



Virginia M. Barry, Ph.D.
Commissioner of Education
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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953

May 19, 2016

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

REQUESTED ACTION

Authorize the New Hampshire Department of Education, Bureau of Special Education to enter into a contract with Center for Applied Special Technology (CAST), Wakefield, Massachusetts (vendor code 258305) in an amount not to exceed \$400,000.00 to develop and implement a statewide assistive technology technical assistance and professional development system upon Governor & Council approval through June 30, 2018. 100% Federal Funds.

Funds to support this request are available in account titled Special Education-Elem/Sec. in Fiscal Year 2017, and are anticipated to be available in Fiscal Year 2018, upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified.

	<u>FY'17</u>	<u>FY'18</u>
06-56-56-562510-4110000-102-500731	\$200,000.00	\$200,000.00
Contracts for Program Services		

EXPLANATION

The Bureau of Special Education is legislatively mandated to provide technical assistance based on the following:
RSA 186-C:3-a III ~ the department shall provide technical assistance and information to the school districts so that the districts may effectively and efficiently identify, clarify and address responsibilities under State and Federal special education laws. Whenever technical assistance of a specialized nature, beyond that available in the Department, is required, the department shall assume a leadership role in identifying sources of such assistance in other state agencies, the federal government, volunteer services or the private sector.

34 CFR 300.704 (b)(4)(i) Other State level activities: for support and direct services, including technical assistance, personnel preparation, and professional development and training.

Her Excellency, Governor Margaret Wood Hassan
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Page Two

The purpose of this contract is to work in conjunction with the NH Department of Education, Bureau of Special Education to develop and implement a statewide assistive technology technical assistance (TA) and professional development (PD) system designed to increase the implementation of effective practices to address our New Hampshire students' assistive technology needs in education.

A Request for Proposals (RFP) "New Hampshire Assistive Technology in Education Initiative" was advertised in the Manchester Union Leader, February 15th, 16th, and 17th, 2016, and posted to the New Hampshire Department of Education website.

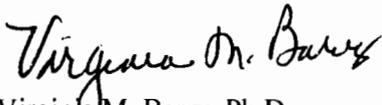
Two (2) proposals were received by the deadline of March 18, 2016. A review committee consisting of Sherry Burbank, Education Consultant, Bureau of Special Education, Lori Noordergraaf, Education Consultant, Bureau of Special Education, Bridget Brown, Education Consultant, Bureau of Special Education, and Barbara McCarthy, Special Education Director, SAU #62, Mascoma Valley Regional, reviewed the proposals and recommend a contract with Center for Applied Special Technology (CAST). (Attachment A)

The Department of Education would like to contract with the Center for Applied Special Technology (CAST). CAST supplied the NHDOE, Bureau of Special Education with facts that literature on assistive technology indicates that failure to provide children with special needs with appropriate technology (AT) is more often due to the lack of training, support, adequate assessment and planning processes than it is about the tools. CAST's goal is to build the knowledge, processes, and capacity of New Hampshire educators in order to provide students with AT needs with the most appropriate technologies and services to reduce barriers to their learning and promote full access to the curriculum. CAST will develop materials that provide parents with the knowledge and skills they need to advocate for and support the acquisition and use of AT devices for their children who demonstrate the need for such devices and accompanying services.

This contract will be evaluated by the Department through monthly monitoring of the services provided. In addition, the vendor will submit reports to the Department on their progress in meeting the objectives of this contract.

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

Respectfully submitted,



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

Attachment A

New Hampshire Department of Education New Hampshire Assistive Technology Initiative RFP SPED 2016-4

April 4, 2016 / 9:00 - 12:00 / NHDOE Room 217 A

Applicant's name: CAST, INC. Applicant's Total Score: 98 / 100

Criteria from RFP	S.B.	L.N.	B.B.	B.M.	Total Score
<p>7.2.1 Significance of Project: Description of applicant's capabilities to deliver the services, including a brief description of their personal experience and/or company's experience in developing and implementing a program of this type, to include references as applicable. Please identify the specific subsections of 1.0 as they are addressed (see 1.0 Minimum Requirements) (10 points)</p> <p>Comments: The proposal was complete; concise, and well done. The proposal provided detailed information that explained the company's expertise and experience including references regarding the development and implementation of an assistive technology initiative. The proposal addressed throughout the plan unique and effective activities that will meet the assistive technology needs in New Hampshire.</p>	10/10	10/10	10/10	9/10	39/40 = 9.75
<p>7.2.2 Quality of Services: Describe how you will accomplish the Services to be Provided in 2.0 of this RFP, including activities and strategies that will achieve the desired outcomes. Also identify roles, responsibilities and partners to be involved for the various activities/strategies. Please identify the subsection(s) of the Services to be Provided as you address them in your narrative. (15 points)</p> <p>Comments:</p>	14/15	15/15	15/15	14/15	58/4 = 14.50

In detail, the proposal explained the fact that this initiative will educate and encourage school participants to be leaders in New Hampshire around Assistive Technology because they will be taught by national experts in this area. These individuals will design a New Hampshire model based on the national model including our own New Hampshire Assistive Technology Guidelines.

Criteria from RFP	S.B.	L.M.	B.B.	B.M.	Total Score
7.2.3 Content Knowledge: Including but not limited to, knowledge and expertise to promote efforts to improve assistive technology services (10 points) Comments: The proposal noted in detail that the actual national experts who designed the QIAT Guidelines would be the implementers of the New Hampshire Assistive Technology Initiative to improve assistive technology services in New Hampshire.	10/10	10/10	10/10	10/10	40/4=10
7.2.4 Technical Assistance: Including but not limited to: data collection and analysis, adult learning strategies and effective technical assistance, facilitation and communication skills. (10 points) Comments:	10/10	10/10	10/10	10/10	40/4=10
7.2.5 Management Plan: Provide a work-plan, timeline, milestones or benchmarks in accordance with the activities to carry out Services to be Provided in 2.0 of this RFP (10 points) Comments: The proposal involved a well -designed work plan that included expected outcomes for each service to be provided.	10/10	10/10	8/10	9/10	37/4= 9.25
7.2.6 Personnel and Partners: Provide a listing of the individuals who will have responsibilities within this proposed project, their titles, qualifications and duties, and the amount of time each will devote to the project. Identify key partners, describe their anticipated participation and provide documentation of their commitment (10 points) Comments: The proposal listed in which specific individuals including qualifications and responsibilities that will devote to the project and it included important stakeholders that support this initiative such as the Parent Information Center and New Hampshire education leaders.	10/10	10/10	9/10	10/10	39/4= 9.75

Criteria from RFP	S.B.	L.N.	B.B.	B.M.	Total Score
7.2.7 Adequacy of Resources: Provide a detailed <i>Adequacy of Resources</i> : Provide a detailed budget, including budget notes/justification, which clearly explains the relationship between proposed activities and expenditures. The budget should be broken down into two (2) fiscal year: FY'17 (July 1, 2016 - June 30, 2017) and FY18 (July 1, 2017 - June 30, 2018), and not exceed \$200,000.00 for each year. Indirect costs may not exceed 8%. (25 points)	25/25	25/25	25/25	25/25	100/4=25
Comments:					
7.2.8 Evaluation Plan: Describe your comprehensive plan for the evaluation of the proposed project's activities, effectiveness and impact (10 points)	10/10	10/10	10/10	9/10	39/40=9.75
Comments:					
The proposal embedded a complete plan for evaluation of the proposed project's activities, effectiveness, and impact throughout the document.					
Total Score	99/100	100/100	97/100	96/100	98/100
The review team members included: Bridget Brown ,NH DOE Education Consultant Lori Noordergraaf , NHDOE Education Consultant Sherry Burbank , NH DOE Education Consultant Barbara McCarthy, Special Education Director SAU 62 -Mascoma School District The review team recommends this proposal for contracting.					

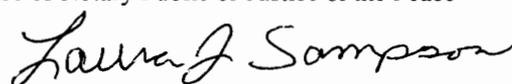
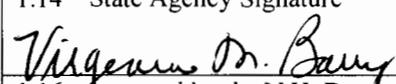
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

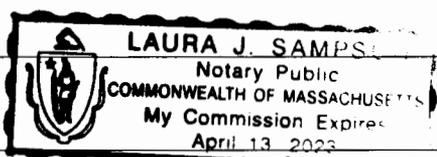
AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Education Bureau of Special Education		1.2 State Agency Address 101 Pleasant Street Concord, New Hampshire 03301	
1.3 Contractor Name Center for Applied Special Technology (CAST)		1.4 Contractor Address 40 Harvard Mills Square, Suite 3 Wakefield, Massachusetts 01880	
1.5 Contractor Phone Number 781-245-2212	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2018	1.8 Price Limitation \$400,000.00
1.9 Contracting Officer for State Agency Santina Thibedeau, Administrator, Bureau of Special Education		1.10 State Agency Telephone Number 603-271-3791	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Carole Lacy, CFO	
1.13 Acknowledgement. State of <u>MA</u> , County of <u>Middlesex</u> On <u>6-21-16</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace 			
1.13.2 Name and Title of Notary or Justice of the Peace Laura Sampson Accountant			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory VIRGINIA M. BARRY, Commissioner	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Date: <u>7/19/16</u> Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: <u>7/21/16</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			



2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Agreement. This provision shall survive termination of this Agreement.

