Adult Learning Styles (PALS) as a model for training and coaching. This ensures that all professional development provided are evidenced and skill based, and use adult learning principals. To that end, Dr. Robin Howse from Higher Peaks Research LLC, who is the only available certified PALS trainer in the United States, was identified by one of the creators of the model, Dr. Carol Trivette, to provide this training. Therefore, no competitive bid process was established. Dr. Howse is a Developmental Psychologist who has spent her career conducting research and implementing projects with children and families. She has overseen research and evaluation projects with children, youth, and families both in North Carolina and nationwide.

Her Excellency Governor Margaret Wood Hassan  
and the Honorable Council  
Page Two  
July 19, 2013

PALS has evolved from more than 20 years of research and practice, and more recently from the findings from a series of research syntheses and meta-analyses of adult learning methods and strategies (Trivette, Dunst 2009). What makes the PALS approach unique among other approaches to adult learning is that 1) it introduces information in an incremental fashion so that new learning builds on or adds to existing knowledge and skills, 2) as many learning opportunities as possible are afforded to learners during any one training session, and 3) trainers guide learners' experiences which allows them to construct knowledge for themselves rather than being directed.

Specifically, PALS addresses three aspects of adult learning: planning, application, and deep understanding. During the planning stage, the training topic is introduced and illustrated so the learner is aware of the strategies to be introduced and understands the applicability of the strategies to their work. In the application stage, participants have the opportunity to practice the new strategies, as well as think through how to evaluate the implementation of the strategy. Lastly, a deep understanding by PD participants requires reflection and mastery of the new strategies. Participants reflect upon what they learned as a means for developing a plan for next steps and have an understanding of what is needed for the most successful implementation and sustained practices.

Higher Peaks Research will bring to this grant the research, knowledge and expertise to conduct the following grant activities:

- Provide to SPDG project PD providers and other Bureau of Special Education project partners a two day initial training, and a one day and a half follow-up training of the PALS model.
- Provide 5 months of follow-up coaching to SPDG project PD providers and other Bureau of Special Education project partners as they use the PALS strategies in the development and implementation of ongoing PD to school district personnel in all areas of the grant.

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

VMB/dmc  
Attachments

Subject:

[Empty box for subject]

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

|   |                                     |   |                                     |
|---|-------------------------------------|---|-------------------------------------|
| 1.1 State Agency Name<br>NH Department of Education, Bureau of Special Education  |                                     | 1.2 State Agency Address<br>101 Pleasant Street, Concord, NH 03301                                  |                                     |
| 1.3 Contractor Name<br>Higher Peaks Research LLC.   |                                     | 1.4 Contractor Address<br>151 NC Hwy 9, #168, Black Mountain, NC 28711                              |                                     |
| 1.5 Contractor Phone Number<br>828-280-4503   | 1.6 Account Number<br>See Exhibit B | 1.7 Completion Date<br>June 30, 2014  | 1.8 Price Limitation<br>\$10,000.00 |
| 1.9 Contracting Officer for State Agency<br>Santina Thibedeau, Administrator, Bureau of Special Education   |                                     | 1.10 State Agency Telephone Number<br>603-271-6693  |                                     |
| 1.11 Contractor Signature<br><i>Rh Anne</i>   |                                     | 1.12 Name and Title of Contractor Signatory<br>Robin Howse, Ph.D.                                   |                                     |
| 1.13 Acknowledgement: State of <u>NC</u> , County of <u>Buncombe</u><br>On <u>6/21/2013</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 Signature of Notary Public or Justice of the Peace<br><i>[Seal] Pullium</i>  |                                     |   |                                     |
| 1.13 Name and Title of Notary or Justice of the Peace<br><i>Pullium notary public</i>   |                                     |   |                                     |
| 1.14 State Agency Signature<br><i>Virginia M. Barry</i>   |                                     | 1.15 Name and Title of State Agency Signatory<br>Virginia M. Barry Ph.D., Commissioner of Education |                                     |
| 1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)<br>By: _____ Director, On: _____  |                                     |   |                                     |
| 1.17 Approval by the Attorney General (Form, Substance and Execution)<br>By: <i>[Signature]</i> On: <u>8/9/13</u>   |                                     |   |                                     |
| 1.18 Approval by the Governor and Executive Council<br>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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. In addition, the Contractor shall comply with all applicable copyright laws.  
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.  
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**  
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.  
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.  
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

Contractor Initials RBH  
Date 6/2-13

**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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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 \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) 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 endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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.

