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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

March 28, 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 Stephen L. Woodcock, PO Box 234, Center Conway, New Hampshire (vendor code 265691) 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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March 28, 2017

Page Two

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).

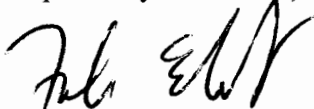
This contract is one of four (4) to provide services as a Special Education Complaint Investigator who will be responsible for conducting special education complaints across the State of New Hampshire; investigating alleged violations of Special Education law, which includes on-site visits and issuing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

The Department of Education would like to contract with Stephen L. Woodcock as he has over 30 years' experience in public education and involved in the delivery of appropriate services. Mr. Woodcock has a Bachelor of Science Degree, a Master of Science Degree and a Certificate of Advanced Graduate Study (CAGS). Mr. Woodcock has been contracted, part-time, with the Department of Education since July 2015 providing special education complaint investigations and due to his accomplished work in completing the complaint investigations assigned to him, the Department would like to continue a working relationship with him.

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

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.

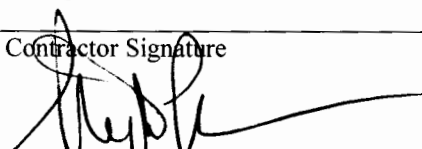
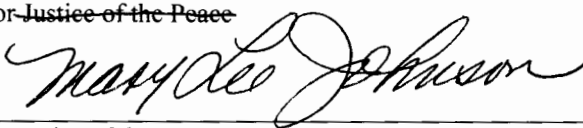
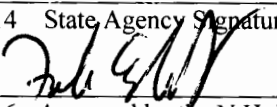
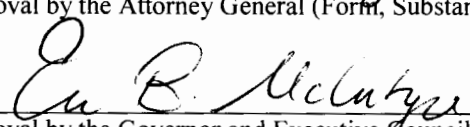
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

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 Stephen L. Woodcock		1.4 Contractor Address [REDACTED]	
1.5 Contractor Phone Number [REDACTED]	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 Stephen L Woodcock	
1.13 Acknowledgement: State of <i>N.H</i> , County of <i>CARROLL</i> On <i>April 11, 2017</i> , 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]		 MARY LEE JOHNSON, Notary Public My Commission Expires September 19, 2017	
1.13.2 Name and Title of Notary or Justice of the Peace			
1.14 State Agency Signature 		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: <i>6/6/2017</i>			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: <i>6/12/17</i>			
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 11/17

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

Stephen L. Woodcock 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 _____
Date _____

Handwritten signature and date. The signature is a stylized, cursive 'S' followed by 'L'. The date is '11/12/17'.

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 11/17/17

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 h
Date 4/22/17



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/24/2017

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).

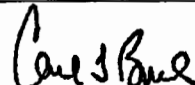
PRODUCER Hiscox Inc 520 Madison Avenue 32nd Floor New York, NY 10022	CONTACT NAME: PHONE (A/C, No. Ext): (888) 202-3007		FAX (A/C, No):
	E-MAIL ADDRESS: contact@hiscox.com		
INSURED Stephen L Woodcock 116 Moose Run Rd POB 234 Center Conway NH 03813	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Hiscox Insurance Company Inc		10200
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		

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"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED 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.						<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-1983646-EO-17	07/01/2017	07/01/2018	Each Claim: \$ 1,000,000 Aggregate: \$ 3,000,000

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

CERTIFICATE HOLDER Department of Education State of New Hampshire Attn: Barbara Raymond 101 Pleasant Street Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**MAIN STREET AMERICA PROTECTION
INSURANCE COMPANY**
55 West Street
Keene, NH 03431
MSAGroup.com

Policy Number: [REDACTED]
Account Number: 02B67874
Policy Period: 08/13/2016 to 08/13/2017
Policyholder Since: 08/13/2016

Named Insured:

Agency: 280078005

STEPHEN WOODCOCK
[REDACTED]

M & M ASSURANCE GROUP INC
PO BOX 750
INTERVALE, NH 03845
(603) 356-3392

Personal Automobile Policy Declarations - Amendment - Effective 08/13/2016

The M & M ASSURANCE GROUP INC and Main Street America Protection Insurance Company thank you for your business. Please review any changes made to your policy and contact your agent if you have any questions. If any additional premium is due, a bill will be mailed to you under separate cover.