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

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

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

14. INSURANCE.

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

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

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

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

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

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

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

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

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

Exhibit A

SCOPE OF SERVICES

Center for Applied Special Technology (CAST) will provide the following services to the New Hampshire Department of Education, Bureau of Special Education:

New Hampshire Assistive Technology in Education Initiative

Create the New Hampshire Quality Indicators for Assistive Technology, A Comprehensive Guide to Assistive Technology Service and the following services annually:

- Develop a statewide model that builds the capacity to disseminate and implement the New Hampshire Quality Indicators for Assistive Technology, A Comprehensive Guide to Assistive Technology Services that involves the following actions:
 - Design and coordinate TA/PD trainings that incorporate researched based practices and resources to implement the New Hampshire Assistive Technology Quality Indicators for Assistive Technology, A Comprehensive Guide to Assistive Technology Services.
 - Provide a timeline for each year of the project that includes when goals, objectives will be accomplished, and all activities will begin and end.
 - Conduct an annual evaluation of the statewide trainings and make necessary improvements to the initiative for each year of implementation.
- Coordinate the distribution of resources and information to schools, families, and students regarding assistive technology services. The resources and information must support the findings and information of New Hampshire Quality Indicators for Assistive Technology, A Comprehensive Guide to Assistive Technology Services. The Quality Indicator Areas include:
 - Consideration of Assistive Technology Needs
 - Assessment of Assistive Technology Needs
 - Including Assistive Technology in the IEP
 - Assistive Technology Implementation
 - Assistive Technology Transition
 - Professional Development and Training in Assistive Technology, and
 - Administrative Support of Assistive Technology Services
- Assist in coordinated training strategies for personnel preparation, professional development, and system development of certified personnel regarding assistive technology services in education.
- Attend other assigned meetings that support the Bureau of Special Education initiatives.
- Evaluation: Evaluations of each level of technical assistance will be conducted to assess the impact on local systems and changes in practice resulting in improved outcomes and compliance as well as building sustainability and capacity. An evaluation report, including a mid-year and annual report will be submitted to the Department.

Initial 
Date 6-24-16

Exhibit B

Budget

Budget

Account number: 06-56-56-562510-41100000-102-500731

	FY'17	FY'18
<i>Personnel:</i>		
Project Director, Grace Meo	\$29,500.00	\$21,000.00
Project Management:		
Dr. Joy Zabala	\$25,900.00	\$31,000.00
Kirk Behnke	\$25,050.00	\$24,200.00
Allison Posey	\$ 7,400.00	\$ 9,800.00
Ari Fleisher	\$ 1,700.00	\$ 1,275.00
David Gordon	\$10,000.00	\$ 8,000.00
<i>Total Personnel</i>	<i>\$99,550.00</i>	<i>\$95,275.00</i>
<i>Design Consultant</i>	<i>\$1,600.00</i>	<i>\$ 400.00</i>
<i>Technology Consultant</i>	<i>\$1,600.00</i>	<i>\$ 400.00</i>
<i>Quality Indicators for Assistive Technology (QIAT)Team Workshop Rate</i>	<i>\$65,800.00</i>	<i>\$58,600.00</i>
<i>Space Rental</i>	<i>\$ 2,700.00</i>	<i>\$ 4,050.00</i>
<i>Travel</i>	<i>\$10,185.00</i>	<i>\$22,710.00</i>
<i>Costs of Books for Sale</i>	<i>\$ 3,750.00</i>	<i>\$ 3,750.00</i>
<i>Indirect Costs (8%)</i>	<i>\$14,815.00</i>	<i>\$14,815.00</i>
<i>Totals</i>	<i>\$200,000.00</i>	<i>\$200,000.00</i>

Limitation on Price: Upon mutual agreement between the State contracting officer and the contractor, line items in this budget may be adjusted one to another but in no case shall the total budget exceed the price limitation of \$200,000.00 annually.

Method of Payment:

Payment will be made on the basis of monthly invoices that are received by the 10th of the following month which are supported by a summary of activities that have taken place in accordance with the terms of the contract.

Barbara Dauphinais, Program Specialist
 NH Department of Education
 Bureau of Special Education
 101 Pleasant Street
 Concord, New Hampshire 03301

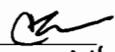
Initial 
 Date 6-24-16

Exhibit C

Any document(s) developed and published, as a project of the New Hampshire State Department of Education (NHDOE), Bureau of Special Education, will recognize the NHDOE, Bureau of Special Education as a sponsor. All documents created shall be the property of the Bureau of Special Education.

Initial 
Date 6-28-16

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that CAST, Inc., doing business in New Hampshire as Center for Applied Special Technology, a(n) Massachusetts nonprofit corporation, registered to do business in New Hampshire on March 28, 2014. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 28th day of June, A.D. 2016

A handwritten signature in cursive script, reading "William M. Gardner".

William M. Gardner
Secretary of State



The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

William Francis Galvin
Secretary of the
Commonwealth

Date: June 14, 2016

To Whom It May Concern :

I hereby certify that according to the records of this office,
CAST, INC.

is a domestic corporation organized on **August 07, 1986**

I further certify that there are no proceedings presently pending under the Massachusetts General Laws Chapter 180 section 26 A, for revocation of the charter of said corporation; that the State Secretary has not received notice of dissolution of the corporation pursuant to Massachusetts General Laws, Chapter 180, Section 11, 11A, or 11B; that said corporation has filed all annual reports, and paid all fees with respect to such reports, and so far as appears of record said corporation has legal existence and is in good standing with this office.



In testimony of which,
I have hereunto affixed the
Great Seal of the Commonwealth
on the date first above written.

A handwritten signature in cursive script that reads "William Francis Galvin".

Secretary of the Commonwealth

Certificate Number: 16069932080

Verify this Certificate at: <http://corp.sec.state.ma.us/CorpWeb/Certificates/Verify.aspx>

Processed by: tgr



40 Harvard Mills Square, Suite 3
Wakefield, MA 01880-3233

T: 781-245-2212
TTY: 781-245-9320
F: 781-245-5212
Email: cast@cast.org
www.cast.org

This is to notify you that in addition to Ada Sullivan, Chief Executive Officer, of CAST, Inc. the following individuals have signature authority for contracts and other such legal documents than arise out of normal business operations.

Among those authorized to sign for CAST, Inc. are the CFO, Carole Lacy, and any other responsible corporate officer, if one of the above are not available. This would include the Secretary, Treasurer, and Co-Founders of the organization.

Sincerely,



Ada Sullivan, CEO

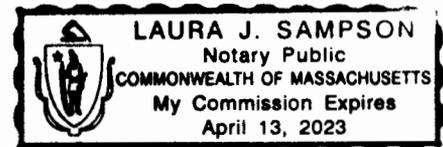


Carole Lacy
CFO

Notarized by:



Notary Public



Sworn to before me on: 6-21-16
Date

CAST | **Until learning has no limits**

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CAST MISSION STATEMENT

CAST is a nonprofit organization that works to expand learning opportunities for all individuals through the research, development, and dissemination of educational approaches based on Universal Design for Learning (UDL).

CAST Professional Learning

WHAT IS UNIVERSAL DESIGN FOR LEARNING?

Universal Design for Learning (UDL) is a set of principles to develop learning environments that give all individuals equal opportunities to learn.

UDL proposes not a single, one-size-fits-all solution but rather a set of flexible scaffolds and supports that can meet individual needs. Individual learners are very different from one another and may require different methods and means to reach a common goal. These differences—both seen and unseen—may be

shaped by brain development, learned and innate skills, cultural and social experience, and a host of other factors.

The UDL framework encouraged creating flexible designs from the start that have customizable options, which allow all learners to progress in the curriculum. The options for accomplishing this are varied and robust enough to provide effective instruction to all learners.

FRAMEWORK AND PRINCIPLES

Affective Networks

The “why” of learning



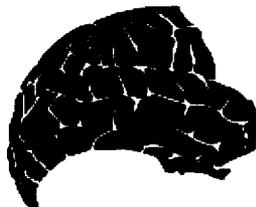
How learners get engaged and stay motivated. How they are challenged, excited, or interested. These are affective dimensions.

- Stimulate interest and motivation for learning

Provide Multiple Means of Engagement

Recognition Networks

The “what” of learning



How we gather facts and categorize what we see, hear, and read. Identifying letters, words, or an author’s style are recognition tasks.

- Present information and content in different ways

Provide Multiple Means of Representation

Strategic Networks

The “how” of learning



Planning and performing tasks. How we organize and express our ideas. Writing an essay or solving a math problem are strategic tasks.

- Differentiate the ways students can express what they know

Provide Multiple Means of Action & Expression



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/15/2016

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

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

PRODUCER Elliot Whittier Insurance Services, LLC 75 Sylvan Street Suite B202 Danvers, MA 01923	CONTACT NAME: Donna Nicholson PHONE (A/C, No, Ext): (978) 278-7511 E-MAIL ADDRESS: dnicholson@elliottwhittier.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED CAST, Inc. 40 Harvard Mills Sq Suite 3 Wakefield, MA 01880	INSURER A: Sentinel Insurance Co., LTD	NAIC # 11000
	INSURER B: Hartford Insurance	
	INSURER C: Carolina Casualty Ins.	
	INSURER D:	
	INSURER E:	
	INSURER F:	

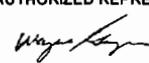
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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 INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		08SBAFO3106	02/01/2016	02/01/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 HIRED NON OWNED \$ 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					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		08SBAFO3106	02/01/2016	02/01/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N N/A	08WECLD5795	02/01/2016	02/01/2017	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Directors and Office		1481466	04/01/2016	04/01/2017	Limit 3,000,000

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

CERTIFICATE HOLDER **CANCELLATION**

State of New Hampshire Department of Education 101 Pleasant St. Concord, NH 03301	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 



MOODY, FAMIGLIETTI & ANDRONICO
Certified Public Accountants & Consultants

CAST, INC.

