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Frank Edelblut
Commissioner

Paul K. Leather
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-6133
FAX (603) 271-1953

April 4, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education to enter into a contract with Mary M. Lauzon, Campton, New Hampshire (vendor code 251986) in an amount not to exceed \$50,000.00 to conduct impartial special education complaint investigations, effective July 1, 2017, or upon Governor & Council approval, whichever is later, through June 30, 2019. 100% Federal Funds.

Funds to support this request are anticipated to be available in the account titled Special Education- Elem/Sec., contingent upon legislative approval of the next biennium budget.

	<u>FY'18</u>	<u>FY'19</u>
06-56-56-562510-4110-046-500464	\$25,000.00	\$25,000.00
Contracts for Program Services		

EXPLANATION

The Department of Education, Bureau of Special Education, is required by RSA 21-N:4 V and U.S. Code Title 20 U.S.C. 122/e-3 to provide a process to resolve complaints between any local education agency and individuals or organization who believe federal law(s) or regulation(s) have been violated. Contractors will provide the investigation reports for the process of complaints received by the Department.

A Request for Proposals (RFP) was advertised in the Manchester Union Leader for the period November 7th, November 8th and November 9th, 2016 and posted on the Department of Education's website. There were five (5) proposals submitted to the Request for Proposals "New Hampshire Special Education Complaint Investigator" in response to the notice for up to four (4) individual contracts.

His Excellency, Governor Christopher T. Sununu
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A review committee consisting of Joanne DeBello, Education Consultant, Bureau of Special Education, Helene Anzalone, Education Consultant, Bureau of Special Education and Janelle Cotnoir, Program Specialist III, Bureau of Special Education reviewed the five (5) proposals received by the deadline; four (4) proposals met the criteria of the Request for Proposals (Attachment A).

This contract is one of four (4) to provide services as a Special Education Complaint Investigator who will be responsible for conducting special education complaints across the State of New Hampshire; investigating alleged violations of Special Education law, which includes on-site visits and issuing a written report with recommendations to the Commissioner of Education.

The Department of Education would like to contract with Mary Lauzon; Mary has been serving as a Special Education Complaint Investigator for the Department of Education, Bureau of Special Education since September 2013 and she has many years of experience working in the special education field and has an extensive knowledge of the laws and regulations governing the delivery of special education services.

The investigation process is evaluated by the Department on an individual complaint case basis.

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

Respectfully submitted,



Frank Edelbut
Commissioner of Education

FE:BJD
Attachments

Attachment A

NEW HAMPSHIRE SPECIAL EDUCATION COMPLAINT INVESTIGATOR

Proposal Criteria in the RFP

Significance of Proposal	40 points
Quality of Services to be Provided	10 points
Content Knowledge	30 points
Technical Skills	<u>20 points</u>
Possible Points	100 points

Five (5) Proposals were received and scored

	<u>Joanne DeBello</u>	<u>Helene Anzalone</u>	<u>Janelle Cotnoir</u>	<u>Peer Review</u>
Maureen Gross	100	90	87	92
Mary Lauzon	98	90	85	91
Brenda Monahan	80	69	75	75
Stephen Woodcock	72	73	77	74
Andrew Kyriakoutsakos	56	51	53	53

An RFP review occurred on January 19, 2017. The RFP review panel consisted of the following employees from the Department of Education, Bureau of Special Education

Joanne DeBello, Education Consultant

Joanne has been with the Bureau of Special Education for almost two years. Joanne works in compliance and improvement monitoring, program approval, federal reporting indicators and district determinations. Joanne has worked in the field of special education for 20 years.

Helene Anzalone, Education Consultant

Helene has been with the Bureau of Special Education for a little over two years. Helene works in the area of public and private compliance, professional development training, reviews and monitors Federal Grants and provides technical support to parents, districts and other stakeholders regarding New Hampshire and Federal Special Education Law.

Janelle Cotnoir, Program Coordinator

Janelle has been with the Bureau of Special Education for four years. She has extensive knowledge and experience in program monitoring, evaluation, and implementation. In her role as Program Coordinator, Janelle is responsible for reviewing proposal requests that are directly related to the programs she is responsible for. She has reviewed many proposals in her role as Program Coordinator, and as a colleague supporting other Department initiatives.

