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

JUN 11 '15 PM 4:29:14

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

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

May 26, 2015

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

REQUESTED ACTION

Authorize the Department of Education to exercise a renewal option to grant funds to Seacoast Youth Services, Seabrook, NH (Vendor Code 203944), to continue to offer extended day programming for youth and their families effective upon Governor and Council approval from July 1, 2015 through June 30, 2016 in an amount not to exceed \$76,674.50. Original contract approved by Governor and Council on 06/08/11, item #144, renewed 06/06/12, item #133, renewed 06/19/13, item #201, renewed 6/18/14, item #151. 100% Federal Funds.

Funding is available in account titled 21st Century Community Learning Center.

FY 16

06-56-56-563010-75380000-072-500577 Grants-Federal \$76,674.50

Explanation

The United States Department of Education legislation allows for five year 21st Century Community Learning Center grants to serve youth and their families during the out of school time hours. Grants are renewed annually pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council

Page Two
May 26, 2015

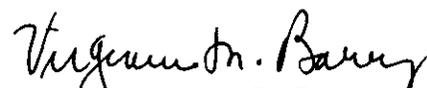
New Hampshire anticipates a FY 2016 grant award in the amount of \$5,643,198.00 from the United States Department of Education under Title IVB, the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities outside of regular school hours for children in a safe environment. The programs will offer students a broad array of additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education. These programs and services are designed to reinforce and complement the regular academic program of the participating students.

The program services provided by the grant cited above will be coordinated by Seacoast Youth Services in collaboration with the Seabrook School District. This collaborative approach will serve middle school Seabrook School District youth and their families. This program is designed to include access to a wide range of supports which include academic, literacy, enrichment, technology, and recreation programs.

The competition process includes: a Bidders Conference, publication of the RFP, technical support during the proposal writing process, review and scoring of the proposal by three reviewers, and award determinations based on this review process. The reviewers for all proposals include representation from: experienced 21st Century Community Learning Center and school day professionals, higher education, state agencies and community based organizations.

This is the fifth year of a five year grant. In the event Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner

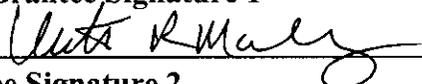
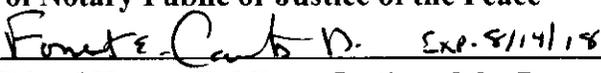
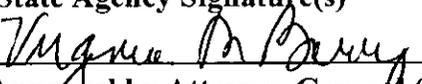
VMB:SB
Enclosures

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby
Mutually agree as follows:

GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name NH Department of Education		1.2. State Agency Address 101 Pleasant Street Concord, NH 03301	
1.3. Grantee Name Seacoast Youth Services		1.4. Grantee Address 867 Lafayette Rd., Seabrook NH 03874	
1.5. Effective Date G&C Approval	1.6. Completion Date 6.30.16	1.7. Audit Date N/A	1.8. Grant Limitation \$ 76,674.50
1.9. Grant Officer for State Agency Suzanne Birdsall-Stone		1.10. State Agency Telephone Number 603-520-6263	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1 		1.12. Name & Title of Grantee Signor 1 Victor Maloney, Executive Director	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of Rockingham, on 6/9/15, before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal) 		<div style="border: 1px solid black; padding: 5px; text-align: center;"> Forrest E Carter Jr Notary Public, State of New Hampshire My Commission Expires August 14, 2018 </div>	
1.13.2. Name & Title of Notary Public or Justice of the Peace Forrest E. Carter Jr.			
1.14. State Agency Signature(s) 		1.15. Name & Title of State Agency Signor(s) VIRGINIA M. BARRY, Commissioner	
1.16. Approval by Attorney General (Form, Substance and Execution) By:  Assistant Attorney General, On: 6/11/15			
1.17. Approval by Governor and Council By: _____ On: / /			

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:36, the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

3. ARBA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE; COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later (hereinafter referred to as "the effective date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT; LIMITATION ON AMOUNT; VOUCHERS; PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
- 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything 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 Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date three (3) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.
8. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA; RETENTION OF DATA; ACCESS.
- 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,

- 9.2. computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date 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, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those 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 Grantee notice of such termination.
11. EVENT OF DEFAULT; REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
 - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
 - 11.1.2 Failure to submit any report required hereunder; or
 - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
 - 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
 - 11.2.1 Give the Grantee 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 Grantee notice of termination; and
 - 11.2.2 Give the Grantee 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 Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
 - 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
 - 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Grantee Initials
Page 2 of 3

Date 6/19/15

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. **GRANTEE'S RELATION TO THE STATE.** In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. **ASSIGNMENT AND SUBCONTRACTS.** The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.
16. **INDEMNIFICATION.** The Grantee 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 on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or Subcontractor, or subgrantee or other agent of the Grantee. 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 shall survive the termination of this agreement.
17. **INSURANCE AND BOND.**
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.2 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$2,000,000 for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
18. **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, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver 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 default on the part of the Grantee.
19. **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 first above given.
20. **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 Council of the State of New Hampshire.
21. **CONSTRUCTION OF AGREEMENT AND TERMS.** This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. **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.
23. **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.
24. **SPECIAL PROVISIONS.** The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

um

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of _____

Federal/State Program Title: 21st Century Community Learning Centers

FROM: Seacoast Youth Services
PO Box 1381
Seabrook, NH 03874

TO: Suzanne Birdsall-Stone
NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

SAUIRA: _____
Proposed Project Title: Seabrook Adventure Zone

Project Period: 7/1/2015 to: 6/30/2016

The following information is required for all projects

PROJECT MANAGER: NAME: Vic Maloney

ADDRESS: 867 Lafayette Rd., Seabrook, NH 03874

E-MAIL ADDRESS: vic@seacoastyouthservices.org

TITLE: Executive Director

TELEPHONE: (603) 474-3332

FAX: (603) 372-0822

FINANCIAL CONTACT: NAME: Vic Maloney

E-MAIL ADDRESS: vic@seacoastyouthservices.org

TELEPHONE: (603) 474-3332

FAX: (603) 372-0822

The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ensuring that only authorized items required to implement the project are charged to the project, and for initiating request to amend the approved project. No services or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

- This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:
 - Education Department General Administrative Regulations (EDGAR) in Title 34 Code of Federal Regulations (CFR), Parts 74, 75, 76, 77, 79, 80, 82, 85, 86; Civil Rights Regulations in 34 CFR, Parts 100 through 106, and specific program laws and regulations.
 - Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
- Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
- Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
- Audits will be in compliance with the Single Audit Act Amendments of 1996 (P.L. 104-156) and U.S. Office of Management and Budget (OMB) Circulars.
- Project approval, if given, will be on the condition that full funding of the Approved Budget and payment by the grantor are contingent upon the availability of a Federal Grant and Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Neither the State nor the Department of Education shall be liable for payments under this grant except from such funds.

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

Seacoast Youth Services
The Provident Bank
003176 211374020 27 728318

APPROVED INDIRECT COST RATE: 3.8 %

Vic Maloney

PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RAY/CHIEF FINANCIAL OFFICER

Vic Maloney
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RAY/CHIEF FINANCIAL OFFICER

Feb 16, 2015
DATE

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 Seacoast Youth Services is a New Hampshire nonprofit corporation formed December 19, 2001. 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 4th day of February A.D. 2015

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

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Janine Richards, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of Seacoast Youth Services.
(Agency Name)

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of the Agency duly held on May 7th, 2014:
(Date)

RESOLVED: That the Executive Director
(Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 9th day of June, 2015.
(Date Contract Signed)

4. Victor Maloney is the duly elected Victor Maloney, Executive Director
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

Janine L. Richards
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Roxbury

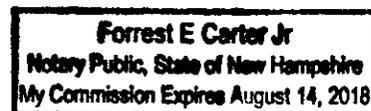
The forgoing instrument was acknowledged before me this 9th day of June, 2015.

By Janine L. Richards
(Name of Elected Officer of the Agency)

Forrest E. Carter Jr
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

Commission Expires: Aug. 14th, 2018



Seacoast Youth Services
Profit & Loss
December 1, 2014 through February 19, 2015

	Dec 1, '14 - Feb 19, 15
Ordinary Income/Expense	
Income	
Contribution individual Business	44,440.68
mental health income	7,662.66
Program Income	
Grants	
NH BDAS	17,475.20
21st century	22,623.10
Total Grants	40,098.30
Transportation Income	18,525.00
SNHS food	934.68
Program Income - Other	9,000.00
Total Program Income	68,557.98
Rent Income/Utilities	4,200.00
Total Income	124,861.32
Gross Profit	124,861.32
Expense	
other expense	36.37
printing marketing equipment	745.18
Admin & Overhead Expenses	
Supplies	
Office	57.97
Supplies - Other	206.29
Total Supplies	264.26
Admin & Overhead Expenses - Other	75.00
Total Admin & Overhead Expenses	339.26
void	0.00
Automobile Expense	
Gas	1,420.00
Automobile Expense - Other	2,068.41
Total Automobile Expense	3,488.41
Insurance	
Professional Liability	1,117.79
Health Benefits	2,490.72
Auto	215.49
Worker's Comp	706.37
Insurance - Other	585.99
Total Insurance	5,116.36
Occupancy Expenses	
maintenance	290.70
Rent	4,198.00
Utilities	
Gas	853.51
Phone/Internet/TV	860.64
Electric	601.16
Total Utilities	2,315.31
Occupancy Expenses - Other	190.00
Total Occupancy Expenses	6,994.01
Payroll Expenses	
Provident 941 EFT Payment	12,425.63
Wages & Salaries	65,480.75
Payroll Taxes	3,007.45
Payroll Service	508.20
Total Payroll Expenses	81,422.03

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Cash Basis

Seacoast Youth Services
Profit & Loss
December 1, 2014 through February 19, 2015

	<u>Dec 1, '14 - Feb 19, 15</u>
Professional Fees	
Accounting	1,500.00
Consulting	500.64
Professional Fees - Other	55.33
Total Professional Fees	<u>2,055.97</u>
Program Expense	
sap contracted	2,800.00
Training/staff Development	
Training/ Staff Development	2,546.04
Total Training/staff Development	<u>2,546.04</u>
SAZ Contracted	1,750.00
Program Supplies	9,955.62
Total Program Expense	<u>17,051.66</u>
Travel & Ent	471.48
Total Expense	<u>117,720.73</u>
Net Ordinary Income	<u>7,140.59</u>
Net Income	<u><u>7,140.59</u></u>

**Seacoast Youth Services Board of Directors
January 2015**

Janine L. Richards/Chairperson
Outreach Coordinator-SAU 90

[REDACTED]

Erica Ethier/Development-Fundraising
Branch Manager
Provident Bank

[REDACTED]

Dawn Emerick/Secretary
Taurus Marketing

[REDACTED]

Marcia Gloddy/Program Committee
Office Manager-The Masiello Group

[REDACTED]

Derek Scialdone/Treasurer
Branch Manager
The Provident Bank

[REDACTED]

Carol Bostic/ Fundraising
Health Coach and Certified Hypnotist

[REDACTED]

Elaine Ahearn/ Fundraising-Development
State Representative

[REDACTED]

John McCarthy/ Marketing
Realtor-The Masiello Group

[REDACTED]

Jerome Fuller Jr./ Marketing
General Manager
Staples

[REDACTED]

Attorney Alan Ganz/ Marketing
Ganz Law Office

[REDACTED]

Board positions are non-compensatory

Seacoast Youth Services Mission Statement January 2015

Seacoast Youth Services supports young people and their families in coastal New Hampshire communities. By teaching and mentoring healthy communication and life skills, Seacoast Youth Services empowers those we serve to make positive choices for happier, healthier, and brighter futures.

We believe that effective support begins with direct engagement. That's why we connect with the youth where they learn and socialize in addition to offering individual and group counseling, outreach, and educational programs at our facility. Our goal is to reach all those who can benefit from our programs, including youth and family members who typically do not receive services.

2015-2016

SAZ Position Salaries and Benefits

Program Director: Forrest E Carter Jr.
Salary: 38,630.71
Benefits: 7,129.29

Site-Coordinator: Brittney Gentile
Salary: 15,678.99
Benefits: 1,421.01

Group Leader 1: Owen Duffy
Salary: 5,198.82
Benefits: 471.18

Salary Total: 59,508.52
Benefits Total: 9,021.48

Forrest E. Carter Jr.

CAREER OBJECTIVE Obtain a position working with youth, adolescents, adults, and seniors focusing on leadership and intertwining recreation, community, the arts, and socially beneficial activities for the purpose of creating a more positive and rewarding life experience for those involved with the program.

EDUCATION

Plymouth State College Plymouth, NH
Masters in Education: Physical Education, Adventure Education Concentration
May 16, 2014

University Of Massachusetts Lowell Lowell, MA
Bachelors in Liberal Arts: Psychology
(Spanish Concentration Requirement)
February 15, 2009

CERTIFICATIONS

Certified Park & Recreation Executive
January 2015 - Current

Certified Park & Recreation Professional
January 2015 - Current

American Red Cross 1st Aid/CPR/AED Certified Instructor
2010 - Current

NH Afterschool Ambassador, *Afterschool Alliance*
2014-Current

4-H Certified Leader
2011 - Current

Afterschool Master Professional Workshop Trainer, Faculty, Individual Mentor, and Program Consultant, *ACROSS NH DHHS*
2013 - Current

EXPERIENCE

2011 - Current

Program Director, Seabrook Adventure Zone (21st Century CCLC)

Collaboration between Seabrook Middle School, Seacoast Youth Services, and other Community Partners in Seabrook, NH 03874

Responsible for the program design, management, implementation, and evaluation of an academic, recreational, and positive social development after school program with foundations based on both the 4-H values and Project Adventure paradigm of leadership.