FINANCIAL STATEMENTS AND REPORTS
REQUIRED FOR AUDITS IN ACCORDANCE
WITH *GOVERNMENT AUDITING*
STANDARDS AND OMB CIRCULAR A-133

SEPTEMBER 30, 2015 AND 2014



To the Board of Directors
CAST, Inc.
Wakefield, Massachusetts

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying financial statements of CAST, Inc. (the "Organization"), which comprise the statements of financial position as of September 30, 2015 and 2014, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of CAST, Inc. as of September 30, 2015 and 2014, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by the *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 24, 2016 on our consideration of CAST, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. The report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

Moody, Famiglietti & Andronico, LLP

Moody, Famiglietti & Andronico, LLP
Tewksbury, Massachusetts
February 24, 2016

September 30	2015	2014
Assets		
Current Assets:		
Cash and Equivalents	\$ 2,486,600	\$ 3,333,145
Accounts Receivable	598,987	796,845
Pledges Receivable	149,088	126,559
Prepaid Expenses	87,560	79,973
Total Current Assets	3,322,235	4,336,522
Endowment	64,847	64,847
Investments	2,292,853	1,357,876
Property and Equipment, Net of Accumulated Depreciation	491,527	465,719
Security Deposit	20,150	20,150
Total Assets	\$ 6,191,612	\$ 6,245,114
Liabilities and Net Assets		
Current Liabilities:		
Line of Credit	\$ -	\$ -
Accounts Payable	116,844	132,428
Accrued Expenses	278,848	389,295
Current Portion of Deferred Rent	8,656	5,463
Customer Deposits	156,730	178,546
Total Current Liabilities	561,078	705,732
Deferred Rent, Net of Current Portion	15,738	15,783
Total Liabilities	576,816	721,515
Net Assets:		
Unrestricted	5,356,055	5,229,683
Temporarily Restricted	193,894	229,069
Permanently Restricted	64,847	64,847
Total Net Assets	5,614,796	5,523,599
Total Liabilities and Net Assets	\$ 6,191,612	\$ 6,245,114

For the Years Ended September 30	2015	2014
Changes in Unrestricted Net Assets:		
Unrestricted Revenues, Gains and Other Support:		
Federal Contract Revenue	\$ 4,253,189	\$ 5,047,411
Consulting Revenue	1,868,407	1,675,997
Contributions and Grants	347,137	321,588
Net Assets Released from Restriction	322,175	369,715
Royalties	40,249	71,715
Unrealized Losses on Investments and Endowments	(29,881)	-
Interest and Dividends	1,145	886
Total Unrestricted Revenues, Gains and Other Support	6,802,421	7,487,312
Expenses:		
Program Services:		
Federal Research and Development Projects	2,750,167	3,427,034
Consulting and Educational Tools	1,510,169	1,340,278
Federal Sub-Recipient Research and Development Projects	536,641	413,032
Foundation Research and Development Projects	125,694	195,528
Knowledge Dissemination	97,527	57,725
Total Program Services	5,020,198	5,433,597
Supporting Services:		
General and Administrative	1,526,454	1,586,594
Fundraising	129,397	158,525
Total Supporting Services	1,655,851	1,745,119
Total Expenses	6,676,049	7,178,716
Increase in Unrestricted Net Assets	126,372	308,596
Changes in Temporarily Restricted Net Assets:		
Temporarily Restricted Contributions and Grants	287,000	139,836
Net Assets Released from Restriction	(322,175)	(369,715)
Decrease in Temporarily Restricted Net Assets	(35,175)	(229,879)
Increase in Net Assets	91,197	78,717
Net Assets, Beginning of Year	5,523,599	5,444,882
Net Assets, End of Year	\$ 5,614,796	\$ 5,523,599

Statements of Functional Expenses

CAST, Inc.

For the Year Ended September 30

2015

	Program Services						Supporting Services			Total
	Federal Research and Development Projects	Consulting and Educational Tools	Federal Sub-Recipient Development Projects	Foundation Research and Development Projects	Total Program Services	General and Administrative	Fundraising			
Salaries and Related Benefits	\$ 1,804,357	\$ 912,673	\$ 428,471	\$ 94,654	\$ 47,709	\$ 3,287,864	\$ 1,052,330	\$ 115,506	\$ 4,455,700	
Consultants	256,560	278,476	34,304	16,965	41,000	627,305	30,903	-	658,208	
Occupancy	151,709	81,509	38,339	12,188	2,811	286,556	99,993	7,554	394,103	
Subcontractors	364,068	-	-	-	-	364,068	-	-	364,068	
Travel	49,046	128,535	26,293	1,651	17	205,542	7,978	1,705	215,225	
Depreciation	-	9,876	-	-	-	9,876	136,157	-	146,033	
Programmers	91,521	10,600	800	-	-	102,921	6,314	-	109,235	
Telecommunications	1,961	5,298	415	-	-	7,674	55,811	-	63,485	
Dues and Publications	10,487	26,501	4,778	224	332	42,322	6,285	4,195	52,802	
Professional Fees	-	-	300	-	5,615	5,915	35,104	-	41,019	
Office Expenses	563	4,102	-	-	-	4,665	33,121	-	37,786	
Program and Office Supplies	4,604	18,810	961	12	19	24,406	9,575	177	34,158	
Repairs and Maintenance	-	-	-	-	-	-	27,522	-	27,522	
Royalty Expense	-	21,488	-	-	-	21,488	-	-	21,488	
Computer Expenses	8,267	1,393	-	-	-	9,660	8,230	-	17,890	
Conference and Fees	5,646	1,991	1,642	-	-	9,279	4,133	260	13,672	
Insurance	-	-	-	-	-	-	9,269	-	9,269	
Advertising	-	4,793	-	-	-	4,793	320	-	5,113	
Postage	380	3,444	20	-	24	3,868	1,117	-	4,985	
Equipment Rental	-	-	-	-	-	-	2,292	-	2,292	
Staff Development	998	680	318	-	-	1,996	-	-	1,996	
Total Expenses	\$ 2,750,167	\$ 1,510,169	\$ 536,641	\$ 125,694	\$ 97,527	\$ 5,020,198	\$ 1,526,454	\$ 129,397	\$ 6,676,049	

The accompanying notes are an integral part of these financial statements.

Statements of Functional Expenses (Continued)

CAST, Inc.

For the Year Ended September 30

2014

	Program Services						Supporting Services			Total
	Federal Research and Development Projects	Consulting and Educational Tools	Sub-Recipient Development Projects	Federal Research and Development Projects	Foundation Research and Development Projects	Total Program Services	General and Administrative	Fundraising	Total	
Salaries and Related Benefits	\$ 2,244,437	\$ 818,996	\$ 301,658	\$ 165,134	\$ 53,775	\$ 3,584,000	\$ 1,118,254	\$ 142,229	\$ 4,844,483	
Consultants	346,945	296,535	54,008	13,246	223	710,957	28,887	-	739,844	
Occupancy	173,645	64,450	21,898	13,013	2,899	275,905	88,378	8,872	373,155	
Subcontractors	422,714	-	-	-	-	422,714	-	-	422,714	
Travel	111,688	54,856	24,687	755	36	192,022	14,666	3,366	210,054	
Depreciation	-	-	-	-	-	-	113,572	-	113,572	
Programmers	88,272	31,968	3,137	1,650	-	125,027	4,883	-	129,910	
Telecommunications	4,155	4,181	126	40	-	8,502	51,462	-	59,964	
Dues and Publications	9,454	40,040	4,574	1,647	708	56,423	13,365	3,683	73,471	
Professional Fees	-	-	-	-	-	-	36,595	-	36,595	
Office Expenses	2,632	12,958	156	10	-	15,756	27,677	289	43,722	
Program and Office Supplies	2,312	5,299	102	-	-	7,713	27,841	-	35,554	
Repairs and Maintenance	-	-	-	-	-	-	35,418	-	35,418	
Royalty Expense	-	5,610	-	-	-	5,610	-	-	5,610	
Computer Expenses	16,423	729	251	-	-	17,403	9,923	-	27,326	
Conference and Fees	3,832	1,940	2,421	-	-	8,193	2,640	80	10,913	
Insurance	-	-	-	-	-	-	8,668	-	8,668	
Advertising	-	798	-	-	-	798	-	-	798	
Postage	525	1,918	14	33	84	2,574	2,073	6	4,653	
Equipment Rental	-	-	-	-	-	-	2,292	-	2,292	
Total Expenses	\$ 3,427,034	\$ 1,340,278	\$ 413,032	\$ 195,528	\$ 57,725	\$ 5,433,597	\$ 1,586,594	\$ 158,525	\$ 7,178,716	

The accompanying notes are an integral part of these financial statements.

For the Years Ended September 30	2015	2014
Cash Flows from Operating Activities:		
Increase in Net Assets	\$ 91,197	\$ 78,717
Adjustments to Reconcile Increase in Net Assets to Net Cash Provided by (Used In) Operating Activities:		
Unrealized Loss on Investments and Endowments	29,881	-
Loss on Disposal of Property and Equipment	1,046	3,148
Depreciation	146,033	113,572
Decrease (Increase) in Accounts Receivable	197,858	(179,980)
Increase in Pledges Receivable	(22,529)	-
(Increase) Decrease in Prepaid Expenses	(7,587)	2,045
(Decrease) Increase in Accounts Payable	(15,584)	39,261
Decrease in Accrued Expenses	(110,447)	(56,635)
Decrease in Customer Deposits	(21,816)	(12,176)
Increase in Deferred Rent	3,148	7,082
Net Cash Provided by (Used in) Operating Activities	291,200	(4,966)
Cash Flows from Investing Activities:		
Purchase of Investments	(964,858)	(39,738)
Purchase of Property and Equipment	(172,887)	(213,302)
Net Cash Used in Investing Activities	(1,137,745)	(253,040)
Net Decrease in Cash and Equivalents	(846,545)	(258,006)
Cash and Equivalents, Beginning of Year	3,333,145	3,591,151
Cash and Equivalents, End of Year	\$ 2,486,600	\$ 3,333,145

Supplemental Disclosure of Non-Cash Investing Activities:

During the years ended September 30, 2015 and 2014, the Organization disposed of property and equipment with a cost basis of \$27,923 and \$78,954, respectively, and accumulated depreciation of \$26,877 and \$75,806, respectively, resulting in a loss on the disposal of property and equipment in the amount of \$1,046 and \$3,148, respectively.