Miscellaneous Change

Please refer to your insurance policy contract - form PP 0001 (01-05) - and any endorsements noted below for a full explanation of your coverages. Coverage provided only where both Limit of Liability and Premium are shown.

All Drivers and Household Residents	Age	Gender	Marital Status	Relation to Insured	Driver Status
STEPHEN WOODCOCK [REDACTED]	[REDACTED]	Male	Married	[REDACTED]	[REDACTED]
		Female	Married	[REDACTED]	[REDACTED]

Vehicles	VIN	Garaging Zip Code	Vehicle Use
1 2015 JEEP WRANGLER	[REDACTED]	03818	Pleasure
2 2010 FORD EXPLORER	[REDACTED]	03818	Pleasure
3 2004 FORD F150	[REDACTED]	03818	Pleasure

Overview of Policy Coverages, Limits of Liability, Premiums	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle
A. Bodily Injury Liability \$250,000 each person/\$500,000 each accident	\$89.00	\$81.00	\$88.00	
Property Damage Liability \$100,000 each accident	\$40.00	\$42.00	\$38.00	
B. Medical Payments \$5,000 per person	\$9.00	\$11.00	\$9.00	
C. Uninsured/Underinsured Motorist Bodily Injury \$250,000 each person/\$500,000 each accident	\$13.00	\$12.00	\$10.00	
Uninsured Motorist Property Damage \$25,000	Incl.	Incl.	Incl.	
Total Liability Premiums	\$151.00	\$146.00	\$145.00	

Overview of Vehicle Specific Coverage:		2015 JEEP WRANGLER - VIN: [REDACTED]	
Vehicle 1:			
Collision		<i>Deductible</i>	<i>Premium</i>
		\$500	\$101.00
Other than Collision		\$100	\$43.00
Vehicle Discount(s)	(-\$51.00) Anti-Theft, Passive Restraint, Anti-Lock, Multi-Vehicle, New Vehicle		Incl.
Additional Coverage(s)	Towing and Labor - \$75 per Disablement		\$9.00
	Transportation Expenses - \$50/\$1500		\$13.00
	Deductible Waiver Safety Glass		Incl.
Liability Coverages	Listed Above		\$151.00
Total Premium for 2015 JEEP			\$317.00

Overview of Vehicle Specific Coverage:		2010 FORD EXPLORER - VIN: [REDACTED]	
Vehicle 2:			
Collision		<i>Deductible</i>	<i>Premium</i>
		\$500	\$99.00
Other than Collision		\$100	\$35.00
Vehicle Discount(s)	(-\$47.00) Anti-Theft, Passive Restraint, Anti-Lock, Multi-Vehicle		Incl.
Additional Coverage(s)	Towing and Labor - \$75 per Disablement		\$9.00
	Transportation Expenses - \$50/\$1500		\$10.00
	Deductible Waiver Safety Glass		Incl.
Liability Coverages	Listed Above		\$146.00
Total Premium for 2010 FORD			\$299.00

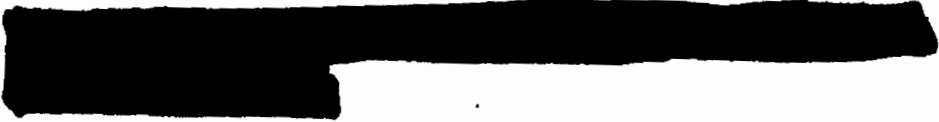
Overview of Vehicle Specific Coverage:		2004 FORD F150 - VIN: [REDACTED]	
Vehicle 3:			
Collision		<i>Deductible</i>	<i>Premium</i>
		\$500	\$88.00
Other than Collision		\$100	\$32.00
Vehicle Discount(s)	(-\$43.00) Anti-Theft, Passive Restraint, Anti-Lock, Multi-Vehicle		Incl.
Additional Coverage(s)	Towing and Labor - \$75 per Disablement		\$9.00
	Transportation Expenses - \$50/\$1500		\$8.00
	Deductible Waiver Safety Glass		Incl.
Liability Coverages	Listed Above		\$145.00
Total Premium for 2004 FORD			\$282.00

Additional Premium Discounts:
 Accident Free, Violation Free, Homeownership, Full Coverage, Good Payer, Paid In Full, Loyalty, Mature Operator

No Change In Total Policy Premium **12 Months Premium** **\$898.00**

This is not a bill. Your invoice will follow in a separate mailing if applicable.