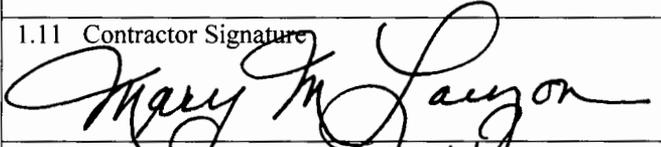
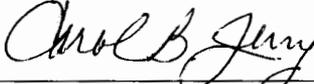
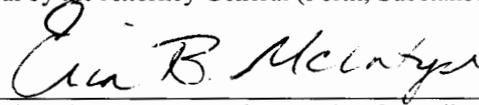
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

I. IDENTIFICATION.

1.1 State Agency Name Education, Bureau of Special Education		1.2 State Agency Address 101 Pleasant Street Concord, New Hampshire 03301	
1.3 Contractor Name Mary M. Lauzon		1.4 Contractor Address	
1.5 Contractor Phone Number	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2019	1.8 Price Limitation \$50,000.00
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 Mary M. Lauzon Spec. Ed. Complaint Investigator	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> On <u>3/27/2017</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace  [Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace Jennifer Lane			
1.14 State Agency Signature  Date:		1.15 Name and Title of State Agency Signatory FRANK EDELBLUT, COMMISSIONER OF EDUCATION	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By:  Deputy Director, On: <u>6/9/2017</u>			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: <u>6/7/17</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

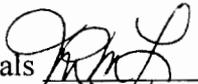
4. CONDITIONAL NATURE OF AGREEMENT. Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event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

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.
5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.
5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.
6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Contractor Initials 
Date 3/27/2017

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

Mary M. Lauzon will provide the following services to the New Hampshire Department of Education

New Hampshire Special Education Complaint Investigator

Responsible for conducting special education complaint investigations across the State; investigating alleged violations of special education law, which include on-site visits and issuing written reports with recommendations to the Commissioner of Education.

Duties will entail:

- Review of documents pertaining to a complaint.
- Preparation, as required, such as organizing information, scheduling on-site visits/interview with parents and school districts.
- Fact finding and evidence gathering pertaining to complaint information and allegations.
- Generate written reports that include findings of fact and recommendations based on the evidence and facts gathered as they relate to the allegations in the complaint.
- Provide the Dispute Resolution Coordinator of special education complaints, reports that detail the allegations, findings of fact and recommendations to the Commissioner of Education.
- Prepare Monthly Reports to be submitted in conjunction with each monthly invoice. Each report will itemize the preparation, actions, meeting time, travel time and other activities related to a complaint investigation assigned.

Initial ML
Date 3/27/2017

Exhibit B

Budget

	FY'18 July 1, 2017 – June 30, 2018	FY'19 July 1, 2018 – June 30, 2019
Professional services (\$125.00 per hour) (includes travel time)	\$25,000.00	\$25,000.00
Total	\$25,000.00	\$25,000.00

Limitation on Price: This contract will not exceed \$50,000.00

Source of Funding: Funding for this contract is 100% Federal Funds from the account titled Special Education-Elem/Sec. as follows:

Account: 06-56-56-562510-41100000-046-500731	<u>FY'18</u>	<u>FY'19</u>
Contracts for Program Services	\$25,000.00	\$25,000.00

Method of Payment:

Payment will be made upon the submittal of an invoice that is received by the 10th of the following month which is supported by a summary of activities that have taken place in accordance with the terms of the contract.

Bridget Brown, Dispute Resolution Coordinator
Special Education Complaints
NH Department of Education
Bureau of Special Education
101 Pleasant Street
Concord, New Hampshire 03301

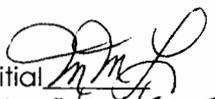
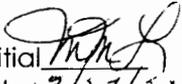
Initial 
Date 3/27/2017

Exhibit C

Authorize the Department of Education to amend Section 14.1.1 general liability insurance to professional liability insurance.

Contractor will carry appropriate levels of personal automobile insurance during the term of this contract, per the coverage levels set forth in the attached auto insurance declaration page.