1. Organization and Significant Accounting Policies:

Reporting Entity: Founded in 1984, CAST, Inc. ("CAST" or the "Organization") is a nonprofit educational research organization located in Wakefield, Massachusetts, whose mission is to expand learning opportunities for individuals with disabilities through innovative use of technology. CAST's staff includes specialists in education, special education, reading and language arts, learning disabilities, neuropsychology, vision rehabilitation, hearing impairment, curriculum design, web development, and programming.

Method of Accounting: The financial statements of the Organization have been prepared using the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

Classification and Reporting of Net Assets: The Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets; temporarily restricted net assets; and permanently restricted net assets. A description of the three net asset classes follows:

- Unrestricted net assets represent the portion of net assets of the Organization that is neither permanently restricted nor temporarily restricted by donor-imposed stipulations. As of September 30, 2015 and 2014, the Board of Directors designated net assets of \$391,400 for reserves and special projects. The use of these designated net assets must be approved by the Board of Directors.
- Temporarily restricted net assets represent contributions and other inflows of assets whose use by the Organization is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Organization pursuant to those stipulations.
- Permanently restricted net assets represent contributions and other inflows of assets whose use by the Organization is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the Organization.

Cash and Equivalents: The Organization maintains its cash in bank deposit accounts, which at times, may exceed federally insured limits. The Organization has not experienced any losses in such accounts and

therefore believes it is not exposed to any significant risks on cash and equivalents. The Organization considers highly liquid investments with original maturities of three months or less when purchased to be cash equivalents.

Investments and Investment Income: Investments are reported at fair value as of the date of the statements of financial position. Realized and unrealized gains and losses are reflected in the total unrestricted revenues, gains and other support in the accompanying statements of activities. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law.

Concentration of Credit Risk: Financial instruments that potentially subject the Organization to concentration of credit risk consist primarily of cash, cash equivalents, investments, accounts receivable and pledges receivable. The Organization maintains its cash, cash equivalents, investments, and endowments with high-credit quality financial institutions. Accounts receivable are stated at the amount management expects to collect from outstanding balances. An allowance for uncollectible pledges receivable is provided based upon management's judgment of potential defaults. The determination includes such factors as prior collection history, type of contribution and nature of fund raising activities. There was no allowance for doubtful receivables as of September 30, 2015 and 2014. The Organization believes it is not exposed to any significant credit risk with respect to these financial instruments.

Endowment: The Board of Directors has interpreted the laws as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary.

Permanently restricted net assets have been reflected to consist of the original value of the gifts donated to the permanent endowment at the date of gift plus any accumulations to the permanent endowment made in accordance with the applicable donors' explicit directions. Any excess donor-restricted endowment fund above the designated balance is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Organization in a manner considered to be prudent under current Massachusetts state law. From time to time, the fair value of assets associated with individual

1. Organization and Significant Accounting Policies (Continued):

donor-restricted endowment funds may fall below the level that the donor requires the Organization to retain as a fund of perpetual duration. Deficiencies of this nature would be reported in unrestricted net assets.

Fair Value: The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements).

The three levels of the fair value hierarchy are described as follows:

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Organization has the ability to access.

Level 2 - Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability; and
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques maximize the use

of observable inputs and minimize the use of unobservable inputs.

Property and Equipment: Property and equipment are stated at cost on the date of acquisition, or at fair value on the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets, which are as follows:

Leasehold Improvements	Life of Lease
Office Equipment	5 Years
Software	3 Years
Furniture and Fixtures	4 - 7 Years

Deferred Rent: The Organization records rent expense on a constant periodic rate over the term of the lease agreement. The excess of the cumulative rent expense incurred over the cumulative amounts due under the lease agreement is deferred and recognized over the term of the lease.

Advertising Costs: The Organization expenses advertising costs as incurred. During the year ended September 30, 2015 and 2014, the Organization incurred advertising expense in the amount of \$5,113 and \$798, respectively.

Revenue Recognition: Revenues are reported as increases in unrestricted net assets unless use of the related assets is limited by donor-imposed restrictions.

The Organization generates consulting revenues from providing professional services. The Organization also generates royalty revenue from the licensing of rights to certain computer software. Revenues are recognized when persuasive evidence of an agreement exists, delivery of the services has occurred, the fee is fixed and determinable and collectability is probable. Customer deposits represent payments received for which the aforementioned revenue recognition criteria have not been met.

The Organization provides services under a variety of third-party agreements, including federal contracts, many of which provide for current payment on a provisional basis, subject to cost reports and audits by the respective contracting parties.

Contributions and Pledge Receivables: Contributions, including unconditional promises to give, are recognized as revenue in the period the promise is (pledged) received. Conditional promises to give are not recognized until they become unconditional, that is

1. Organization and Significant Accounting Policies (Continued):

at the time when the conditions on which they depend are substantially met. Contributions of assets other than cash are reported at their estimated fair value. Pledge receivables to be received after one year are discounted at an appropriate discount rate commensurate with the risk involved. Amortization of the discount is recorded as additional contribution revenue in accordance with donor-imposed restrictions, if any, on the contributions.

Contributions recognized with donor-imposed restrictions that are met in the same year as recognized are reported as revenues of the temporarily restricted net asset class. Contributions received with donor-imposed restrictions that are met subsequent to the year in which they are recognized are also reported as revenues of the temporarily restricted net asset class when they are recognized. A reclassification to unrestricted net assets is made to reflect the expiration of such restrictions in the year the restriction is met.

Endowment income earned on permanently restricted net assets that is earned and expended in the same year in accordance with donor-designated restrictions is reported as revenue of the temporarily net asset class in the statements of activities. Contributions of donated services are reported as revenues and expenses of the unrestricted net asset class at the fair value of the service received only if the services create or enhance a nonfinancial asset or would typically need to be purchased by the Organization if they had not been provided by individuals with those skills. Contributions of goods and space to be used in program operations are reported as revenues and expenses of the unrestricted net asset class at the time the goods or space is received.

Income Taxes: The Organization is a nonprofit corporation as described in Section 501(c)(3) of the Internal Revenue Code and is exempt from federal and state income taxes on trade or business profits generated by activities related to the Organization's exempt function. The Organization may be subject to federal and state income taxes for profits generated from unrelated trade or business income. The Organization has determined that it does not have any liabilities associated with unrelated trade or business income and, as a result, no provision for income taxes is presented in the accompanying financial statements.

The Organization assesses the recording of uncertain tax positions by evaluating the minimum recognition

threshold and measurement requirements a tax position must meet before being recognized as a benefit in the financial statements. The Organization's policy is to recognize interest and penalties accrued on any uncertain tax positions as a component of income tax expense, if any, in its statements of activities.

The Organization has not recognized any liabilities for uncertain tax positions or unrecognized benefits as of September 30, 2015 or 2014. The Organization does not expect any material change in uncertain tax positions within the next twelve months.

As of September 30, 2015, the Organization is not under examination by any taxing authorities and is generally open for examination for three years from the date of filing.

Use of Estimates: The Organization has used estimates and assumptions relating to the reporting of assets and liabilities and the disclosure of contingent assets and liabilities in its preparation of the financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP). Actual results experienced by the Organization may differ from those estimates.

Reclassifications: Certain amounts in the 2014 financial statements have been reclassified to conform with the 2015 presentation.

Subsequent Events: Management has evaluated subsequent events spanning the period from September 30, 2015 through February 24, 2016, the date the financial statements were available to be issued.

2. Pledges Receivable:

Pledges receivable as of September 30, 2015 and 2014 are expected to be collected in less than one year. As of September 30, 2015 and 2014, pledge receivables amounted to \$149,088 and \$126,559, respectively.

3. Donated Goods and Services:

The Organization receives donated goods and services relating to administrative expenses. The estimated fair value for goods and services is determined by the donor or by management. During the years ended September 30, 2015 and 2014, the Organization received donated legal services in the amounts of \$490 and \$1,885, respectively.

4. Investments and Endowment:

Investments and endowment as of September 30, 2015 and 2014 consist of the following:

	As of September 30, 2015		
	Investments	Endowment	Total
Investments:			
Corporate Bonds	\$ 1,294,471	\$ 41,984	\$ 1,336,455
Equity Securities	704,932	22,863	727,795
Money Market Funds	293,450	-	293,450
	<hr/>		
Total	\$ 2,292,853	\$ 64,847	\$ 2,357,700
	<hr/>		
	As of September 30, 2014		
	Investments	Endowment	Total
Investments:			
Money Market Funds	\$ 1,357,876	\$ 64,847	\$ 1,422,723
	<hr/>		
Total	\$ 1,357,876	\$ 64,847	\$ 1,422,723
	<hr/>		

Investments: Investments as of September 30, 2015 and 2014 consist of funds that are stated at fair value and have been measured using quoted market prices in active markets. As of September 30, 2015 and 2014, fair value of the totaled \$2,292,852 and \$1,357,876, respectively. During the years ended September 30, 2015, the unrealized loss from these investments amounted to \$29,881.

Endowment: The endowment consists of investments, referred to as trust funds, which have been permanently restricted as to their use by the donor or law.

Endowment as of September 30, 2015 and 2014 consists respectively of traded funds and money market funds that are stated at fair value and have been measured using quoted market prices in active markets. As of September 30, 2015 and 2014, the fair value of endowment totaled \$64,847 and is permanently restricted.