- ***Sustainability & Revenue Development*** with the successful writing of the 21st CCLC, Best Buy, Hannaford, CLIF, and Exeter Rental Grants and creating strong community partnerships that have sustained and expanded the consistently growing program.
- ***Community Advisory Board Leadership*** during monthly/bi-monthly meetings and maintaining effective collaboration with partners, community organizations, and board members.
- ***Summer Planning Team*** responsible for organizing and creating the Summer Conference for all 21st Century programs in New Hampshire.
- ***Internship Supervisor*** for High School Extended Learning Opportunities students (ELO's) and College interns from the University of New Hampshire, Northern Essex Community College, and Southern New Hampshire University.

- **Project Adventure Certified (136 Hours)** incorporating team building, leadership skill cultivation, self-esteem boosting, and conflict resolution.
 - **Evaluation** of program goals by using the on-line and data base programs of Youth Services, Cayen, I4See, and Performance Pathways, as well as satisfaction surveys for youth, parents, and community leaders.
 - **Budget** management of a \$200,000 + budget for all program needs, including staff salary, professional development, and all program expenses associated with the Seabrook Adventure Zone.
 - **Human Resource Management** responsible for hiring, evaluating, and managing all SAZ personnel, volunteers, and community partners.
- 2009 – Current
- Youth Program Director, Seacoast Youth Services (non profit)**
867 Lafayette Rd., Seabrook, NH 03874
Responsible for implementation of after school, weekend, evening, and summer programming for at-risk middle and high school aged youth and adolescents in the New Hampshire seacoast area.
- **Outreach** in seacoast area middle schools and high schools including classroom presentations of programs, faculty integration and involvement, and parent and family involvement and awareness.
 - **Project Alert Certified** to educate youth and adolescents in alcohol and substance abuse with interactive and integrative lessons.
 - **Overnight Adventure Trips** consisting of four two day overnights with 24 adolescents and 3 staff, project adventure team building and leadership activities, high adventure, and structured itinerary.
 - **Grant Writing** skills successful in obtaining several major grants, including the \$500,000 21st CCLC grant that supports the Seabrook Adventure Zone.
- 2013 – Current
- Afterschool Master Professional Workshop Trainer, Faculty, Individual Mentor, and Program Consultant, ACROSS NH DHHS**
Develops, coordinates, and facilitates workshops for all audiences with a focus on Project Adventure, Curriculum Development, Staff Communication, and Positive Youth Development content and design throughout the state of New Hampshire.
- 2014 – Current
- Adjunct Faculty, Manchester Community College**
1066 Front St., Manchester, NH
Adjunct faculty professor responsible for teaching Introduction to School Age Programming and School Age Environment & Curriculum to undergraduate students.
- 2008-2010
- Coordinator, Teen Leadership Adventures Program (non profit)**
Seabrook Community Center, Seabrook, NH 03874
Designed, proposed, and implemented the program successfully.
Responsibilities include offering adventure based activities, free tutoring, and leadership trainings to adolescents in the town of Seabrook, NH at low, subsidized costs. Other duties include volunteer management, allocating program funding, leadership public training, and organizing adventure trips.
- **Volunteer Management** and scheduling for 35 volunteers that assist various program activities, including volunteer tutors, chaperones, and leadership training instructors.
 - **Leadership Trainings** held monthly focusing on sculpting adolescents into strong, independent future leaders by offering lecture and service learning opportunities of selected topics. Training topics have included organization skills, games and modifications workshop, 1, 2, 3 Magic, and several diversity awareness trainings.
 - **Donations/Contributions of Funding** were allocated through direct contacts and networking within and outside of the community. Official letters, interviews, and sponsorships were attained by numerous methods, including e-mail, letters, telephone, and Internet.
- 2003 – 2009
- Site-Director, Seabrook YMCA School's Out Program (non profit)**
Southern District YMCA – Camp Lincoln, Kingston, NH 03848
Responsibilities include offering a quality after school program for children grades K-6, organizing and implementing activities, tutoring children with homework, supervising and managing staff members and pay roll sheets, as well as parent correspondence.

VOLUNTEER/COMMUNITY SERVICE

2011-2014	6 Flags Read 2 Succeed Event w/SAZ & SMS
2011-2014	“Teens For Jeans” with Aeropostale
2010-2014	United Way Day of Caring
2014	Arts & Literacy Festival, w/CLIF/SAZ/SMS
2005-2009, 2013-2014	Holiday Fundraiser for Community Action in Seabrook, NH
2007 - 2014	SPCA Fundraiser and Food Drive
2013	SAZ & SMS Challenge Course Community Clean-Up
2013	SAZ & SMS Outdoor Classroom w/Seabrook PTO
2009-2013	Servapalooza Volunteer Day
2000-2013	New Hampshire Food Drive
2007-2011	Care Package Fundraiser for US Army
2007&2011	“Walk-the-Walk” Event in Seabrook, NH, Assisted Organization of event

MEMBERSHIPS/AFFILIATIONS

Seabrook Recreation Commission Member At Large
Association of Experiential Education Member
New Hampshire Afterschool Network (NHAN) Leadership Team

TECHNOLOGY

Microsoft Office Power point,, Word, Excel, Publisher, Adobe Workshop & Illustrator,
Print Shop, IPhoto, IMovie, Movie Maker, SPSS, Black Board, I4SEE, Performance
Pathways, CAYEN database system

Brittney Gentile

CAREER OBJECTIVE Obtain a position working in the field of youth development, afterschool programming, and education.

EDUCATION

Northern Essex Community College
Associates in Early Childhood Education
*Current
Haverhill, MA

CERTIFICATIONS

American Red Cross 1st Aid/CPR/AED Certified
2013 – Current

ACROSS NH Professional Activity Hours: 9.5

EXPERIENCE

2014 – Current

Site-Coordinator, Seabrook Adventure Zone (21st Century CCLC)

Collaboration between Seabrook Middle School, Seacoast Youth Services, and other Community Partners in Seabrook, NH 03874

Responsible for program design, management, implementation, and evaluation of an academic and positive social development after school program with foundations based on both the 4-H values and Project Adventure paradigm of leadership.

- **Data Entry** of crucial and confidential information for youth and staff in the Seabrook Adventure Zone, including attendance, survey results, evaluation materials, and demographics.
- **Curriculum Design & Activity Development** for after school and weekend programming for 120 middle school youth throughout the academic year.
- **Evaluation** of program goals by using the on-line and data base programs of Youth Services, 14See, and Performance Pathways.
- **Financial Reporting** of budgeted items including snack, supplies, and personnel salary.
- **Human Resource Management** responsible for evaluating and managing all SAZ personnel, volunteers, and community partners.

2005 – Current

Group Leader, Seabrook Community Center

311 Lafayette Rd., Seabrook, NH 03874

Responsible for implementation of summer programming for youth Preschool - 8th Grade in Seabrook, New Hampshire.

- **Summer Program Director**
- **4-H Certified Leader**
- **American Red Cross 1st Aid & CPR w/AED Certified**

VOLUNTEER/COMMUNITY SERVICE

2014
2013-2014
2013
2010
2013-2014
2013-2014

6 Flags Read 2 Succeed Event w/SAZ & SMS
"Teens For Jeans" with Aeropostale
SAZ & SMS Challenge Course Community Clean-Up
Scotty Lago Olympic Event
SPCA Fundraiser and Food Drive
Toys For Tots

TECHNOLOGY

Power point, Print Shop, Digital Photos, IPhoto, Microsoft Word, Apple Works, Microsoft Excel, Microsoft Office Publisher, Quick Books, Adobe Workshop

REFERENCES

1. Forrest E Carter Jr., Program Director, Seabrook Adventure Zone
PO Box 873, Seabrook, NH 03874
(603) 997-1909
forrest@seacoastyouthservices.org
2. Cassandra Carter, Program Director, Seabrook Recreation Department
26 Washington St., Seabrook, NH 03874
(603) 997-1749
ccarter@seabrooknh.org

Owen Hunor Duffy

CAREER OBJECTIVE Obtain a position working in the field of youth development, afterschool programming, and education.

EDUCATION

Northern Essex Community College
Associates: Elementary Education and Movement Science
*Current
Nashua, NH

Empire Beauty School
Licensure in Hair Design & Esthetics
December 2014
Hooksett, NH

CERTIFICATIONS

American Red Cross 1st Aid/CPR/AED Certified
2013 – Current

Safety Certified Gymnastics Instructor Certification
2012 – Current

ACROSS NH Professional Activity Hours: 9.5

EXPERIENCE

2012 – Current

Program Leader/Gymnastics Instructor, Seabrook Adventure Zone (21st Century CCLC)
Collaboration between Seabrook Middle School, Seacoast Youth Services, and other Community Partners in Seabrook, NH 03874

Responsible for curriculum development, program leadership, sports programming, activity implementation, and evaluation support of all youth positive social development programs with foundations based on both the 4-H values and Project Adventure.

- **Curriculum Development** for one program each day, throughout 6 6-week sessions during the academic school year. Programs focus on a variety of topics, including Science, Technology, Engineering, the Arts, Sports, and other interests of the youth.
- **Program Development and Implementation** throughout the academic calendar, including the popular title of Gymnastics, Neon Me Up, Cosmo: Skin & Nails, and many others.
- **Event Leadership** with all families and community members during monthly family events, sporting events, and student led presentations.
- **Leadership Trainings** held monthly focusing on sculpting adolescents into strong, independent future leaders by offering lecture and service learning opportunities of selected topics. Training topics have included organization skills, games, sports, and modifications workshop, 1, 2, 3 Magic, and several diversity awareness trainings.

2011 - 2014

Gymnastics Coach, New England Gymnastics Training Center (NEGTC)

NEGTC – 5 Tracy Lane, Hudson, NH 03051

Responsible for the safety, technique, and program management of youth gymnastics programs throughout the school year and summer.

- **Relationship Building** with parents and youth involved with the programs.
- **Appointment Management** for private instruction of individual youth.
- **American Red Cross Certified 1st Aid & CPR w/AED**

VOLUNTEER/COMMUNITY SERVICE

2011-2014	“Teens For Jeans” with Aeropostale
2013 & 2014	United Way Day of Caring
2012-2014	Literacy and Reading Fundraiser Challenge
2010-2014	SPCA Fundraiser and Food Drive

TECHNOLOGY

Power point, Print Shop, IPhoto, Microsoft Word, Apple Works,
Microsoft Excel, Microsoft Office Publisher, Adobe Workshop, etc.

REFERENCES

1. Forrest E Carter Jr., Program Director, Seabrook Adventure Zone
PO Box 873, Seabrook, NH 03874
(603) 997-1909
forrest@seacoastyouthservices.org
2. Cassandra Carter, Program Director, Seabrook Recreation Department
26 Washington St., Seabrook, NH 03874
(603) 997-1749
ccarter@seabrooknh.org
3. Brittney Gentile, Site-Coordinator, Seabrook Adventure Zone
Personal Reference
Seabrook, NH 03874
(603) 312-5034

LOG 115-11



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

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

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 803-271-1953
Citizens Services Line 1-800-339-9900

FOR INFORMATION ONLY
G & C Letter # _____
G & C Date 6/8/11
APPROVED: _____
Page # _____
Item # _____

May 25, 2011

GAC Approved 6/8/11
Item 144
ES

His Excellency Governor John H. Lynch
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

1. Authorize the Department of Education to grant funds to the Seacoast Youth Services, Seabrook, NH (Vendor Code 203944), to offer extended day programming for youth and their families pending legislative approval of the next biennial budget. This grant will be in effect from July 1, 2011 through June 30, 2012. Further authorize unencumbered payment of said grant with internal accounting control within the Department of Education. This grant will not exceed \$105,068.28. 100% Federal Funds.

Funding for this request is available from:

FY 12
06-56-56-562010-32770000-072-500575 \$105,068.28
Department of Education, Division of Instruction,
21st Century Community Learning Center Program

2. Subject to Governor and Council approval, authorize the Department of Education to exercise a renewal option on this grant for up to four additional fiscal years.

Explanation

The United States Department of Education legislation allows for five year 21st Century Community Learning Center grants to serve youth and their families during the out of school time hours. Grants are annually renewed pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

New Hampshire anticipates a FY 2012 grant award in the amount of \$5,714,213.00 from the United States Department of Education under the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities outside of regular school hours for children in a safe environment. The programs will offer students a broad array of additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and

His Excellency Governor John Lynch
and The Honorable Council

Page Two
May 25, 2011

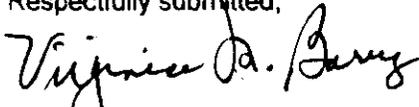
technology education. These programs and services are designed to reinforce and complement the regular academic program of the participating students.

The program services provided by the grant cited above will be coordinated by Seacoast Youth Services in collaboration with the Seabrook School District. This collaborative approach will serve middle school Seabrook School District youth and their families. This program is designed to include access to a wide range of supports which include academic, literacy, enrichment, technology, and recreation programs.

Funding for this grant is provided by the 21st Century Community Learning Center program under Part B of Title IV of the Elementary and Secondary Education Act (ESEA) of 1965, as amended. In January 2011 the New Hampshire Department of Education issued a Request for Proposals (RFP) soliciting proposals for these funds. School Districts, Community Based Organizations, and Extended Day Programs were notified through e-mail about the Bidders' Conference and publication of the online RFP. The projects funded demonstrated that partnerships between school districts and community based organizations have promise to help youth improve academic achievement. Eighteen proposals were received and seven were funded based on a peer review process. Peer Reviewers worked in teams of three to rate proposals based on the RFP's matrix criteria. Each team had an experienced 21st Century Community Learning Center member to help steer the review and two other experienced professionals to create well-balanced teams. The fifteen peer reviewers were represented by experienced 21st Century Community Learning Center and school day professionals, higher education, the Department of Health and Human Services, and community based organizations. In order to minimize the potential for a conflict of interest we also included 21st Century Community Learning Center program directors from out of state. A list of reviewers is included in this packet.

Seacoast Youth Services, in collaboration with the Seabrook School District, was one of the seven proposals selected for funding through a competitive process using standard state procedures. We request a renewal option for four additional fiscal years since those selected for funding are eligible for five years of funding based on previous successful progress.

