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Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

May 22, 2018

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

REQUESTED ACTION

Authorize the New Hampshire Department of Education to exercise a one year renewal option on a **sole source** basis with the New Hampshire Coalition for Citizens with Disabilities Inc., d/b/a Parent Information Center of Concord, NH (Vendor Code 177245), increasing the price limitation by \$386,907.84 from \$406,267.44 to \$793,175.28 and extend the end date from June 30, 2018 to June 30, 2019 to expand the implementation of NH's State Systemic Improvement Plan, effective upon Governor and Council approval. The contract was originally approved by Governor and Council August 3, 2016 (item #65) and amended with a two year renewal option on March, 21, 2018 (Item#62). (100% Federal funds).

Funds to support this request are available in account titled Idea- Special Ed-Preschool & State Professional Development in fiscal year.

FY2019

06-056-056-562510-25050000-102-500731 Contracts for Program Services \$169,982.28
06-056-056-562510-25060000-102-500731 Contracts for Program Services \$216,925.56

State Fiscal Year	Accounting Unit	Current Budget	Increase/Decrease	New Modified Budget
2017	25050000	\$169,995.00	\$0	\$169,995.00
2018	25050000	\$169,995.00	\$0	\$169,995.00
2018	25060000	\$66,277.44	\$0	\$66,277.44
2019	25050000	\$0	\$169,982.28	\$169,982.28
2019	25060000	\$0	\$216,925.56	\$216,925.56
				\$793,175.28

EXPLANATION

This contract is **sole source** because the amendment exceeded 10% of the original contract that was competitively bid. The department went out for RFP for these grant funds in April 2016 with the intent of including a renewal option. The renewal was included in the Governor and Council letter but not stated in the contract. The subsequent amendment added the renewal option to the contract.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council

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May 22, 2018

The Department of Education would like to renew this contract with New Hampshire Coalition for Citizens with Disabilities Inc., d/b/a Parent Information Center (PIC) in order to expand the implementation of NH's State Systemic Improvement Plan (SSIP) and support sustainability through the alignment of the recently awarded New Hampshire State Personnel Development Grant (SPDG).

The Parent Information Center has been well established in this work since the inception of the State Systemic Improvement Plan (SSIP), and has developed specific expertise and a cohort of personnel that are uniquely qualified for this work. The expansion of services is a continuation of the work that is in progress with the SSIP districts. The plan is to develop and support a Master Cadre of process coaches that support building the capacity and sustainability of five community collaboratives to improve social-emotional outcomes for preschool children with disabilities.

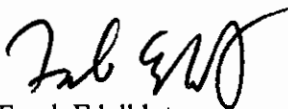
PIC staff will create and implement a system to build the capacity of the five community collaboratives to promote positive outcomes for NH preschool children with disabilities. They will offer communication strategies, curriculum activities, data collection tools and any other relevant professional development tools needed to support family engagement.

In addition, PIC will identify a group of professionals to be trained as facilitators by the Pyramid Model Consortium to implement Positive Solutions for Families (PSF), the companion parent training series for the Pyramid Model and Parents Interacting with Infants (PIWI), the infant/toddler parent training. They will coordinate with the Pyramid Model Consortium the PSF and PIWI training series with the five community collaboratives implementing the Pyramid Model, and support the PSF and PIWI facilitators in this process.

The office of Special Education Programs requires a comprehensive evaluation detailed within the grant that measures the short term, intermediate and long term outcomes and impacts of the grant incentives. The Evaluation assesses the degree to which the NH SPDG meets its goals and objectives, as well as the established federal performance goals and objectives. The evaluation will be ongoing and formative to provide for date-based decision making and planning mid-course corrections.

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

Respectfully submitted,



Frank Edelblut
Commissioner of Education

FE:PFD

Enclosures

**AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT**

Now come the New Hampshire Department of Education, Commissioner's Office, hereinafter "the Agency," and New Hampshire Coalition for Citizens with Disabilities Inc., d/b/a Parent Information Center of Concord, NH hereinafter "the Contractor", and, pursuant to an agreement between the parties that was approved by Governor and Council on August 3, 2016 (Item #65) and an amendment with a two year renewal option was approved March, 21, 2018 (Item#62) hereby agree to modify same as follows:

1. Amend Section 1.7 Completion Date from June 30, 2018 to June 30, 2019.
2. Amend Section 1.8 Price Limitation by removing \$406,267.44 and replacing with \$793,175.28.
3. Remove Exhibit A-1 "Scope of Services" and replace with Exhibit A-2 "Scope of Services"
4. Remove Exhibit B-1 "Budget" and replace with Exhibit B-2 "Budget".
5. All other provisions of this agreement shall remain in full force and effect as originally set forth; and
6. This modification shall be effective on the date of approval by Governor and Council.
7. This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement.

IN WITNESS WHEREOF, the parties, hereto have set their hands as of the day and year first above written.

THE STATE OF NEW HAMPSHIRE
Department of Education
(Agency)

Division of Commissioner's Office

By: [Signature] 6-6-18
Commissioner of Education Date

New Hampshire Coalition for Citizens with Disabilities Inc.

By: [Signature] 5/17/18
Signature, Title Date

STATE OF New Hampshire

County of Merrimack

On this the 17th day of May, 2018 before me, Charlene H. Mayo, the undersigned officer, personally appeared Michelle L. Lewis known to me (or satisfactory proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof, I hereto set my hand and official seal.

[Signature]
Notary Public/~~Justice of the Peace~~

5-23-2019
Commission Expires

Approved as to form, substance and execution by the Attorney General this 6th day of June, 2018.

[Signature]
Division of Attorney General Office

Approved by the Governor and Council this _____ day of _____, 2018

By: _____

Initials _____
Date 5/17/18

EXHIBIT A-2

SERVICES TO BE PROVIDED

New Hampshire Coalition for Citizens with Disabilities, dba Parent Information Center will provide the following services under the contract: *New Hampshire Preschool Special Education Building Local Capacity to Improve Results*

- As directed by the Bureau of Special Education, participate in State and national activities that promote the priorities of the NH Special Education State Performance Plan specific to preschool special education, including the NH State Pyramid Model work.
- Coordinate with other Bureau of Special Education initiatives to promote a unified system to improve outcomes for preschool children with disabilities, including participation in Bureau of Special Education Preschool Special Education Leadership Team (NH Bold).
- Participate in the State Systemic Improvement Plan (SSIP) State Leadership Team and the SSIP District Learning Collaborative for Indicator 17: State Systemic Improvement Plan.
- Create and implement a system to build the capacity of local districts to promote positive outcomes for NH preschool children with disabilities and their families. This system will strengthen local district infrastructure, ensure compliance with requirements and enhance the implementation, with fidelity, of evidence-based practices to improve results for preschool children with disabilities and their families.
 - Key strategies and activities to promote the outcomes of the NH Special Education State Performance Plan (SPP) relative to preschool special education, including Indicator 6: Preschool Settings, Indicator 7: Child Outcomes, Indicator 8: Parent Involvement, Indicator 12: Early Transitions and Indicator 17: State Systemic Improvement Plan. Strategies and activities developed as a result of this system should, at a minimum, address accessible resources and information, family engagement, data collection, analysis and utilization, interagency coordination, policy development, root cause analysis and correction of noncompliance, and support for local development of quality programs and services.
 - Conduct a Professional Learning Community (PLC) to expand access to early childhood programs for preschool children with disabilities. By the end of the 2018-2019 school year Cohort 1 will complete the second year of the PLC and up to ten districts will form Cohort 2. Each district will identify through an action plan process key goals to expand access to early childhood programs and will demonstrate movement towards those goals through a growth metric rubric from the Administrators Guide for Early Childhood Programming.
 - In concert with the NH DOE identify 100% of districts in the state that support preschool children with disabilities in community-based settings. Provide universal, targeted and intensive supports to those district/community partnerships that result in greater access to community-based programs for children with disabilities. Each district/community partnership will provide evidence of how this process strengthens relationships and expanded capacity to support children with disabilities in community-based sites.
 - Provide intensive technical assistance to four districts per year for the next two years. This technical assistance will support the development of action plans designed to enhance local infrastructure to support preschool children with disabilities access to regular early childhood programming. Evidence of increased district capacity to support preschool children with disabilities will be measured through a growth metric rubric from the Administrators Guide for Early Childhood Programming.
 - Facilitate the implementation and renewal of the interagency agreements in all ten area agency regions of the state throughout the life of the project. By the end of each year any districts or area agencies that have not signed the agreement will be identified to the NH DOE for follow-up regarding ED 1105.04.
- For Indicator 17~ State Systemic Improvement Plan (SSIP) and SPDG, these activities include:
 - Contract/hire a process coach for each SSIP district and SPDG Community. These coaches will provide technical assistance and support to the districts and communities with systems development, based on Active Implementation Framework. The coaches will serve as a primary communication vehicle between the NHDOE, the districts, and the communities ensuring a solid feedback loop that flowed in both directions.

- In collaboration with the NHDOE, facilitate a learning collaborative with the coaches to promote their understanding of the initiative and how to best support the districts and communities with building their capacity to improve social-emotional outcomes for infants and young children with disabilities.
- Develop and implement an evaluation plan to determine effectiveness of the project. The evaluation plan should assess whether activities identified in the proposal were accomplished and the impact of the project on building local and state capacity to improve outcomes for preschool children with disabilities. The applicant may provide a completed evaluation plan with the application or may provide a work plan for engaging stakeholders, identifying focus questions, establishing short and long term objectives, and assessing the formative and summative impact of the project.
- In collaboration with the NHDOE, develop a plan to create and support a Master Cadre of process coaches that support building the capacity and sustainability of the five community collaboratives identified by the NH DOE.
- Recruit, train and coach process coaches in those five communities.
- In conjunction with the NH DOE and a national expert develop a formative measure to assess the effectiveness of the process coaches at both the midpoint and annually. The results of the measure will inform development of the cohort and any changes that need to be made.
- Develop and provide resources (such as communication strategies, curriculum activities, data collection tools, and any relevant professional development tools needed) to five community collaboratives to support family engagement.
- Provide support and coaching to families participating at the program and community level on leadership teams.
- Support the creation and implementation of a system to build the capacity of five community collaboratives to promote positive outcomes for NH preschool children with disabilities.
- Engage in the development of a communication plan from the perspective of engaging family voice.
- Coordinate with and leverage other statewide initiatives designed to promote family voice.
- Expand representation on the State Leadership Team to include an additional PIC representative to coordinate the implementation of family engagement activities.
- Participate in the work of the State Personnel Development Grant (SPDG) Core Team.
- Train up to three additional trainers of PSF facilitators, including the coordination of all logistics, to expand the pool of validated trainers to support sustainability.
- Train at least 20 facilitators per year to implement Positive Solutions for Families (PSF), the companion parent training series for the Pyramid Model, in up to five communities by June 30, 2019. This training series will have 6 modules. The modules will be:
 - Module 1: Making Connections
 - Module 2: Making It Happen
 - Module 3: Why Do Children Do What They Do?
 - Module 4: Teach Me What To Do
 - Module 5: Facing The Challenge (Part I)
 - Module 6: Facing The Challenge (Part II)
- These modules will incorporate instruction for parents in the early childhood development concepts of serve and return, narrating to children and active reading to children. The modules will also introduce parents to the Search Institute's *40 Developmental Assets for Adolescence* resource.
- Provide support and oversight of the newly trained facilitators who will provide the PSF training in each participating community. Facilitators trained in the spring of 2018 will provide a minimum of two training series to parents in their communities by June 30, 2019 and provide the Parent Information Center with aggregate pre-, post- parent data. Facilitators trained after July 1, 2018 will provide a minimum of two training series to parents in their communities within two years.
- Provide support and oversight to ensure that each PSF trained facilitator provides a minimum of two, six-week sessions on the PSF training series in their respective regions to groups of parents by June 30, 2019. Ten to twelve families will participate in each series. The outcome is that parents will have the skills to help their children appropriately interact with peers and adults, to resolve conflict and to self-regulate so that they are better prepared for learning.
- Conduct ongoing fidelity check-ins with the PMC to support implementation.
- Coordinate with the PMC to train the identified Master Parents Interacting with Infants (PIWI) trainer, including logistics and other meeting details. PIWI is the infant/toddler parent modules from the PMC that support home visitors, parent-child group leaders and other providers working with parents and young children in home-based

EXHIBIT B-2
Budget and Payment Method

	Budget FY 19	Total Budget
<u>PERSONNEL</u>		
Project Director	\$25,480.00	\$25,480.00
Project Coordinator	\$39,000.00	\$39,000.00
Family Engagement Director	\$29,250.00	\$29,250.00
Family Engagement Facilitator	\$10,400.00	\$10,400.00
Administrative Assistant	\$9,360.00	\$9,360.00
<u>FRINGE</u>		
Project Director	\$4,000.00	\$4,000.00
Project Coordinator	\$11,484.00	\$11,484.00
Family Engagement Director	\$1,600.00	\$1,600.00
Family Engagement Facilitator	\$960.00	\$960.00
Administrative Assistant	\$1,730.00	\$1,730.00
<u>Total Personnel</u>	\$133,264.00	\$133,264.00
<u>DIRECT EXPENSES</u>		
Stipends	\$5,000.00	\$5,000.00
Graphic Design & Web Maintenance	\$2,000.00	\$2,000.00
Community Collaboratives	\$50,000.00	\$50,000.00
Travel	\$3,250.00	\$3,250.00
Workshop/Meeting Expenses	\$1,500.00	\$1,500.00
Telephone / Communications	\$2,000.00	\$2,000.00
Supplies, Postage & Printing	\$5,150.00	\$5,150.00
Rent	\$6,384.00	\$6,384.00
Contractual	\$149,700.00	\$149,700.00
<u>Total Direct Expenses</u>	\$224,984.00	\$224,984.00
Indirect cost 8.0%	\$28,659.84	\$28,659.84
Total Contract	\$386,907.84	\$386,907.84

Funds to Support this request are available in the accounts entitled, State Professional Development & IDEA-SPECIAL ED-PRESCHOOL in fiscal year 2019:

	<u>FY19</u>
06-056-056-562510-25060000-102-500731 Contracts for Program Services	\$216,925.56
06-056-056-562510-25050000-102-500731 Contracts for Program Services	\$169,982.28

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, with +/- 10% of the indicated amount, but in no case shall the total budget exceed the price limitation of \$793,175.28

Method of Payment:

Payment will be made on the basis of monthly invoices 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. If otherwise correct and acceptable, payment will be made.

Invoices will be submitted to:

Penny Duffy
NH Department of Education
101 Pleasant Street
Concord New Hampshire 03301

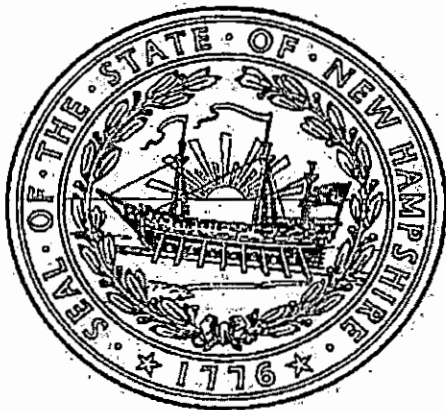
State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 07, 1975. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 63839



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of January A.D. 2018.