4. Investments and Endowment (Continued):

During the years ended September 30, 2015 and 2014, there were no realized gains (losses) on the endowment. The changes in the endowment balance by net asset classification as of September 30, 2015 and 2014 consists of the following:

	Temporarily Restricted	Permanently Restricted	Total
Endowment Balance, September 30, 2013	\$ -	\$ 64,847	\$ 64,847
Investment Returns:			
Interest and Dividend Income	6	-	6
Total Investment Returns	<u>6</u>	<u>-</u>	<u>6</u>
Appropriation of Endowment Assets for Donor-Designated Expenditures	<u>(6)</u>	<u>-</u>	<u>(6)</u>
Endowment Balance, September 30, 2014	<u>\$ -</u>	<u>\$ 64,847</u>	<u>\$ 64,847</u>
Investment Returns:			
Interest and Dividend Income	3	-	3
Total Investment Returns	<u>3</u>	<u>-</u>	<u>3</u>
Appropriation of Endowment Assets for Donor-Designated Expenditures	<u>(3)</u>	<u>-</u>	<u>(3)</u>
Endowment Balance, September 30, 2015	<u>\$ -</u>	<u>\$ 64,847</u>	<u>\$ 64,847</u>

5. Fair Value:

Investments and endowment assets measured at fair value on a recurring basis at as of September 30, 2015 and 2014 were as follows:

	2015				
	Totals	Fair Value Measurements at Reporting Date Using			
		Quoted Prices in Active Markets for Identical Assets or Liabilities (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	
Investments:					
Money Market Funds	\$ 293,450	\$ 293,450	\$ -	\$ -	
Exchanged-Traded Funds					
Intermediate-Term Bond	1,294,471	1,294,471	-	-	
World Blend	322,347	322,347	-	-	
Large Blend	270,546	270,546	-	-	
Foreign Large Blend	112,039	112,039	-	-	
	<u>2,292,853</u>	<u>2,292,853</u>	-	-	
Endowment:					
Exchanged-Traded Funds					
Intermediate-Term Bond	41,984	41,984	-	-	
World Blend	10,455	10,455	-	-	
Large Blend	8,775	8,775	-	-	
Foreign Large Blend	3,633	3,633	-	-	
	<u>64,847</u>	<u>64,847</u>	-	-	
	<u>\$ 2,357,700</u>	<u>\$ 2,357,700</u>	<u>\$ -</u>	<u>\$ -</u>	

	2014				
	Totals	Fair Value Measurements at Reporting Date Using			
		Quoted Prices in Active Markets for Identical Assets or Liabilities (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	
Investments:					
Money Market Funds	\$ 64,847	\$ 64,847	\$ -	\$ -	
	<u>64,847</u>	<u>64,847</u>	-	-	
Endowment:					
Money Market Funds	1,357,876	1,357,876	-	-	
	<u>1,357,876</u>	<u>1,357,876</u>	-	-	
	<u>\$ 1,422,723</u>	<u>\$ 1,422,723</u>	<u>\$ -</u>	<u>\$ -</u>	

6. Property and Equipment:

Property and equipment as of September 30, 2015 and 2014 consists of the following:

	2015	2014
Leasehold Improvements	\$ 693,506	\$ 693,306
Office Equipment	532,470	535,233
Software	462,484	314,957
Furniture and Fixtures	239,198	239,198
	<u>1,927,658</u>	<u>1,782,694</u>
Less: Accumulated Depreciation	1,436,131	1,316,975
	<u>\$ 491,527</u>	<u>\$ 465,719</u>

During the years ended September 30, 2015 and 2014, depreciation expense amounted to \$146,033 and \$113,572, respectively.

7. Line of Credit:

The Organization has a \$500,000 line of credit agreement with a bank, subject to annual renewal by the bank on March 31, with interest equal to the bank's base lending rate (3.99% at September 30, 2015). The line of credit is secured by all assets of the Organization. There was no outstanding balance under this line of credit agreement as of September 30, 2015 and 2014.

This line of credit agreement contains financial covenants with which the Organization is required to comply. The Organization was in compliance with the above covenants as of September 30, 2015.

8. Temporarily Restricted Net Assets:

Temporarily restricted net assets, as of September 30, 2015 and 2014, include unexpended contributions and grants temporarily restricted by donors for the following purposes:

	2015	2014
Purpose and Time Restricted:		
Program:		
Positive Classroom	\$ 148,894	\$ -
General Support	25,000	-
Professional Learning Modules	20,000	-
Parent Website	-	129,069
Learning Modules	-	100,000
	<u>\$ 193,894</u>	<u>\$ 229,069</u>

9. Permanently Restricted Net Assets:

Permanently restricted net assets totaling \$64,847 as of September 30, 2015 and 2014, represent contributions for the Borghi Endowment Fund of \$13,632 and the Elspeth Sladden Teacher Education Fund, in the amount of \$51,215, whose principal have been permanently restricted by donors. Gains generated from the Borghi Endowment Fund may be used for web-based programs. Gains generated from the Elspeth Sladden Teacher Education Fund may be used for general operations of the various programs.

10. Net Assets Released from Restrictions:

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes specified by donors or by the passage of time. Net assets released from restriction during the years ended September 30, 2015 and 2014 consist of the following:

	2015	2014
Parent Website	\$ 129,069	\$ 266,906
General Support	100,000	-
Professional Learning Module	80,000	-
StoryShare	12,000	-
Positive Classroom	1,106	-
Publishing House Launch	-	39,836
UDL Learning	-	28,468
UDL Book	-	22,505
Reading Tools	-	12,000
	<u>\$ 322,175</u>	<u>\$ 369,715</u>

11. Operating Leases:

The Organization is party to an operating lease for office space in Wakefield, Massachusetts, with an original expiration date of October 2012. Under the terms of the lease agreement, the Organization is required to remit monthly rental payments in the amount of \$23,060 through the remaining term of the lease. The lease was amended to extend the term of the agreement through December 2017 and increase monthly rental payments to \$27,148, with certain escalation clauses. Rent expense incurred by the Organization under this lease agreement amounted to \$394,103 and \$375,155, for the years ended September 30, 2015 and 2014, respectively.

The Organization leases certain equipment under an operating lease. The lease agreement expires in December 2017. Equipment rent expense incurred by the Organization amounted to \$2,292 for each of the years ended September 30, 2015 and 2014.

Future minimum rental payments due under these noncancelable lease agreements as of September 30, 2015 are as follows:

<u>Year Ended</u> <u>September 30,</u>	
2016	\$ 336,725
2017	340,659
2018	85,165
	<u>\$ 762,549</u>

12. Retirement and Fringe Benefits:

The Organization sponsors an IRC Section 403(b) plan to eligible employees, which allows participants to defer a portion of their salaries into a variety of investment options. The plan is for employee salary deferrals only, not to exceed the legal limit. Depending

upon length of service, the Organization makes a matching contribution to the plan each year up to 10% of all participants' compensation. Total expenses related to this plan amounted to \$262,804 and \$280,817, for the years ended September 30, 2015 and 2014, respectively.

13. Concentrations:

The Organization received approximately 46% and 44% of its revenues from two federal contracts during the years ended September 30, 2015 and 2014, respectively. As of September 30, 2015 and 2014, 50% and 41% of the receivable outstanding were due from these same contractors. Additionally, 24% of receivables were due from two separate contractors as of September 30, 2014.

14. Commitments and Contingencies:

Indemnifications: In the ordinary course of business, the Organization enters into various agreements containing standard indemnification provisions. The Organization's indemnification obligations under such provisions are typically in effect from the date of execution of the applicable agreement through the end of the applicable statute of limitations. The aggregate maximum potential future liability of the Organization under such indemnification provisions is uncertain. As of September 30, 2015 and 2014, no amounts have been accrued related to such indemnification provisions.

Contingencies: From time to time, the Organization is included in legal and administrative proceedings and claims of various types, which arise in the ordinary course of business. In the opinion of the Organization's management, based on information furnished by counsel and others, the ultimate liability, if any, of the aforementioned claims is not expected to have a material impact on the Organization's financial position.

15. Federal Contract Revenues:

The Organization receives funding under various direct federal and pass-through contracts. The following is a summary of contracts awarded:

<u>CFDA Number/Project Title</u>	<u>Performance Period</u>	<u>Total Award</u>	<u>Federal Contract Revenues for the Year Ended September 30, 2015</u>
84.327Z National Center on Accessible Educational Materials for Learning	10/01/2014 - 9/30/2019	\$ 5,999,316	\$ 1,106,668
84.327S UDL Science Notebook: Scaling an Inclusive Solution to Sense Making in Science	08/1/2015 - 07/31/2020	2,249,647	16,711
84.327M Center for Use of Emerging Technologies to Improve Literacy Achievement for Students with Disabilities in Middle School	01/01/2012 - 12/31/2016	9,978,548	2,017,311
84.327U Center on Online Learning and Students with Disabilities	01/01/2012 - 12/31/2016	2,158,687	423,480
47.076 Pathways: Emotion and Thinking in Designed Informal Science Environments	10/01/2012 - 09/30/2014	249,997	27,162
47.076 The Urban Math and Science Teacher Collaborative	09/01/2012 - 08/31/2015	59,200	15,000
47.076 Reclaiming Access to Inquiry-Based Science Education for Incarcerated Students	10/01/2014 - 09/30/2018	1,200,000	281,766
47.076 Inquiry Primed: An Intervention to Mitigate the Effects of Stereotype Threat in Science	09/15/2013 - 08/31/2016	449,968	165,708
47.076 Stigmatization and Stereotype Threat Among Adolescents with Learning Disability: Impacts on Cognition and Performance in Math	09/01/2013 - 08/31/2015	<u>367,713</u>	<u>199,383</u>
Total Federal Contracts		<u>\$ 22,713,076</u>	<u>\$ 4,253,189</u>