**19. CONSTRUCTION OF AGREEMENT AND TERMS.**

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

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

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

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

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

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

## EXHIBIT A

### Scope of Services

Higher Peaks Research LLC, in North Carolina will provide training and technical assistance in Participatory Adult Learning Strategies (PALS) to the professional development providers under the State Personnel Development Grant (SPDG) and other bureau project partners for development of job embedded and sustainable professional development.

The contractor will:

- Provide an initial 2 Day training to the Next Steps NH Leadership Team and other partners from the Bureau of Special Education.
- Provide a 1 ½ day follow up training to the Next Steps NH Leadership Team and other partners from the Bureau of Special Education.
- Provide 5 months of follow-up coaching and support to the Next Steps NH Leadership Team and other partners. This will take place via 1 hour teleconference sessions during already scheduled monthly LT meetings.

Initials: RBH  
Date: 6/20/13

EXHIBIT B

Estimated Budget

Budget (through June 30, 2014)

Account 06-056-56-5625210-41100000-072-502625

|  | <u>FY2014</u>      |
|--|--------------------|
| <u>Personnel</u>                                   |                    |
| In-Person Training (3.5 days)                      | \$ 7,000.00        |
| Follow-up Coaching via teleconference (5 sessions) | \$ 500.00          |
| Travel   | \$ 2,500.00        |
| <b>Total Contract</b>                              | <b>\$10,000.00</b> |

**Limitation of Price:** This contract will not exceed \$10,000.00

Method of Payment

Payment will be made upon receipt of monthly invoices as described above, which are supported by a summary of activities that have taken place in accordance with the terms of the contract. If otherwise, correct and acceptable, payment will be made for 100% of the expenditures. Line items in this budget may be adjusted, one to the other, within +/- 10% of the indicated amount but in no case can the total budget exceed the price limitation. Invoices with summary of activities will be submitted to:

Janelle Cotnoir, Grants and Contracts Technician  
Department of Education  
Bureau of Special Education  
Next Steps NH  
101 Pleasant Street  
Concord, NH 03301

Initials: RBH  
Date: 6/12/13

## EXHIBIT C

### Special Provisions

The provisions of items 14.1.1 and 14.1.2 of general provisions are waived due to the scope of work and budget of this contract.

Contractor will carry appropriate levels of personal automobile insurance during the term of this contract, per the coverage levels set forth in the attached Automobile Insurance Policy

Initials: RBH  
Date: ~~6/20/13~~ 6/20/13

# 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 Higher Peaks Research LLC a(n) North Carolina limited liability company registered to do business in New Hampshire on July 5, 2013. I further certify that it is in good standing as far as this office is concerned, having 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 9<sup>th</sup> day of July, A.D. 2013

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State

**CERTIFICATE OF AUTHORITY**

(Sole Proprietor)

I, Robin Howse, Ph.D., as a Sole Owner of my Business, Higher Peaks Research LLC, certify that I am authorized to enter into a contract with the State of New Hampshire, Department of Education, Bureau of Special Education, on behalf of myself.

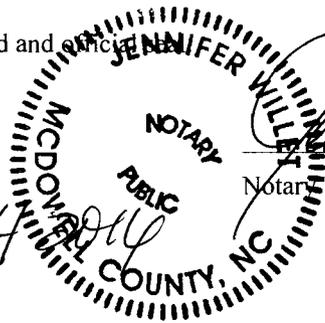
IN WITNESS WHEREOF, I have hereunto set my hand as the Sole Owner of the Business this 28<sup>th</sup> day of June, 2013.

Ra B. Anne  
Sole Owner

STATE OF North Carolina  
COUNTY OF Buncombe

On this the 28<sup>th</sup> day of June, 2013, before me, \_\_\_\_\_ the undersigned Officer, personally appeared Robin B. Howse, who acknowledged himself to be the Sole Owner of Higher Peaks Research LLC, a Business, and that he, as such Sole Owner being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Business by himself as Robin B. Howse.