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner

VMB:SB
Enclosures

**21st Century Community Learning Center
2011 Competition Results**

21st Century Community Learning Center Applicant	Complete Application (5)	Priority Points (5)	Need (10)	Program Design (25)	Resources (15)	Management (15)	Evaluation (15)	Budget (15)	TOTAL (105)	Award Amount
Newfound	5	5	9	24.33	13.33	11.33	12.33	14	94.33	\$ 81,000.00
Hillsboro-Deering	5	5	8	21.33	14.67	13.67	9.67	15	92.34	\$ 88,750.00
Seabrook	5	5	8.67	21	14	11.33	12.33	10.33	87.66	\$ 105,068.28
Manchester	5	5	9.67	19.67	13.67	13.67	9.67	10.33	86.68	\$ 282,250.00
Raymond	5	5	9	18.67	12	12.67	12.67	11.67	86.68	\$ 324,736.25
Jaffrey-Rindge	5	5	8	17.67	13	12	12.67	13	86.33	\$ 330,000.00
Monadnock	5	5	7.67	18.67	12.33	12.67	9.67	14	85.01	\$ 110,000.00
Conway	5	5	8.33	18.67	11	12	11.33	12.33	83.67	
Warren	5	0	8.33	20.33	13	13.33	6	11	76.99	
Newport	5	0	7.67	18	11.33	13	8.33	12.67	76	
Pittsfield	4	5	7.67	15.33	11	12.33	9.33	10	74.66	
Concord	5	5	6	16.33	10	9.33	9	12.67	73.33	
Franklin	5	5	6	16.67	11.67	8.67	8.67	9.67	71.35	
Thornton	4	0	8.67	16.00	12.00	6.00	8.33	13.00	68	
Claremont	3	5	7.67	15.67	11.33	10.33	9	6.33	68.33	
Portsmouth	2	5	4.67	14.33	9.33	9.67	6.33	7.33	58.66	
Allenstown	3	5	4.67	9.67	6.67	9.67	7.67	9.67	56.01	
Goshen-Lempster	3	5	4.67	6.67	7.67	7.33	6.67	8.33	49.34	

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

OBM FORM 1
9/2005

PROJECT # _____
CHANGE # _____
PAGE 1 of _____

Federal/State Program Title: 21st Century Community Learning Centers

FROM: Seacoast Youth Services
PO Box 1381
Seabrook, NH 03874

TO: Suzanne Birdsall
NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

TYPE OF CHANGE	BUDGET
	FUND AUTH
	FISCAL AGENT
	OTHER

SAU/RA: _____ Proposed Project Title: Seabrook Adventure Zone Project Period: 7/1/2011 to: 6/30/2012

The following information is required for all projects

PROJECT MANAGER: NAME: Vic Maloney TITLE: Executive Director
ADDRESS: 867 Lafayette Rd., Seabrook, NH 03874 TELEPHONE: (603) 474-3332
E-MAIL ADDRESS: vic@seacoastyouthservices.org FAX: (603) 372-0822

FINANCIAL CONTACT: NAME: Vic Maloney TELEPHONE: (603) 474-3332
E-MAIL ADDRESS: vic@seacoastyouthservices.org FAX: (603) 372-0822

The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ensuring that only authorized items required to implement the project are charged to the project, and for initiating request to amend the approved project. No services or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

- This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:
 - Education Department General Administrative Regulations (EDGAR) in Title 34 Code of Federal Regulations (CFR), Parts 74, 75, 76, 77, 79, 80, 82, 85, 86; Civil Rights Regulations in 34 CFR, Parts 100 through 106, and specific program laws and regulations.
 - Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
- Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
- Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
- Audits will be in compliance with the Single Audit Act Amendments of 1996 (P.L. 104-156) and U.S. Office of Management and Budget (OMB) Circulars.
- Project approval, if given, will be on the condition that full funding of the Approved Budget and payment by the grantor are contingent upon the availability of a Federal Grant and Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Neither the State nor the Department of Education shall be liable for payments under this grant except from such funds.

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

Seacoast Youth Services
The Provident Bank
003176 211374020 27 728318

APPROVED INDIRECT COST RATE: _____ 3.8 %

Vic Maloney
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

Vic Maloney
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER
DATE: 7/1/11

Seacoast Youth Services

Mission Statement

Seacoast Youth Services' mission is to offer education, prevention and timely intervention programs concerning alcohol and other drug abuse, as well as other at-risk behaviors for youth and families in the lower seacoast area of Rockingham County, N.H.

Seacoast Youth Services Board of Directors

Dawn Emerick/Chairperson

Taurus Marketing
861 Lafayette Rd.
Hampton, NH 03842
(603) 926-4477

Rev. Deborah Knowlton/Secretary

Minister-First Congregational Church
127 Winnacunnet Rd.
Hampton, NH 03842
(603) 926-2837

Bruce Pierce/Treasurer

Chaplain-Seabrook Police Department
Minister-Church of Christ
867 Lafayette Rd.
Seabrook, NH 03874
(603) 474-2660

Mary Markham/Development-Fundraiser

Realtor
ERA Masiello
Hampton, NH 03842
(603) 926-4466

Steve Portrie/Development-Fundraiser

Portrie Flooring
Lafayette Rd.
Rye, NH 03870
(603) 926-2887

Erica Ethier/Development-Fundraiser

Branch Manager
Provident Bank
1 Provident Way
Seabrook, NH 03874

(603) 474-7300

Janine L. Strebel/Program Committee

Commercial Loan Specialist
Beech Commercial Capital, LLC
One New Hampshire Avenue, Suite 305
Portsmouth, NH 03801
(603) 431-4700

Marcia Gloddy/Program Committee

Office Manager
ERA Masiello
Hampton, NH 03842
(603) 926-4466

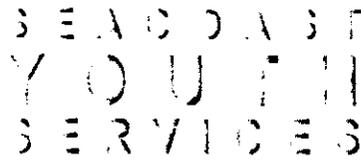
Stephen Ells, Atty.

47 Winnacunnet Rd.
Hampton, NH 03842
(603) 926-6162

Carol Bostic

Life Coach
2 Main St.
South Hampton, NH 03827
(603) 944-2398

*Board Positions are non-compensatory



SAZ Position Salaries and Benefits

Program Director: Forrest E Carter Jr.
Salary: 37,440.00
Benefits: 6808.75

Program Assistant: To Be Hired
Salary: 13,200.00
Benefits: 1481.79

Teacher: To Be Hired
Salary: 6300.00
Benefits: 707.20

Group Leader 1: To Be Hired
Salary: 4590.00
Benefits: 515.27

Group Leader 2: To Be Hired
Salary: 4590.00
Benefits: 515.27

Salary Total: 66,120.00
Benefits Total: 10,028.28

A handwritten signature in black ink, appearing to read "Vicmarly", is located at the bottom left of the page.

Forrest E. Carter Jr.

26 Washington St.
P.O. Box 873
Seabrook, NH 03874

(603)997-1909
focarte81@yahoo.com

CAREER OBJECTIVE Obtain a position working with youth and adolescents focusing on leadership and intertwining recreation, community, the arts, and socially beneficial activities for the purpose of creating a more positive and rewarding life experience for those involved with the program.

EDUCATION

Capella University Masters in Human Services: Non-Profit Management *Current – December, 2010	Minneapolis, MN
University Of Massachusetts Lowell Bachelors in Liberal Arts: Psychology (Spanish Concentration Requirement) December, 2008	Lowell, MA
Northern Essex Community College Associates in Liberal Arts: Psychology December, 2005	Haverhill, MA

EXPERIENCE

2009 – Current

Program Director, Seacoast Youth Services (non profit)

Seacoast Youth Services - 867 Lafayette Rd., Seabrook, NH 03874
Responsible for implementation of after school, weekend, evening, and summer programming for at-risk middle and high school aged youth and adolescents in the New Hampshire seacoast area.

- *Outreach* in seacoast area middle schools and high schools including classroom presentations of programs, faculty integration and involvement, and parent and family involvement and awareness.
- *4-H Certified Leader*
- *American Red Cross Certified Trainer of 1st Aid & CPR w/AED*
- *Project Alert Certified* to educate youth and adolescents in alcohol and substance abuse with interactive and integrative lessons.
- *Project Adventure Certified (26 Hours)* incorporating team building, leadership skill cultivation, self-esteem boosting, and conflict resolution.
- *Overnight Trips* consisting of four two day overnights with 24 adolescents and 3 staff, project adventure team building and leadership activities, high adventure, and structured itinerary.

2008 – Current

Substitute Teacher

SAU 21, Hampton, NH 03842

- *NH Teacher Certification Eligible*

2010 – Current

Drama Director

Seabrook Middle School, Seabrook, New Hampshire 03874

2008-2010

Coordinator, Teen Leadership Adventures Program (non profit)

Seabrook Community Center, Seabrook, NH 03874

Designed, proposed, and implemented the program successfully.
Responsibilities include offering adventure based activities, free tutoring, and leadership trainings to adolescents in the town of Seabrook, NH at low.

subsidized costs. Other duties include volunteer management, allocating program funding, leadership public training, and organizing adventure trips.

- **Volunteer Management** and scheduling for 35 volunteers that assist various program activities, including volunteer tutors, chaperones, and leadership training instructors.
- **Leadership Trainings** held monthly focusing on sculpting adolescents into strong, independent future leaders by offering lecture and service learning opportunities of selected topics. Training topics have included organization skills, games and modifications workshop, 1, 2, 3 Magic, and several diversity awareness trainings.
- **Donations/Contributions of Funding** were allocated through direct contacts and networking within and outside of the community. Official letters, interviews, and sponsorships were attained by numerous methods, including e-mail, letters, telephone, and internet.
- **Web-Site** was constructed for the program, teenleadershipadventures.edublogs.org, and maintained on a daily/weekly basis with links to future trips, important forms, and communication elements.

2003 – 2009

Site-Director, Seabrook YMCA School's Out Program (non profit)

Southern District YMCA – Camp Lincoln, Kingston, NH 03848

Responsibilities include offering a quality after school program for children grades K-6, organizing and implementing activities, tutoring children with homework, supervising and managing staff members and pay roll sheets, as well as parent correspondence.

- **Community Service Project Organizing & Implementation** including Army Care Package Fundraisers, SPCA Food Drives, Literacy Events, and Community Partnership Events.
- **Family Events** monthly focusing on multi-cultural exploration and family/community importance by intertwining games, arts, and food.
- **Leaders-In-Training Program** organization implemented to give adolescents purpose and the tools to be strong, positive leaders in their community. Evaluations, incentives, and structured off-campus learning events are used in this program.

2006-2009

Director, Summer Leadership Program

Seabrook Recreation Department, Seabrook, NH 03874

Responsibilities include organizing and implementing leadership strategies and learning tools for adolescents' grades six through eight.

- **Field Trip Organizing.**
- **Community Based Events** usually off campus including elderly complexes, beach clean-ups, and off-campus teen leadership trips.
- **Calendars & Newsletters** that explain with detail and creativity to basis of the program as well as incentives and goals for the adolescents.

VOLUNTEER/COMMUNITY SERVICE

2010	United Way Day of Caring
2009 & 2010	Servapalooza Volunteer Day
2000 – 2010	New Hampshire Food Drive
2005, 2006, 2008 , 2009	Christmas Fundraiser for Community Action in Seabrook, NH
2005 & 2006 & 2009	Literacy and Reading Fundraiser Challenge
2007, 2008, 2009	Care Package Fundraiser for US Army
2004, 2007 - 2010	SPCA Fundraiser and Food Drive
2007	“Walk-the-Walk” Event in Seabrook, NH, Assisted Organization of event

TECHNOLOGY

Power point, Print Shop, Digital Photos, IPhoto, Microsoft Word, Apple Works, Microsoft Excel, Microsoft Office Publisher, SPSS, Adobe Workshop

SEACOAST YOUTH SERVICES

FINANCIAL STATEMENTS

December 31, 2008

CONTENTS

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Independent Auditors' Report	1
Statement of Financial Position	2
Statement of Activities-Unrestricted Net Assets	3
Statement of Cash Flows	4
Statement of Functional Expenses	5
Notes to Financial Statements	6-7

FRITZ DEGUGLIELMO LLC

CERTIFIED PUBLIC ACCOUNTANTS

23 MIDDLE STREET
NEWBURYPORT, MASSACHUSETTS 01950
(978) 462-2161 FAX: (978) 462-8005
WWW.FD-CPA.COM

INDEPENDENT AUDITORS' REPORT

Board of Directors
Seacoast Youth Services
Seabrook, New Hampshire

We have audited the accompanying statement of financial position of Seacoast Youth Services, (a nonprofit organization) as of December 31, 2008 and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year summarized comparative information has been derived from the Organization's 2007 audited financial statements whose report dated June 12, 2008 expressed an unqualified opinion on those statements.

We conducted our audits in accordance with generally accepted auditing standards in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Seacoast Youth Services as of December 31, 2008 and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.



Certified Public Accountants

June 18, 2009

SEACOAST YOUTH SERVICES
STATEMENT OF FINANCIAL POSITION
December 31, 2008
(with comparative totals for December 31, 2007)

ASSETS		2008	2007
Current Assets			
Cash		\$ -	\$ 12,370
Accounts receivable		14,653	24,228
Total Current Assets		14,653	36,598
Property, Plant and Equipment			
Motor Vehicles		8,900	15,000
Equipment and Furniture		3,398	2,283
Leasehold Improvements		8,284	8,284
		20,582	25,567
Accumulated Depreciation		(4,830)	(2,954)
Net Property and Equipment		15,752	22,613
Total Assets		\$ 30,405	\$ 59,211
LIABILITIES AND NET ASSETS			
Current Liabilities			
Cash overdraft		\$ 394	\$ -
Accounts payable		2,514	848
Deferred revenue		5,847	9,592
Total Current Liabilities		8,755	10,440
Net Assets			
Unrestricted Net Assets		21,650	48,771
Total Liabilities and Net Assets		\$ 30,405	\$ 59,211

See auditors' report and accompanying notes to financial statements.