For the Year Ended September 30

2015

Federal Grantor/Pass-through Grantor/Program or Cluster Title	Federal CFDA Number	Contract Number	Federal Expenditures
Major Programs:			
U.S. Department of Education:			
Direct Funding:			
Special Education_Technology and Media Services for Individuals with Disabilities	84.327	H327Z140001	\$ 1,106,668
		H327M110003	2,017,311
		H327S150011	16,711
Pass Through Online Learning Special Education_Technology and Media Services for Individuals with Disabilities	84.327	H327U110011	423,480
Total Major Program			<u>3,564,170</u>
National Science Foundation:			
Direct Funding:			
Education and Human Resources	47.076	DRL-1251819	199,383
		DRL-1313713	165,708
		DRL-1222613	27,162
Pass-Through Noyce Foundation Education and Human Resources	47.076	DRL-0918339	15,000
Pass-Through Noyce Foundation Education and Human Resources	47.076	15-008460A	281,766
Total Non-Major Program			<u>689,019</u>
Total Expenditures of Federal Awards			<u>\$ 4,253,189</u>

Notes to the Schedule of Expenditures of Federal Awards for the Year Ended September 30, 2015**Note 1- Basis of Presentation**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of CAST, Inc. (the "Organization") under programs of the federal government for the year ended September 30, 2015. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Because the schedule presents only a selected portion of the operations of the Organization, it is not intended to and does not present the financial position, changes in net assets or cash flows of the Organization.

Notes to the Schedule of Expenditures of Federal Awards for the Year Ended September 30, 2015 (Continued)*Note 2- Summary of Significant Accounting Policies*

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-122, *Cost Principles for Non-profit Organizations*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule, if any, represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through entity identifying numbers are presented where available.

Note 3- Subrecipients

Of the federal expenditures presented in the schedule, the Organization provided federal awards to subrecipients as follows:

<u>CFDA Number</u>	<u>Program Name</u>	<u>Contract Number</u>	<u>Amount Provided to Subrecipients</u>
84.327	Special Education_Technology and Media Services for Individuals with Disabilities	H327M110003	\$ 337,443



To the Board of Directors
CAST, Inc.
Wakefield, Massachusetts

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the accompanying financial statements of CAST, Inc. (the "Organization") which comprise the statement of financial position as of September 30, 2015, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated February 24, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered CAST, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Moody, Famiglietti & Andronico, LLP

Moody Famiglietti & Andronico, LLP
Tewksbury, Massachusetts
February 24, 2016

To the Board of Directors
CAST, Inc.
Wakefield, Massachusetts

Independent Auditors' Report on Compliance for Each Major Federal Program and on Internal Control over Compliance Required by OMB Circular A-133

Report on Compliance for Each Major Federal Program

We have audited the compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that could have a direct and material effect on each of CAST, Inc.'s (the "Organization") major federal programs for the year ended September 30, 2015. The Organization's major federal programs are identified in the summary of independent auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the Organization's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Organization's compliance.

Opinion on Each Major Federal Program

In our opinion, CAST, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2015.



CAST, Inc.
Page Two

Report on Internal Control Over Compliance

Management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Moody, Famiglietti & Andronico, LLP

Moody, Famiglietti & Andronico, LLP
Tewksbury, Massachusetts
February 24, 2016

Year Ended September 30, 2015

I. Summary of Independent Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness identified? Yes No
- Significant deficiencies identified that are not considered to be material weaknesses? Yes None Reported

Noncompliance material to financial statements noted? Yes No

Federal Awards

Internal control over major programs:

- Material weakness identified? Yes No
- Significant deficiencies identified that are not considered to be material weaknesses? Yes None Reported

Type of auditor's report issued on compliance for major programs: Unmodified

- Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133? Yes No

Identification of major program:

CFDA Number(s)

84.327

Name of Federal Program or Cluster

Special Education- Technology and Media Services for Individuals with Disabilities

Dollar threshold used to distinguish between Type A and Type B programs \$300,000

Auditee qualifies as low-risk auditee? Yes No

Year Ended September 30, 2015

II. Findings Related to the Financial Statement Audit as Required to be Reported in Accordance with Generally Accepted Government Auditing Standards:

A. Significant Deficiencies or Material Weaknesses in Internal Control Over Financial Reporting

None

B. Compliance Findings

None

III. Findings and Questioned Costs for Major Federal Award Programs to be Reported in Accordance with OMB A-133.

A. Significant Deficiencies or Material Weaknesses in Internal Control Over Compliance

None

B. Compliance Findings

None

Year Ended September 30, 2015

Prior Year Findings:

None

1 Highwood Drive | Tewksbury, MA 01876



Board of Directors-voluntary basis

Sheldon Berman, Ed.D.

Board Chair

Interim Superintendent of Schools
Andover Public Schools
Andover, MA

Stephen P. Crosby, J.D.

Massachusetts Gaming Commission
Boston, MA

David Flink

Chief Executive Officer/Co-Founder
Eye to Eye
New York, NY

Anne Meyer, Ed.D.

Co-Founder and Chief of Education Design Emeritus
CAST, Inc.
Wakefield, MA

Curtis Richards

Director, Center for Workforce Development
Institute for Educational Leadership
Washington, DC

David H. Rose, Ed.D.

Secretary

Co-Founder and Chief Education Officer
CAST, Inc.
Wakefield, MA

Anne Schneider

AES Consulting
Fundraising/Video Productions
New York, NY

Logan Smalley

Director of TED-Ed
TED Conference LLC
New York, NY

Deborah P. Waber, Ph.D.

Professor, Dept. of Psychiatry, Harvard Medical School
Director, Learning Disabilities Program, Dept. of Neurology
Director, Behavior Core, Dept. of Psychiatry and Clinical Research Center
Children's Hospital Boston
Boston, MA

Jim Williamson

Williamson Consulting, Inc. (Retired)
Lincoln, MA

Markay Winston

Chief Officer of the Office of Special Education and Supports (*until November 4, 2015*)
Chicago Public Schools
Chicago, IL

Paul B. Yellin, MD, FAAP

Treasurer
Associate Professor of Pediatrics, NYU School of Medicine
Great Neck, NY
Director, The Yellin Center for Student Success
New York, NY

CURRICULUM VITAE

GRACE JOANNE MEO, Director of Professional Learning & Outreach Svces.

EDUCATION:

1970 **Boston College Graduate School of Education**, Chestnut Hill, MA
Master of Education in Early Childhood Education

1968-1969 **Teacher's College, Columbia University**, New York, NY
Candidate for Master of Arts in Developmental Psychology

1968 **Regis College**, Weston, MA
Bachelor of Arts in Psychology

PROFESSIONAL EXPERIENCE:

1999-Present **CAST, Inc.: Sr. Director, Professional Learning and Outreach Services**
Wakefield, MA

National Initiatives:

CAST Project Manager, Center for Implementation of Technology in Education (CITED II): The American Institutes of Research (AIR) and CAST are collaborating to provide technical assistance to SEAs and LEAs in implementing and evaluating selected evidence-based technology practices. Funded by the U.S. Dept. of Education's Office of Special Programs, 2010-2015.

Manager, CAST's professional learning and outreach programs for K-12 teachers and administrators and post-secondary faculty throughout the United States.

District Liaison for the Comprehensive Implementation Planning grant, working with districts and CAST team members to develop a sustainable and scalable plan to support literacy instruction for middle school students through the framework of Universal Design of Learning.

State, District/Local Initiatives:

Leading UDL initiatives for state departments of education including Massachusetts, Michigan, Minnesota, Connecticut, Wisconsin, New Hampshire, and Iowa and districts, such as, Northeast Region of Massachusetts, San Diego, New York City, and Philadelphia.

Co-leading the Massachusetts State-wide UDL Implementation Initiative in partnership with Massachusetts Department of Elementary and Secondary Education.

Co-leading the UDL Implementation Initiative in the Boston Public Schools in Collaboration with the BPS Department of Special Education.

Co-leading the UDL Implementation Initiative in the Wisconsin in Partnership with the WI Department of Public Instruction.

Co-leading the UDL Implementation Initiative in the New Hampshire in partnership with the NH Department of Special Education.

Working in collaboration with the Professional Learning research team in researching the implementation of UDL in classroom, school, and district practices.

1997-1999 **Massachusetts Department of Education: *Instructional Technology Specialist, Statewide Sabbatical Teacher (Selected through a statewide competitive search)***
Malden, MA

Responsibilities included: Supporting Massachusetts technology initiatives; assisting in the development of technology programs for the state; overseeing the progress of state technology grants; conducting statewide workshops and presentations that support the integration of technology into the Massachusetts Curriculum Frameworks; membership on the Lawrence Public Schools oversight team; and Project Coordinator for Project MEET (\$10M, five year U.S. DOE Technology Innovation Challenge Grant, focusing on a systemic model of technology professional development).

STATE AND DISTRICT LEVEL UDL INITIATIVES:

Massachusetts: Partnering with the Massachusetts Department of Elementary and Secondary Education in the development and delivery of the UDL Academy, a four-year state wide professional learning initiative. (2014 – 2018)

New Hampshire: Partnering with the New Hampshire Department of Education in the development and delivery of the UDL Academy, a three year state wide professional learning initiative. (2014 – 2017)

New York, New York: Working with the New York City Department of Education in the design and delivery of city wide professional learning that supporting educators in the understanding and implementation of UDL. (2013 – 2016)

New Jersey: Partnering with the NJ Department of Education and the New Jersey Principals and Supervisors Association to design and implement professional learning that supports implementation of UDL into educator practices. (2014 – 2015)

San Diego, California: Managing the UDL initiative in San Diego Public Schools (2012 – 2015)

SELECTED PROFESSIONAL DEVELOPMENT COURSE DEVELOPMENT:

UDL Implementation, a process to improve outcomes for all learners, 2014 – present: Co-Developer/Presenter/Instructor for the multi-year customized process for applying UDL to the classroom, school, and districts levels to support educator change for the purpose of improving outcomes for all learners.