IN WITNESS WHEREOF I hereunto set my hand and official seal



Jennifer Williams  
Notary Public/Justice of the Peace

My Commission expires: September 4, 2014

## Curriculum Vitae

Robin B. Howse

Website [higherpeaksresearch.com](http://higherpeaksresearch.com)

### Education

**University of North Carolina at Greensboro**  
Department of Psychology

Post-Doctoral Fellow  
1999-2003

**University of North Carolina at Greensboro**  
Human Development and Family Studies

Ph.D.: May, 1999

Dissertation: Motivation and Self-regulatory Skills as Predictors of Academic Achievement in Young Elementary School Children

**Wake Forest University**  
Psychology

M.A.: May, 1996

Thesis: Children's Decision Making: The effects of Training, Reinforcement, and Memory Aids

**Appalachian State University**  
Psychology

B.S.: May, 1994

Honors Thesis: Reading Skill and Suppression Mechanisms

### Awards

2005 *National Standards-based Science Materials for Parents of Students with Disabilities* Funded by the National Science Foundation, Research in Disabilities Education, Demonstration, Enrichment, and Information Dissemination (RDE-DEI). Grant No. HD0533185. Grant period 2005-2007, \$99,983.

1996-1999 Greensboro Scholar Award

### Research Experience

2008-present Research Consultant- I am currently a consultant working on research in the areas of education and psychology. I have 15 years of experience doing research in these fields.

Certified PALS Trainer- I am a certified trainer for PALS (Participatory Adult Learning Strategy). PALS is an evidence-based approach to professional development which places a major emphasis on both active learner involvement and instructor/trainer-guided learner experiences. I received training for PALS from PALS creator, Carol M. Trivette, Ph. D.

I am a certified classroom observer for the CLASS (Classroom Assessment Scoring System; Pianta, Hamre, & Mintz). I have completed classroom assessments for students from grades 3-12.

I am certified to do parenting assessments using the *PICCOLO - Parenting Interactions with Children: Checklist of Observations Linked to Outcomes*. The PICCOLO The *PICCOLO* measures parenting behavior in 4 areas: Affection, Responsiveness, Encouragement, and Teaching. I received training on the *PICCOLO* from the creator, Lori Roggman.

Three of my most recent projects as a consultant have included working for the National Coalition for Homeless Education, Buncombe County Health Department, and the Smoky Mountain Research Institute.

In collaboration with the Smoky Mountain Research Institute I have worked on creating an evidence-based resource guide for the North Carolina Partnership for Children in collaboration with the Smoky Mountain Research Institute. This guide identifies research evidence for commonly used programs and practices employed by Smart Start Local Partnerships. We have examined the current literature to identify which programs and practices commonly used with young children are evidence-based or evidence-informed. This guide is available at <http://www.smartstart.org/smart-start-news/new-resource-guide-on-evidence-based-evidence-informed-early-childhood-programs>

I have also served as the project manager for the *Head Start Innovation and Improvement Windows of Opportunity Expansion Project* funded by the Office of Health and Human Services Administration for Children and Families, specifically the Office of Head Start. The goal of the Windows of Opportunity project is to create an asset-based curriculum for Early Head Start home visitors who serve children ages 0-3. We have created this evidence-based curriculum, have translated it into Spanish, and are currently conducting a national dissemination and evaluation of the curriculum. It is being evaluated by Early Head Start home visitors who serve families that speak English and Spanish. Preliminary analyses suggest that this curriculum increases positive parent-child interactions.

I have done grant writing for the Buncombe County Social Services and the National Coalition for Homeless Education.



# Certificate of Training

The Smoky Mountain Research Institute certifies that

**Robin Howse, Ph.D.**

successfully completed the PALSS II training course

May 21, 2013

A handwritten signature in black ink, appearing to read 'Carol M. Trivette', written over a horizontal line.

Carol M. Trivette, Ph.D.

The logo for Smoky Mountain Research Institute, featuring a stylized mountain range graphic above the text 'SMOKY MOUNTAIN RESEARCH INSTITUTE' in a bold, sans-serif font.

SMOKY MOUNTAIN RESEARCH INSTITUTE



# The Cincinnati Insurance Company

POLICY NUMBER

Image 8

## AUTO DECLARATIONS

Policy Period: From 09/15/2012 To 09/15/2013  
12:01 a.m. Standard Time at the Address of the Named Insured

Renewal

A01 0642002

**Named Insured & Address**  
ROBIN HOWSE

**Please refer any questions to your agent:**  
R Stanford Webb Insurance Agency, INC  
PO BOX 3320  
ASHEVILLE, NC 28802-3320  
(828)258-2663

**Agency** 32052      **Producer** Sharon McIntyre

County of BUNCOMBE

Insurance is provided where a premium or 'Included' is shown for the coverage.