SEACOAST YOUTH SERVICES
STATEMENT OF ACTIVITIES
For the year ended December 31, 2008
(with comparative totals for the year ended December 31, 2007)

	Unrestricted	
	2008	2007
Support and Revenue		
Grants and Contracts	\$ 125,153	\$ 96,569
Contributions	28,706	46,650
Fundraising	98,330	76,871
Fees For Services	56,083	42,435
Total Support and Revenue	<u>308,272</u>	<u>262,525</u>
Expenses		
Program Services	205,947	132,482
Fundraising	76,655	60,447
General and Administrative	52,791	33,682
Total Expenses	<u>335,393</u>	<u>226,611</u>
Increase (Decrease) in Net Assets	(27,121)	35,914
Net Assets at beginning of year	48,771	12,857
Net Assets at end of year	<u>\$ 21,650</u>	<u>\$ 48,771</u>

See auditors's report and accompanying notes to financial statements.

SEACOAST YOUTH SERVICES
STATEMENT OF CASH FLOWS
For the year ended December 31, 2008
(with comparative totals for the year ended December 31, 2007)

	<u>2008</u>	<u>2007</u>
Cash Flows from Operating Activities		
Increase (Decrease) in Net Assets	\$ (27,121)	\$ 35,914
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Contribution of motor vehicles	(1,400)	(15,000)
Depreciation	3,376	2,253
Loss on disposal of motor vehicle	6,000	
(Increase) Decrease in accounts receivable	9,575	(24,228)
Increase (Decrease) in accounts payable	1,666	(2,409)
Increase (Decrease) in deferred revenue	<u>(3,745)</u>	<u>9,592</u>
Net Cash (Used) Provided by Operating Activities	<u>(11,649)</u>	<u>6,122</u>
Cash Flows from Investing Activities		
Purchase of equipment	<u>(1,115)</u>	<u>(1,612)</u>
Net Cash Used by Investing Activities	<u>(1,115)</u>	<u>(1,612)</u>
Net Increase (Decrease) in Cash	(12,764)	4,510
Cash at Beginning of Year	<u>12,370</u>	<u>7,860</u>
Cash (Overdraft) at End of Year	<u>\$ (394)</u>	<u>\$ 12,370</u>
Supplemental Disclosures of Cash Flow Information		
Cash paid during the year for interest	<u>\$ -</u>	<u>\$ 952</u>
Cash paid during the year for income taxes	<u>\$ -</u>	<u>\$ -</u>

See auditors' report and accompanying notes to financial statements.

SEACOAST YOUTH SERVICES
STATEMENT OF FUNCTIONAL EXPENSES
For the year ended December 31, 2008
(with comparative totals for the year ended December 31, 2007)

	Program Services	Fund- raising	General & Administration	2008 Total	2007 Total
Salaries and wages	\$ 128,749	\$ 3,900	\$ 11,700	\$ 144,349	\$ 91,671
Payroll taxes and employee benefits	15,112	1,099	3,294	19,505	13,018
Contract services	15,468	-	-	15,468	13,741
Rent expense	14,000	-	3,500	17,500	15,820
Utilities	5,353	-	1,338	6,691	5,016
Insurance	2,940	-	2,094	5,034	3,610
Supplies	5,735	2,286	6,858	14,879	9,272
Telephone	1,023	171	511	1,705	1,598
Bank fees	-	-	26	26	175
Staff development	-	-	10,305	10,305	277
Depreciation	2,354	-	1,022	3,376	2,253
Professional fees	200	-	7,460	7,660	2,903
Payroll processing fees	-	-	803	803	718
Transportation	5,117	-	1,279	6,396	6,414
Repairs and maintenance	3,737	-	934	4,671	3,044
Licenses and fees	-	-	127	127	495
Special events	-	69,199	-	69,199	54,437
Miscellaneous	1,359	-	340	1,699	2,149
Loss on disposal of motor vehicles	4,800	-	1,200	6,000	-
Total Expenses	\$ 205,947	\$ 76,655	\$ 52,791	\$ 335,393	\$ 226,611

See auditors' report and accompanying notes to financial statements.

SEACOAST YOUTH SERVICES
NOTES TO FINANCIAL STATEMENTS

December 31, 2008

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Seacoast Youth Services is a nonprofit New Hampshire corporation chartered on December 19, 2001 for the purpose of providing timely intervention and prevention programs regarding alcohol and drug abuse and other “at risk” behaviors to youth and families in the lower Seacoast New Hampshire area. Seacoast Youth Services is exempt from federal and state income taxes under section 501(c)(3) of the US Internal Revenue Code as a public charity.

Seacoast Youth Services prepares its financial statements in accordance with Statement of financial Accounting Standards (SFAS) No. 117, financial Statements of Not-for-Profit Organizations. Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets as defined below:

Unrestricted Net Assets – consist of assets, public support and program revenues, which are available and used for operations and programs. Contributions are considered available for unrestricted use unless specifically restricted by the donor.

Temporarily Restricted Net Assets – include funds with donor-imposed restrictions, which permit the donee organization to expend the assets as specified, and are satisfied either by the passage of time or by actions of the Organization. Resources of this nature originate from gifts, grants, bequests, contracts and investment income earned on restricted funds.

Permanently Restricted Net Assets – include resources, which have a permanent donor-imposed restriction that stipulates that the assets are to be maintained permanently, but permits the Organization to expend part or all of the income derived from the donated assets.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all short-term debt securities purchased with a maturity of three months or less to be cash equivalents.

Property and Equipment

Property and equipment are recorded at cost. Depreciation is provided using the straight-line method over estimated useful lives. Depreciation for the years ended December 31, 2008 was \$3,376. Assets are capitalized if their economic useful life exceeds one year.

Revenue Recognition

The Organization reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. All donor restricted contributions and grants whose restrictions are met in the same fiscal year in which the contribution was received are recorded as unrestricted support or revenue.

SEACOAST YOUTH SERVICES
NOTES TO FINANCIAL STATEMENTS

December 31, 2008

NOTE A – continued

Receivables

Receivables consist of contracts and other receivables of the Organization. Management has deemed receivables fully collectible as of December 31, 2008.

Use of Estimates

Management used estimates and assumptions in preparing financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could vary from the estimates that were used.

NOTE B – DONATED FACILITY AND OPERATING LEASE

The Organization leases its facility from the Church of Christ, for a nominal fee. The five-year lease calls for monthly rent of \$325 with a scheduled increase to \$1,100 beginning in April 2009. The lease expires on March 31, 2011 and the Organization has an option to extend the lease period for an additional five-year period at a rate of \$1,200 per month. The difference between the fair market value of this rental and the amount paid is recorded as an in-kind contribution and rent expense. In-kind rent for the year ended December 31, 2008 aggregated \$13,600.

The following is a schedule by years of future minimum rental payments required under operating leases that have initial or remaining non-cancelable lease terms in excess of one year as of December 31, 2008.

<u>December 31,</u>	
2009	\$ 10,875
2010	13,200
2011	<u>3,300</u>
	<u>\$ 27,375</u>

The Organization entered into a sub-lease agreement with the Rockingham Community Action-Head Start program. The Organization will receive \$840 per month through November 2010 with an option to extend the terms for an additional three-year period.

NOTE C – NON-CASH TRANSACTIONS

During the year ended December 31, 2008, a motor vehicle with a fair market value of \$1,400 was donated to the Organization. The motor vehicle is used to assist in the facilitation of the Organization's program services.

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/09/2011

PRODUCER (603)926-3830 FAX (603)926-0283
 Bean Insurance Agency, LLC
 151 Winnacunnet Road
 P.O. Box 660
 Hampton, NH 03843-0660

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
 Seacoast Youth Services
 PO Box 1381
 Seabrook NH 03874

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: The Hartford	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRT	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC	04 SBA PM2914	05/01/2010	05/01/2011	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
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	04 UEC NWO275	08/11/2010	08/11/2011	COMBINED SINGLE LIMIT (Ea accident) \$ 300,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	04 WEC PB3129	02/20/2010	02/20/2011	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-GR E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Certificate holder is listed as additional insured

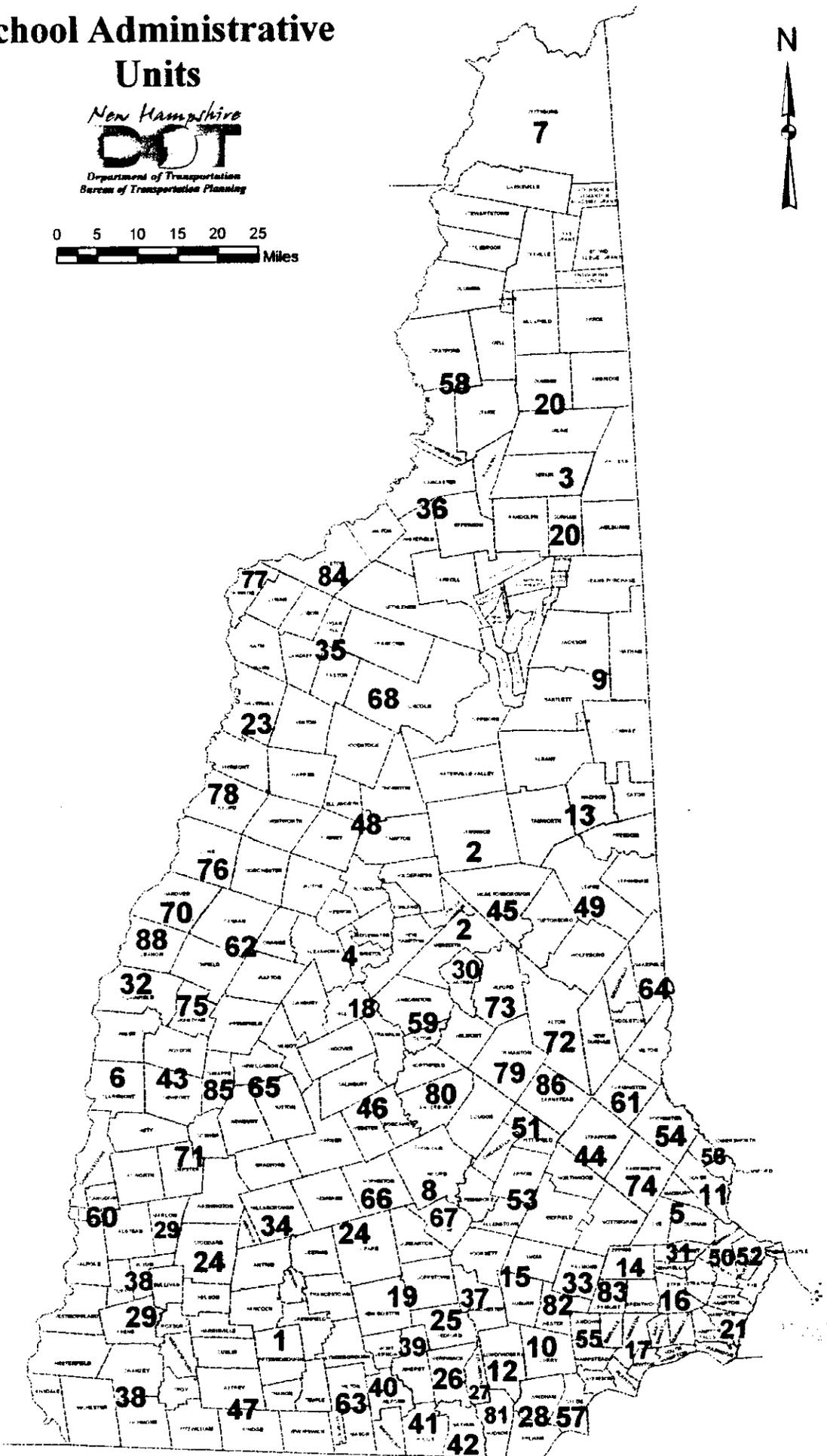
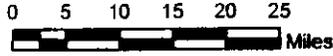
CERTIFICATE HOLDER

NH Department of Education
 101 Pleasant Street
 Concord, NH 03301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
 AUTHORIZED REPRESENTATIVE
 Scott Bean

School Administrative Units



Log 5-13



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

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

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

FOR INFORMATION ONLY
G & C Letter # _____
G & C Date 6-6-12
APPROVED: _____
Page # _____
Item # _____

May 01, 2012

His Excellency Governor John H. Lynch
and the Honorable Council
State House
Concord, NH 03301

G&C Date approved
6/6/12
Item 133

REQUESTED ACTION

Authorize the Department of Education to exercise a renewal option to grant funds to Seacoast Youth Services, Seabrook, NH (Vendor Code 203944), approved 06/08/11, item #144 to offer extended day programming for youth and their families pending legislative approval of the next biennial budget. This grant will be in effect from July 1, 2012 through June 30, 2013. Further authorize unencumbered payment of said grant with internal accounting control within the Department of Education. This grant will not exceed \$122,075.11. 100% Federal Funds.

Funding for this request is available from:

06-56-56-562010-32770000-072-500577
Department of Education, Division of Instruction,
21st Century Community Learning Center Program

FY 13

\$122,075.11

Explanation

The United States Department of Education legislation allows for five year 21st Century Community Learning Center grants to serve youth and their families during the out of school time hours.. Grants are annually renewed pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

New Hampshire anticipates a FY 2013 grant award in the amount of \$5,643,199.00 from the United States Department of Education under the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities outside of regular school hours for children in a safe environment. The programs will offer students a broad array of additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education. These programs and services are designed to reinforce and complement the regular academic program of the participating students.

His Excellency Governor John Lynch
and The Honorable Council

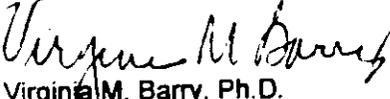
Page Two
May 01, 2012

technology education. These programs and services are designed to reinforce and complement the regular academic program of the participating students.