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

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/3/2018

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 FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101	CONTACT NAME: Vivian Pinette	
	PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331 E-MAIL ADDRESS: vpinette@crossagency.com	
INSURED NH Coalition For Citizens With Disabilities Inc. Parent Information Center 54 Old Suncook Rd Concord NH 03301-7317	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Philadelphia Indemnity Ins Co	18058
	INSURER B: AmGuard Ins Co	42390
	INSURER C: Mount Vernon Fire Ins. Co.	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: 8/19 All Lines 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	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		PRPK1594164	1/1/2018	1/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PRPK1594164	1/1/2018	1/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB612625	1/1/2018	1/1/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
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 N N/A	NHWC954921 State: NH	1/1/2018	1/1/2019	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Directors & Officers		NDO2003251L	1/1/2018	1/1/2019	Each Occurrence 1,000,000 Aggregate 1,000,000

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

CERTIFICATE HOLDER State of New Hampshire Department of Education 101 Pleasant St 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 Vivian Pinette/DL3 <i>Vivian Pinette</i>

Personnel, Title and Salary

	FY 2019	FY 2020
Project Director, Michelle Lewis – 45% FTE	\$25,480.00	\$25,480.00
Project Coordinator, Jennifer Cunha – 80% FTE	\$39,000.00	\$39,000.00
Family Engagement Director – 60% FTE	\$29,250.00	\$29,250.00
Family Engagement Facilitator, to be hired – 26% FTE	\$10,400.00	\$10,400.00
Administrative Assistant, Tracy Messing – 26% FTE	\$ 9,360.00	\$ 9,360.00

Michelle L. Lewis

DEGREE

May 2009	Plymouth State University, M.Ed. School Counseling
1996	University of Maine at Farmington, Bachelor of Science in Rehabilitation Services

EMPLOYMENT

January 2013-present	Executive Director, NH Parent Information Center (PIC)
July 2012-January 2013	Interim Executive Director, NH Parent Information Center
August 2009-present	PTAN Region 1 Facilitator, Parent Information Center contract through SERESC
August 2002-present	Project Director, NH Parent Information Center
August 2005-present	Project Director, Supporting Successfully Early Childhood Transitions at PIC
December 2007- present	Project Director, Parent Training and Information Center at PIC
02/04-10/06	Project Director, Parents Involved in Education at PIC
08/02-10/03	Project Director, Parent Information and Resource Center
07/00-06/02	Treatment Foster Care Worker, Family Works, Inc., Madison, Wisconsin
10/96-07/00	Youth Offender Response Team Worker, Larimer County Department of Human Services, Fort Collins, Colorado

SCHOOL COUNSELING EXPERIENCE

02/09-05/09	Intern, Belmont Elementary School, Belmont, NH
08/08-01/09	Intern, Inter-Lakes High School, Meredith, NH
08/08-12/08	Intern, Inter-Lakes Middle Tier – 7 th & 8 th Grade, Meredith, NH
03/08-05/08	Practicum Student, Inter-Lakes Middle Tier – 5 th & 6 th Grade, Meredith, NH

PROFESSIONAL DEVELOPMENT

Pyramid Model Introductory Training	April 2016
PALS Training	Summer 2015
DEC Recommended Practices	2015-2016
RP2 Coaching Training	2015-2016
IDEA Leadership	Summer 2013
Multi-Tiered Systems of Support: Teamwork, Leadership and Data-Based Decision-Making	Summer 2012
IDEA Leadership	Summer 2012
Diversity Journey: Beyond the Comfort Zone	04/12
Building a System of Care for NH Children: A Statewide Leadership Summit	04/12
Common Core State Standards	09/12
Mental Health and Schools Conference	10/12
Implementing Common Core State Standards	Fall 2012
Response-to-Intervention (early literacy and behavior) Two-Day Training	Spring 2011
Delivering a State Early Childhood System	02/10
Improving Relationships and Results: Building Family-School Partnerships	10/10
PIC Volunteer Advocate Training	Spring 2009
Worried about Your Worrier, Early Childhood Anxiety, Lynn Lyons	03/2009
WrightsLaw Special Education Law Conference	10/2008
Early Childhood Outcomes Conference, Early Childhood Outcomes Center	08/2008

PROFESSIONAL CAPABILITIES

Leadership

- Successfully span the divide between regular education and special education, earning the trust and respect of PIC staff across multiple programs, helping the agency to work more effectively together
- Simultaneously manage multiple projects with both federal and state grant funding
- Successfully manage \$1.3M in grant funding for PIC, adhering to federal and state grant guidelines
- Skilled at resolving interpersonal and interagency conflicts, successfully mediating between co-workers and amongst agencies and school districts
- Built effective partnerships with NH Department of Education, Department of Health and Human Services, school districts, Family Centered Early Supports and Services staff, and families thereby helping children succeed
- Ability to relate well to diverse groups, families, and individuals

State and National Presentations

- Co-presented with NH Department of Education at the IDEA Leadership Conference on *Beyond the Data-Increasing Parent Engagement and Developing Partnerships in Action* in 2013
- On-going, engaging dynamic presenter at *Welcome to Family-Centered Early Supports and Services*, a two-day training all early intervention service coordinators must attend
- Co-presented with NH's Part C Coordinator at the IDEA Leadership Conference on the Effective Collaboration between Parent Centers and Early Childhood Part C Agencies in 2011
- Highlighted NH's work by presenting *Engaging Families in NH's Part C Child and Family Outcomes System* in August 2008 at the Early Childhood Outcomes National Conference
- Co-developed and presented *No Child Left Behind* with Mary Heath, Deputy Commissioner of Education at NH's Partnerships for Education Conference in March 2007
- Assisted other states in developing outcomes systems by presenting at *Engaging All Stakeholders: NH's Early Childhood Outcomes System* in December 2005 at the National Early Childhood Technical Assistance Center Annual Conference
- Develop and present early childhood transition workshops and other special education workshops
- Develop and present workshops on building strong family/school partnerships

Communication Skills

- Organized, clear and concise federal and state reports that highlight project successes
- Provide information at multiple levels, ensuring the staff and/or audience understands before moving forward
- Consult and advise NH Department of Education and Bureau of Developmental Services on early childhood transition and other early intervention and special education issues important to families
- Create family-friendly newsletter articles on topics related to early childhood, special education, and the importance of family involvement in education
- Co-authored, designed and published engaging, family-friendly brochures such as *Family Centered Early Supports and Services: A Guide for Families*, *Transition from Family-Centered Early Supports and Services: A Guide for Families and Staff*, *A Family Guide to Response-to-Intervention*, *A Family Guide to the Special Education Process in NH*, and *Life After High School: A Tool-Kit for families*
- Provide high quality technical assistance to school personnel, early intervention providers, and families focused on enhancing the collaboration between schools, families and communities
- Successfully facilitated the development of regional interagency agreements for early transitions in all 10 Area Agency regions of NH

PROFESSIONAL CAPABILITIES (continued)

Project Development

- Designed and coordinated multiple projects, expanding and enhancing the work of PIC
- Organized, developed, implemented and marketed the Parents Involved in Education project, a fee for service program in order to continue the work of the Parent Information and Resource Center (PIRC) when funding was lost in October 2003
- Oversaw the development of *Let's Read Together* video for families
- Coordinated the development of *Talk with Me, Read with Me, Sing with Me*; a multi-stakeholder production in which PIC was the main partner
- Streamlined the early transition interagency agreement process, making NH one of the leading states in the area of early childhood transitions
- Developed multi-stakeholder advisory board and hold regular meetings to advise the work of the SSECT Project
- Envisioned and successfully secured multiple grants through grant writing
- Through successful collaboration with evaluators, created data collection tools to assess program effectiveness

Systems Change and Policy Development

- Facilitate the communication between state systems to enhance early childhood transition and other special education related issues
- Supervised the development and co-authored two brochures given to all families participating in early intervention
- Assisted with the creation of NH's early intervention Child Find Notification System and co-authored the guidance document
- Managed the development of NH's Early Childhood Outcomes System for Part C and Part B/619
- Support school districts and early intervention programs in moving from policy and compliance to practice and quality
- Assists NH DOE with data review and determine technical assistance needs for local school districts

State and National Advisory Boards/Workgroups

- NH's Early Childhood Advisory Council (SPARK NH) - September 2011-present
- Interagency Coordinating Committee (ICC) – Past Chair and Current Member, November 2005- present
- Early Childhood Outcomes National Advisory Board- February 2009-present
- Parent Involvement Survey Committee- Bureau of Special Education – December 2007-present
- Preschool Technical Assistance Network – September 2006-present
- Child Care Advisory Council – September 2007-present
- Procedural Safeguards Committee- October 2008-January 2009

JENNIFER CUNHA

EDUCATION

Bachelor of Science in Special Education, Minor in Sociology
Lesley College, Cambridge, MA, 1996

PROFESSIONAL EXPERIENCE

THE PARENT INFORMATION CENTER, Concord, NH

2002 to Present

Project Coordinator Race2K

- Provide training and technical assistance to various stakeholders regarding the transition from early intervention to preschool special education
- Assist the Department of Education in reviewing and verifying data in relation to early childhood transitions (Indicator 12) and Preschool Environments (Indicator 6)
- Assist school districts in development and implementation corrective action plans in relation to early childhood transitions
- Assist school districts in developing and implementing plans to ensure that preschool children with disabilities have access to the continuum of placements, including Regular Early Childhood Environments
- Facilitate and provide follow up technical assistance in the development and implementation of Interagency Agreements between Early Supports and Services programs and preschool special education

Project Director, NH Connections

- Assist the NH Department of Education's priorities related to family-school partnerships in special education, specifically focused on Indicator 8 of the State Performance Plan
- Provide program over site and supervision to Facilitators
- Development and implementation statewide and individual plans to increase the capacity of schools/school district staff and families of children with disabilities to increase family-school partnerships in special education

Facilitator, Volunteer Advocates for Special Education Training Program, Parent Information Center on Special Education

- Coordinate participants, presenters and materials for two 11 week, 44 hour training programs
- Provide weekly facilitation of sessions and activities
- Provide support to participants in utilizing the information to support other parents in the special education process and serve as a link to PIC

Parent Trainer, Information and Resource Specialist, Parent Information Center on Special Education

- Conduct workshops on variety of topics related to special education for parents, educators, service and agency personnel and youth with and without disabilities
- Responds to parent, educator and other's questions and provides information and resources related to rights and responsibilities in the special education and early intervention processes under IDEA 2004, NH Rules for the Education of Children with Disabilities, The Americans With Disabilities Act, and Section 504 of the Rehabilitation Act
- Responsible for development and implementation of curriculum and materials for parents, youth with disabilities, school and agency personnel related to the secondary transition process
- Developer and Co-presenter of a training series on the secondary transition process for parents, youth with disabilities, school and agency personnel

NOT YOUR AVERAGE JOE'S, Methuen, MA 2001 to 2002

Manager

- Managed daily operations, front house staffing and hiring, scheduling and bar inventory

SHORTY'S MANAGEMENT GROUP, Bedford and Manchester, NH; Amesbury, MA 2000 to 2001

Manager

- Managed daily operations, staffing and hiring, and scheduling

LUI LUI, Nashua, NH 1999 to 2001

Manager

- Managed daily operations, staffing and hiring, scheduling, hourly employee payroll, inventory and purchasing

**NEW ENGLAND RESTAURANT COMPANY,
DBA ON THE BORDER MEXICAN CAFÉ, Tyngsboro and Woburn, MA** 1996 to 1999

Key Hourly

- Performed management duties and provided leadership
- Managed daily deposits, invoicing and back office operations
- Directed corporate training of new employees, and managed staff development

Bookkeeper (Corporate Office)

- Managed payroll processing, accounts payable, account research, and acted as liaison between managers and corporate office

LESLEY COLLEGE CENTER FOR READING RECOVERY, Cambridge, MA 1992 to 1996

Research Assistant

- Coordinated two conference committees
- Performed reading assessments specific to Reading Recovery
- Collected research data in the field of early literacy
- Performed general office duties

NASHUA CENTER FOR THE MULTIPLY HANDICAPPED, Nashua, NH 1995

Community Liaison

- Served as residential aide for two adult women with developmental disabilities
- Managed personal care, community inclusion, data collection and skill development

PROFESSIONAL DEVELOPMENT EXPERIENCE

- Pyramid Model Introductory Training (April 2016)
- PALS Training (Summer 2015)
- DEC Recommended Practices (2015-2016)
- RP2 Coaching Training (2015-2016)
- Universal Design for Learning Cohort Trainings (2015-2016)
- Secondary Transition Institute at Plymouth State College (August 2004)
- Q.U.I.L.T. Project/Cultural Competence Workgroup (Spring 2004)
- Alliance Secondary Transition Institute (July 2004)
- Member of NH Community of Practice for Secondary Transition

Kimm Phillips

STRENGTHS:

- Effective collaborative team player with strong interpersonal and communication skills
- Strong presentation and training skills, experienced in facilitating to a wide range of audiences including parents, students and school professionals of all ages and abilities
- Skilled in developing, coordinating and implementing group and individual training sessions
- Experienced in program outreach, marketing and data collection
- Reliable, flexible individual with attention to quick follow-up

SKILLS AND PROFESSIONAL EXPERIENCE:

Program Development and Management

- Assisted in the development and implementation a framework for providing training, technical assistance and on-going coaching to school personnel and families on evidenced-informed family engagement strategies related to secondary transitions in special education
- Collaborated successfully with multiple stakeholders on statewide initiatives and built effective partnerships
- Managed programs within budget, with ability to forecast and plan for budgetary concerns
- Prepared and developed materials for numerous workshops and information sessions on a wide range of topics to large and small groups, guest speaker on local radio and television talk shows

Training and Development

- Prepared and developed learning objectives, curriculum and assessment materials for trainings, online learning modules and home study learning programs on a variety of topics including those related to special education
- Facilitated parent involvement to school district personnel and families of children with disabilities build and strengthen family-school partnerships in special education
- Developed and facilitated training sessions and activities for region wide Parent Leadership Training series to NH parents and school personnel
- Successfully developed and offered local, state and regional trainings around early literacy initiatives, education, employment, conflict resolution, and personal boundaries, for individuals and groups
- Provided ongoing consultation for employment-focused coaches and literacy volunteers throughout the state in supervisory and non-supervisory positions emphasizing teamwork and collaboration

Computer and Clerical

- Efficient at coordinating program marketing, data collection and evaluation
- Ability to utilize desktop publishing programs to design and edit special project implementation manuals, marketing tools, guides and brochures
- Excellent organizational abilities include skills in multi-tasking and prioritizing workload to meet deadlines
- Experienced writing grants for both public and private funding
- Experienced in using Microsoft Word, Publisher, PowerPoint, Excel, Outlook, Progress, DI ProDiver, Cushy, WordPress, Articulate

EMPLOYMENT HISTORY:

2008- present	<p>NH Parent Information Center Concord, NH Next Steps NH Program Director NH Connections Facilitator PIRC Early Literacy Training and Volunteer Coordinator</p>
2006-2011	<p>Life is Calling Pembroke, NH Owner, Trainer, Consultant, Coach</p>
2006-2008	<p>SAU 53 Pembroke, NH Substitute Teacher</p>
2006-2008	<p>Manchester Community Resource Center Adult Education General Math and Computer Literacy Instructor</p>
1995- 2011	<p>New Hampshire Housing Finance Authority Bedford, NH Contractor services provided until 2011 Housing Services Administrator (1999-2006) Family Self Sufficiency Coordinator (1998-1999) HOPE-EI Service Coordinator (1995-1998)</p>

EDUCATION/CERTIFICATION:

2012	Parent Information Center- Volunteer Advocate Training
2009	United Way Seacoast- Volunteer Coordination Certificate
2007	American Society for Training and Development Certification
2005	Coachville Coaching Skills Certificate
1997	Springfield College School of Human Services Master of Science - Human Services
1992	Springfield College School of Human Services Bachelor of Science - Human Services
1988	White Pines College, Social Work Certificate

PROFESSIONAL ACTIVITIES/AFFILIATIONS:

2012-present	NH Statewide Community of Practice on Secondary Transitions
2012	Pembroke Listens Facilitator
2011- present	Building a Culture of Peace Planning and Coordinating Committee Member
2011- 2012	Academy of Science and Design Educational Foundation
2010- 2012	Granite State Reads representative
2005	National Council of State Housing Agencies Award Winner - Management Innovation
2003-2011	Pembroke Action League for Schools
2003-2006	New England Regional Service Coordinator Conference Planning Committee
2001-2006	Appointed to NH TANF Hardship Review Committee
2001-2006	Active Member of NH Coalition to End Homelessness

Tracy Messing

WORK EXPERIENCE

Office Manager

Parent Information Center - Concord, NH - October 2016 to Present

- Plans, coordinates and supervises administrative services within PIC and across projects
- Assists in establishing, maintaining and coordinating internal policies and procedures
- Supports Executive Director in agency level activities such as board meeting preparations, minutes and reporting
- Tracks, orders and maintains supplies and equipment inventories for agency
- Coordinates agency staff meetings, including minutes and agendas
- Assists in the coordination/organization of agency and project specific events such as conferences and training programs, etc.
- Provides support for communication systems and office records
- Coordinates data collection, including aggregating and processing data and statistic
- Maintains, supports and helps orient and train administrative staff

Area Manager

NEWS AMERICA MARKETING - 2004 to April 2016

Managed a unit of field representatives located in Maine, New Hampshire and Massachusetts for in-store merchandising and advertising for a marketing corporation. Maintained a monthly budget for all advertising activities. Resolves all interpersonal relationships and client relations within unit. Oversees all merchandising activities including timeframe management within the unit. Created and implemented all field training and online training.

- Ability to work independently.
- Restructured territories and personnel within the unit.
- Implemented new motivational tools to increase productivity.
- Maintained all employee relations within the unit.
- Created lead field representatives to provide accurate and efficient training for the unit.
- Increased merchandising completion rate in the unit.