Universal Design for Learning: Reaching All Learners, 2005 - present: Co-chair with David Rose and Thomas Hehir of the week long institute, offered through Harvard Graduate School of

Education, addressing critical questions about how to provide full access to the general education curriculum for all learners.

Canada: Alberta UDL Summer Institute – Making Connections, 2011 Co-Developer/Presenter for this three-day international institute offered with support from the Alberta Education and co-sponsored by the University of Alberta, presenting UDL as an educational approach to designing curriculum that increases access for all learners.

Universal Design for Learning: Reaching All Learners, 2008: Co-Developer/Instructor of this week long institute, offered through Harvard Graduate School of Education, addressing critical questions about how to provide full access to the general education curriculum for all learners.

Supporting, Engaging, and Enhancing Comprehension for High School Students, 2005-2006: Project Director for this 15-month professional development initiative focusing on improving comprehension strategy instruction for high school content teachers. Funded by the Arthur Vining Davis Foundations.

Planning for All Learners, 2004-2005: Project Director for this 15-month professional development program focusing on methods of lesson development for high school teachers, in order to ensure that all learners have access to rich, robust instruction supporting high academic standards. Funded by the Arthur Vining Davis Foundations.

Universal Design for Learning: Reaching and Teaching All Learners, 2002-present: Two- and three-day institutes for K-12 educators and administrators. In addition to public institutes offered at CAST, customized institutes are developed to support needs of educators nationwide.

SELECTED PUBLICATIONS:

Meo, G. (2008). Curriculum planning for all learners: Applying universal design for learning (UDL) to a high school reading comprehension program. *Preventing School Failure, 52*(2), 21–30.

Coyne, P., Ganley, P., Hall, T., Meo, G., Murray, E., & Gordon, D. (2006). Applying universal design for learning in the classroom. In D. Rose, & A. Meyer (Eds.), *A practical reader in universal design for learning*, (pp. 1-13). Cambridge, MA: Harvard Education Press.

Meo, G., Coyne, P., Sandmel, K., & Hart, K. (2006). Improving early literacy for children with cognitive disabilities: A research to practice professional development initiative. *Counterpoint, Summer 2006*.

Meo, G. (2005). Curriculum access for all, a conversation with Grace Meo. *Harvard Education Letter, 21*(6), 4-6.

MEMBERSHIP:

Council for Exceptional Children, 2014

ASCD membership, 2010 - present

Learning Forward, 2010 - present

Kirk D. Behnke, M.Ed., ATP

Mr. Behnke is currently the Senior Director for Professional Learning at CAST where he leads a team of UDL implementation specialists, programmers and operations personnel to deliver high quality professional learning and technical assistance to national and international customers. Previously he held the title of Director of Technical Assistance for the National Accessible Educational Materials (AEM) Center at CAST where he supported the delivery of universal, targeted and intensive technical assistance and learning opportunities regarding accessible educational materials and accessible technologies within the United States and abroad.

Kirk has held the Lead for the Texas Assistive Technology Network (TATN) in addition to acting as a Senior Education Specialist for the Special Education Department at Region 4, Education Service Center in Houston, TX. He co-lead state education committees to support the development of accessible educational materials acquisition and delivery for students in Texas, which is a national model. He also helped to implement Universal Design for Learning (UDL) through various state leadership network functions to support the use of assistive technology, accessible technology, accessible instructional materials and educational technology in general.

Under the direction of Harry Murphy, Ed.D., he designed, developed and implemented the "Assistive Technology Applications Certificate Program (ATACP)" at California State University, Northridge (CSUN). This program was an entrepreneurial partnership with the College of Extended Learning to offer a 100-hour certificate program in the area of assistive technology and its application in early learning, K-12, higher education, workplace and independent living settings. The program evolved from a 92 hour face-to-face instruction and 8 hour project in 1997 to a hybrid course of online learning and hands-on face-to-face instruction at major AT conferences in 2005. The ATACP is still currently accepting participants and has had over 3,000 graduates to date; the largest AT-related certificate of its kind. Kirk also had the opportunity to duplicate the ATACP through a contract with the University College of Dublin, Ireland and work with local practitioners and instructors to adapt the certificate and make it Irish. This program continues to be offered at the University as the "Certificate in Assistive Technology Applications (CATA)."

Kirk has presented nationally and internationally on Universal Design for Learning, Assistive Technology (AT), accessible technology and Web/App Tools for over 25 years. His passion is helping to facilitate excellence in learning for all, whether it is in a classroom, lecture hall or presentation room.

Kirk holds a Master's degree from Temple University in Education/Special Education, a credential as an Assistive Technology Professional from the Rehabilitation and Engineering Society of North America (RESNA) and a Certificate in Assistive Technology Applications from the University College of Dublin, Ireland. He has been published in various articles on assistive technology from pre-school to the Journal on Aging. He is currently working on two chapters in two separate books: Assistive Technology Evaluation in the K-12 setting and Supporting UDL Professional Learning: Strategies for Large Scale Professional Development.

Allison B. Posey, Director of Institutes

Professional Skills:

- *Effective, creative educator for complex topics in science*
- *Strong interpersonal skills*
- *Organized, creative, and energetic*

Work Experience:

CAST, Center for Applied Special Technology, Wakefield, MA, summer 2012-present
Director of Institutes and Instructional Designer

- ***National Lead Instructor.*** design and deliver institutes for adult educators and manager for the national CAST UDL cadre
 - *Courses include: Universal Design for Learning, UDL Presenters Academy (train the trainer), Affect and Engagement, UDL Lesson Design*
- ***Online Curriculum Developer and Instructor*** for UDL courses
- ***Instructional Designer, including CAST webinar series design and delivery***
- ***UDL Content developer, including guidebooks, Top 10 Tips and resources***

Walnut Hill School for the Arts, Natick, MA, 2010-2012
Instructor

- Curriculum design and delivery: psychology, anatomy/physiology, biology

Harvard University, Cambridge, MA, 2010-2011, 2015
Facilitator and Teaching Fellow

- Graduate course on Universal Design for Learning (UDL) and Instructional Design
- Summer Institutes for Mind, Brain, Education
- Graduate course on Educational Neuroscience
- Graduate course on Framing Scientific Research for Public Understanding

Middlesex Community College, Bedford, MA, 2009-2011
Adjunct Instructor

- Led laboratory exercises and content in biology and anatomy & physiology

Johns Hopkins University Center for Talented Youth, Baltimore, MD, 1997-2007 summers
Instructor

- Neuroscience, Sensation & Perception, Anatomy & Physiology

Roland Park Country School, Baltimore, MD, 2007-2009
Instructor

- Biology, Genetics, Anatomy & Physiology, Psychology

Education

Harvard University Graduate School of Education, Cambridge, MA
EdM., Mind, Brain, and Education, June 2009

Maryland Institute College of Art, Certificate in Fine Arts, 2007

James Madison University, Harrisonburg, VA, B.S. Biology, cum laude, June 1996

Selected interests:

Illustrator:

- *Design and Deliver Universal Design for Learning* (2012, Brookes Publishing)
- *Farming with Biodiversity* (Children's book, in production self-published)

Author:

- *Tie the Knot: Engaging students for life long learning* (in pilot stage)
- *CAST UDL Presenters Guide* (in production with CAST Professional Publishing)

Volunteer: physical therapy for neurological and muscular-skeletal injuries

Independent math tutor: middle-high school science and math, focus on Algebra I, II

Ari Fleisher, Professional Learning Associate

EDUCATION

HARVARD GRADUATE SCHOOL OF EDUCATION
Master of Education, Prevention Science and Practice

Cambridge, MA
2014-2015

BRANDEIS UNIVERSITY
Bachelor of Arts, Cum Laude, English and American Literature

Waltham, MA
2003-2007

- Minors in Education Studies and Spanish Language and Literature: Full Professional Fluency in Spanish

EXPERIENCE

PROFESSIONAL LEARNING ASSOCIATE
Cast, Inc.

January 2016- Present
Wakefield, MA

- Facilitates professional development institutes to deepen educators' understanding of Universal Design for Learning
- Manages implementation structures and logistics with administrators and teacher leaders in order to effectively scale the UDL framework by using data, reflection, and intentional teaming
- Develops relationships with teachers, and district and school leaders, to support effective, inclusive classrooms

EDUCATION PIONEERS SUMMER GRADUATE FELLOW
The Ounce of Prevention Fund

Summer 2015
Chicago, IL

- Evaluated tracking and communication structures for 18-person division operating 20 schools nationwide
- Developed an improved data collection approach aligned with internal and external strategic priorities

PROFESSIONAL DEVELOPMENT COORDINATOR
YMCA of Greater Boston

2014-2015
Boston, MA

- Developed 3 professional development trainings based on organization-wide training goals and survey data
- Facilitated 19 training sessions for teachers and directors of 52 after school programs

PROFESSIONAL DEVELOPMENT FACILITATOR
Harvard University Public School Partnerships

2014-2015
Boston, MA

- Facilitated 10-hour Professional Development curriculum for After School Site Directors on creating positive climates and relationships, supporting homework, and connecting games to Common Core Standards
- Provided structural, behavioral and curricular consultation at the Hennigan Elementary After School Programs

DIRECTOR OF AFTER SCHOOL AND SUMMER PROGRAMMING
Gardner Pilot Academy and the YMCA of Greater Boston

2012-2014
Boston, MA

- Supervised 16 teachers and managed day-to-day operations of a 21st Century Learning Demonstration Site at K-8 Boston Public School including adherence to Early Education and Care Licensing Regulations
- Designed and led teacher professional development trainings, including project-based curriculum, social-emotional learning, and positive, inclusive behavior management strategies
- Coordinated 15 community partner organizations to align with the Gardner's full-service mission and culture
- Communicated and collaborated with families to support the individual needs of over 100 enrolled students
- Collected and analyzed data from staff, students, parents and partners to identify areas for growth, refine current programming, and develop and implement evidence-based best practices

SURROUND CARE PARAPROFESSIONAL, SECOND GRADE
Gardner Pilot Academy and the YMCA of Greater Boston

2010-2012
Boston, MA

- Wrote and delivered social studies curriculum based on standards and specific classroom needs
- Led second grade after school class; developed project-based curriculum, practiced positive behavior interventions and supports (PBIS), and mentored assistant teacher
- Linked school day and after school academic instruction and behavior management to create a seamless all-day educational experience and to support whole-child development

EXPERIENCE (Cont.)