The program services provided by the grant cited above will be coordinated by Seacoast Youth Services in collaboration with the Seabrook School District. This collaborative approach will serve middle school Seabrook School District youth and their families. This program is designed to include access to a wide range of supports which include academic, literacy, enrichment, technology, and recreation programs.

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

Respectfully submitted,


Virginia M. Barry, Ph.D.
Commissioner

VMB:SB
Enclosures

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

Federal/State Program Title: 21st Century Community Learning Centers

FROM: Seacoast Youth Services
PO Box 1381
Seabrook, NH 03874

TO: Suzanne Birdsall
NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

SAURA: _____
Proposed Project Title: Seabrook Adventure Zone

The following information is required for all projects
PROJECT MANAGER:

NAME: Vic Maloney
ADDRESS: 867 Lafayette Rd., Seabrook, NH 03874
E-MAIL ADDRESS: vic@seacoastyouthservices.org
NAME: Vic Maloney
E-MAIL ADDRESS: vic@seacoastyouthservices.org

FINANCIAL CONTACT:

TITLE: Executive Director
TELEPHONE: (603) 474-3332
FAX: (603) 372-0822
TELEPHONE: (603) 474-3332
FAX: (603) 372-0822

Project Period: 7/1/2012 to: 6/30/2013

The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ensuring that only authorized items required to implement the project are charged to the project, and for initiating request to amend the approved project. No services or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

- This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:
 - Education Department General Administrative Regulations (EDGAR) in Title 34 Code of Federal Regulations (CFR), Parts 74, 75, 76, 77, 79, 80, 82, 85, 86; Civil Rights Regulations in 34 CFR, Parts 100 through 106, and specific program laws and regulations.
 - Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
- Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
- Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
- Audits will be in compliance with the Single Audit Act Amendments of 1996 (P.L. 104-155) and U.S. Office of Management and Budget (OMB) Circulars.
- Project approval, if given, will be on the condition that full funding of the Approved Budget and payment by the grantor are contingent upon the availability of a Federal Grant and Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Neither the State nor the Department of Education shall be liable for payments under this grant except from such funds.

FISCAL AGENT - MAKE CHECKS PAYABLE TO:
 Seacoast Youth Services
 The Provident Bank
 003176 211374020 27 728318

APPROVED INDIRECT COST RATE: _____ 3.8 %

Vic Maloney
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RAC/CHIEF FINANCIAL OFFICER

Vic Maloney
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RAC/CHIEF FINANCIAL OFFICER

DATE

TYPE OF CHANGE	
BUDGET	
FUND AUTH	
FISCAL AGENT	
OTHER	

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



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

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

21st Century Community Learning Center Assurances

School District Served: Manchester

1. The program will take place in a safe and easily accessible facility.
2. The program was developed and will be carried out in active collaboration with the schools the students attend, including private schools.
3. The program will primarily target students and their families who attend high poverty schools of 30% or more free and reduced lunch eligibility, or if it is a middle or high school then the feeder schools are primarily eligible.
4. The funds will be used to increase the level of State, local, and other non-federal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this program and in no case supplant Federal, State, local, or non-Federal funds.
5. The community was given notice of intent to submit an application and the application and any waiver request was available for public review after submission of the application.
6. The grantee will assume direct responsibility for the selection of sub-grantees or vendors and will be directly involved in monitoring the expenditure and payment of funds.

Virginia M. Barry

Authorizing Name and Signature

11/2/01

Date

Seacoast Youth Services

MISSION STATEMENT

Seacoast Youth Services offers positive youth development programs to coastal New Hampshire youth and their families, including outreach to those who typically do not receive services. We believe through effective engagement and comprehensive best practice programs, our clients will develop a sense of belonging, productive life long skills, and increased hope for the future.

Seacoast Youth Services Board of Directors

Dawn Emerick/Chairperson

Taurus Marketing
861 Lafayette Rd.
Hampton, NH 03842
(603) 926-4477

Rev. Deborah Knowlton/Secretary

Minister-First Congregational Church
127 Winnacunnet Rd.
Hampton, NH 03842
(603) 926-2837

Mary Markham/Development-Fundraiser

Realtor
Better Homes and Gardens –
The Masiello Group
Hampton, NH 03842
(603) 926-4466

Erica Ethier/Development-Fundraiser

Branch Manager
Provident Bank
1 Provident Way
Seabrook, NH 03874
(603) 474-7300

Janine L. Richards/Program Committee

Commercial Loan Specialist
Bech Commercial Capital, LLC
One New Hampshire Avenue, Suite 305
Portsmouth, NH 03801
(603) 431-4700

Marcia Gloddy/Program Committee

Office Manager
Better Homes and Gardens –
The Masiello Group
Hampton, NH 03842
(603) 926-4466

Carol Bostic

Life Coach
2 Main St.
South Hampton, NH 03827
(603) 944-2398

Elaine Ahearn

195 Exeter Rd.,
Hampton Falls, NH
(603) 772-7069

John McCarthy

Realtor
Better Homes and Gardens –
The Masiello Group
408 Lafayette Rd.
Hampton, NH 03842
(603) 926-4466

*Board Positions are non-compensatory

SAZ Position Salaries and Benefits

Program Director: Forrest E Carter Jr.

Salary: 34,328.736

Benefits: 5717.10

Site-Coordinator: Cassandra Carter

Salary: 15,678.99

Benefits: 1421.01

5th/6th Teacher: Lisa Riese

Salary: 4126.05

Benefits: 373.95

7th/8th Teacher: Rebecca Scherbon &

Tricia Valcich (1/2 time)

Salary: 3300.84

Benefits: 299.16

Group Leader 1: Peter Moura

Salary: 5198.8

Benefits: 471.18

Group Leader 2: Lexi Carter

Salary: 5198.8

Benefits: 471.17

Salary Total: 67832.26

Benefits Total: 8,753.57

26 Washington St.
P.O. Box 873
Seabrook, NH 03874

Forrest E. Carter Jr.

(603)997-1909
focarte81@yahoo.com

CAREER OBJECTIVE Obtain a position working with youth and adolescents focusing on leadership and intertwining recreation, community, the arts, and socially beneficial activities for the purpose of creating a more positive and rewarding life experience for those involved with the program.

EDUCATION

Capella University
Masters in Human Services: Non-Profit Management
*Current
Minneapolis, MN

University Of Massachusetts Lowell
Bachelors in Liberal Arts: Psychology
(Spanish Concentration Requirement)
December, 2008
Lowell, MA

EXPERIENCE

2011 – Current

Program Director, Seabrook Adventure Zone (21st Century CCLC)
Collaboration between Seabrook Middle School, Seacoast Youth Services, and other Community Partners in Seabrook, NH 03874
Responsible for program design, management, implementation, and evaluation of an academic and positive social development after school program with foundations based on both the 4-H values and Project Adventure paradigm of leadership.

- **Advisory Board Leadership** during monthly/bi-monthly meetings and maintaining effective collaboration with partners and board members.
- **Summer Planning Team** responsible for organizing and creating the Summer Conference for all 21st Century programs in New Hampshire.
- **Evaluation** of program goals by using the on-line and data base programs of Youth Services, 4See, and Performance Pathways.
- **Budget** management for all program needs, including staff salary, professional development, and all program expenses associated with the Seabrook Adventure Zone.
- **Human Resource Management** responsible for hiring, evaluating, and managing all SAZ personnel, volunteers, and community partners.

2009 – Current

Youth Program Director, Seacoast Youth Services (non profit)
Seacoast Youth Services - 867 Lafayette Rd., Seabrook, NH 03874
Responsible for implementation of after school, weekend, evening, and summer programming for at-risk middle and high school aged youth and adolescents in the New Hampshire seacoast area.

- **Outreach** in seacoast area middle schools and high schools including classroom presentations of programs, faculty integration and involvement, and parent and family involvement and awareness.
- **4-H Certified Leader**
- **American Red Cross Certified Trainer of 1st Aid & CPR w/AED**
- **Project Alert Certified** to educate youth and adolescents in alcohol and substance abuse with interactive and integrative lessons.
- **Project Adventure Certified (84 Hours)** incorporating team building, leadership skill cultivation, self-esteem boosting, and conflict resolution.
- **Overnight Trips** consisting of four two day overnights with 24 adolescents and 3 staff, project adventure team building and leadership activities, high adventure, and structured itinerary.
- **Grant Writing** skills successful in obtaining several major grants, including the 21st CCLC grant that supports the Seabrook Adventure Zone.

2008-2010

Coordinator, Teen Leadership Adventures Program (non profit)

Seabrook Community Center, Seabrook, NH 03874

Designed, proposed, and implemented the program successfully.

Responsibilities include offering adventure based activities, free tutoring, and leadership trainings to adolescents in the town of Seabrook, NH at low, subsidized costs. Other duties include volunteer management, allocating program funding, leadership public training, and organizing adventure trips.

- ***Volunteer Management*** and scheduling for 35 volunteers that assist various program activities, including volunteer tutors, chaperones, and leadership training instructors.
- ***Leadership Trainings*** held monthly focusing on sculpting adolescents into strong, independent future leaders by offering lecture and service learning opportunities of selected topics. Training topics have included organization skills, games and modifications workshop, 1, 2, 3 Magic, and several diversity awareness trainings.
- ***Donations/Contributions of Funding*** were allocated through direct contacts and networking within and outside of the community. Official letters, interviews, and sponsorships were attained by numerous methods, including e-mail, letters, telephone, and internet.

Cassandra L.I. Carter

26 Washington St.
Seabrook, NH 03874

(603) 997-1749
Kcjul@msn.com

Career Objective: To work in the Criminal Justice Field with a major emphasis on Government Agencies, and corporations, and working with individual people, and/ or with families and Children.

Education:

Hesser College Salem, NH
Working towards a Bachelor's Degree in Criminal Justice

Northern Essex Community College Haverhill, MA
Associate's Degree December 2009

Winnacunnet High School Hampton, NH
Diploma June 2006

Experience:

2011- Present Seacoast Youth Services Seabrook, NH
Site Coordinator. Planning, Running, and supervising activities. Tutoring, and mentoring students 5th-8th grade. System Updates on Youth Services program, Creating Monthly Menus using the Minute Menu program. Produces daily attendance and supervises snack hand out. Sets dates and times for scheduled deliveries of snack food from the NH Food Bank. Other duties include, but are not limited to: Writing donation requests, grants, etc to both local, and national companies. Attending fundraising events for the non-profit agency, and helping in raising funds to help sustain the non-profit, Seacoast Youth Services.

Feb 2011- May 2011 McDonalds Seabrook, NH
Office Assistant. Recording Daily, and Monthly inventory. Completing daily payroll sheets, Configuring Labor Chart daily, Entering Waste/Promo into the computer, Completing Weekly Figures, as well as monthly figures, and makes daily bank deposits. Some other responsibilities are, running errands, and helping with employee scheduling

- 2010-Present Seabrook Elementary/Middle School Seabrook, NH
Staff Member helping students who receive out of school suspensions. Assists with daily homework, and lectures students about their issues, and why they received the disciplinary action. Helps students make better choices, and helps them understand why what they did was wrong, and how to deal with problems before having consequences.
- 2009-Present Town of Seabrook Recreation Department Seabrook, NH
 Front Desk Receptionist, and Supervisor
 Responsibilities include answering multiple telephone lines, taking messages, creating computer records for town residents, completing registrations, typing letters, filing, and organizing, as well as having strong communication skills.
- 2010-2011 National Visa Center Portsmouth, NH
 Visa processing agent and file clerk. Duties include, but are not limited to creating petitions, and entering them into the computer systems. Analyzing Immigrant Petitions, and checking them to make sure they are valid. Filing immigrant petitions, labeling folders, and sorting and organizing files.
- 2007-2009 Town of Seabrook Recreation Department Seabrook, NH
 Supervisor of public gymnasium and game room
 Responsibilities include making sure children and/or adults are Using equipment properly.
- 2008-2009 Southern District YMCA Kingston, NH
 Assistant of the Seabrook School's Out Program
 Responsibilities include supervising children, running programs and planning daily activities.
- 2004-2007 Southern District YMCA Kingston, NH
Counselor of the Seabrook School's Out Program.
 Responsibilities include caring for children grades K-8, organizing activities, assisting children with homework, Keeping the children active and making sure they are having fun. Additional responsibilities involve working and implementing proper coping strategies with children with Asperger's Syndrome, Bipolar Disorder, and multiple children with ADD and ADHD.

2001-2011

Seabrook Recreation Department

Seabrook, NH

Program Staff member of Summer Camp Program for grades K-2, 3 4, 5 and 6-8. Responsibilities included planning, and managing, and leading daily activities for campers.

Volunteer Work

Town of Seabrook, NH

Seabrook, NH

Scotty Lago Olympic Event (2010)

Town of Seabrook, NH

Seabrook, NH

Toys for Tots (2005-2006)

Town of Seabrook, NH

Seabrook, NH

Care Packages for troops overseas (October, 2007)

Town of Seabrook, NH

Seabrook, NH

Food Drive (Summer 2008)

Teen Leadership Adventures Program (Fall, 2008)

Seabrook, NH

Technology

Power point, Microsoft Excel, Microsoft Word, Apple Works, Access

Experience

I have had some retail work, secretarial work, maintenance, Data Entry, Analytical work, and some payroll, and inventory experience. I can type more than 30 words per minute.

Other Qualifications: Law Enforcement Certificate. CPR and First Aid Certified.