Team Coordinator

ANTHEM BLUE CROSS AND BLUE SHIELD OF NEW HAMPSHIRE - 2000 to 2004

Customer Service Lead Researcher

Customer Service Representative

Supervised 86 associates in a fast paced professional environment. Maintained workflow through comprehensive knowledge of enrollment and billing activities. Resolves complex technical enrollment and billing related problems. Oversees aged accounts receivables for all premium dollars billed.

- Ability to work independently.
- Team player.
- Maintained scheduling for 86 associates.
- Implemented workflows and job functions to create efficient productivity.
- Received numerous peer to peer and performance awards.

- Utilized ICD manuals.
- Provided presentation to external customers to include New Hampshire Auto Dealers Association, Small Business Service Bureau and Odyssey House.
- Interviewed personnel for all job functions within the department.
- Provided presentations for the New Hampshire business unit for 900 associates.

Store Manager

GADZOOKS - 1998 to 2000

Maintained daily store operation. Created scheduling and implemented training for staff. Inventory control. Employee relations and customer service, merchandising, sales and banking.

- Received monthly sales awards and bi-annual inventory awards.
- Consistently excelled beyond monthly sales goals.
- Interviewed all personnel for store.
- Created all performance reviews for entire staff.

Department Manager

WAL-MART - 1997 to 1998

Maintained daily departmental operations. Vendor relations, merchandising, purchasing, inventory control, personnel scheduling and customer service.

- Received performance awards.
- Controlled all purchasing and inventory levels.
- Research for marketing and pricing of products in the department.

EDUCATION

Business Science

Hesser College - Manchester, NH

ADDITIONAL INFORMATION

Highly motivated and detail oriented management professional with extensive experience. Areas of expertise include supervision of staff, organizing daily activities in a professional environment and associate development. Dependable, responsible, trustworthy with strong problem solving, written and oral communication, coordination and interpersonal skills.

SKILLS

Proficient in Microsoft Word, Excel, PowerPoint and Access, PeopleSoft, ITS, Business Objects, Amysis, Maccess, E&B loader, Magic, Quality Service Skills, ADP, Peachtree, Oracle, ADP, Citrix, ADP

Parent Information Center
Board of Directors May 2018

The board serves without compensation.

Marcia Bagley
Board Chair
Assistant Sped Director, Nashua District
Member 2011

Kimberly Plante
Family Representative
Member 2015

Jocelyn Charles
Vice Chair
CPA and Family Representative
Member 2014

Trisha Swonger
Family Representative
Member 2017

Sandra E. Fay
Board Treasurer
Accountant
Member 2012

Dr Linda Wadensten
Family Representative
Member since 2017

Sreenivasu Odugu
Family Representative
Member 2015

Dana Hill
Board Secretary
Family Representative
Member 2014

**New Hampshire Coalition for Citizens
with Disabilities, Inc. d/b/a
Parent Information Center**

Financial Statements

For the Year Ended June 30, 2017

(With Independent Auditors' Report Thereon)

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Additional Offices:

Nashua, NH
Andover, MA
Greenfield, MA
Ellsworth, ME

Independent Auditors' Report

To the Board of Directors
New Hampshire Coalition for Citizens
with Disabilities, Inc. d/b/a
Parent Information Center

Report on the Financial Statements

We have audited the accompanying financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center, which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses, and cash flows for the year 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 audit. We conducted our audit 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 audit 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 auditor considers internal control relevant to the entity'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 entity'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 New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center as of June 30, 2017, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center fiscal year 2016 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated February 28, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2016 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Program Services 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 audit 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 *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 6, 2018 on our consideration of New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center'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. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center 's internal control over financial reporting and compliance.

Melanson Heath

March 6, 2018

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
D/B/A PARENT INFORMATION CENTER**

Statement of Financial Position

June 30, 2017

(with comparative totals as of June 30, 2016)

<u>ASSETS</u>	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2017 Total</u>	<u>2016 Total</u>
Current Assets:				
Cash and cash equivalents	\$ 153,900	\$ 74,176	\$ 228,076	\$ 182,831
Grants receivable	176,434	-	176,434	258,183
Accounts receivable	42,227	-	42,227	27,168
Prepaid expenses	<u>8,930</u>	<u>-</u>	<u>8,930</u>	<u>18,424</u>
Total Current Assets	381,491	74,176	455,667	486,606
Property and equipment, net	<u>63,635</u>	<u>-</u>	<u>63,635</u>	<u>76,626</u>
TOTAL ASSETS	<u>\$ 445,126</u>	<u>\$ 74,176</u>	<u>\$ 519,302</u>	<u>\$ 563,232</u>
 <u>LIABILITIES AND NET ASSETS</u>				
Current Liabilities:				
Accounts payable	\$ 48,728	\$ -	\$ 48,728	\$ 87,932
Accrued payroll and related liabilities	33,818	-	33,818	36,184
Other liabilities	1,295	-	1,295	-
Deferred revenue	<u>24,966</u>	<u>-</u>	<u>24,966</u>	<u>-</u>
Total Current Liabilities	108,807	-	108,807	124,116
Net Assets	<u>336,319</u>	<u>74,176</u>	<u>410,495</u>	<u>439,116</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 445,126</u>	<u>\$ 74,176</u>	<u>\$ 519,302</u>	<u>\$ 563,232</u>

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

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
D/B/A PARENT INFORMATION CENTER**

Statement of Activities

For the Year Ended June 30, 2017

(with comparative totals for the year ended June 30, 2016)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2017 Total</u>	<u>2016 Total</u>
Support and Revenue:				
Support:				
Government grants	\$ 1,082,004	\$ -	\$ 1,082,004	\$ 1,443,935
Grants and contributions	4,322	15,128	19,450	38,098
In-kind contributions	19,200	-	19,200	26,250
Revenue:				
Program service fees	282,145	-	282,145	164,933
Conferences and workshops	8,516	-	8,516	6,275
Interest income	123	-	123	315
Miscellaneous	2,145	-	2,145	6,384
Loss on disposal of asset	-	-	-	(7,853)
Net assets released from restriction	<u>24,542</u>	<u>(24,542)</u>	<u>-</u>	<u>-</u>
Total Support and Revenue	1,422,997	(9,414)	1,413,583	1,678,337
Expenses:				
Program services	1,257,861	-	1,257,861	1,513,662
General and administrative	178,493	-	178,493	177,669
Fundraising	<u>5,850</u>	<u>-</u>	<u>5,850</u>	<u>1,802</u>
Total Expenses	<u>1,442,204</u>	<u>-</u>	<u>1,442,204</u>	<u>1,693,133</u>
Change in Net Assets	(19,207)	(9,414)	(28,621)	(14,796)
Net Assets, Beginning of Year	<u>355,526</u>	<u>83,590</u>	<u>439,116</u>	<u>453,912</u>
Net Assets, End of Year	<u>\$ 336,319</u>	<u>\$ 74,176</u>	<u>\$ 410,495</u>	<u>\$ 439,116</u>

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

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
D/B/A PARENT INFORMATION CENTER**

Statement of Functional Expenses

For the Year Ended June 30, 2017

(with comparative totals for the year ended June 30, 2016)

	<u>Program Services</u>	<u>General and Administrative</u>	<u>Fundraising</u>	<u>2017 Total</u>	<u>2016 Total</u>
Personnel expense:					
Salaries and wages	\$ 685,384	\$ 78,715	\$ 902	\$ 765,001	\$ 781,483
Employee benefits	116,143	13,759	-	129,902	124,926
Payroll taxes	53,374	6,792	72	60,238	61,730
Contracted and professional services:					
Accounting	20	18,728	-	18,748	18,177
Other	218,459	7,350	-	225,809	245,257
Advertising	31	20	160	211	-
Conferences, conventions, meetings	2,704	-	-	2,704	1,254
Consulting model	7,026	-	-	7,026	205,223
Depreciation	-	12,991	-	12,991	11,698
Equipment, repairs, and maintenance	140	6,057	700	6,897	21,458
Information technology	12,222	1,796	-	14,018	21,149
Insurance	-	5,796	-	5,796	7,654
Miscellaneous	17,115	1,103	2,587	20,805	15,485
Occupancy	44,068	11,132	-	55,200	64,404
Printing and reproduction	23,091	823	1,027	24,941	24,571
Supplies	19,655	4,863	402	24,920	12,014
Training	354	79	-	433	4,746
Travel	36,660	429	-	37,089	43,436
Utilities	-	7,515	-	7,515	7,874
Workshop expenses	21,415	545	-	21,960	20,594
	<u>\$ 1,257,861</u>	<u>\$ 178,493</u>	<u>\$ 5,850</u>	<u>\$ 1,442,204</u>	<u>\$ 1,693,133</u>
Total Functional Expenses					

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

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
D/B/A PARENT INFORMATION CENTER**

Statement of Cash Flows

For the Year Ended June 30, 2017

(with comparative totals for the year ended June 30, 2016)

	<u>2017</u>	<u>2016</u>
Cash Flows From Operating Activities:		
Change in net assets	\$ (28,621)	\$ (14,796)
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation	12,991	11,698
Loss on disposal of asset	-	7,853
Changes in operating assets and liabilities:		
Grants receivable	81,749	39,264
Accounts receivable	(15,059)	(17,425)
Prepaid expenses	9,494	(11,052)
Accounts payable	(39,204)	(90,563)
Accrued payroll and related liabilities	(2,366)	(6,165)
Other liabilities	1,295	-
Deferred revenues	24,966	-
Net Cash Provided (Used) By Operating Activities	45,245	(81,186)
Cash Flows From Investing Activities:		
Purchase of property and equipment	-	(25,000)
Net Cash Used By Investing Activities	-	(25,000)
Net Change in Cash and Cash Equivalents	45,245	(106,186)
Cash and Cash Equivalents, Beginning of Year	182,831	289,017
Cash and Cash Equivalents, End of Year	\$ <u>228,076</u>	\$ <u>182,831</u>

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

**NEW HAMPSHIRE COALITION FOR CITIZENS
WITH DISABILITIES, INC. D/B/A
PARENT INFORMATION CENTER**

**Notes to Financial Statements
For the Year Ended June 30, 2017**

1. Organization

New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center (the Organization) was incorporated in 1975 for the purpose of creating a unified body of citizens, which would promote the general welfare for all citizens with disabilities. The Organization impacts lives through the following major program service areas:

- *Education, Advocacy, Resources, and Support for Families with Infants and Children who have Suspected or Confirmed Hearing Loss (EARS).* This project is funded by the State of New Hampshire, Department of Health and Human Services, to work in conjunction with birth hospitals and testing centers, providing support to families who are referred to diagnostic testing after a newborn hearing screening.
- *New Hampshire Family Voices (FV).* This project is funded through the State of New Hampshire, Department of Health and Human Services Bureau of Special Medical Services, to provide assistance to families and professionals through direct contact (telephone, e-mail, and in person), publication development and dissemination, workshops, website, and trainings.
- *New Hampshire Connections (NHC).* This project is funded by the State of New Hampshire, Department of Education Bureau of Special Education, to build the capacity of state, local districts, schools, and families to promote partnerships and develop family engagement systems in special education. This project was not funded after June 30, 2017.
- *Parent Training and Information Center (PTI).* This project is funded by the United States Department of Education, Office of Special Education Programs, to provide information, referral, training, and support to parents of children with disabilities.
- *Next Steps.* This project is funded by the State of New Hampshire, Department of Education to increase the college and career readiness of New Hampshire students with disabilities and/or those at risk of dropping out of school.

- *Race 2K*. This project is funded through the State of New Hampshire, Department of Education, Bureau of Special Education, to provide education and support to school districts in complying with Indicator 12 (Early Childhood Transitions) and Indicator 6 (Preschool Settings) of the State Performance Plan. This program also provides support with Indicator 17 (State Systemic Improvement Plan).

Other program services that the Organization offers are as follows:

- *Family to Family (F2F)*. This project is funded by the United States Department of Education Health Resources and Services Administration (HRSA) to provide information, education, training, outreach, and peer support to families of children and youth with special health care needs and the professionals who serve them.
- *NH State Planning Grant for ASD*. This project is funded through the State of NH, Department of Health and Human Services, Bureau of Special Medical Services to support NH in the development of a comprehensive, measurable state plan that addresses early screening; coordination of family-centered services through a medical home; ASD/DD public and provider awareness; organization of community based services for children and youth with ASD/DD; transition from the pediatric to the adult health care system; adequate health insurance and financing of services; and unmet health needs of children and youth with ASD and DD. This project was not funded after April 2017.
- *Medical Home Initiative*. This project is funded through the State of NH, Department of Health and Human Services, Bureau of Special Medical Services to support primary care practices in the development of family advisory councils. NH Family Voices staff will work closely with a practice to develop and launch their council, providing guidance in the creation of policies for the council, conducting outreach, and new member orientation.
- *Facets of Epilepsy Care in NH (FACETS)*. This program is funded through the State of NH, Department of Health and Human Services, to assist Special Medical Services to initiate, plan, and organize activities and supports for parents and youth with epilepsy, individually, and as groups related to improved access to care and active engagement in medical homes. This project was not funded after February 2017.
- *Prevention Makes Cents (PMC)*. This program is funded by a variety of contracts to provide school-based child assault prevention programs for preschool and elementary-aged children as well as multi-week parenting programs and topic-related workshops for parents and professionals.

General and administrative activities include the functions necessary to provide support to the Organization's program activities. General and administrative activities include those that provide governance (Board of Directors), oversight, business management, financial recordkeeping, budgeting, and similar activities that ensure an adequate working environment and an equitable employment program.

Fundraising activities include publicizing and conducting fundraising campaigns; maintaining donor lists; conducting special fundraising events; and other activities involved with soliciting contributions from corporations, foundations, individuals, and others.

2. Significant Accounting Policies

Comparative Financial Information

The accompanying financial statements include certain prior-year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with Accounting Principles Generally Accepted in the United States of America (GAAP). Accordingly, such information should be read in conjunction with the audited financial statements for the year ended June 30, 2016, from which the summarized information was derived.

Cash and Cash Equivalents

All cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash equivalents. Cash and highly liquid financial instruments restricted to building projects, permanent endowment, or other long-term purposes are excluded from this definition.

Receivables

Accounts receivable consist primarily of noninterest-bearing amounts due for services and programs. The allowance for uncollectable accounts receivable is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Accounts receivable are written off when deemed uncollectable. At June 30, 2017, management believed all receivables to be collectable.

Property and Equipment

Property and equipment is reported in the Statement of Financial Position at cost, if purchased, and at fair value at the date of donation, if donated. Property and equipment is capitalized if it has a cost of \$1,000 or more and a useful life when acquired of more than one year. Repairs and maintenance that do not significantly increase the useful life of the asset are expensed as

incurred. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, as follows:

Furniture, fixtures, and equipment	3 - 10 years
Leasehold improvements	5 years, or remaining lease term, if shorter
Vehicles	5 years

Property and equipment is reviewed for impairment when a significant change in the asset's use or another indicator of possible impairment is present. No impairment losses were recognized in the financial statements in the current period.

Net Assets

The financial statements report net assets and changes in net assets in three classes that are based upon the existence or absence of restrictions on use that are placed by its donors, as follows:

Unrestricted Net Assets – Net assets available for use in general operations.

Temporarily Restricted Net Assets – Net assets subject to donor restrictions that may or will be met by expenditures or actions and/or the passage of time. Contributions are reported as temporarily restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

Permanently Restricted Net Assets – Net assets whose use is limited by donor-imposed restrictions that neither expire by the passage of time nor can be fulfilled or otherwise removed.

Revenue and Revenue Recognition

Revenue is recognized when earned. Program service fees and payments under cost-reimbursable contracts received in advance are deferred to the applicable period in which the related services are performed or expenditures are incurred, respectively.

Accounting for Contributions

Contributions are recognized when received. All contributions are reported as increases in unrestricted net assets unless use of the contributed assets is specifically restricted by the donor. Amounts received that are restricted by the donor to use in future periods or for specific purposes are reported as increases in either temporarily restricted or permanently restricted net assets,

consistent with the nature of the restriction. Unconditional promises with payments due in future years have an implied restriction to be used in the year the payment is due and, therefore, are reported as temporarily restricted until the payment is due unless the contribution is clearly intended to support activities of the current fiscal year or is received with permanent restrictions. Conditional promises, such as matching grants, are not recognized until they become unconditional, that is, until all conditions on which they depend are substantially met.