Initial 
Date 3/27/2017



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/07/2017

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 Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	CONTACT NAME: PHONE (A/C, No. Ext): (888) 202-3007 FAX (A/C, No): E-MAIL ADDRESS: contact@hiscox.com	
	INSURER(S) AFFORDING COVERAGE INSURER A : Hiscox Insurance Company Inc	NAIC # 10200
INSURED Marv M. Lauzon	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	
	INSURER G :	

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

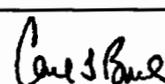
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	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) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	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	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		N	UDC-1972307-EO-17	05/10/2017	05/10/2018	Each Claim: \$ 1,000,000 Aggregate: \$ 2,000,000

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

For educational consulting services.

CERTIFICATE HOLDER**CANCELLATION**

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 
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LAUZON, [REDACTED]

Your ID cards are here!
Remember you can also get
your ID cards on our mobile
app or horacemann.com!



Important information

Report a claim 800-999-1030
Call anytime
horacemann.com

Fast Glass claim 888-321-9391
safelite.com

Road Service claim Dispatch service 877-272-0030
or forward original bill and policy number to
Horace Mann Express Service
c/o Quest Towing Service
106 W. Tolles Dr.
P.O. Box 68
St. Johns, MI 48879

Your local agent TORREY, MICHAEL F
LAKES REGION ED INS
603-238-9122

Your state compliant ID cards are below. State law requires proof of insurance.
For your protection, please place one of the cards in your vehicle by the effective date indicated on the card.

New Hampshire Insurance Identification Card

Auto policy
Number [REDACTED]
Effective date 04/02/2017
Expiration date 10/02/2017

Named insured

LAUZON, [REDACTED]

Vehicle

Year	Make	Model	VIN
2015	JEEP	RENEGAD	[REDACTED]

Agent TORREY, MICHAEL F 603-238-9122

To report a claim, call 800-999-1030

Keep this card in your vehicle as proof of insurance. This policy contains the minimum limits prescribed by NH law.

Form CL-VJA247 (11/99)



Horace Mann

Horace Mann Insurance Company
P.O. Box 19463
Springfield, IL 62794-9463
NAIC No. 300-22578

New Hampshire Insurance Identification Card

Auto policy
Number [REDACTED]
Effective date 04/02/2017
Expiration date 10/02/2017

Named insured

LAUZON, [REDACTED]

Vehicle

Year	Make	Model	VIN
2015	JEEP	RENEGAD	[REDACTED]

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NAIC No. 300-22578

MARY M. LAUZON



EXPERTISE IN SPECIAL EDUCATION LAW AND COMPLIANCE • FACILITATOR • INVESTIGATOR

SUMMARY OF QUALIFICATIONS

- Proven success as a team builder, facilitator, administrator, investigator, presenter and communicator
- Extensive working knowledge of state and federal laws and regulations governing the delivery of special education services
- Excellent problem solver, flexible approaches to crisis situations, able to negotiate agreeable solutions
- Maintained special education timelines and data using several computer programs
- Collaborated with regional school districts and private schools to schedule and participate in IEP Team and eligibility meetings
- Oversaw the development, tracking, dissemination and implementation of IEP and 504 plan accommodations for students with special needs including state mandated testing
- Expertise in early childhood and preschool educational programming
- Planned, implemented and evaluated system-wide professional development activities for both regular and special education staff
- Developed student pre-referral process for district
- Proven success communicating and advocating for students with special needs with parents, teachers and administrators in order that students' needs are met in the least restrictive environment
- Trained in the Disney Business Basics
- Former Certified mediator

PROFESSIONAL EXPERIENCE

Special Education Complaint Investigator

New Hampshire Department of Education
Concord, New Hampshire
September 2013 – Present
Conduct impartial special education complaint investigations

Consultant

Dighton-Rehoboth Public Schools
Rehoboth, MA
Middleborough Public Schools
Middleborough, MA
February 2011 – June 2013
Evaluated current special education services and programming
Consultation to staff

Host

Walt Disney World Company
Lake Buena Vista, FL
November 2009 - Present

Florida Certified Family Mediator

Affordable Family Mediation
Windermere, FL
February 2009 – February 2015

Special Education Facilitator/Mediator

King Philip Regional School District
Wrentham, MA

September 2004 - July 2008

Reviewed and developed special education policies and procedures. Assisted in dispute resolution between regional special education administrators. Served as a liaison to the area superintendents. Established a standard for transitioning special education and Section 504 students from Norfolk, Wrentham and Plainville to the King Philip Regional School System.