Seacoast Youth Services
Profit & Loss
 January 1 through April 23, 2012

Jan 1 - Apr 23, 12

Ordinary Income/Expense	
Income	
Contributions	
Individual give w/liberty	1,010.29
Business	1,250.00
Individual	50.02
Total Contributions	2,310.31
Fundraising Income	
Seacoast Poker Income	19,576.20
Fundraising Income - Other	37,236.15
Total Fundraising Income	56,812.35
Grants	
The Provident Bank	96.00
21st century	30,466.11
Provident Bank	4,755.00
Total Grants	35,317.11
Program Income	
Transportation Income	6,600.00
SNHS food	779.08
WHS contracted services	9,334.00
Grants ojjdp	13,760.48
Program Income - Other	1,918.00
Total Program Income	32,391.56
Rent Income/Utilities	
Town Funding	3,540.00
Seabrook Funding	7,500.00
Total Town Funding	7,500.00
Total Income	137,871.33
Expense	
unemployment expense	220.40
IRS Prior Year Qtrly	1,407.58
s void	0.00
void	0.00
Automobile Expense	
Gas	3,513.63
Registration	44.00
Repairs	917.90
Tolls	50.00
Total Automobile Expense	4,525.53
Bank Service Charges	
Dues and Subscriptions	0.03
Fundraising	249.95
Insurance	17,620.52
Insurance	
D&O Insurance	800.00
Liability/Business Owner's	1,251.49
Insurance - Other	1,079.46
Total Insurance	3,130.95
Miscellaneous	
Occupancy Expenses	-2.09
Rent	
Rent	3,600.00
Utilities	
Phone/Internet/TV	641.49
Electric	970.45
Oil	3,067.72
Total Utilities	4,679.66
Total Occupancy Expenses	8,279.66

4:53 PM
04/23/12
Cash Basis

Seacoast Youth Services
Profit & Loss
January 1 through April 23, 2012

	Jan 1 - Apr 23, 12
Office Equipment	
Payroll Expenses	345.00
Wages & Salaries	52,598.73
Payroll Taxes	11,826.02
Payroll Service	505.20
Total Payroll Expenses	64,929.95
Professional Fees	
Accounting	1,516.00
Total Professional Fees	1,516.00
Program Expense	
Transportation /van registrati	120.00
OJJDP Program Expense	218.88
SAZ training	597.00
SAZ supplies	3,853.13
Program Expense - Other	1,639.63
Total Program Expense	6,428.64
Repairs	
Building Repairs	235.00
Total Repairs	235.00
Supplies	
Food	70.79
Postage and Delivery	105.70
Program	492.00
Supplies - Other	66.05
Total Supplies	734.54
Transportation	240.00
Total Expense	109,861.66
Net Ordinary Income	28,009.67
Net Income	<u>28,009.67</u>

PB
WEC

**INFORMATION PAGE
WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY**

INSURER: TWIN CITY FIRE INSURANCE COMPANY
HARTFORD PLAZA, HARTFORD, CONNECTICUT 06115

NCCI Company Number: 14974
Company Code: 7



04773
*1500204PB31290101



Suffix
LARS RENEWAL
08

POLICY NUMBER: 04 WEC PB3129
Previous Policy Number: 04 WEC PB3129

HOUSING CODE: SB

1. **Named Insured and Mailing Address:** SEACOAST YOUTH SERVICES
(No., Street, Town, State, Zip Code)

FEIN Number: 020529135 867 LAFAYETTE ROAD
SEABROOK, NH 03874

State Identification Number(s):
UIN:

The Named Insured is: INDIVIDUAL
Business of Named Insured: MEDICAL OFFICES: PHYSICIAN/ DO
Other workplaces not shown above: 867 LAFAYETTE RD.
SEABROOK NH 03874

2. **Policy Period:** From 02/20/12 To 02/20/13
12:01 a.m., Standard time at the insured's mailing address.

Producer's Name: BEAN INSURANCE AGENCY INC

Producer's Code: 040355
PO BOX 660
HAMPTON, NH 03842

Issuing Office: THE HARTFORD
301 WOODS PARK DRIVE
CLINTON NY 13323
(800) 962-6170

Total Estimated Annual Premium: \$3,415

Deposit Premium:

Policy Minimum Premium: \$819 NH

Audit Period: ANNUAL

Installment Term:

The policy is not binding unless countersigned by our authorized representative.

Countersigned by _____

Authorized Representative

Date



CERTIFICATE OF LIABILITY INSURANCE

DAS
R045DATE (MM/DD/YYYY)
01-04-2012

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

BEAN INSURANCE AGENCY INC
040355 P: (603) 926-3830 F: (603) 926-0283
151 WINNACUNET ROAD
HAMPTON NH 03842

CONTACT NAME:
PHONE (A.C. No. Ext): (603) 926-3830 FAX (A.C. No.): (603) 926-0283
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #:

INSURED

SEACOAST YOUTH SERVICES
PO BOX 1381
SEABROOK NH 03874

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Hartford Fire Ins Co	
INSURER B:	Sentinel Ins Co LTD	
INSURER C:	Twin City Fire Ins Co	
INSURER D:		
INSURER E:		
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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (INSR WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liab GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	X	04 SBA PM2914	05/01/2011	05/01/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		04 UEC NW0275	08/11/2011	08/11/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below		04 WEC PB3129	02/20/2012	02/20/2013	WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Those usual to the Insured's Operations. Atlantic Health & Fitness is an Additional Insured - Managers or Lessors of Premises per the Business Liability Coverage Form SS0008, attached to this policy.

CERTIFICATE HOLDER

Atlantic Health & Fitness
920 LAFAYETTE RD
SEABROOK, NH 03874

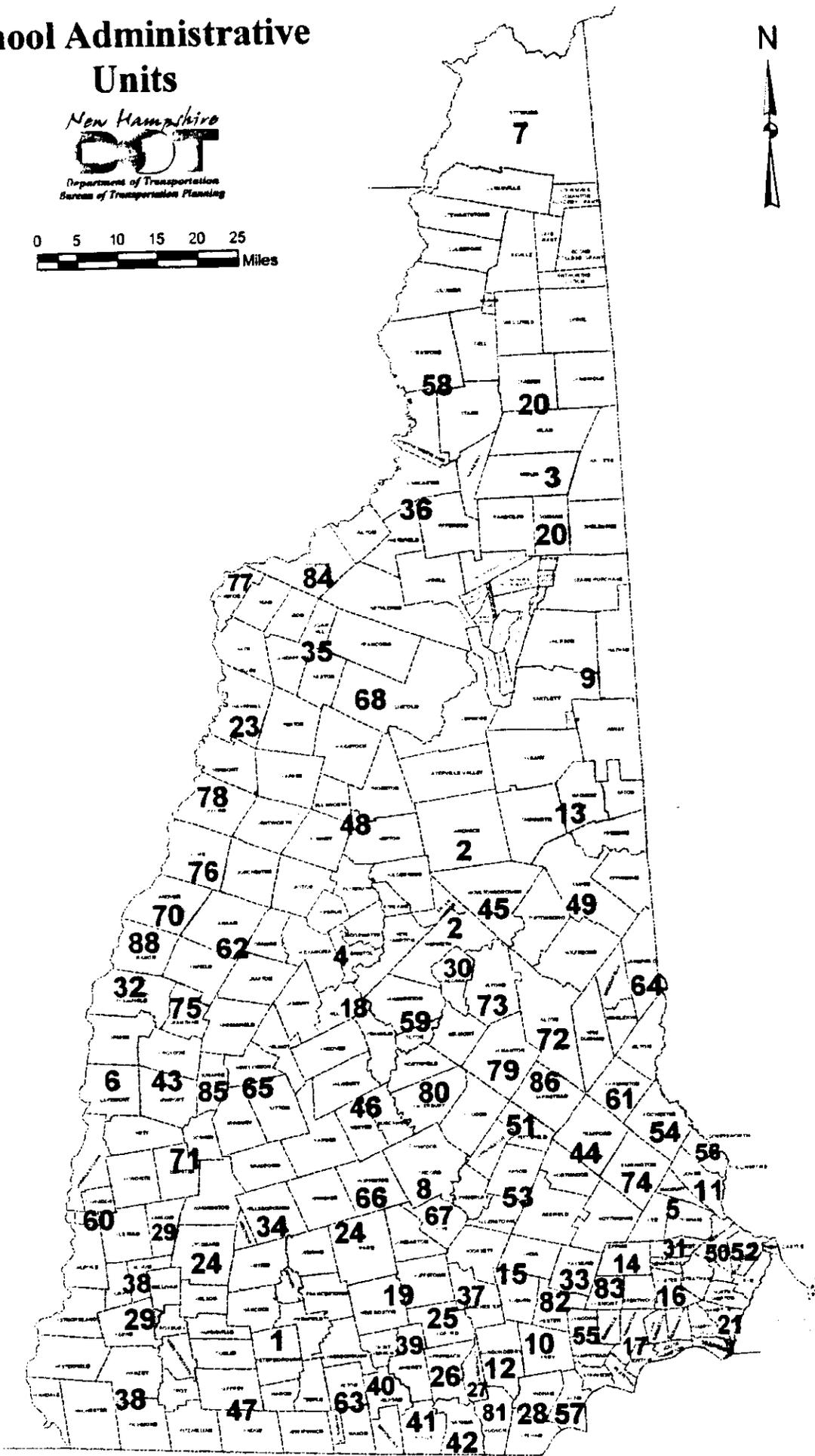
CANCELLATION

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

Joe Taylor

School Administrative Units



201 8/3

JUN 05 '13 11:52 AM



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

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

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

May 15, 2013

100% Federal Funds

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

REQUESTED ACTION

Authorize the Department of Education to exercise a renewal option to grant funds to Seacoast Youth Services, Seabrook, NH (Vendor Code 203944), approved 06/08/11, item #144, renewed 06/06/13, item #133 to offer extended day programming for youth and their families pending legislative approval of the next biennial budget. This grant will be in effect upon Governor and Council approval from July 1, 2013 through June 30, 2014. Further authorize unencumbered payment of said grant with internal accounting control within the Department of Education. This grant will not exceed \$118,075.11. 100% Federal Funds.

Funding for this request is available from:

	<u>FY 14</u>
06-56-56-562010-32770000-072-500577	\$118,075.11
Department of Education, Division of Instruction, 21st Century Community Learning Center Program	

Explanation

The United States Department of Education legislation allows for five year 21st Century Community Learning Center grants to serve youth and their families during the out of school time hours. Grants are renewed annually pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

New Hampshire anticipates a FY 2014 grant award in the amount of \$5,348,665.00 from the United States Department of Education under the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities outside of regular school hours for children in a safe environment.

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council

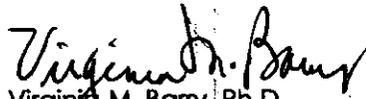
Page Two
May 15, 2013

The programs will offer students a broad array of additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education. These programs and services are designed to reinforce and complement the regular academic program of the participating students.

The program services provided by the grant cited above will be coordinated by Seacoast Youth Services in collaboration with the Seabrook School District. This collaborative approach will serve middle school Seabrook School District youth and their families. This program is designed to include access to a wide range of supports which include academic, literacy, enrichment, technology, and recreation programs.

This is the third year of a five year grant. In the event Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,


Virginia M. Barry, Ph.D.
Commissioner

VMB:SB
Enclosures

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/PROJECT MANAGER

PROJECT # _____
 CHANGE # _____
 PAGE 1 of _____

Federal/State Program Title: 21st Century Community Learning Centers

FROM: Seacoast Youth Services
 PO Box 1381
 Seabrook, NH 03874

TO: Suzanne Birdsall
 NH Department of Education
 State Office Park South
 101 Pleasant Street
 Concord, New Hampshire 03301-3860

SAURA: _____

Proposed Project Title: Seabrook Adventure Zone

Project Period: 7/1/2013 to: 6/30/2014

The following information is required for all projects

PROJECT MANAGER:

NAME: Vic Maloney
ADDRESS: 867 Lafayette Rd., Seabrook, NH 03874
E-MAIL ADDRESS: vic@seacoastyouthservices.org

TITLE: Executive Director
TELEPHONE: (603) 474-3332
FAX: (603) 372-0822

FINANCIAL CONTACT:

NAME: Vic Maloney
E-MAIL ADDRESS: vic@seacoastyouthservices.org

TELEPHONE: (603) 474-3332
FAX: (603) 372-0822

The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ensuring that only authorized items required to implement the project are charged to the project, and for initiating request to amend the approved project. No services or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

- This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:
 - Education Department General Administrative Regulations (EDGAR) in Title 34 Code of Federal Regulations (CFR), Parts 74, 75, 76, 77, 79, 80, 82, 85, 86; Civil Rights Regulations in 34 CFR, Parts 100 through 106, and specific program laws and regulations.
 - Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
- Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
- Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
- Audits will be in compliance with the Single Audit Act Amendments of 1996 (P.L. 104-156) and U.S. Office of Management and Budget (OMB) Circulars.
- Project approval, if given, will be on the condition that full funding of the Approved Budget and payment by the grantor are contingent upon the availability of a Federal Grant and Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Neither the State nor the Department of Education shall be liable for payments under this grant except from such funds.