PROGRAM COORDINATOR

2008-2010

Ari Fleisher, Professional Learning Associate

Playworks (Hurley K-8)

Boston, MA

- Taught cooperative play, communication skills, and conflict resolution using physical activity and games for classrooms, after school classes, and recess periods for 350 dual-language students grades K-6
- Recruited, trained and supported 15 students in the Junior Coach leadership development program

LITERACY COACH

2007-2008

ReadBoston and AmeriCorps VISTA

Boston, MA

- Created program libraries and trained 8 after school staff in effective read-aloud skills and literacy techniques
- Reinforced literacy for 80 students through singing, rhythm and movement exercises, visual art and games

UNIT DIRECTOR

Summer 2007

SONG LEADER AND SENIOR COUNSELOR

Summers 2003-2005

Olin Sang Ruby Union Institute Overnight Camp

Oconomowoc, WI

- Directly supervised and mentored 30 counselors and specialists, serving 100 campers
- Provided camper guidance, family communication, programmatic planning and implementation

WALTHAM ACTION RESEARCH PROJECT UNDERGRADUATE INTERN

Spring 2007

Waltham High School and Brandeis University

Waltham, MA

- Collaborated with Brandeis faculty to facilitate weekly meetings of a student-led service-learning class
- Employed youth voice and empowerment research to support student leadership in planning and facilitation

DISTINGUISHING COURSEWORK

RISK AND RESILLIANCE IN SOCIAL CONTEXTS FROM BIRTH TO YOUNG ADULTHOOD

2014-2015

Harvard Graduate School of Education

Cambridge, MA

- Examined Prevention and Intervention strategies in theory and practice
- Designed a comprehensive after school coaching intervention, including analysis and synthesis of relevant research, existing programs, and evaluation procedures

LEARNING FROM PRACTICE: EVALUATION AND IMPROVEMENT SCIENCE

2015

Harvard Graduate School of Education

Cambridge, MA

- Created a theory of change for partner organization Boston After School and Beyond
- Crafted a comprehensive evaluation proposal for Summer Learning Initiatives including strategic collection methods and evidence, in collaboration with key stakeholders and using improvement model frameworks

DATA WISE: USING DATA TO IMPROVE TEACHING AND LEARNING

2015

Harvard Graduate School of Education

Cambridge, MA

- Analyzed data including formative assessments, student work, observations and standardized test scores
- Created materials to initiate the Data Wise inquiry cycle process in multiple contexts
- Enhanced meeting facilitation skills with a focus on structuring agendas around action, collaboration and evidence

INTERNATIONAL EXPERIENCE

ELEMENTARY SCHOOL ENGLISH TEACHER

July 2011

Maximo Nivel Intercultural Center

Cusco, Peru

CHILDCARE VOLUNTEER

July 2010

Buen Pastor Women's Shelter

Guanajuato, Mexico

CHILDCARE VOLUNTEER

July 2009

Los Suenos de Alfred Guarderia

Quito, Ecuador

ELEMENTARY SCHOOL ENGLISH TEACHER

January 2006- May 2006

La Escuela de Elena Canel

Seville, Spain

David Gordon, Sr. Director of Communications

David Gordon has led CAST's communications and publishing efforts since 2004, including the development of numerous books, articles, videos, websites, and other media about Universal Design for Learning (UDL). In 2014, he became the founding Editorial Director of [CAST Professional Publishing](#). David came to CAST from the Harvard Education Publishing Group, where he edited the award-winning *Harvard Education Letter* and served as the founding Senior Editor of Harvard Education Press. He was an associate editor at *Newsweek* and has written for numerous other publications, including the *Christian Science Monitor*, *New York*, the *Boston Herald*, and *Die Zeit* (Germany). As a journalist, he won a National Press Club Award for his analysis of teacher certification programs, and the Arthur F. Burns prize from the International Center for Journalists for reporting on the revitalization of eastern Germany.

CURRICULUM VITAE

JOY SMILEY ZABALA-DIRECTOR OF TECHNICAL ASSISTANCE

EDUCATION AND TRAINING

- Doctor of Education, Special Education Personnel Preparation with emphases on Assistive Technology and Distance Education Strategies., University of Kentucky, Lexington, Kentucky, December, 2004
- Assistive Technology Practitioner Credential: Rehabilitation Engineering and Assistive Technology Society of North America (RESNA), 2002
- Post-Master's coursework in Bilingual Education, Early Childhood Special Education, Assistive Technology and Educational Supervision (1975-1990)
- Master of Education, Curriculum and Instruction, Early Childhood Education. Florida Atlantic University, Boca Raton, Florida. June 1972
- Bachelor of Arts in Education, Elementary and Early Childhood. University of Florida, Gainesville, Florida. March, 1968

PROFESSIONAL ACTIVITIES AND EXPERIENCE

- January 2016-Present: **Co-Director**: National Center on Accessible Educational Materials for Learning at CAST. Wakefield, MA Wakefield, MA.
- October 2009-Present: **Director of Technical Assistance** for CAST. Wakefield, MA.
- October 2009-December 2015: **Director of Technical Assistance**: National Center on Accessible Educational Materials for Learning at CAST. Wakefield, MA.
- October 2009- October 2014: **Formative Evaluator**: NIMAS Development Center at CAST.
- October, 2007-October, 2009: **Project Manager**: The Accessible Instructional Materials (AIM) Consortium at CAST. Wakefield, MA.
- 1997-October, 2007: **Independent Professional Developer and Consultant**: Assistive Technology and Leadership, Lake Jackson, TX.
- 2005-Present: **Conference Education Program Chairperson**: Assistive Technology Industry Assoc., Chicago, IL.
- Summer/Fall, 2007: **Collaborative Content Specialist** for *Accessible Instructional Materials Resource Guide for Texas Schools*. Currently in development for Texas Assistive Technology Network, led by Region IV Education Service Center (Behnke) Houston, TX.
- Spring, 2007: **Content Specialist and Presenter** for enhanced pod cast, *Making Decisions about Accessible Instructional Materials; Implications for CASE Committees*, Indiana Department of Education / Division of Exceptional Learners. Available online at

SELECTED PUBLICATIONS

- QIAT Leadership Team (2015). *Quality Indicators for Assistive Technology: A Comprehensive Guide to Assistive Technology Services*. CAST Professional Publishing. Wakefield, MA.
- Bowser, G., & Zabala, J. (2012). AIM for digital equity. *Learning & Leading with Technology*, 16-19.
- Zabala, J., & Carl D. (February/March 2011). The AIMing for Achievement Series, part three: AIM Support at Your Fingertips. *Closing the Gap Solutions* 30(2), 34-36. Online at <http://aim.cast.org/sites/aim.cast.org/files/ClosingtheGap3.pdf>
- Carl D., & Zabala, J. (December 2010/January 2011). The AIMing for Achievement Series, part two: Navigating the decision-making process. *Closing the Gap Solutions* 30(1), 12-15. Online at <http://aim.cast.org/sites/aim.cast.org/files/ClosingtheGap2.pdf>
- Carl D., & Zabala, J. (October/November 2010). The AIMing for Achievement Series, part one: Navigating the decision-making process. *Closing the Gap Solutions* 29(4), 11-14. Online at <http://aim.cast.org/sites/aim.cast.org/files/ClosingtheGap1.pdf>

- Rose, D. H., Hasselbring, T. H., Stahl, S., & Zabala, J. (2005). Assistive technology and universal design for learning: Two sides of the same coin. In K. Higgins, R. Boone, & D. Edyburn (Eds.), *The Handbook of special education technology research and practice*. Knowledge by Design, Inc.: Whitefish Bay, WI.
- Scott, T. M., Nelson, C. M., & Zabala, J. (2003). Functional behavior assessment training in public schools: Facilitating systemic change. *Journal of Positive Behavior Interventions*, 5(4), 216-224.

PROFESSIONAL SERVICE ACTIVITIES

- Developer and author of the SETT Framework for making effective assistive technology decisions
- Past president and board member. Technology and Media Division (TAM) of the Council for Exceptional Children
- Co-founder and List facilitator of QIAT: Quality Indicators for Assistive Technology Services in School Settings. QIAT webmaster and listserv facilitator (<http://www.qiat.org>)
- Educational Representative, Test Development & Passing Scores Study Committees, RESNA, 1996
- Developer and facilitator of "PARTNERS", a home/school assistive technology program that consisted of evening open enrichment labs for parents and children and a computer checkout program, 1987-1990
- Author of professional papers, research articles, and text book chapters on the selection, acquisition and effective uses of assistive technology in education