Administrator of Special Education and Support Services

Natick Public Schools
Natick, MA

October 2011 – June 2012

Plainville Public Schools
Plainville, MA 02762

January 1999 - July 2008

Accountable for overall coordination and evaluation of Special Education, Preschool Programs, ELL Services, Psychological Services, Home/Hospital Tutoring, Homeless Liaison, Community Outreach and Child Protective Services. Recruited and trained all special education staff. Supervised, motivated and monitored team performance. Set and maintained budgets, analyzed assessment data and wrote grants including Title I and all federal and state. Maintained detailed documentation of all areas of special education, Title I, Civil Rights and ELL. Developed and coordinated staff training for the entire school system. Established and implemented programs, assessment tools and services. Provided on-going communication to staff, administrators, parents and medical community. Worked with administration, advisory councils and school committee to write strategic plan and set system goals.

- Established procedures for placement, evaluation, assignment and reappraisal of students
- Developed and promoted suitable procedures for screening, identification and diagnosis of student needs
- Annually reviewed all special education, grant, and professional development programs and recommended to the Superintendent which, if any, programs should be expanded, modified or curtailed and determined the need for new programs
- Directed, organized, assessed, evaluated and suggested improvement for all special education programs and support services, facilities, curriculum, learning activities, materials and supplies, parent relationships and teaching practices
- Assisted the administrative team in the selection of evaluation tools and curriculum materials in order to improve classroom instruction and student performance
- Served as the Professional Development Coordinator for the school system, trained when appropriate, and acted as the liaison with presenters and vendors
- Planned and supervised an appropriate record keeping system
- Identified and approved adequate supplies, materials, equipment and tests utilized by special education and support personnel and maintained an inventory of all materials and equipment
- Developed training programs for special education and regular education staff members
- Worked with teachers, principals and administrators to analyze data and help them improve student learning
- Mediated conflicts between staff and parents on the local level
- Served as a member of the Massachusetts Department of Education Special Education Compliance Review Team

Director of Natick Adult Education

Natick Public Schools
Natick, MA

September 1996 - June 2002

- Identified course offerings and recruited instructors
- Created and disseminated brochure
- Administered all financial aspects of the program

Assistant Administrator of Special Education/Acting Administrator of Special Education

Natick Public Schools

Natick, MA

September 1986 – December 1999

Provided day-to-day supervision of all special education programs

- Supervised and evaluated 68 special education staff members including preschool
- Developed and implemented a budget of approximately \$4,000,000
- Wrote special education state and federal grants in excess of \$500,000
- Mediated conflicts between staff
- Functioned as the Acting Administrator during extended periods

Chairperson/Facilitator

Natick Public Schools

Natick, MA

September 1978 – June 1986

- Chaired all preschool and 502.4 IEP team meetings throughout the district
- Acted as a consultant to the preschool and 502.4 programs
- Functioned as the Out-of-District Coordinator for those students placed outside the district

Speech and Language Clinician

Natick Public Schools

Natick, MA

September 1975 – June 1978

EDUCATION

Framingham State College, Framingham, MA

B.A.- Cum Laude in English with minors in Education, Mathematics and Social Sciences

Boston University, Boston, MA

M.Ed. in Speech, Language and Hearing/ Teacher of the Hearing Impaired

Boston College; Anna Maria College; Massachusetts State Colleges

Masters +30 Status in Educational Leadership

University of Southern Florida, Tampa, FL

Certification Program: Family Mediator

PROFESSIONAL QUALIFICATIONS

Massachusetts Certification:

- Administrator of Special Education

New Hampshire Certification

- Administrator of Special Education

VOLUNTEER EXPERIENCE

GIVE KIDS the WORLD VILLAGE

September 2008 - Present