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

Seacoast Youth Services
 The Provident Bank
 003176 211374020 27 728318

APPROVED INDIRECT COST RATE: _____ 3.8 %

Vic Maloney
 PRINT NAME AND TITLE OF SAU SUPERINTENDENT OF SCHOOLS
 or RA/CHIEF FINANCIAL OFFICER

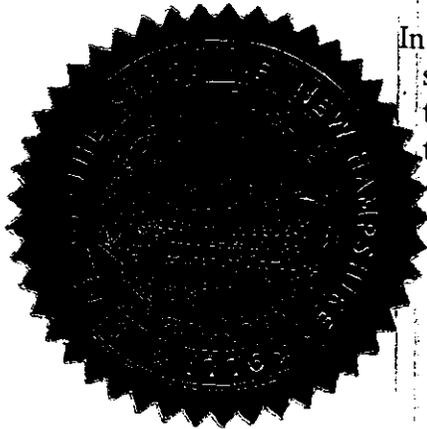
[Signature]
 SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
 or RA/CHIEF FINANCIAL OFFICER

5/12/13
 DATE

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 Seacoast Youth Services is a New Hampshire nonprofit corporation formed December 19, 2001. 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 29th day of May A.D. 2013

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

William M. Gardner
Secretary of State

PB. INFORMATION PAGE

WEC WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY

INSURER: TWIN CITY FIRE INSURANCE COMPANY
ONE HARTFORD PLAZA, HARTFORD, CONNECTICUT 06155

NCCI Company Number: 14974
Company Code: 7



Suffix
LARS RENEWAL
09

POLICY NUMBER: 04 WEC PB3129
Previous Policy Number: 04 WEC PB3129

HOUSING CODE: SB

1. Named Insured and Mailing Address: SEACOAST YOUTH SERVICES
(No., Street, Town, State, Zip Code)

FEIN Number: 020529135
State Identification Number(s):
UIN:
867 LAFAYETTE ROAD
SEABROOK, NH 03874

The Named Insured is: INDIVIDUAL
Business of Named Insured: MEDICAL OFFICES; PHYSICIAN/ DO
Other workplaces not shown above: 867 LAFAYETTE RD.
SEABROOK NH 03874

2. Policy Period: From 02/20/13 To 02/20/14
12:01 a.m., Standard time at the insured's mailing address.

Producer's Name: BEAN INSURANCE AGENCY INC

PO BOX 660
HAMPTON, NH 03842
Producer's Code: 040355
Issuing Office: THE HARTFORD
301 WOODS PARK DRIVE
CLINTON NY 13323
(800) 962-6170

Total Estimated Annual Premium: \$3,287
Deposit Premium:
Policy Minimum Premium: \$774 NH

Audit Period: ANNUAL
Installment Term:
The policy is not binding unless countersigned by our authorized representative.

Countersigned by Scott A Bean
Authorized Representative Date

Seacoast Youth Services

Mission Statement

Seacoast Youth Services offers positive youth development programs to coastal New Hampshire youth and their families, including outreach to those who typically do not receive services. We believe through effective engagement and comprehensive best practice programs, our clients will develop a sense of belonging, productive life long skills, and increased hope for the future.

**Seacoast Youth Services Board of Directors
January 2013**

Janine L. Richards/Chairperson
Outreach Coordinator-SAU 90
5 Beech Court
Stratham, NH 03855
(603) 501-1849

Erica Ethier/Development-Fundraising
Branch Manager
Provident Bank
1 Provident Way
Seabrook, NH 03874
(603) 474-7300

Dawn Emerick/Secretary
Taurus Marketing
861 Lafayette Rd.
Hampton, NH 03842
(603) 926-8316

Marcia Gloddy/Program Committee
Office Manager-The Masiello Group
408 Lafayeete Rd.
Hampton, NH 03842
(603) 926-4466

Derek Scialdone/Treasurer
Branch Manager
The Provident Bank
1 Provident Way
Seabrook, NH 03874
Phone 603-760-1501

Carol Bostic/ Fundraising
Health Coach and Certified Hypnotist
2 Main Avenue
South Hampton, NH 03827

Elaine Ahearn/ Fundraising-Development
State Representative
195 Exeter Rd.,
Hampton Falls, NH
(603) 772-7069

John McCarthy/ Marketing
Realtor-The Masiello Group
408 Lafayette Rd.
Hampton, NH 03842
(603) 926-4466

Jerome Fuller Jr./ Marketing
General Manager
Staples
536 Lafayette Rd.
Seabrook, NH 03874
(603) 474-8511

Attorney Alan Ganz/ Marketing
Ganz Law Office
779 Lafayette Rd.
Seabrook, NH 03874
603-474-2737

Board positions are non-compensatory

SAZ Position Salaries and Benefits

Program Director: Forrest E Carter Jr.

Salary: 36,235.89

Benefits: 6391.27

Site-Coordinator: Cassandra Carter

Salary: 18,292.16

Benefits: 1657.85

5th/6th Teacher: TBA

Salary: 3300.84

Benefits: 299.16

7th/8th Teacher: TBA

Salary: 3300.84

Benefits: 299.16

Group Leader 1: TBD

Salary: 5198.82

Benefits: 471.18

Group Leader 2: TBA

Salary: 5198.82

Benefits: 471.17

Salary Total: 71527.37

Benefits Total: 9589.79

10:30 AM
 05/28/13
 Cash Basis

Seacoast Youth Services
Profit & Loss
 January through December 2012

	Jan - Dec 12
Ordinary Income/Expense	
Income	
fundraising mardi	1,100.00
Shaw foundation	500.00
merchant cd credit	18.60
medicaid	174.00
Contributions	
Liberty DOC	1,000.00
Individual give w/liberty	2,474.09
Business	750.00
Donated Assets	2,500.00
Individual	2,980.81
Total Contributions	9,704.90
Fundraising Income	
Garden Tour	3,547.00
Winter Gala	38,336.15
Seacoast Poker Income	19,576.20
Fundraising Income - Other	300.00
Total Fundraising Income	61,759.35
Program Income	
Gain Assessments	400.00
Grants	
SWGC	61,755.00
Pohlad Foundation	2,000.00
Grants OJJDP	65,971.11
NHCF expenses	40,000.00
OJJDP Grant-prev	-9,227.50
The Provident Bank	4,851.00
21st century	89,476.70
NH Charitable Foundation	2,500.00
Total Grants	257,326.31
Counseling	1,000.00
Transportation Income	28,766.00
SNHS food	2,117.00
WHS contracted services	13,676.00
Program Income - Other	3,610.00
Total Program Income	306,895.31
Rent Income/Utilities	10,620.00
Town Funding	
Hampton Falls Funding	1,500.00
Hampton Funding	10,000.00
Seabrook Funding	7,500.00
Total Town Funding	19,000.00
Total Income	409,772.16
Expense	
Admin & Overhead Expenses	
Merchant bank cd	109.03
Miscellaneous	3,468.13
Fees	296.66
Training / Staff Development	2,107.21
Supplies	
Food	481.92
Office	611.00
Postage and Delivery	198.70
Supplies - Other	66.05
Total Supplies	1,357.67
Dues and Subscriptions	624.95
Bank Service Charges	8.43
Total Admin & Overhead Expenses	7,972.08

10:30 AM
 05/28/13
 Cash Basis

Seacoast Youth Services
Profit & Loss
 January through December 2012

	Jan - Dec 12
IRS Prior Year Qtrly	464.41
void already paid	0.00
s void	0.00
prevention grant	289.00
void	0.00
Automobile Expense	
Gas	14,314.51
Registration	855.68
Repairs	4,584.83
Tolls	147.80
Total Automobile Expense	19,902.82
Fundraising	20,755.01
Insurance	
Health Benefits	6,885.69
D&O Insurance	800.00
Liability/Business Owner's	7,472.96
insurance - Other	1,079.46
Total Insurance	16,238.11
Marketing	
Printing	355.62
Supplies	378.69
Web Site Expenses	306.49
Marketing - Other	1,190.83
Total Marketing	2,231.63
Occupancy Expenses	
Rent	14,832.00
Utilities	
Gas	882.84
Phone/Internet/TV	1,686.27
Electric	1,668.02
Oil	3,087.72
Utilities - Other	673.04
Total Utilities	7,977.89
Total Occupancy Expenses	22,809.89
Office Equipment	1,500.00
Payroll Expenses	
Unemployment expense	222.40
Wages & Salaries	177,823.19
Payroll Taxes	47,626.34
Payroll Service	1,737.00
Total Payroll Expenses	227,408.93
Professional Fees	
Accounting	3,450.00
Total Professional Fees	3,450.00
Program Expense	
SAZ Contracted	98.36
SAZ Equipment	154.46
Program Evaluation	2,500.00
Transportation	433.00
Program Supplies	3,929.31
Summer Camp Expense	693.65
OJJDP Program Expense	4,329.14
SAZ training	3,522.00
SAZ supplies	16,008.81
Program Expense - Other	2,789.86
Total Program Expense	34,458.59

10:30 AM
05/28/13
Cash Basis

Seacoast Youth Services
Profit & Loss
January through December 2012

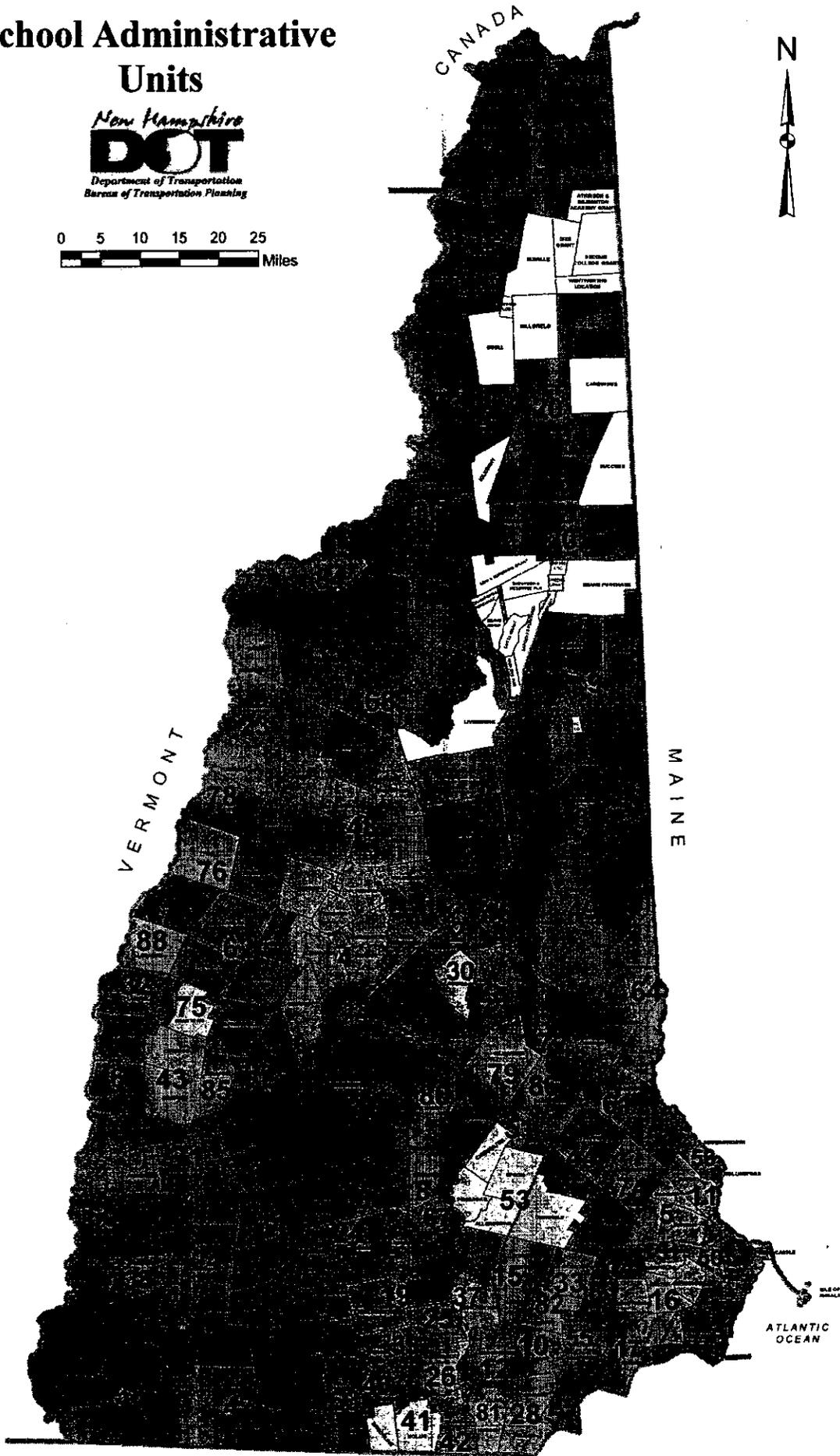
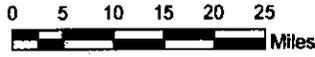
	<u>Jan - Dec 12</u>
Repairs	
Building Repairs	1,352.31
Total Repairs	<u>1,352.31</u>
Travel & Ent	
Meals	196.34
Mileage	1,088.58
Total Travel & Ent	<u>1,284.92</u>
Total Expense	<u>360,117.70</u>
Net Ordinary Income	<u>49,654.46</u>
Net Income	<u><u>49,654.46</u></u>

9:37 AM
05/15/13
Accrual Basis

Seacoast Youth Services
Balance Sheet
As of May 15, 2013

	<u>May 15, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Provident Bank	21,977.00
Petty Cash	400.00
Total Checking/Savings	<u>22,377.00</u>
Accounts Receivable	
Accounts Receivable	35,428.31
Total Accounts Receivable	<u>35,428.31</u>
Other Current Assets	
Prepaid Rent	34,186.00
Total Other Current Assets	<u>34,186.00</u>
Total Current Assets	91,991.31
Fixed Assets	
Fixed Assets	
A/D - Leasehold Improvements	-2,832.00
A/D - Office Equipment	-2,788.00
A/D - Vans	-10,295.00
Leasehold Improvements	14,682.64
Office Equip.	3,397.82
Vans	26,450.00
Total Fixed Assets	<u>28,615.46</u>
Total Fixed Assets	<u>28,615.46</u>
TOTAL ASSETS	<u><u>120,606.77</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	101,233.40
Net Income	19,373.37
Total Equity	<u>120,606.77</u>
TOTAL LIABILITIES & EQUITY	<u><u>120,606.77</u></u>

School Administrative Units



✓ 151



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

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

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-8900

May 14, 2014

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

REQUESTED ACTION

Authorize the Department of Education to exercise a renewal option to grant funds to Seacoast Youth Services, Seabrook, NH (Vendor Code 203944), originally approved by Governor and Council on 06/08/11, item #144, renewed 06/06/12, item #133, renewed 06/19/13, item #201, to continue to offer extended day programming for youth and their families effective upon Governor and Council approval from July 1, 2014 through June 30, 2015 in an amount not to exceed \$88,782.70. **100% Federal Funds.**

Funding is available in account titled 21st Century Community Learning Center.