Gifts-in-Kind Contributions

The Organization periodically receives contributions in a form other than cash or investments. Contributed property and equipment is recognized as an asset at its estimated fair value at the date of gift, provided that the value of the asset and its estimated useful life meets the Organization's capitalization policy. Donated use of facilities is reported as contributions and as expenses at the estimated fair value of similar space for rent under similar conditions. If the use of the space is promised unconditionally for a period greater than one year, the contribution is reported as a contribution and an unconditional promise to give at the date of gift, and the expense is reported over the term of use. Donated supplies are recorded as contributions at the date of gift and as expenses when the donated items are placed into service or distributed.

The Organization benefits from personal services provided by a substantial number of volunteers. Those volunteers have donated significant amounts of time and services in the Organization's program operations and in its fundraising campaigns. However, the majority of the contributed services do not meet the criteria for recognition in financial statements. Generally Accepted Accounting Principles allow recognition of contributed services only if (a) the services create or enhance nonfinancial assets or (b) the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills.

Grant Revenue

Grant revenue is recognized when the qualifying costs are incurred for cost-reimbursement grants or contracts or when a unit of service is provided for performance grants. Grant revenue from federal agencies is subject to independent audit under the Office of Management and Budget's, *Uniform Guidance*, and review by grantor agencies. The review could result in the disallowance of expenditures under the terms of the grant or reductions of future grant funds. Based on prior experience, the Organization's management believes that costs ultimately disallowed, if any, would not materially affect the financial position of the Organization.

Advertising Costs

Advertising costs are expensed as incurred and are reported in the Statement of Activities and Statement of Functional Expenses.

Functional Allocation of Expenses

The cost of program and supporting services activities have been summarized on a functional basis in the Statement of Activities. The Statement of Functional Expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

General and administrative expenses include those costs that are not directly identifiable with any specific program, but which provide for the overall support and direction of the Organization.

Fundraising costs are expensed as incurred, even though they may result in contributions received in future years.

Income Taxes

New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3). The Organization has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions.

The Organization follows FASB ASC 740-10, *Accounting for Uncertainty in Income Taxes*, which clarifies the accounting for uncertainty in income taxes and prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of tax positions taken or expected to be taken in a tax return. FASB ASC 740-10 did not have a material impact on the Organization's financial statements.

The Organization's Federal Form 990 (Return of Organization Exempt From Income Tax) are subject to examination by the IRS, generally for three years after filing.

The Organization recognizes interest related to unrecognized tax benefits in interest expense and penalties that are included within reported expenses. During the year ended June 30, 2017, the Organization had no interest or penalties accrued related to unrecognized tax benefits.

Estimates

The preparation of financial statements in conformity with Generally Accepted Accounting Principles requires estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates and those differences could be material.

Financial Instruments and Credit Risk

Deposit concentration risk is managed by placing cash with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits or include uninsured investments in money market mutual funds. To date, no losses have been experienced in any of these accounts. Credit risk associated with receivables is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from governmental agencies supportive of the Organization's mission.

Fair Value Measurements

Certain assets and liabilities are reported at fair value in the financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions, regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes inputs as follows:

Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.

Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.

Level 3 – Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

When available, the Organization measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. However, Level 1 inputs are not available for many of the assets and liabilities that the Organization is required to measure at fair value (for example, unconditional promises to give and in-kind contributions).

The primary uses of fair value measures in the Organization's financial statements are the initial measurement of noncash gifts, including gifts of investment assets and unconditional promises to give.

The carrying amounts of cash and cash equivalents, accounts receivable, accounts payable, and accrued payroll and related liabilities approximate fair value due to the short-term nature of the items, and are considered to fall within Level 1 of the fair value hierarchy. The carrying amount of contributions receivable due in more than one year is based on the discounted net present value of the expected future cash receipts, and approximates fair value.

3. Property, Equipment and Depreciation

A summary of the major components of property and equipment is presented below:

	<u>2017</u>	<u>2016</u>
Furniture, fixtures, and equipment	\$ 126,160	\$ 126,160
Leasehold improvements	<u>872</u>	<u>872</u>
Subtotal	127,032	127,032
Less: accumulated depreciation	<u>(63,397)</u>	<u>(50,406)</u>
Total	<u>\$ 63,635</u>	<u>\$ 76,626</u>

4. Line of Credit

The Organization has available a \$50,000 revolving line of credit with a bank, secured by all assets. Borrowings under the line bear interest at a rate based on the Wall Street Journal Prime Rate plus 1.75%, or a floor of 5.00%, adjusted daily. Interest only payments are required monthly with the principal payable on demand. At June 30, 2017 and 2016, the entire amount was available.

5. Restricted Net Assets

Temporarily restricted net assets are available for the following purposes at June 30, 2017 and 2016:

	<u>2017</u>	<u>2016</u>
Family Voices	\$ 68,125	\$ 64,241
PMC - Prevention Makes Cents	2,551	17,211
Other	<u>3,500</u>	<u>2,138</u>
Temporarily restricted net assets	<u>\$ 74,176</u>	<u>\$ 83,590</u>

Net assets are released from program restrictions by incurring expenses satisfying the restricted purpose or by the passage of time for net assets with time restrictions.

6. Retirement Plan

The Organization provides a tax-deferred annuity plan qualified under Section 403(b) of the Internal Revenue Code. The plan covers all employees of the Organization. Employees may make contributions to the plan up to the maximum amount allowed by the Internal Revenue Code. The Organization is not required to make matching employer contributions. The Organization did not make any employer contributions to the plan for the fiscal years ended June 30, 2017 and 2016, respectively.

7. Operating Leases

The Organization leases office space under the terms of a non-cancellable lease agreement that expired in September 2016. In August 2016, the Organization extended the lease for three years and has the option to extend the lease for an additional three-year term. Rent expense under this agreement, which is included in occupancy costs in the Statement of Functional Expenses, totaled \$36,000 for the year ended June 30, 2017.

The following is a schedule of future minimum rental payments:

<u>Fiscal Year</u>	<u>Amount</u>
2018	\$ 37,500
2019	37,800
2020	<u>37,800</u>
Total future minimum rental payments	<u>\$ 113,100</u>

8. Concentrations of Risk

A material part of the Organization's revenue is dependent upon government sources, the loss of which would have a materially adverse effect on the Organization. During the years ended June 30, 2017 and 2016, funding from State of New Hampshire accounted for 56% and 68%, respectively, of total revenues and 66% and 82%, respectively, of total accounts receivable. During the years ended June 30, 2017 and 2016, funding from the United States Department of Education accounted for 14% and 12%, respectively, of total revenues and 12% and 6%, respectively, of total accounts receivable.

9. Fiscal Sponsorships

Annually, the Organization enters into two agreements to assume administrative and financial responsibilities of New Hampshire Family Voices (NHFV) and Prevention Makes Cents (PMC). NHFV provides free, confidential services to families and professionals caring for children with chronic conditions and/or disabilities. PMC provides school based child assault prevention programs for preschool and elementary-aged children, as well as multi-week parenting programs and topic-related workshops for parents and professionals. The activity of NHFV and PMC has been included in the Organization's financial statements.

10. Subsequent Events

After June 30, 2017, New Hampshire Connections (NHC), NH State Planning for ASD, and Facets of Epilepsy Care in NH (FACETS) were not funded. See Note 1 for additional information.

Subsequent events have been evaluated through March 6, 2018, the date the financial statements were available to be issued.

11. Reclassifications

Certain reclassifications of amounts previously reported have been made to the accompanying financial statements to maintain consistency between periods presented. The reclassifications had no impact on reported net assets.

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
D/B/A PARENT INFORMATION CENTER**

Schedule of Program Services

For the Year Ended June 30, 2017

	<u>EARS</u>	<u>FV</u>	<u>NHC</u>	<u>PTI</u>	<u>Next Steps</u>	<u>Race 2K</u>	<u>Other</u>	<u>Total</u>
Support and Revenue:								
Support:								
Government grants	\$ 29,436	\$ 179,822	\$ 241,339	\$ 198,028	\$ 64,888	\$ 132,369	\$ 236,122	\$ 1,082,004
Grants and contributions	-	-	-	-	-	-	3,740	3,740
In-kind contributions	-	19,200	-	-	-	-	-	19,200
Revenue:								
Program service fees	-	-	-	-	-	-	289,742	289,742
Conferences and workshops	-	-	-	-	-	-	8,516	8,516
Interest income	-	32	-	-	-	-	-	32
Miscellaneous	-	150	-	-	-	-	-	150
Total Support and Revenue	29,436	199,204	241,339	198,028	64,888	132,369	538,120	1,403,384
Expenses:								
Personnel expense:								
Salaries and wages	20,552	83,211	156,274	124,057	40,053	39,689	221,548	685,384
Employee benefits	3,396	35,528	10,523	27,724	5,314	3,858	29,800	116,143
Payroll taxes	1,544	6,658	12,635	9,067	2,947	3,086	17,437	53,374
Contracted and professional services:								
Accounting	-	-	-	-	-	-	20	20
Other	-	-	20,357	531	-	70,461	127,110	218,459
Advertising	-	-	-	-	-	-	31	31
Conferences, conventions, meetings	-	-	-	-	625	-	2,079	2,704
Consulting model	-	-	-	-	-	-	7,026	7,026
Equipment, repairs, and maintenance	-	-	-	-	-	-	140	140
Information technology	535	664	2,282	1,827	542	772	5,600	12,222
Miscellaneous	-	7,694	-	-	1,631	150	7,640	17,115
Occupancy	696	19,200	9,000	7,200	3,192	2,660	2,120	44,068
Printing and reproduction	37	17,850	2,386	5,067	905	593	(3,747)	23,091
Supplies	-	4,739	6,013	773	2,482	131	5,517	19,655
Training	-	159	-	-	-	-	195	354
Travel	-	1,864	2,969	2,340	2,390	939	26,158	36,660
Workshop expenses	-	-	975	703	-	225	19,512	21,415
Total direct expenses	26,760	177,567	223,414	179,289	60,081	122,564	468,186	1,257,861
Indirect expenses	2,676	20,687	17,925	18,739	4,807	9,805	29,383	104,022
Total expenses	29,436	198,254	241,339	198,028	64,888	132,369	497,569	1,361,883
Net Program Income (Expenses)	\$ -	\$ 950	\$ -	\$ -	\$ -	\$ -	\$ 40,551	\$ 41,501

See Independent Auditors' Report.

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Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

January 26, 2018

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

REQUESTED ACTION

Authorize the New Hampshire Department of Education to amend a contract (PO# 1053137) on a sole source basis with the New Hampshire Coalition for Citizens with Disabilities Inc., d/b/a Parent Information Center of Concord, NH (Vendor Code 177245), by increasing the price limitation by \$66,277.44 from \$339,990.00 to \$406,267.44, to expand the implementation of NH's State Systemic Improvement Plan, effective upon Governor and Council approval through June 30, 2018. Original item approved by Governor and Council on August 3, 2016 (Item #65). (100% Federal funds)

Funds to support this request are available in account titled State Professional Development:

FY2018

06-056-056-562510-25060000-102-500731 Contracts for Program Services \$66,277.44

EXPLANATION

This amendment is sole source because it exceeds 10% of the original contract that was competitively bid. The department went out for RFP for these grant funds in April 2016 with the intent of including a renewal option. The renewal option was included in the Governor and Council letter but not stated in the contract. We are requesting that this amendment be approved with option to renew for 2 additional years.

The Department of Education would like to amend this contract with New Hampshire Coalition for Citizens with Disabilities Inc., d/b/a Parent Information Center (PIC) in order to expand the implementation of NH's State Systemic Improvement Plan (SSIP) and support sustainability through the alignment of the recently awarded New Hampshire State Personnel Development Grant (SPDG).

The Parent Information Center has been well established in this work since the inception of the State Systemic Improvement Plan (SSIP), and has developed specific expertise and a cohort of personnel that are uniquely qualified for this work. The expansion of services is a continuation of the work that is in progress. The additional services are in collaboration with the NHDOE staff. The plan is to develop and support a Master Cadre of process coaches that support building the capacity and sustainability of five community collaboratives to improve social-emotional outcomes for preschool children with disabilities.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2
January 26, 2018

PIC staff will create and implement a system to build the capacity of the five community collaboratives to promote positive outcomes for NH preschool children with disabilities. They will offer communication strategies, curriculum activities, data collection tools and any other relevant professional development tools needed to support family engagement.

In addition, PIC will identify a group of professionals to be trained as facilitators by the Pyramid Model Consortium to implement Positive Solutions for Families (PSF), the companion parent training series for the Pyramid Model, in up to eight pilot districts. They will coordinate with the Pyramid Model Consortium a pilot program for the PSF training series with up to eight districts currently implementing the Pyramid Model, and support the PSF facilitators in this process.

The office of Special Education Programs requires a comprehensive evaluation detailed within the grant that measures the short term, intermediate and long term outcomes and impacts of the grant incentives. The Evaluation assesses the degree to which the NH SPDG meets its goals and objectives, as well as the established federal performance goals and objectives. The evaluation will be ongoing and formative to provide for data-based decision making and planning mid-course corrections.

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

Respectfully submitted,



Frank Edelblut
Commissioner of Education

FE:PFD
Enclosures

**AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT**

Now come the New Hampshire Department of Education, Commissioner's Office, hereinafter "the Agency," and New Hampshire Coalition for Citizens with Disabilities Inc., d/b/a Parent Information Center of Concord, NH hereinafter "the Contractor", and, pursuant to an agreement between the parties that was approved by Governor and Council on August 3, 2016 (Item #65) hereby agree to modify same as follows:

1. Amend Section 1.8 Price Limitation by removing \$339,990.00 and replacing with \$406,267.44.
2. Remove Exhibit A "Scope of Services" and replace with Exhibit A-1 "Scope of Services"
3. Remove Exhibit B "Budget" and replace with Exhibit B-1 "Budget".
4. Add Exhibit C - Option to Renew for 2 additional fiscal years.
5. All other provisions of this agreement shall remain in full force and effect as originally set forth; and
6. This modification shall be effective on the date of approval by Governor and Council.
7. This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement.

IN WITNESS WHEREOF, the parties, hereto have set their hands as of the day and year first above written.

THE STATE OF NEW HAMPSHIRE
Department of Education
(Agency)

Division of Commissioner's Office

By: [Signature]
Commissioner of Education Date

New Hampshire Coalition for Citizens with Disabilities Inc.

By: [Signature] Executive Director 1/3/18
Signature, Title Date

STATE OF New Hampshire

County of Merrimack

On this the 3rd day of January, 2018 before me, Charlene Mayo, the undersigned officer, personally appeared Michelle Lewis known to me (or satisfactory proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof, I hereto set my hand and official seal.

[Signature]
Notary Public/~~Justice of the Peace~~

5-23-19
Commission Expires

Approved as to form, substance and execution by the Attorney General this 5th day of March, 2018.

[Signature]
Division of Attorney General Office

Approved by the Governor and Council this _____ day of _____, 2018

By: _____

Initials ②
Date 1/3/18

EXHIBIT A-1

SERVICES TO BE PROVIDED

New Hampshire Coalition for Citizens with Disabilities, dba Parent Information Center will provide the following services under the contract: *New Hampshire Preschool Special Education Building Local Capacity to Improve Results*

- As directed by the Bureau of Special Education, participate in State and national activities that promote the priorities of the NH Special Education State Performance Plan specific to preschool special education, including the NH State Pyramid Model work.
- Coordinate with other Bureau of Special Education initiatives to promote a unified system to improve outcomes for preschool children with disabilities, including participation in Bureau of Special Education Preschool Special Education Leadership Team (NH Bold).
- Participate in the State Systemic Improvement Plan (SSIP) State Leadership Team and the SSIP District Learning Collaborative for Indicator 17: State Systemic Improvement Plan.
- Create and implement a system to build the capacity of local districts to promote positive outcomes for NH preschool children with disabilities and their families. This system will strengthen local district infrastructure, ensure compliance with requirements and enhance the implementation, with fidelity, of evidence-based practices to improve results for preschool children with disabilities and their families.
 - Key strategies and activities to promote the outcomes of the NH Special Education State Performance Plan (SPP) relative to preschool special education, including Indicator 6: Preschool Settings, Indicator 7: Child Outcomes, Indicator 8: Parent Involvement, Indicator 12: Early Transitions and Indicator 17: State Systemic Improvement Plan. Strategies and activities developed as a result of this system should, at a minimum, address accessible resources and information, family engagement, data collection, analysis and utilization, interagency coordination, policy development, root cause analysis and correction of noncompliance, and support for local development of quality programs and services.
- For Indicator 17~ State Systemic Improvement Plan (SSIP), these activities include:
 - Contract/hire a liaison to serve as a process coach for each of the SSIP districts. The liaisons will provide technical assistance and support to the districts with systems development, based on Active Implementation Framework. The liaisons will serve as a primary communication vehicle between the NHDOE and the districts, ensuring a solid feedback loop that flowed in both directions.
 - In collaboration with the NHDOE, facilitate a learning collaborative with the liaisons to promote their understanding of the initiative and how to best support the districts with building their capacity to improve social-emotional outcomes for preschool children with disabilities.
- Develop and implement an evaluation plan to determine effectiveness of the project. The evaluation plan should assess whether activities identified in the proposal were accomplished and the impact of the project on building local and state capacity to improve outcomes for preschool children with disabilities. The applicant may provide a completed evaluation plan with the application or may provide a work plan for engaging stakeholders, identifying focus questions, establishing short and long term objectives, and assessing the formative and summative impact of the project.