Lienholder/Loss Payee Information
 Vehicle 1 2015 JEEP WRANGLER NORTHEAST CREDIT UNION PORTSMOUTH, NH 03802



Background Summary

- A senior leader with strong managerial experience in education, municipal and non- profit organizations. Led fund development initiatives and provided managerial oversight for programs ranging from just under 150K to well over several million dollars.
- Recognized for an ability to build strong internal teams and create long term external community relations. Served in Board Member roles and in Executive Board Leadership positions for several community based organizations.
- Proven track record based upon strong skill sets in creative problem solving and critical thinking resulting in meeting short term objectives while aligning with long term goals.
- Oversaw both fiscal and administrative operations of organizations with budgets up to three million dollars and staff ranging from a low of five to a high of one hundred twenty six, during twenty one years of progressively increased administrative and programmatic responsibility.
- Honorably discharged from the US Army (E-5). During the final year of enlistment worked in an O3 billet. Continue to have a strong presence in volunteer in military/veteran initiatives.

Selected Academic and Community Leadership Highlights

- USO of San Diego Guest Speaker for the 2011 Volunteer Appreciation Event held at the US Coast Guard Base in Point Loma.
- Through collaborative efforts with organization volunteers, middle managers and front line staff; successfully implemented a 20% fiscal year budget reduction of a \$2.5M budget.
- Initiated a wide range of programs and special events from initial concept, through the planning phase, created the funding mechanisms, provided program oversight and evaluation in academic, athletic and community settings.
- Orchestrated the advancement of a college athletic department from an independent two year program to a member of the National Junior College Division [NJCAA} and then into full membership of the National Collegiate Athletic Association [NCAA] Division

III. In the process organized twelve competing colleges to form one athletic conference with full post season rights for NCAA tournaments.

Educational Leadership and Management

- Coordinated and chaired the research, writing, submission and subsequent approval of a 3 year \$50,000/per year, action research grant to provide funding for the professional development necessary to embrace academic and leadership model changes. The overarching goals were to improve communication, morale and increased faculty leadership.
 - Worked with science and language staff to create a hybrid, two year, model of instruction that would meet the needs of students requiring a slower pace of instruction without compromising the curriculum's integrity.
- Transformed the application process to open course access to all students desiring a higher level of instruction. Designed pre-requisites to focus on skills and competencies instead of a single letter grade.
- Established a joint committee of volunteer staff, managers and administrators to serve as a "Solutions Council" for the high school.
- Created an Alternative Education Pilot Program for regular education students that restructured the school day, provided mandated counseling and the use of internships and work-study experiences.
- Developed an evening, on-site, grant funded, high school diploma program that significantly reduced the school's drop-out rate from the state's highest to a school with one of the lowest non-completers rate in the state.

• *Human Resource Management*

- Re-designed Personnel hiring processes and instituted a first year new hire orientation and mentoring system. Handled all of the processes that surrounded the hiring of new teaching faculty and coaching staff. To include; writing job descriptions, advertising, screen of applications, presiding over interview teams and recommending appointments.
- Initiated a credit-based Career and Community Service Program to provide with authentic connections between academics and potential careers.
- In the capacity of Coordinator of Nursing Services for a K-12 school system, and with the assistance of the nursing staff, developed the first, approved, job specific evaluation protocol.

Community Leadership

- Led a team to create a non-profit organization which solicited funds and donations from student body parents to provide classroom teacher's items not covered in the annual budget.
- Community Literacy Effort- Initiated the first required 5 credit, literacy based, graduation requirement in the state. The course is assessed using state standard's nomenclature and provides remedial looping within the class if necessary.
- Led the design and development of new baseball facility to correspond with the expansion of the college's baseball program.
- Overhauled municipal recreation department offerings from its traditional base of children's athletic activities with the addition of self-supporting, adult programs of cultural, dance and community interest.
- In the capacity of Coordinator of Nursing Services for a K-12 school system, and with the assistance of the nursing staff, developed and conducted the first, approved, job specific evaluation protocol.

Professional Experience

New Hampshire Department of Education – Bureau of Special Education 2015 –present
Complaint Investigator.

Work independently investigating adherence to both federal and state special education regulations when either parents or a school district are accused of non-compliance and cannot agree on a resolution. Provide written reports of facts and recommendations to the Bureau Chief.