FY 15

06-56-56-562010-32770000-072-500577 Grants-Federal \$88,782.70

Explanation

The United States Department of Education legislation allows for five year 21st Century Community Learning Center grants to serve youth and their families during the out of school time hours. Grants are renewed annually pending the receipt of an Annual Performance Report that indicates sufficient progress and the availability of federal funds.

Her Excellency, Governor Margaret Wood Hassan
and The Honorable Council

Page Two
May 14, 2014

New Hampshire anticipates a FY 2015 grant award in the amount of \$5,643,199.00 from the United States Department of Education under Title IVB, the 21st Century Community Learning Center program. This program provides grants to inner city and rural schools, community based organizations, youth development agencies and other educational agencies to provide expanded learning opportunities outside of regular school hours for children in a safe environment. The programs will offer students a broad array of additional services, programs, and activities such as tutorial services, youth development activities, drug and violence prevention, counseling programs, art, music, recreation programs, and technology education. These programs and services are designed to reinforce and complement the regular academic program of the participating students.

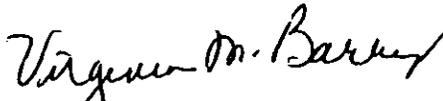
The program services provided by the grant cited above will be coordinated by Seacoast Youth Services in collaboration with the Seabrook School District. This collaborative approach will serve middle school Seabrook School District youth and their families. This program is designed to include access to a wide range of supports which include academic, literacy, enrichment, technology, and recreation programs.

The competition process includes: a Bidders Conference, publication of the RFP, technical support during the proposal writing process, review and scoring of the proposal by three reviewers, and award determinations based on this review process. The reviewers for all proposals include representation from: experienced 21st Century Community Learning Center and school day professionals, higher education, state agencies and community based organizations.

This is the fourth year of a five year grant. The renewal option is included as those selected for funding are eligible for five years of funding based on previous successful progress.

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

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner

VMB:SB
Enclosures

PROJECT APPLICATION BUDGET AND DESIGNATION OF APPLICATION MANAGER/ PROJECT MANAGER

PROJECT # _____
CHANGE # _____
PAGE 1 of _____

Federal/State Program Title: 21st Century Community Learning Centers

FROM: Seacoast Youth Services
PO Box 1381
Seabrook, NH 03874

TO: Suzanne Birdsall
NH Department of Education
State Office Park South
101 Pleasant Street
Concord, New Hampshire 03301-3860

TYPE OF CHANGE	
BUDGET	
FUND AUTH	
FISCAL AGENT	
OTHER	

SAU/RA: _____
Proposed Project Title: Seabrook Adventure Zone

Project Period: 7/1/2014 to: 6/30/2015

The following information is required for all projects

PROJECT MANAGER:

NAME: Vic Maloney
ADDRESS: 867 Lafayette Rd., Seabrook, NH 03874
E-MAIL ADDRESS: vic@seacoastyouthservices.org

TITLE: Executive Director
TELEPHONE: (603) 474-3332
FAX: (603) 372-0822

FINANCIAL CONTACT:

NAME: Vic Maloney
E-MAIL ADDRESS: vic@seacoastyouthservices.org

TELEPHONE: (603) 474-3332
FAX: (603) 372-0822

The above named person is designated as Project Manager. I hold the Project Manager responsible for implementing the project in accordance with the approved project, for remaining within the budget limitations, for ensuring that only authorized items required to implement the project are charged to the project, and for initiating request to amend the approved project. No services or supplies will be ordered or charged to the project without written approval of the Project Manager.

THE APPLICANT AGENCY AGREES AND CERTIFIES THAT:

- This grant will be administered in accordance with the applicable provisions of the following federal laws and regulations:
 - Education Department General Administrative Regulations (EDGAR) in Title 34 Code of Federal Regulations (CFR), Parts 74, 75, 76, 77, 79, 80, 82, 85, 86; Civil Rights Regulations in 34 CFR, Parts 100 through 106, and specific program laws and regulations.
 - Any amendments in effect on the date of this grant award or to become effective during the project period are incorporated.
- Grant accounting and financial reporting will be in accordance with New Hampshire Department of Education "Federal Funds Financial Management Manual".
- Authorized funds will be obligated and expended only for the purpose described in the approved project proposal and budget.
- Audits will be in compliance with the Single Audit Act Amendments of 1996 (P.L. 104-156) and U.S. Office of Management and Budget (OMB) Circulars.
- Project approval, if given, will be on the condition that full funding of the Approved Budget and payment by the grantor are contingent upon the availability of a Federal Grant and Appropriation Authority approved by the General Court of New Hampshire or the Governor and Council of this State for this purpose. Neither the State nor the Department of Education shall be liable for payments under this grant except from such funds.

FISCAL AGENT - MAKE CHECKS PAYABLE TO:

Seacoast Youth Services
The Provident Bank
003176 211374020 27 728318

APPROVED INDIRECT COST RATE: 3.8 %

Vic Maloney
PRINT NAME AND TITLE of SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER

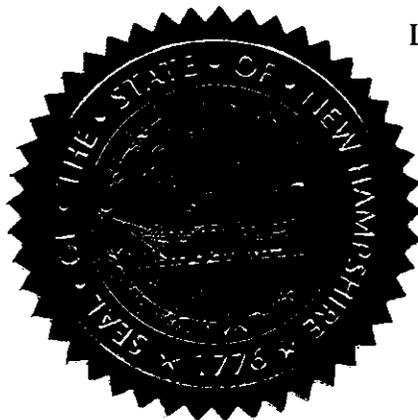
Vic Maloney
SIGNATURE SAU SUPERINTENDENT OF SCHOOLS
or RA/CHIEF FINANCIAL OFFICER
5-21-14
DATE

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 Compass Health Analytics, Inc. a(n) Maine corporation, is authorized to transact business in New Hampshire and qualified on July 14, 2008. I further certify that all fees and annual reports required by the Secretary of State's office have been received.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 3rd day of April, A.D. 2014

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

William M. Gardner
Secretary of State

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY
INSURANCE POLICY**



AR INFORMATION PAGE

175 Berkeley Street Boston, MA 02116

Issued by **LM INSURANCE CORPORATION**

27243

Policy Number **WC5-31S-602203-014**
NEW BUSINESS NEW
 Account Number **1-602203**

Issuing Office **016C**
 Issue Date **03-11-14**
 Sub Account **0000**

1. Insured and Mailing Address
SEACOAST YOUTH SERVICES

PO BOX 1381

SEABROOK, NH 03874

Status **04 - NON-PROFIT ORG.**

Other workplaces not shown above: **SEE ITEM 4. PREMIUM- EXTENSION OF INFORMATION PAGE**

2. Policy Period: The policy period is from **02-27-2014** to **02-27-2015** 12:01 A.M. standard time at the Insured's mailing address.

3. Coverage

A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: **NH**

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident	\$	100,000	each accident
Bodily Injury by Disease	\$	500,000	policy limit
Bodily Injury by Disease	\$	100,000	each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:

REFER TO RESIDUAL MARKET LIMITED OTHER STATES INSURANCE ENDORSEMENT WC 00 03 26A

D. This policy includes these endorsements and schedules: **SEE EXTENSION OF INFORMATION PAGE**

4. Premium: The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications	Code Number	Premium Basis Total Estimated Annual Remuneration	Rate per \$100 of Remuneration	Estimated Annual Premium
See Extension of Information Page				
Minimum Premium	\$	377 (NH)	Total Estimated Annual Premium	\$ 1,697
Premium will be billed	ANNUAL			

Producer **0004-022465**
BEAN INSURANCE AGENCY INC
151 WINNACUNNET RD
HAMPTON NH 03842

**MISCELLANEOUS MEDICAL PROFESSIONAL LIABILITY AND GENERAL LIABILITY
(INCLUDING PRODUCTS LIABILITY) INSURANCE**

DECLARATIONS

THIS IS A CLAIMS MADE AND REPORTED POLICY. SUBJECT TO ITS TERMS, THIS POLICY APPLIES ONLY TO ANY CLAIM FIRST MADE AGAINST THE INSURED DURING THE POLICY PERIOD OR ANY OPTIONAL EXTENSION PERIOD, IF PURCHASED. AMOUNTS INCURRED AS CLAIMS EXPENSES SHALL REDUCE AND MAY EXHAUST THE LIMIT OF LIABILITY AND ARE APPLIED TO THE DEDUCTIBLE. THE UNDERWRITERS ARE NOT LIABLE FOR CLAIMS EXPENSES OR DAMAGES ONCE THE LIMIT OF LIABILITY IS EXHAUSTED. PLEASE READ THIS POLICY CAREFULLY.

These Declarations along with the completed and signed Application and the Policy with endorsements shall constitute the contract between the Insureds and Underwriters.

Underwriter: Syndicate 2623/623 at Lloyd's.

Policy Number: W14534130101

Authority Ref. Number: B6012BUSANMSL1301

This insurance is effected with Certain
UNDERWRITERS AT LLOYD'S OF LONDON (not incorporated).

The company issuing this policy has not been licensed by the state of New Hampshire and the rates charged have not been approved by the commissioner of insurance. If the company issuing this policy becomes insolvent, the New Hampshire Insurance Guaranty Fund shall not be liable for any claims made against the policy.

Item 1 Named Insured: Seacoast Youth Services
Address: 867 Lafayette Road
Seabrook, NH 03874

Item 2 Policy Period: From: 17-Oct-2013

To: 17-Oct-2014

(Both days at 12.01 a.m. Local Standard time at the address shown in Item 1 above)

Item 3 Limits of Liability:

The total Limit of Liability of the Underwriters, including Damages and Claims Expenses, for all Claims first made against the Insured and reported in writing to the Underwriters during the Policy Period shall not exceed:

- | | | | |
|-----|----|-------------|---|
| (a) | US | \$1,000,000 | Each Claim |
| (b) | US | \$3,000,000 | Term Aggregate – all coverages combined |

Item 4 Deductible:

The Deductible amount shall be separately applicable to each Claim first made against the Insured during the Policy Period and shall apply to Damages and Claims Expenses:

US \$2,500 Each Claim without aggregate

11:43 AM
04/02/14
Accrual Basis

Seacoast Youth Services
Balance Sheet
As of April 2, 2014

	<u>Apr 2, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Provident Bank	41,595.45
Petty Cash	400.00
Total Checking/Savings	<u>41,995.45</u>
Accounts Receivable	
Accounts Receivable	22,446.26
Total Accounts Receivable	<u>22,446.26</u>
Other Current Assets	
Prepaid Rent	34,186.00
Total Other Current Assets	<u>34,186.00</u>
Total Current Assets	98,627.71
Fixed Assets	
Fixed Assets	
A/D - Leasehold Improvements	-2,832.00
A/D - Office Equipment	-2,788.00
A/D - Vans	-10,295.00
Leasehold Improvements	14,682.64
Office Equip.	3,397.82
Vans	26,450.00
Total Fixed Assets	<u>28,615.46</u>
Total Fixed Assets	<u>28,615.46</u>
TOTAL ASSETS	<u><u>127,243.17</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	96,538.59
Net Income	30,704.58
Total Equity	<u>127,243.17</u>
TOTAL LIABILITIES & EQUITY	<u><u>127,243.17</u></u>

**Seacoast Youth Services Board of Directors
January 2014**

Janine L. Richards/Chairperson

Outreach Coordinator-SAU 90
5 Beech Court
Stratham, NH 03855
(603) 501-1849

Erica Ethier/Development-Fundraising

Branch Manager
Provident Bank
1 Provident Way
Seabrook, NH 03874
(603) 474-7300

Dawn Emerick/Secretary

Taurus Marketing
861 Lafayette Rd.
Hampton, NH 03842
(603) 926-8316

Marcia Gloddy/Program Committee

Office Manager-The Masiello Group
408 Lafayette Rd.
Hampton, NH 03842
(603) 926-4466

Derek Scialdone/Treasurer

Branch Manager
The Provident Bank
1 Provident Way
Seabrook, NH 03874
Phone 603-760-1501

Carol Bostic/ Fundraising

Health Coach and Certified Hypnotist
2 Main Avenue
South Hampton, NH 03827

Elaine Ahearn/ Fundraising-Development

State Representative
195 Exeter Rd.,
Hampton Falls, NH
(603) 772-7069

John McCarthy/ Marketing

Realtor-The Masiello Group
408 Lafayette Rd.
Hampton, NH 03842
(603) 926-4466

Jerome Fuller Jr./ Marketing

General Manager
Staples
536 Lafayette Rd.
Seabrook, NH 03874
(603) 474-8511

Attorney Alan Ganz/ Marketing

Ganz Law Office
779 Lafayette Rd.
Seabrook, NH 03874
603-474-2737

Board positions are non-compensatory

**Seacoast Youth Services Mission Statement
January 2014**

Seacoast Youth Services supports young people and their families in coastal New Hampshire communities. By teaching and mentoring healthy communication and life skills, Seacoast Youth Services empowers those we serve to make positive choices for happier, healthier, and brighter futures.

We believe that effective support begins with direct engagement. That's why we connect with the youth where they learn and socialize in addition to offering individual and group counseling, outreach, and educational programs at our facility. Our goal is to reach all those who can benefit from our programs, including youth and family members who typically do not receive services.

SAZ Position Salaries and Benefits

Program Director: Forrest E Carter Jr.

Salary: 36,235.89

Benefits: 6391.27

Site-Coordinator: Cassandra Carter

Salary: 18,292.16

Benefits: 1657.85

5th/6th Teacher: TBA

Salary: 3300.84

Benefits: 299.16

7th/8th Teacher: TBA

Salary: 3300.84

Benefits: 299.16

Group Leader 1: TBD

Salary: 5198.82

Benefits: 471.18

Group Leader 2: TBA

Salary: 5198.82

Benefits: 471.17

Salary Total: 71527.37

Benefits Total: 9589.79