Amended Scope of Service expands upon the work in process.

- In collaboration with the NHDOE, develop a plan to create and support a Master Cadre of process coaches that support building the capacity and sustainability of the five chosen community collaboratives.
- Provide resources (such as communication strategies, curriculum activities, data collection tools, and any relevant professional development tools needed) to five community collaboratives to support family engagement.
- Support the creation and implementation of a system to build the capacity of five community collaboratives to promote positive outcomes for NH preschool children with disabilities.
- Engage in the development of a communication plan from the perspective of engaging family voice.
- Expand representation on the State Leadership Team to include an additional PIC representative to coordinate the implementation of family engagement activities.

- Participate in the work of the State Personnel Development Grant (SPDG) Core Team .
- New Hampshire Coalition for Citizens with Disabilities, dba Parent Information Center will work in collaboration with the NHDOE and the Pyramid Model Consortium to identify a group of up to 16 professionals to be trained as facilitators by a Pyramid Model Consortium validated trainer to implement Positive Solutions for Families (PSF), the companion parent training series for the Pyramid Model, in up to eight pilot districts by March 30, 2018. This training series will have 6 modules. The modules will be:
 - Module 1: Making Connections
 - Module 2: Making It Happen
 - Module 3: Why Do Children Do What They Do?
 - Module 4: Teach Me What To Do
 - Module 5: Facing The Challenge (Part I)
 - Module 6: Facing The Challenge (Part II)
- These modules will incorporate instruction for parents in the early childhood development concepts of serve and return, narrating to children and active reading to children. The modules will also introduce parents to the Search Institute's *40 Developmental Assets for Adolescence* resource.
- Coordinate with the Pyramid Model Consortium to train the identified PSF facilitators, including logistics and other meeting details.
- Provide support and oversight of the newly trained facilitators who will provide the PSF training series in each participating district. Facilitators will pair up and co-facilitate the pilot trainings.
- Provide oversight and support to ensure that the training series will be conducted for up to ten families per district for a total of 80 families across the participating districts or 20% of families. The outcome is that parents will have the skills to help their children appropriately interact with peers and adults, to resolve conflict and to self-regulate so that they are better prepared for learning. This training series will be completed by June 30, 2018:

EXHIBIT B-1

Budget and Payment Method

	Original Approved Budget FY 17	Original Approved Budget FY 18	Requested Action FY 18	Amended Budget FY 18
<u>PERSONNEL</u>				
Project Director	\$16,744.00	\$16,744.00	\$1,400.00	\$34,888.00
Project Coordinator	\$19,500.00	\$19,500.00	\$1,250.00	\$40,250.00
Family Engagement Director	0	0	\$11,250.00	\$11,250.00
Family Engagement Facilitator	\$2,600.00	\$2,600.00	\$0.00	\$5,200.00
Administrative Assistant	\$7,410.00	\$7,410.00	\$0.00	\$14,820.00
Fringe				
Project Director	\$1,330.00	\$1,330.00	\$512.50	\$3172.50
Project Coordinator	\$5,742.00	\$5,742.00	\$400.00	\$11,884.00
Family Engagement Director			\$2,250.00	\$2,250.00
Family Engagement Facilitator	\$240.00	\$240.00	\$0.00	\$480.00
Administrative Assistant	\$3,420.00	\$3,420.00	\$0.00	\$6840.00
<u>Total Personnel</u>	\$56,986.00	\$56,986.00	\$17,062.50	\$131,034.50
<u>DIRECT EXPENSES</u>				
District Liaisons	\$69,225.00	\$69,225.00	\$0.00	\$138,450.00
TA Consultants	\$20,200.00	\$20,200.00	\$0.00	\$40,400.00
Stipends	\$750.00	\$750.00	\$6,480.00	\$7,980.00
Graphic Design	\$750.00	\$750.00	\$0.00	\$1,500.00
Web Maintenance	\$500.00	\$500.00	\$0.00	\$1,000.00
Travel	\$1,750.00	\$1,750.00	\$300.00	\$3,800.00
Workshop/Meeting Expenses	\$1,000.00	\$1,000.00	\$0.00	\$2,000.00
Telephone / Communications	\$750.00	\$750.00	\$250.00	\$1,750.00
Supplies	\$700.00	\$700.00	\$2740.00	\$4,140.00
Photocopying/Printing	\$1,500.00	\$1,500.00	\$500.00	\$3,500.00
Postage	\$100.00	\$100.00	\$0.00	\$200.00
Rent	\$3,192.00	\$3,192.00	\$715.50	\$7,099.50
Contractual	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Facilitators			\$4,320.00	\$4,320.00
Process Coaches			\$24,000.00	\$24,000.00
<u>Total Direct Expenses</u>	\$100,417.00	\$100,417.00	\$44,305.50	\$245,139.50
Indirect cost 8.0%	\$12,592.00	\$12,592.00	\$4,909.44	\$30,093.44
Total Contract	\$169,995.00	\$169,995.00	\$66,277.44	\$406,267.44

Funds to Support this request are available in the account entitled, State Professional Development:

06-056-056-562510-25060000-102-500731 Contracts for Program Services

FY18
\$66,277.44

Limitation on Price:

Initials
Date 1/3/18

Upon mutual agreement between the State Contracting Officer and the contractor, line items in this budget may be adjusted one to another, with +/- 10% of the indicated amount, but in no case shall the total budget exceed the price limitation of \$406,267.44

Method of Payment:

Payment will be made on the basis of monthly invoices 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. If otherwise correct and acceptable, payment will be made.

Invoices will be submitted to:

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

Initials @
Date 1/3/18

Exhibit C

The department will exercise the option to renew for two additional fiscal years, if services are determined to be satisfactory and funds are available, with Governor and Council approval.

Initials ②

Date 1/3/18

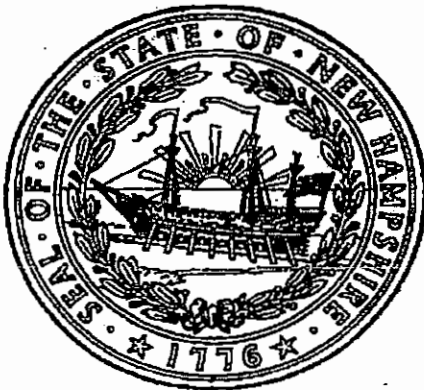
State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 07, 1975. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 63839



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of January A.D. 2018.

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

William M. Gardner
Secretary of State

Business Name Search

Business Details

Business Name: NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 Business Type: Domestic Nonprofit Corporation
 Business Creation Date: 10/07/1975
 Principal Business Office Address: NONE
 Citizenship / State of Incorporation: Domestic/New Hampshire Last N
 Duration: Not Stated

Principal Purpose

S.No	NAICS Code	NAICS Subcode
1	Educational Services	All Other Miscellaneous
2	NOT REQUIRED	

Page 1 of 1, records 1 to 2 of 2

Registered Agent Information

Name: NONE
 Physical Address: NONE
 Mailing Address: NONE

Trade Name Information

Business Name	Business ID
NH CONNECTIONS "LINKING FAMILY, SCHOOL & COMMUNITY"	466436
ENRICH A CHILDS FUTURE	543446
Parents Make the Difference	608010
Partnerships 4 Students Success	607966
Parent Information Center	728248
EDUCATIONAL ADVISOR	350131
ADVOCATES FOR FAMILIES OF CHILDREN WITH DISABILITIES (AFC)	350129
PARENT INFORMATION CENTER	350128
PARENT INFORMATION CENTER'S EDUCATIONAL ADVOCATE	358883
PIC (PARENT INFORMATION CENTER)	360382
Special Education Advisor	350130
Special Education Advocate	350132
PIC VOLUNTEER ADVOCATES FOR SPECIAL EDUCATION	386048

Trade Name Owned By

Name	Title
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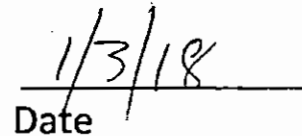
Certificate of Authority

The board of Directors for the NH Coalition for Citizens with Disabilities, Inc. dba The Parent Information Center, having a principal place located at 54 Old Suncook Road, Concord, NH 03301 do hereby certify that Michelle Lewis, the appointed Executive Director of the NH Coalition for Citizens with Disabilities, Inc. dba The Parent Information Center, is authorized to sign and execute all agreements for Governor and Council on behalf of the Board of Directors.

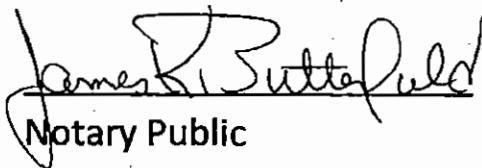
This authorization was adopted at a meeting of the NH Coalition for Citizens with Disabilities board on November 28, 2012, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation, a resolution adopted by the board of directors of the corporation.



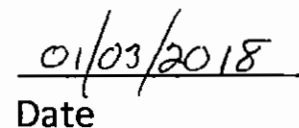
Dana Hill
Board Secretary



Date



Notary Public



Date

**My commission expires
October 29, 2019**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/3/2018

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 FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101	CONTACT NAME: Vivian Pinette	
	PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331 E-MAIL ADDRESS: vpinette@crossagency.com	
INSURED NH Coalition For Citizens With Disabilities Inc. Parent Information Center 54 Old Suncook Rd Concord NH 03301-7317	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Philadelphia Indemnity Ins Co	18058
	INSURER B: AmGuard Ins Co	42390
	INSURER C: Mount Vernon Fire Ins. Co.	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: 8/19 All Lines 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	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PEPK1594164	1/1/2018	1/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS <input checked="" type="checkbox"/>		PEPK1594164	1/1/2018	1/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS \$ 10,000 <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE		PEUB612625	1/1/2018	1/1/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
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/A		NEWC954921 State: NH	1/1/2018	1/1/2019	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Directors & Officers		NDO2003251L	1/1/2018	1/1/2019	Each Occurrence 1,000,000 Aggregate 1,000,000

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

Confirmation of Coverage

CERTIFICATE HOLDER State of New Hampshire Department of Education 101 Pleasant St 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 Vivian Pinette/DL3 <i>Vivian Pinette</i>

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Principal Staff and Salaries

	FY 2018
Project Director, Michelle Lewis - 35% FTE	\$18,144.00
Project Staff, Jennifer Cunha - 42% FTE	\$20,750.00
Family Engagement Director, Kimm Phillips 60% FTE	\$11,250.00
Family Engagement Facilitator, TBD – 7% FTE	\$ 2,600.00
Administrative Assistant, Tracy Messing – 20% FTE	\$ 7,410.00

Michelle L. Lewis

DEGREE

May 2009 Plymouth State University, M.Ed. School Counseling
1996 University of Maine at Farmington, Bachelor of Science in Rehabilitation Services

EMPLOYMENT

January 2013-present Executive Director, NH Parent Information Center (PIC)
July 2012-January 2013 Interim Executive Director, NH Parent Information Center
August 2009-present PTAN Region 1 Facilitator, Parent Information Center contract through SERESC
August 2002-present Project Director, NH Parent Information Center
August 2005-present Project Director, Supporting Successfully Early Childhood Transitions at PIC
December 2007- present Project Director, Parent Training and Information Center at PIC
02/04-10/06 Project Director, Parents Involved in Education at PIC
08/02-10/03 Project Director, Parent Information and Resource Center
07/00-06/02 Treatment Foster Care Worker, Family Works, Inc., Madison, Wisconsin
10/96-07/00 Youth Offender Response Team Worker, Larimer County Department of Human Services, Fort Collins, Colorado

SCHOOL COUNSELING EXPERIENCE

02/09-05/09 Intern, Belmont Elementary School, Belmont, NH
08/08-01/09 Intern, Inter-Lakes High School, Meredith, NH
08/08-12/08 Intern, Inter-Lakes Middle Tier – 7th & 8th Grade, Meredith, NH
03/08-05/08 Practicum Student, Inter-Lakes Middle Tier – 5th & 6th Grade, Meredith, NH

PROFESSIONAL DEVELOPMENT

Pyramid Model Introductory Training April 2016
PALS Training Summer 2015
DEC Recommended Practices 2015-2016
RP2 Coaching Training 2015-2016
IDEA Leadership Summer 2013
Multi-Tiered Systems of Support: Teamwork, Leadership and Data-Based Decision-Making Summer 2012
IDEA Leadership Summer 2012
Diversity Journey: Beyond the Comfort Zone 04/12
Building a System of Care for NH Children: A Statewide Leadership Summit 04/12
Common Core State Standards 09/12
Mental Health and Schools Conference 10/12
Implementing Common Core State Standards Fall 2012
Response-to-Intervention (early literacy and behavior) Two-Day Training Spring 2011
Delivering a State Early Childhood System 02/10
Improving Relationships and Results: Building Family-School Partnerships 10/10
PIC Volunteer Advocate Training Spring 2009
Worried about Your Worrier, Early Childhood Anxiety, Lynn Lyons 03/2009
WrightsLaw Special Education Law Conference 10/2008
Early Childhood Outcomes Conference, Early Childhood Outcomes Center 08/2008

PROFESSIONAL CAPABILITIES

Leadership

- Successfully span the divide between regular education and special education, earning the trust and respect of PIC staff across multiple programs, helping the agency to work more effectively together
- Simultaneously manage multiple projects with both federal and state grant funding
- Successfully manage \$1.3M in grant funding for PIC, adhering to federal and state grant guidelines
- Skilled at resolving interpersonal and interagency conflicts, successfully mediating between co-workers and amongst agencies and school districts
- Built effective partnerships with NH Department of Education, Department of Health and Human Services, school districts, Family Centered Early Supports and Services staff, and families thereby helping children succeed
- Ability to relate well to diverse groups, families, and individuals

State and National Presentations

- Co-presented with NH Department of Education at the IDEA Leadership Conference on *Beyond the Data-Increasing Parent Engagement and Developing Partnerships in Action* in 2013
- On-going, engaging dynamic presenter at *Welcome to Family-Centered Early Supports and Services*, a two-day training all early intervention service coordinators must attend
- Co-presented with NH's Part C Coordinator at the IDEA Leadership Conference on the Effective Collaboration between Parent Centers and Early Childhood Part C Agencies in 2011
- Highlighted NH's work by presenting *Engaging Families in NH's Part C Child and Family Outcomes System* in August 2008 at the Early Childhood Outcomes National Conference
- Co-developed and presented *No Child Left Behind* with Mary Heath, Deputy Commissioner of Education at NH's Partnerships for Education Conference in March 2007
- Assisted other states in developing outcomes systems by presenting at *Engaging All Stakeholders: NH's Early Childhood Outcomes System* in December 2005 at the National Early Childhood Technical Assistance Center Annual Conference
- Develop and present early childhood transition workshops and other special education workshops
- Develop and present workshops on building strong family/school partnerships

Communication Skills

- Organized, clear and concise federal and state reports that highlight project successes
- Provide information at multiple levels, ensuring the staff and/or audience understands before moving forward
- Consult and advise NH Department of Education and Bureau of Developmental Services on early childhood transition and other early intervention and special education issues important to families
- Create family-friendly newsletter articles on topics related to early childhood, special education, and the importance of family involvement in education
- Co-authored, designed and published engaging, family-friendly brochures such as *Family Centered Early Supports and Services: A Guide for Families*, *Transition from Family-Centered Early Supports and Services: A Guide for Families and Staff*, *A Family Guide to Response-to-Intervention*, *A Family Guide to the Special Education Process in NH*, and *Life After High School: A Tool-Kit for families*
- Provide high quality technical assistance to school personnel, early intervention providers, and families focused on enhancing the collaboration between schools, families and communities
- Successfully facilitated the development of regional interagency agreements for early transitions in all 10 Area Agency regions of NH