NC-VL

PAYOR - Account

|                          |                    |
|--------------------------|--------------------|
| <b>Billing Method:</b>   | <b>Direct Bill</b> |
| <b>Current Pay Plan:</b> | <b>Monthly EFT</b> |
| <b>Total Premium:</b>    | <b>\$1,842.39</b>  |

THIS IS NOT A BILL. You will receive a separate invoice if a premium charge or return is due.

### YOUR COVERED AUTOS

| <u>Veh</u> | <u>Ter</u> | <u>Year</u> | <u>Vehicle Description</u> | <u>Vehicle ID Number</u> | <u>Type Veh</u> | <u>Class</u> | <u>Stated Amount</u> | <u>Symbol (Other Than Collision / Collision),<br/>Rating Basis Value,<br/>Current Market Value</u> |
|------------|------------|-------------|----------------------------|--------------------------|-----------------|--------------|----------------------|--|
| 1          | 32         | 2004        | VOLKSWAGEN                 |                          | Priv Pass       | 114200       | 16                   |  |
| 2          | 32         | 1993        | TOYOTA PICKUP              |                          | Priv Pass       | 114200       | 12                   |  |
| 4          | 32         | 2012        | SUBARU                     |                          | Priv Pass       | 114200       | 31/32                |  |

Garaging Location Veh 1 :  
Garaging Location Veh 2 :  
Garaging Location Veh 4 :  
T-4

By: \_\_\_\_\_



# The Cincinnati Insurance Company

POLICY NUMBER

Image 8

## AUTO DECLARATIONS

Policy Period: From 09/15/2012 To 09/15/2013  
12:01 a.m. Standard Time at the Address of the Named Insured

Renewal

| COVERAGES  | 2004<br>VOLKSWAGEN |                 | 1993<br>TOYOTA PICKUP |                 | 2012<br>SUBARU |                 |
|--|--------------------|-----------------|-----------------------|-----------------|----------------|-----------------|
|  | LIMIT              | PREMIUM         | LIMIT                 | PREMIUM         | LIMIT          | PREMIUM         |
| A1 Bodily Injury   |                    | \$162.54        |                       | \$162.57        |                | \$162.57        |
| Each Person  | \$250,000          |                 | \$250,000             |                 | \$250,000      |                 |
| Each Accident  | \$500,000          |                 | \$500,000             |                 | \$500,000      |                 |
| Property Damage Liability  |                    | \$104.57        |                       | \$104.57        |                | \$104.57        |
| Each Accident  | \$100,000          |                 | \$100,000             |                 | \$100,000      |                 |
| B1 Medical Payments  | \$5,000            | \$30.00         | \$5,000               | \$44.00         | \$5,000        | \$31.00         |
| C2 Combined Uninsured /<br>Underinsured Motorists<br>(BI Coverage)<br>(Single Charge Per Policy) |                    | Included        |                       | Included        |                | Included        |
| Each Person  | \$250,000          |                 | \$250,000             |                 | \$250,000      |                 |
| Each Accident  | \$500,000          |                 | \$500,000             |                 | \$500,000      |                 |
| Combined Uninsured /<br>Underinsured Motorists<br>(PD Coverage)<br>(Single Charge Per Policy)    |                    | Included        |                       | Included        |                | Included        |
| Each Accident  | \$100,000          |                 | \$100,000             |                 | \$100,000      |                 |
| D Damage To Your Auto  |                    |                 |                       |                 |                |                 |
| Other Than Collision   |                    | \$51.00         |                       | \$33.00         |                | \$81.00         |
| Actual Cash Value<br>Less Deductible   | \$500              |                 | \$500                 |                 | \$500          |                 |
| Collision  |                    | \$156.00        |                       | \$105.00        |                | \$292.00        |
| Actual Cash Value<br>Less Deductible   | \$500              |                 | \$500                 |                 | \$500          |                 |
| <b>TOTAL</b>   |                    | <b>\$504.11</b> |                       | <b>\$449.14</b> |                | <b>\$671.14</b> |

The following coverage(s) apply to all eligible vehicle(s) and/or individual(s) identified on the corresponding endorsement(s):

| Coverage | Premium  |
|----------|----------|
|          | \$4.00   |
|          | \$214.00 |

The following credits have been applied to your policy:

- Driver Experience Credit
- Multi-Car Discount
- Package Credit
- Passive Restraint Credit

**TOTAL POLICY PREMIUM \$1,842.39**