School Administrative Unit # 9, Conway, NH
Assistant Principal / Director of Eagle Academy

2004-2008

Successfully led the creation of the Eagle Academy, an adult evening school for non-completers. Designed initial curriculum, hired original staff and secured a state grant to insure funding.

Assisted in creating the systems for the daily operation of a new high school building and complex to include protocol for emergency situations, traffic flow, and course scheduling.

Provided documentation and offered insight into the hiring, renewal and non-renewal of faculty and staff. This human resource assignment included overseeing the hiring and interview process of selected faculty as well as their supervision, evaluation and creating their professional development plan.

Town of Arlington, Arlington, MA
Principal, Arlington High School

2001-2004

Oversaw the total operations; hiring, evaluation, budget development, grant writing, public relations, curriculum development, and problem solving for a high achieving high school located in the Greater Boston area which served a extremely affluent community.

Increased faculty, parent and student participation in the development and oversight of policy, protocols and decisions that supported the mission of this 980 student, 125 staff and faculty sized school.

In partnership with parents created a 501.3C non-profit organization that provided supplies for the faculty and supplemented the declining 2.5 million dollar high school budget. This "Friends of AHS" group successfully generated 13,500 dollars in its first two years.

City of Sanford, Sanford, ME
Principal, Sanford High School

1997-2001

Coordinated and chaired the research, writing, and submission of a successful three-year, fifty thousand-dollar per year grant focused on improving the morale, communication and staff morale while creating a new leadership model for the school.

Designed a no cost innovative scheduling model to reduce overcrowding and lack of appropriate facilities for a school of 1250 students which supported by a staff of 128 located in a blue collar rural community.

Hired by the school board specifically to serve as a "change" principal and provide innovative ideas, programs, improved curriculum with valid assessment tools and to improve faculty support and morale.

Townsend, MA
Assistant Principal North Middlesex Reg. HS, K-12 Coordinator of Nursing, Dept. Chair

1995-1997

Initially hired as the Department Chair of Health, Nutrition and Fitness. Within six months promoted to the position of Assistant Principal and Coordinator of Nursing Service for the regional district. . In this capacity served as a highly involved member of the high school's leadership team and the district's central organization. Due to the financial limitations and rural location of this multi-town regional school district I was allowed the opportunity to where many "hats" and create unique programming solutions.

Endicott College, Beverly, MA
Chair, Department of Physical Education and Athletics

1984- 1995

Provided the organization, strategies, and energy to create a multi-major, collegiate academic department and an entirely new athletic program with improved facilities and a higher level

of quality competition. During this eleven year period the college grew from a two year independent women's college into a four year, co-educational institution. Served as a member of the President's Council.

Created the concept for and coordinated the creation of a new collegiate, NCAA Div. III, twelve school, tri-state athletic conference.

Served as the Head Softball Coach [1964-58] and a teaching faculty member of the PE Department.

Coaches II, North Conway, NH
President,

1982 –present

Formed a start up company that initially provided apparel supplies to athletic teams and small businesses.. Using my network of coaches and teachers the company expanded to offer teenagers a guided outdoor hiking and white water experience in the White Mountains of New Hampshire.

The company coordinates and provides direct sport specific instruction for individuals or teams as well as organizes and administers tournaments for a variety of sports and levels of competition

Other Professional Employment

Director of Recreation, Leominster, MA
Social Studies Teacher, Haverhill, MA
Instructor/ Teacher Trainer, US Army, Military Intelligence Div.

Education / Professional Development

Certificate of Advanced Graduate Study [CAGS]

Fitchburg State College

Leadership and Management

Fitchburg, MA

Master of Science

Eastern Kentucky University

Athletic Administration

Richmond, KY

Phi Delta Kappa – Education Honor Society

Bachelor of Science

Boston State College

Psychology

Boston, MA

Psi Chi – Psychology Honor Society

Executive Leadership Institute

MSAAA/ Motorola Corp.

Leadership Associates for School & Educational Renewal

John Goodlad Associates

University of Washington

Board of Directors Experience

Vaughan Community Services,

Board of Directors

Bethany Community Services,

Board of Directors

Massachusetts Interscholastic Athletic Association,

Vice President & Board of Directors

Haverhill School Committee

President & Board Member

Whittier Reg. Voc-Technical High School, Sch. Comm.

Board Member

First Church of Christ Congregational

Diaconate Chair

References and Portfolio