PROFESSIONAL CAPABILITIES (continued)

Project Development

- Designed and coordinated multiple projects, expanding and enhancing the work of PIC
- Organized, developed, implemented and marketed the Parents Involved in Education project, a fee for service program in order to continue the work of the Parent Information and Resource Center (PIRC) when funding was lost in October 2003
- Oversaw the development of *Let's Read Together* video for families
- Coordinated the development of *Talk with Me, Read with Me, Sing with Me*; a multi-stakeholder production in which PIC was the main partner
- Streamlined the early transition interagency agreement process, making NH one of the leading states in the area of early childhood transitions
- Developed multi-stakeholder advisory board and hold regular meetings to advise the work of the SSECT Project
- Envisioned and successfully secured multiple grants through grant writing
- Through successful collaboration with evaluators, created data collection tools to assess program effectiveness

Systems Change and Policy Development

- Facilitate the communication between state systems to enhance early childhood transition and other special education related issues
- Supervised the development and co-authored two brochures given to all families participating in early intervention
- Assisted with the creation of NH's early intervention Child Find Notification System and co-authored the guidance document
- Managed the development of NH's Early Childhood Outcomes System for Part C and Part B/619
- Support school districts and early intervention programs in moving from policy and compliance to practice and quality
- Assists NH DOE with data review and determine technical assistance needs for local school districts

State and National Advisory Boards/Workgroups

- NH's Early Childhood Advisory Council (SPARK NH) - September 2011-present
- Interagency Coordinating Committee (ICC) – Past Chair and Current Member, November 2005- present
- Early Childhood Outcomes National Advisory Board- February 2009-present
- Parent Involvement Survey Committee- Bureau of Special Education – December 2007-present
- Preschool Technical Assistance Network – September 2006-present
- Child Care Advisory Council – September 2007-present
- Procedural Safeguards Committee- October 2008-January 2009

JENNIFER CUNHA

EDUCATION

Bachelor of Science in Special Education, Minor in Sociology
Lesley College, Cambridge, MA, 1996

PROFESSIONAL EXPERIENCE

THE PARENT INFORMATION CENTER, Concord, NH

2002 to Present

Project Coordinator Race2K

- Provide training and technical assistance to various stakeholders regarding the transition from early intervention to preschool special education
- Assist the Department of Education in reviewing and verifying data in relation to early childhood transitions (Indicator 12) and Preschool Environments (Indicator 6)
- Assist school districts in development and implementation corrective action plans in relation to early childhood transitions
- Assist school districts in developing and implementing plans to ensure that preschool children with disabilities have access to the continuum of placements, including Regular Early Childhood Environments
- Facilitate and provide follow up technical assistance in the development and implementation of Interagency Agreements between Early Supports and Services programs and preschool special education

Project Director, NH Connections

- Assist the NH Department of Education's priorities related to family-school partnerships in special education, specifically focused on Indicator 8 of the State Performance Plan
- Provide program over site and supervision to Facilitators
- Development and implementation statewide and individual plans to increase the capacity of schools/school district staff and families of children with disabilities to increase family-school partnerships in special education

Facilitator, Volunteer Advocates for Special Education Training Program, Parent Information Center on Special Education

- Coordinate participants, presenters and materials for two 11 week, 44 hour training programs
- Provide weekly facilitation of sessions and activities
- Provide support to participants in utilizing the information to support other parents in the special education process and serve as a link to PIC

Parent Trainer, Information and Resource Specialist, Parent Information Center on Special Education

- Conduct workshops on variety of topics related to special education for parents, educators, service and agency personnel and youth with and without disabilities
- Responds to parent, educator and other's questions and provides information and resources related to rights and responsibilities in the special education and early intervention processes under IDEA 2004, NH Rules for the Education of Children with Disabilities, The Americans With Disabilities Act, and Section 504 of the Rehabilitation Act
- Responsible for development and implementation of curriculum and materials for parents, youth with disabilities, school and agency personnel related to the secondary transition process
- Developer and Co-presenter of a training series on the secondary transition process for parents, youth with disabilities, school and agency personnel

NOT YOUR AVERAGE JOE'S, Methuen, MA

2001 to 2002

Manager

- Managed daily operations, front house staffing and hiring, scheduling and bar inventory

SHORTY'S MANAGEMENT GROUP, Bedford and Manchester, NH; Amesbury, MA 2000 to 2001

Manager

- Managed daily operations, staffing and hiring, and scheduling

LUI LUI, Nashua, NH

1999 to 2001

Manager

- Managed daily operations, staffing and hiring, scheduling, hourly employee payroll, inventory and purchasing

NEW ENGLAND RESTAURANT COMPANY,

DBA ON THE BORDER MEXICAN CAFÉ, Tyngsboro and Woburn, MA

1996 to 1999

Key Hourly

- Performed management duties and provided leadership
- Managed daily deposits, invoicing and back office operations
- Directed corporate training of new employees, and managed staff development

Bookkeeper (Corporate Office)

- Managed payroll processing, accounts payable, account research, and acted as liaison between managers and corporate office

LESLEY COLLEGE CENTER FOR READING RECOVERY, Cambridge, MA

1992 to 1996

Research Assistant

- Coordinated two conference committees
- Performed reading assessments specific to Reading Recovery
- Collected research data in the field of early literacy
- Performed general office duties

NASHUA CENTER FOR THE MULTIPLY HANDICAPPED, Nashua, NH

1995

Community Liaison

- Served as residential aide for two adult women with developmental disabilities
- Managed personal care, community inclusion, data collection and skill development

PROFESSIONAL DEVELOPMENT EXPERIENCE

- Pyramid Model Introductory Training (April 2016)
- PALS Training (Summer 2015)
- DEC Recommended Practices (2015-2016)
- RP2 Coaching Training (2015-2016)
- Universal Design for Learning Cohort Trainings (2015-2016)
- Secondary Transition Institute at Plymouth State College (August 2004)
- Q.U.I.L.T. Project/Cultural Competence Workgroup (Spring 2004)
- Alliance Secondary Transition Institute (July 2004)
- Member of NH Community of Practice for Secondary Transition

Kimm Phillips

STRENGTHS:

- Strong presentation and training skills, experienced in facilitating to groups of all ages and abilities
- Skilled in developing, coordinating and implementing group and individual training sessions
- Experienced in program outreach, marketing and data collection
- Reliable, flexible individual with attention to quick follow-up
- Effective collaborative team player with strong interpersonal, communication and presentation skills

SKILLS AND PROFESSIONAL EXPERIENCE:

Training and Development

- Prepared and developed learning objectives, curriculum and assessment materials for trainings, online learning modules and home study learning programs on a variety of topics including those related to special education
- Facilitated parent involvement to school district personnel and families of children with disabilities build and strengthen family-school partnerships in special education
- Provided facilitation of sessions and activities for region wide Parent Leadership Training series to NH parents and school personnel
- Successfully developed and offered local, state and regional trainings around early literacy initiatives, education, employment, conflict resolution, and personal boundaries, for individuals and groups
- Provided ongoing consultation for employment-focused coaches and literacy volunteers throughout the state in supervisory and non-supervisory positions emphasizing teamwork and collaboration

Program Development and Management

- Assisted in the development and implementation a framework for providing training, technical assistance and on-going coaching to school personnel and families on evidenced-informed family engagement strategies related to secondary transitions in special education
- Collaborated successfully with multiple stakeholders on statewide initiatives and built effective partnerships
- Managed programs within budget, with ability to forecast and plan for budgetary concerns
- Prepared and developed materials for numerous workshops and information sessions on a wide range of topics to large and small groups, guest speaker on local radio and television talk shows

Computer and Clerical

- Efficient at coordinating program marketing, data collection and evaluation
- Ability to utilize desktop publishing programs to design and edit special project implementation manuals, marketing tools, guides and brochures
- Excellent organizational abilities include skills in multi-tasking and prioritizing workload to meet deadlines
- Experienced writing grants for both public and private funding
- Experienced in using Microsoft Word, Publisher, PowerPoint, Excel, Outlook, Progress, DI ProDiver, Cushy, WordPress, Articulate

EMPLOYMENT HISTORY:

2008- present **NH Parent Information Center**
Concord, NH
Next Steps NH Program Director
NH Connections Facilitator
PIRC Early Literacy Training and Volunteer Coordinator

2006-2011 **Life is Calling**
Pembroke, NH
Owner, Trainer, Consultant, Coach

2006-2008 **SAU 53**
Pembroke, NH
Substitute Teacher

2006-2008 **Manchester Community Resource Center**
Adult Education General Math and Computer Literacy Instructor

1995- 2011 **New Hampshire Housing Finance Authority**
Bedford, NH
Contractor services provided until 2011
Housing Services Administrator (1999-2006)
Family Self Sufficiency Coordinator (1998-1999)
HOPE-EI Service Coordinator (1995-1998)

EDUCATION/CERTIFICATION:

2012 Parent Information Center- Volunteer Advocate Training

2009 United Way Seacoast- Volunteer Coordination Certificate

2007 American Society for Training and Development Certification

2005 Coachville Coaching Skills Certificate

1997 Springfield College School of Human Services
Master of Science - Human Services

1992 Springfield College School of Human Services
Bachelor of Science - Human Services

1988 White Pines College, Social Work Certificate

PROFESSIONAL ACTIVITIES/AFFILIATIONS:

2012-present NH Statewide Community of Practice on Secondary Transitions

2012 Pembroke Listens Facilitator

2011- 2012 Academy of Science and Design Educational Foundation

2010- 2012 Granite State Reads representative

2005 National Council of State Housing Agencies Award Winner - Management Innovation

2003-2011 Pembroke Action League for Schools

2003-2006 New England Regional Service Coordinator Conference Planning Committee

2001-2006 Appointed to NH TANF Hardship Review Committee

2001-2006 Active Member of NH Coalition to End Homelessness

Parent Information Center
Board of Directors January 2018

The board serves without compensation.

Marcia Bagley
Board Chair
Assistant Sped Director, Nashua District
Member 2011

Kimberly Plante
Family Representative
Member 2015

Jocelyn Charles
Vice Chair
CPA and Family Representative
Member 2014

Trisha Swonger
Family Representative
Member 2017

Sandra E. Fay
Board Treasurer
Mason + Rich, P.A., Accountant
Member 2012

Dr Linda Wadensten
Family Representative
Member since 2017

Sreenivasu Odugu
Family Representative
Member 2015

Dana Hill
Board Secretary
Family Representative
Member 2014

603-271-3801 65 48



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

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

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

June 27, 2016

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

REQUESTED ACTION

Authorize the Department of Education to enter into a contract with NH Coalition for Citizens with Disabilities, dba Parent Information Center, 54 Old Suncook Road, Concord, NH (vendor code 38277) in an amount not to exceed \$339,990.00 to build capacity of local school districts to ensure smooth and effective transitions for toddlers with disabilities into preschool special education, effective upon Governor & Council approval through June 30, 2018; with an option to renew for two additional fiscal years. 100% Federal Funds.

Funds to support this request are available in account titled Special Education-Preschool 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>
06-56-56-562510-21840000-102-500731	\$169,995.00	\$169,995.00
Grants Federal		

EXPLANATION

In accordance with the Individuals with Disabilities Education Act (IDEA), the goal of this project is to improve outcomes for toddlers and preschool children and their families by building the capacity of local school districts to ensure smooth and effective transitions. The project's priorities are intended to support the development and implementation of an initiative that will work with the Department of Education to ensure that:

- Promote Child Find for preschool aged children, including the transition of children from Family Centered Early Supports and Services (FCESS) to preschool special education.
- Improve the availability and quality of educational environments for preschool children with disabilities.
- To support IEP teams with decision-making regarding educational environments and placement for children with disabilities ages 3-5 in the least restrictive environment.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

State House
Concord, New Hampshire 03301
June 27, 2016
Page Two

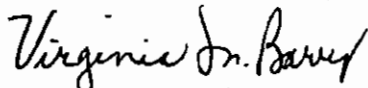
- Support the Bureau with the development and implementation of the NH Special Education State Performance Plan and Annual Progress Reports for indicators that are specific to Early Transitions and Free Appropriate Public Education in the Least Restrictive Environment.

The Department of Education prepared and published a Request for Proposals (RFP) "*New Hampshire Preschool Special Education Building Local Capacity to Improve Results*" in the Manchester Union Leader, for the period April 22nd April 23rd and April 25th, 2016; as well as posted on the Department website. One (1) proposal was received by the deadline; and has met the criteria of the Request for Proposal (Attachment A).

The Department of Education, Bureau of Special Education would like to contract with NH Coalition for Citizens with Disabilities, dba Parent Information Center as they are qualified and capable to deliver the services to build local capacity to improve results for children and their families in preschool special education. PIC has run the program in an efficient and effective way over the past years, working to build local infrastructure and systems, support data analysis and compliance related to least restrictive environment, development of quality regular early childhood programs, early transitions, and the development of district liaisons and active implementation related to the Department's State Systemic Improvement Plan (SSIP) for the Bureau of Special Education's State Performance Report (SPP) and Annual Performances Report (APR).

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

Respectfully Submitted,



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

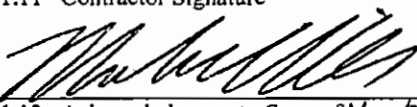
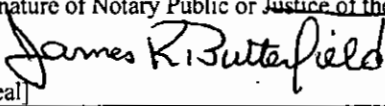
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name New Hampshire Department of Education Bureau of Special Education		1.2 State Agency Address 101 Pleasant Street Concord, New Hampshire 03301	
1.3 Contractor Name NH Coalition for Citizens with Disabilities dba Parent Information Center		1.4 Contractor Address 54 Old Suncook Road, Concord, New Hampshire 03301	
1.5 Contractor Phone Number 603-224-7005	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2018	1.8 Price Limitation \$339,990.00
1.9 Contracting Officer for State Agency Santina Thibedeau, Administrator		1.10 State Agency Telephone Number 603-271-3791	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Michelle L. Lewis, Executive Director	
1.13 Acknowledgement: State of <u>New Hampshire</u> County of <u>Merrimack</u> On <u>July 7, 20</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]		My commission expires October 29, 2019	
1.13.2 Name and Title of Notary or Justice of the Peace <u>James K. Butterfield</u>			
1.14 State Agency Signature <u>Virginia M. Barry</u> Date: <u>7/18/16</u>		1.15 Name and Title of State Agency Signatory <u>VIRGINIA M. BARRY, Commissioner of Education</u>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: <u>E. McLarty</u> On: <u>7/2/16</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

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7/7/16

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

Services to be Provided

New Hampshire Coalition for Citizens with Disabilities, dba Parent Information Center will provide the following services under the contract:

New Hampshire Preschool Special Education Building Local Capacity to Improve Results

- As directed by the Bureau of Special Education, participate in State and national activities that promote the priorities of the NH Special Education State Performance Plan specific to preschool special education, including the NH State Pyramid Model work.
- Coordinate with other Bureau of Special Education initiatives to promote a unified system to improve outcomes for preschool children with disabilities, including participation in Bureau of Special Education Preschool Special Education Leadership Team (NH Bold).
- Participate in the State Systemic Improvement Plan (SSIP) State Leadership Team and the SSIP District Learning Collaborative for Indicator 17: State Systemic Improvement Plan.
- Create and implement a system to build the capacity of local districts to promote positive outcomes for NH preschool children with disabilities and their families. This system will strengthen local district infrastructure, ensure compliance with requirements and enhance the implementation, with fidelity, of evidence-based practices to improve results for preschool children with disabilities and their families.
 - Key strategies and activities to promote the outcomes of the NH Special Education State Performance Plan (SPP) relative to preschool special education, including Indicator 6: Preschool Settings, Indicator 7: Child Outcomes, Indicator 8: Parent Involvement, Indicator 12: Early Transitions and Indicator 17: State Systemic Improvement Plan. Strategies and activities developed as a result of this system should, at a minimum, address accessible resources and information, family engagement, data collection, analysis and utilization, interagency coordination, policy development, root cause analysis and correction of noncompliance, and support for local development of quality programs and services.
- For Indicator 17~ State Systemic Improvement Plan (SSIP), these activities include:
 - Contract/hire a liaison to serve as a process coach for each of the SSIP districts. The liaisons will provide technical assistance and support to the districts with systems development, based on Active Implementation Framework. The liaisons will serve as a primary communication vehicle between the NHDOE and the districts, ensuring a solid feedback loop that flowed in both directions.
 - In collaboration with the NHDOE, facilitate a learning collaborative with the liaisons to promote their understanding of the initiative and how to best support the districts with building their capacity to improve social-emotional outcomes for preschool children with disabilities.
- Develop and implement an evaluation plan to determine effectiveness of the project. The evaluation plan should assess whether activities identified in the proposal were accomplished and the impact of the project on building local and state capacity to improve outcomes for preschool children with disabilities. The applicant may provide a completed evaluation plan with the application or may provide a work plan for engaging stakeholders, identifying focus questions, establishing short and long term objectives, and assessing the formative and summative impact of the project.

Initials 
Date 7/7/16

EXHIBIT B

Budget and Payment Method

General Expenses:
 Budget (period ending June 30, 2018)
 Account: 06-56-56-562510-21840000-102-500731

Description of Services	FY'17	FY'18
Project Director	\$16,744.00	\$16,744.00
Project Coordinator	\$19,500.00	\$19,500.00
FE Facilitator	\$2,600.00	\$2,600.00
Administrative Assistant	\$7,410.00	\$7,410.00
Fringe		
Project Director	\$1,330.00	\$1,330.00
Project Coordinator	\$5,742.00	\$5,742.00
FE Facilitator	\$240.00	\$240.00
Administrative Assistant	\$3,420.00	\$3,420.00
Subtotal Personnel	\$56,986.00	\$56,986.00
District Liaisons	\$69,225.00	\$69,225.00
TA Consultants	\$20,200.00	\$20,200.00
Stipends	\$750.00	\$750.00
Graphic Design	\$750.00	\$750.00
Web Maintenance	\$500.00	\$500.00
Travel	\$1,750.00	\$1,750.00
Workshop/Meeting Expenses	\$1,000.00	\$1,000.00
Telephone / Communications	\$750.00	\$750.00
Supplies	\$700.00	\$700.00
Photocopying/Printing	\$1,500.00	\$1,500.00
Postage	\$100.00	\$100.00
Rent	\$3,192.00	\$3,192.00
Subtotal Expenses	\$100,417.00	\$100,417.00
Indirect Costs – 8%	\$12,592.00	\$12,548.00
Total	\$169,995.00	\$169,995.00

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, with +/- 10% of the indicated amount, but in no case shall the total budget exceed the price limitation of \$339,990.00.

Method of Payment:

Payment will be made on the basis of monthly invoices 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. If otherwise correct and acceptable, payment will be made.

Invoices will be submitted to:

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

Initials
 Date 7/7/16

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.

Initials *o*
Date 7/7/16

ATTACHMENT A
**New Hampshire Preschool Special Education
 Building Local Capacity to Improve Results**

Applicant Name	7.2.1 <i>Significance of Proposal:</i> 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 pts.)	7.2.2 <i>Quality of Services:</i> Describe how you will accomplish the Services to be Provided , including activities and strategies that will achieve the purpose of this Request for Proposals. Please identify the subsection(s) of the Services to be Provided as you address them in your narrative. 7.2.2.1 <i>Core Services.</i> Provide a detailed explanation of how you will address the core services of the proposal. (10 pts.)	7.2.2.2 <i>Local Capacity Building System.</i> Provide a detailed explanation of how you will accomplish each of these subsections to develop and implement a local capacity building system. (20 pts.)	7.2.2.3 <i>Evaluation Plan.</i> Describe your comprehensive plan for the evaluation of the proposed project's activities, effectiveness and impact. (10 pts.)	7.2.3 <i>Management Plan:</i> Provide a work plan that includes a timeline, persons responsible and milestones or benchmarks in accordance with the activities to carry out Services to be Provided . (15 pts.)	7.2.4 <i>Personnel and Partners:</i> Provide a listing of the individuals who will have responsibilities within the 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 pts.)	7.2.5 <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 FY '18 (July 1, 2017 – June 30, 2018), and not exceed \$170,000 for each year. Indirect costs may not exceed 8%. (25 pts.)	Total Score
NH Coalition for Children with Disabilities	9.34	9	18	7.34	13.67	9	25	91.35

The committee members responsible for the review of the NH Preschool Special Education Building Local Capacity to Improve Results proposal include the following individuals:

- Mary Lane - Education Consultant - Special Education
- Bridget Brown – Education Consultant – Special Education
- Christina MacDonald – Education Consultant – Special Education

The scoring for this proposal was conducted employing a consensus model.

The role of the committee members was advisory in nature. They provided information, analysis and recommendations that were presented to the Commissioner of Education.

The Commissioner of Education reviews the information provided and makes the final decision regarding the award of such grants.

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 NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. is a New Hampshire nonprofit corporation formed October 7, 1975. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 14th day of April A.D. 2016

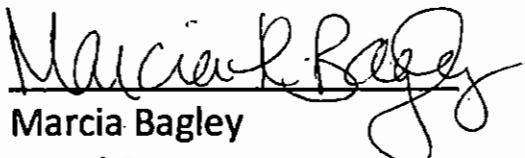
A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

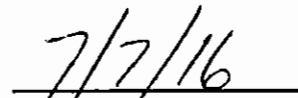
Certificate of Authority

The Board of Directors for the NH Coalition for Citizens with Disabilities, Inc. dba The Parent Information Center, having a principal place located at 54 Old Suncook Road, Concord, NH 03301 do hereby certify that Michelle Lewis, the appointed Executive Director of the NH Coalition for Citizens with Disabilities, Inc. dba The Parent Information Center, is authorized to sign and execute all agreements for Governor and Council on behalf of the Board of Directors.

This authorization was adopted at a meeting of the NH Coalition for Citizens with Disabilities board on November 28, 2012, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation, a resolution adopted by the board of directors of the corporation.



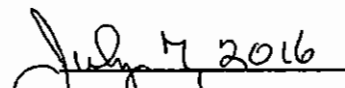
Marcia Bagley
Board Secretary



Date



Notary Public



Date

**My commission expires
October 29, 2019**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/31/2015

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 Infantine Insurance P. O. Box 5125 Manchester NH 03108	CONTACT NAME: Vivian Pinetta PHONE (A/C No. Ext.): (800) 937-0704 E-MAIL ADDRESS: vivian@infantina.com	FAX (A/C No.): (603) 669-6831
	INSURER(S) AFFORDING COVERAGE	
INSURED NH Coalition For Citizens With Disabilities Inc. 54 Old Suncook Rd Concord NH 03301-7317	INSURER A: Philadelphia Indemnity Ins Co NAIC # 18058	
	INSURER B: AmGuard Ins Co 42390	
	INSURER C: Mount Vernon Fire Ins. Co.	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL15122959070 **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 W/O	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits Liab.		PEPK1436149	1/1/2016	1/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	PEPK1436149	1/1/2016	1/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired Auto Liability \$ 1,000,000
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					
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	NEWC738301 State: NH	1/1/2016	1/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OFF-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
	C D&O/Employment Practices NDC2003251J 1/1/2016 1/1/2017 \$1,000,000 Occurrence \$1,000,000 Aggregate					

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

CERTIFICATE HOLDER 224-4365 State of New Hampshire Department of Education 101 Pleasant St. 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 Charles Hamlin/VP2 <i>Charles Hamlin</i>
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Parent Information Center
Board of Directors July 2016

The board serves without compensation.

Marcia Bagley
Board Secretary
Asst. Sped Education Director, Nashua
Member 2011

Kelley Chalifoux
Higher Education Representative
Member 2016

Jocelyn Charles
Parent Representative
CPA
Member 2014

Cindy DiFillipo
Parent Representative
Marketing Consultant
Member 2015

Sandra E. Fay
Board Treasurer
Member 2012

Sreenivasu Odugu
Parent Representative
Member 2015

Paula Ferenc
Circle Program, Program Director
Parent Representative
Board Chair
Member 2011

Dana Hill
Parent Representative
Vice Chair
Member 2014

Kimberly Plante
Parent Representative
Member 2015

Executive Director
Michelle Lewis
Parent Information Center

Principal Staff and Salaries

	FY 2017	FY 2018
Project Director, Michelle Lewis - 30% FTE	\$16,744	\$16,744
Project Coordinator, Jennifer Cunha - 40% FTE	\$19,500	\$19,500
Family Engagement Facilitator, Tracy Walbridge – 6% FTE	\$2,600	\$2,600
Administrative Support, to be hired – 20% FTE	\$7,410	\$7,410

**Parent Information Center
Mission Statement**

The Parent Information Center (PIC), a New Hampshire statewide family organization, strives to achieve positive outcomes for children and youth, with a focus on those with disabilities and special health care needs. This is achieved through its partnerships with families, educators, youth, professionals, and organizations.

Overview of NH Coalition for Citizens with Disabilities d/b/a Parent Information Center (PIC)

Established over three decades ago with the belief that all children can succeed with the right support, the NH Coalition for Citizens with Disabilities, d/b/a the Parent Information Center (PIC) is a statewide family organization that strives to achieve positive outcomes for children and youth, with a focus on those with disabilities and special healthcare needs. This is achieved through its partnerships with families, educators, youth, professionals and organizations.

PIC serves as the umbrella agency for 6 major projects, as well as a number of smaller local or statewide initiatives, which encompass special focus areas including special education, early intervention, early literacy, parent involvement in supporting their child's development and education, infants and toddlers with sensory impairments, children with special health care needs, preventing child abuse, and family-school-community partnerships. These projects provide direct services and training to more than 10,000 individuals, primarily parents, each year, using an array of modalities, including workshops, training series, individual technical assistance, and coaching/mentoring. PIC also provides information through print materials and our websites.

PIC's approach to improving family/school/community partnerships is grounded in 30 years of research conducted by Epstein, Mapp, Henderson, and Harvard Family Research. From its inception to the present PIC has demonstrated the ability to identify and respond to the changing needs of children and families in N.H.

Michelle L. Lewis

DEGREE

May 2009 Plymouth State University, M.Ed. School Counseling
1996 University of Maine at Farmington, Bachelor of Science in Rehabilitation Services

EMPLOYMENT

January 2013-present Executive Director, NH Parent Information Center (PIC)
July 2012-January 2013 Interim Executive Director, NH Parent Information Center
August 2009-present PTAN Region 1 Facilitator, Parent Information Center contract through SERESC
August 2002-present Project Director, NH Parent Information Center
August 2005-present Project Director, Supporting Successfully Early Childhood Transitions at PIC
December 2007- present Project Director, Parent Training and Information Center at PIC
02/04-10/06 Project Director, Parents Involved in Education at PIC
08/02-10/03 Project Director, Parent Information and Resource Center
07/00-06/02 Treatment Foster Care Worker, Family Works, Inc., Madison, Wisconsin
10/96-07/00 Youth Offender Response Team Worker, Larimer County Department of Human Services, Fort Collins, Colorado

SCHOOL COUNSELING EXPERIENCE

02/09-05/09 Intern, Belmont Elementary School, Belmont, NH
08/08-01/09 Intern, Inter-Lakes High School, Meredith, NH
08/08-12/08 Intern, Inter-Lakes Middle Tier – 7th & 8th Grade, Meredith, NH
03/08-05/08 Practicum Student, Inter-Lakes Middle Tier – 5th & 6th Grade, Meredith, NH

PROFESSIONAL DEVELOPMENT

Pyramid Model Introductory Training April 2016
PALS Training Summer 2015
DEC Recommended Practices 2015-2016
RP2 Coaching Training 2015-2016
IDEA Leadership Summer 2013
Multi-Tiered Systems of Support: Teamwork, Leadership and Data-Based Decision-Making Summer 2012
IDEA Leadership Summer 2012
Diversity Journey: Beyond the Comfort Zone 04/12
Building a System of Care for NH Children: A Statewide Leadership Summit 04/12
Common Core State Standards 09/12
Mental Health and Schools Conference 10/12
Implementing Common Core State Standards Fall 2012
Response-to-Intervention (early literacy and behavior) Two-Day Training Spring 2011
Delivering a State Early Childhood System 02/10
Improving Relationships and Results: Building Family-School Partnerships 10/10
PIC Volunteer Advocate Training Spring 2009
Worried about Your Worrier, Early Childhood Anxiety, Lynn Lyons 03/2009
WrightsLaw Special Education Law Conference 10/2008
Early Childhood Outcomes Conference, Early Childhood Outcomes Center 08/2008

PROFESSIONAL CAPABILITIES

Leadership

- Successfully span the divide between regular education and special education, earning the trust and respect of PIC staff across multiple programs, helping the agency to work more effectively together
- Simultaneously manage multiple projects with both federal and state grant funding
- Successfully manage \$1.3M in grant funding for PIC, adhering to federal and state grant guidelines
- Skilled at resolving interpersonal and interagency conflicts, successfully mediating between co-workers and amongst agencies and school districts
- Built effective partnerships with NH Department of Education, Department of Health and Human Services, school districts, Family Centered Early Supports and Services staff, and families thereby helping children succeed
- Ability to relate well to diverse groups, families, and individuals

State and National Presentations

- Co-presented with NH Department of Education at the IDEA Leadership Conference on *Beyond the Data-Increasing Parent Engagement and Developing Partnerships in Action* in 2013
- On-going, engaging dynamic presenter at *Welcome to Family-Centered Early Supports and Services*, a two-day training all early intervention service coordinators must attend
- Co-presented with NH's Part C Coordinator at the IDEA Leadership Conference on the Effective Collaboration between Parent Centers and Early Childhood Part C Agencies in 2011
- Highlighted NH's work by presenting *Engaging Families in NH's Part C Child and Family Outcomes System* in August 2008 at the Early Childhood Outcomes National Conference
- Co-developed and presented *No Child Left Behind* with Mary Heath, Deputy Commissioner of Education at NH's Partnerships for Education Conference in March 2007
- Assisted other states in developing outcomes systems by presenting at *Engaging All Stakeholders: NH's Early Childhood Outcomes System* in December 2005 at the National Early Childhood Technical Assistance Center Annual Conference
- Develop and present early childhood transition workshops and other special education workshops
- Develop and present workshops on building strong family/school partnerships

Communication Skills

- Organized, clear and concise federal and state reports that highlight project successes
- Provide information at multiple levels, ensuring the staff and/or audience understands before moving forward
- Consult and advise NH Department of Education and Bureau of Developmental Services on early childhood transition and other early intervention and special education issues important to families
- Create family-friendly newsletter articles on topics related to early childhood, special education, and the importance of family involvement in education
- Co-authored, designed and published engaging, family-friendly brochures such as *Family Centered Early Supports and Services: A Guide for Families*, *Transition from Family-Centered Early Supports and Services: A Guide for Families and Staff*, *A Family Guide to Response-to-Intervention*, *A Family Guide to the Special Education Process in NH*, and *Life After High School: A Tool-Kit for families*
- Provide high quality technical assistance to school personnel, early intervention providers, and families focused on enhancing the collaboration between schools, families and communities
- Successfully facilitated the development of regional interagency agreements for early transitions in all 10 Area Agency regions of NH

PROFESSIONAL CAPABILITIES (continued)

Project Development

- Designed and coordinated multiple projects, expanding and enhancing the work of PIC
- Organized, developed, implemented and marketed the Parents Involved in Education project, a fee for service program in order to continue the work of the Parent Information and Resource Center (PIRC) when funding was lost in October 2003
- Oversaw the development of *Let's Read Together* video for families
- Coordinated the development of *Talk with Me, Read with Me, Sing with Me*; a multi-stakeholder production in which PIC was the main partner
- Streamlined the early transition interagency agreement process, making NH one of the leading states in the area of early childhood transitions
- Developed multi-stakeholder advisory board and hold regular meetings to advise the work of the SSECT Project
- Envisioned and successfully secured multiple grants through grant writing
- Through successful collaboration with evaluators, created data collection tools to assess program effectiveness

Systems Change and Policy Development

- Facilitate the communication between state systems to enhance early childhood transition and other special education related issues
- Supervised the development and co-authored two brochures given to all families participating in early intervention
- Assisted with the creation of NH's early intervention Child Find Notification System and co-authored the guidance document
- Managed the development of NH's Early Childhood Outcomes System for Part C and Part B/619
- Support school districts and early intervention programs in moving from policy and compliance to practice and quality
- Assists NH DOE with data review and determine technical assistance needs for local school districts

State and National Advisory Boards/Workgroups

- NH's Early Childhood Advisory Council (SPARK NH) - September 2011-present
- Interagency Coordinating Committee (ICC) – Past Chair and Current Member, November 2005- present
- Early Childhood Outcomes National Advisory Board- February 2009-present
- Parent Involvement Survey Committee- Bureau of Special Education – December 2007-present
- Preschool Technical Assistance Network – September 2006-present
- Child Care Advisory Council – September 2007-present
- Procedural Safeguards Committee- October 2008-January 2009

JENNIFER CUNHA

EDUCATION

Bachelor of Science in Special Education, Minor in Sociology
Lesley College, Cambridge, MA, 1996

PROFESSIONAL EXPERIENCE

THE PARENT INFORMATION CENTER, Concord, NH

2002 to Present

Project Coordinator Race2K

- Provide training and technical assistance to various stakeholders regarding the transition from early intervention to preschool special education
- Assist the Department of Education in reviewing and verifying data in relation to early childhood transitions (Indicator 12) and Preschool Environments (Indicator 6)
- Assist school districts in development and implementation corrective action plans in relation to early childhood transitions
- Assist school districts in developing and implementing plans to ensure that preschool children with disabilities have access to the continuum of placements, including Regular Early Childhood Environments
- Facilitate and provide follow up technical assistance in the development and implementation of Interagency Agreements between Early Supports and Services programs and preschool special education

Project Director, NH Connections

- Assist the NH Department of Education's priorities related to family-school partnerships in special education, specifically focused on Indicator 8 of the State Performance Plan
- Provide program over site and supervision to Facilitators
- Development and implementation statewide and individual plans to increase the capacity of schools/school district staff and families of children with disabilities to increase family-school partnerships in special education

Facilitator, Volunteer Advocates for Special Education Training Program, Parent Information Center on Special Education

- Coordinate participants, presenters and materials for two 11 week, 44 hour training programs
- Provide weekly facilitation of sessions and activities
- Provide support to participants in utilizing the information to support other parents in the special education process and serve as a link to PIC

Parent Trainer, Information and Resource Specialist, Parent Information Center on Special Education

- Conduct workshops on variety of topics related to special education for parents, educators, service and agency personnel and youth with and without disabilities
- Responds to parent, educator and other's questions and provides information and resources related to rights and responsibilities in the special education and early intervention processes under IDEA 2004, NH Rules for the Education of Children with Disabilities, The Americans With Disabilities Act, and Section 504 of the Rehabilitation Act
- Responsible for development and implementation of curriculum and materials for parents, youth with disabilities, school and agency personnel related to the secondary transition process
- Developer and Co-presenter of a training series on the secondary transition process for parents, youth with disabilities, school and agency personnel

NOT YOUR AVERAGE JOE'S, Methuen, MA 2001 to 2002
Manager

- Managed daily operations, front house staffing and hiring, scheduling and bar inventory

SHORTY'S MANAGEMENT GROUP, Bedford and Manchester, NH; Amesbury, MA 2000 to 2001
Manager

- Managed daily operations, staffing and hiring, and scheduling

LUI LUI, Nashua, NH 1999 to 2001
Manager

- Managed daily operations, staffing and hiring, scheduling, hourly employee payroll, inventory and purchasing

**NEW ENGLAND RESTAURANT COMPANY,
DBA ON THE BORDER MEXICAN CAFÉ, Tyngsboro and Woburn, MA** 1996 to 1999
Key Hourly -

- Performed management duties and provided leadership
- Managed daily deposits, invoicing and back office operations
- Directed corporate training of new employees, and managed staff development

Bookkeeper (Corporate Office)

- Managed payroll processing, accounts payable, account research, and acted as liaison between managers and corporate office

LESLEY COLLEGE CENTER FOR READING RECOVERY, Cambridge, MA 1992 to 1996
Research Assistant

- Coordinated two conference committees
- Performed reading assessments specific to Reading Recovery
- Collected research data in the field of early literacy
- Performed general office duties

NASHUA CENTER FOR THE MULTIPLY HANDICAPPED, Nashua, NH 1995
Community Liaison

- Served as residential aide for two adult women with developmental disabilities
- Managed personal care, community inclusion, data collection and skill development

PROFESSIONAL DEVELOPMENT EXPERIENCE

- Pyramid Model Introductory Training (April 2016)
- PALS Training (Summer 2015)
- DEC Recommended Practices (2015-2016)
- RP2 Coaching Training (2015-2016)
- Universal Design for Learning Cohort Trainings (2015-2016)
- Secondary Transition Institute at Plymouth State College (August 2004)
- Q.U.I.L.T. Project/Cultural Competence Workgroup (Spring 2004)
- Alliance Secondary Transition Institute (July 2004)
- Member of NH Community of Practice for Secondary Transition



Tracy Walbridge

- Objective** Seeking a position that utilizes my life and work experiences with individual living with disabilities.
- Skills**
- **Ability to use innovate ideas to help with student success;**
 - **Demonstrate sensitivity, discretion and tact in listening to students and teacher directions;**
 - **Organizational skills; Self and student organization;**
 - **Role model for colleagues and student peers**
- Education**
- Limestone High School Limestone, Maine**
Graduate 1991
- Volunteer Advocate**
Certificate 2011
- University of NH Institute on Disabilities Leadership Series**
Graduate 2011
- NH Council on Developmental Disabilities**
Appointed 2011-present
- Granite State College**
Graduate 2013
Associates, Behavioral Science
- Experience**
- Highly Qualified Para Professional II**
2009– 2014
- Collaborated with general and special education teacher to implement IEP goals around academics, social and emotional goals;
 - Highly skilled with Presuming Competence;
 - Excellent verbal and written skills;
 - Detail oriented;
 - Up to date training on best practices and evidence-based practices

Donna J Hart

Professional Experience

- 2013 to Present SSECT TA Consultant, *Parent Information Center; Concord, NH*
◆ Responsible for working with Race2K staff and the NH Department of Education, Bureau of Special Education staff to provide on-site, phone, and e-mail technical assistance regarding early transitions, preschool LRE, preschool special education settings and environments, and the development of regular early childhood programs. May also be used for resource development. All resources will be the property of the NH Department of Education. Required to submit thorough documentation to the Race2K Project Director regarding technical assistance provided.
- 1990 to Present Special Educator, *Haverhill Cooperative School District; Woodsville, NH*
◆ Responsible for evaluation, planning, implementing programs for PreK & Elementary school age children with disabilities from mild speech-language impairment to severe intellectual disabilities and autism. Provided consultation and training to staff.
- 2009 to Present Preschool Teacher, *Haverhill Cooperative School District; Woodsville, NH*
◆ Responsible for evaluation, planning, implementing programs for Preschool. Coordinated Preschool, Kindergarten, and Child Find Screenings and Registrations.
- 1996 to 1997 Director of Instructional Support Services, SAU #23; *Woodsville, NH*
◆ Coordinated & supervised Title 1 and Special Education programs.
- 1989 to 1990 Resource Room Teacher, Newbury Elementary School; *Newbury, VT*
◆ Planned, implemented, and evaluated special programs for students K-6 with special needs.
- 1988 to 1989 Community Living Coordinator/Family Teacher, Greenshires Residential School for Retarded Children; *Cheshire, CT*
◆ Prepared and implemented educational programs for teaching living skills. Evaluate performance of activities of daily living skills, self-care, meal preparation skills, and community living skills. Planned programs and trained staff to implement teaching strategies and behavioral interventions.
- 1986 to 1987 Substitute Teacher, Region #16; *Prospect/Beacon Falls, CT*
- 1985 to 1986 Director - Weicker House, United Cerebral Palsy; *Bridgeport, CT*
◆ Responsible for implementation of plans for this first residential learning facility designed to meet needs of people with physical handicaps.
- 1982 to 1985 Special Education Teacher, Permanent Substitute Teacher, United Cerebral Palsy; *Bridgeport, CT*
◆ Responsible for creation, implementation and evaluation of programs for students with developmental disabilities and physical handicaps
- 1981 to 1982 Residential Teacher, Benhaven Residential Facility; *New Haven, CT*
◆ Responsible for implementation and evaluation of programs in the residential component of this facility for children with autism and adolescents with intellectual disability.

Post-Secondary Educational Teaching Experience

2000 to Present	Adjunct Professor, <i>White Mountains Community College</i>
Introduction to Exceptionalities	Understanding Young Children's Special Needs
Introduction to Psychology	Learning & Behavior
Supporting Students with Challenging Behaviors	Infant & Toddler Development
Health, Safety & Nutrition for the Young Child	Infant & Toddler Curriculum
Child Growth & Development	Learning Environments for Young Children
Teaching Strategies for Students with Special Needs	{and others}

Donna J Hart

Education

- 2006 to Present Plymouth State University, Plymouth, NH
- CAGS/Doctoral Track in Educational Leadership
- 1998 - 2000/SAIF Rivier College, Nashua, NH (12 credits)
- Specialist in the Assessment of Intellectual Functioning
- 1991 - 1992 University of NH (6 credits)
- Reading Recovery Training Year
- Fall 1990 St Joseph's College (3 credit)
- Woodcock-Johnson Revised
- Spring 1990 Lyndon State College (3 credit)
- Managing Challenging Behaviors
- 1987 / MS Southern Connecticut State University, New Haven, CT
- Concentration in Learning Disabilities
- 1981 / BS Southern Connecticut State University, New Haven, CT
- Major in Special Education & Educateur
 - Minor in Psychology

CERTIFICATES & ENDORSEMENTS

- ❖ EXPERIENCED EDUCATOR: State of NH
 - General Special Education
 - Learning Disabilities Specialist
 - Specialist in the Assessment of Intellectual Functioning (SAIF)
 - Early Childhood Special Education
- ❖ STANDARD CERTIFICATE: State of CT
 - Special Education
- ❖ CERTIFICATES OF COMPLETION
 - SAIF (Specialist in the Assessment of Intellectual Functioning)
 - Reading Recovery Teacher
 - Research for Better Teaching: Understanding Teaching 1
 - LIPS (Lindamood Phonemic Sequencing Program)
 - Wilson Reading Program
- ❖ MENTOR/TRAINER/FACULTY: Department of Health and Human Services

PRESENTATIONS & WORKSHOPS

- STAR Assessment Workshop to WES Staff Training for staff regarding the new STAR Enterprise computer-based assessments
- Ready! For Kindergarten Resources & training for parents & caregivers of children aged birth to 5-years. Workshops given 3 times/year and included tools to take home
- Reflective Practice as a Means of Professional Development: A Work in Progress Presentation of joint paper to NEERO Conference
- On the Road to Success with Early Prevention of School Failure: 3-day Trainings
- Running Records: How and Why
- DIAL3: Training Workshop

PROFESSIONAL AFFILIATIONS

- ❖ Council for Exceptional Children
- ❖ National Association for the Education of Young Children
- ❖ Association of Specialists in the Assessment of Intellectual Functioning
- ❖ National Education Association
- ❖ Preschool Technical Assistance Network
- ❖ Committee for Developing Memorandum of Agreement in Region I through SSECT

Tammy S. Vittum, M.Ed.



Objective: To apply my experiences as an early childhood special educator by assisting in the implementation of preschool special education initiatives at the state level.

Certification:

National Board of Professional Teaching Standards Certified - Exceptional Needs Specialist (2014)
New Hampshire Experienced Educator – Elementary Education (K-8), General Special Education, Early Childhood Special Education

Education:

Masters of Education - Curriculum & Instruction, Keene State College (2008)
Certification in Early Childhood Special Education, NH Dept. of Education (2003)
Bachelor of Science – Elementary Education and Special Education, Keene State College (1984)

Professional Experience:

New Hampshire Department of Education, Bureau of Special Education, Concord, NH **2015-2016**
Distinguished Educator

- φ Liaison for districts under the State Systemic Improvement Plan
- φ Consultation and mentorship to NH school district early childhood programs
- φ Research of evidence-based practices for social emotional development
- φ Collaboration in the development of Data and Infrastructure Analysis Tool, Action Plan process, Implementation Science applications

Fall Mountain Regional School District, Langdon, NH **1988-present**
Fall Mountain Early Learning Center

Director/Teacher Early Childhood Services

- φ Administrative and teaching responsibilities
- φ Assess, design IEPs, implement IEP goals and objectives for each student
- φ Provide modifications and accommodations to meet the needs of each student
- φ Document each students progress and communicate with families
- φ Responsible for coordination of program and family engagement

Fall Mountain Regional School District, Langdon, NH 2008-2015

Fall Mountain Professional Development Committee

Chairperson

- φ Oversee a committee comprised of teacher representatives, community member, administrators and paraprofessional representative
- φ Responsible for planning and organizing an annual professional development training day for all faculty
- φ Maintain an on-line data system to track each teacher's progress toward re-certification

Committees and Related Contributions:

NH BOLD Member (State Systemic Improvement Plan [SSIP] State Leadership Team) [present], SSIP Evaluation Team [present]; Spark NH Workforce and Professional Development Committee [present]; Inclusion Policy Task Force [present]; Sustainable Early Engagement for Change (SEE Change) State Leadership Team [present]; Preschool Technical Assistance Network (PTAN) [present]; Fall Mountain Special Education Task Force [2005-2015]; Fall Mountain Early Childhood Professional Learning Community (PLC) [present]; Fall Mountain New Teacher Mentor [present]; Early Childhood Special Education Alternative Certification Mentor [present]; Fall Mountain Tech Leader; Preschool Outcomes Measurement System Advisory Committee & Presenter; READY! For Kindergarten Instructor; Supporting Successful Early Childhood Transitions (SSECT); NH Dept. of Education Bureau of Credentialing Alternative Certification Boards of Review and Master Plan Reviews, Early Childhood Curriculum Initiative and Guidelines Workgroups, NH Cornerstone Project Preschool Subcommittee, Workshop Organizer and Presenter (visual supports, behavioral strategies, make and take for families, beginner sign language, etc.)

Related Training:

- φ Pyramid Model training
- φ Picture Exchange Communication System
- φ Sign Language
- φ Non-Violent Crisis Intervention
- φ Behavioral Strategies
- φ CPR/First Aid

Current Volunteer Work:

- φ Fall Mountain Educational Endowment Board of Directors
- φ Greater Falls Warming Shelter Volunteer

References: Available upon request.

PAMELA MILLER SALLET

EDUCATION Springfield College, Manchester, NH; MS in Human Service Administration, December, 1991
Wheelock College, Boston, MA; MS in Education, focus: Early Intervention, December, 1984
University of Maine, Orono, ME; BA in Psychology, minors: Communication Disorders and Developmental Disabilities, May, 1983

EMPLOYMENT Parent Information Center (PIC), Concord, NH
Consultant/Technical Assistant for Preschool RACE2K Project and as District Liaison/Leadership Team Facilitator for DOE State Systemic Improvement Plan to improve social emotional outcomes for preschool children identified to receive special education services

Regional Facilitator/Consultant—Facilitates schools and families to work in partnership and increase parent involvement in Special Education; provides education around the NH DOE parent involvement survey; and participates in State task forces to encourage family-school partnerships. (7/11-present)

SERESC/Preschool Technical Assistance Network (PTAN), Bedford, NH
Early Childhood Facilitator/Consultant—Facilitates a variety of state and regional early childhood planning meetings; provides technical assistance to preschool special education coordinators; facilitates childcare trainings; collaborates with early childhood/special education higher education faculty; coordinates with a variety of early childhood grants and efforts; and provides input to funding agencies. (7/02-present)

Early Education and Intervention Network of NH, Concord, NH
Program Coordinator – Oversees mentoring program for professionals working with children birth to five years with disabilities, including: marketing; recruiting; matching mentors and mentees; evaluating; researching mentorship models; collaborating with other training initiatives; and reporting to funders, advisory board and board of directors. (12/98 – present)

The Upper Room, A Family Resource Center, Derry, NH
Program Coordinator/Educator – Provides parent education for families of young children through: workshops; weekly support group facilitation; summer outings; resources sharing; phone support and referrals; and collaboration with state and local agencies. (8/98 – present)

Self-Employed Consultant, Stratham, NH
Private Contractor – Provides planning, facilitation and instruction for a variety of NH organizations involved in early childhood and family support. (8/98 – present)

NH DHHS: Bureau of Developmental Services, Concord, NH
Director/Program Specialist – Implemented the Individuals with Disabilities Education Act in NH for infants and toddlers, including: writing federal grants; overseeing model demonstration projects; collaborating with state and local leaders; providing training and technical assistance; and representing NH at national meetings. (3/94 – 7/98)

United Developmental Services: Early Intervention Program, Hanover, NH
Program Coordinator – Supervised staff, initiated community outreach efforts, and facilitated service coordination for all families; collaborated with local and state resource providers on early childhood initiatives. (7/91 – 2/94)

Anne Sullivan Center: Early Intervention Program, Tewksbury, MA
Group Coordinator/Educator – Consulted to center-based groups for infants/toddlers regarding curriculum; supervised interns; assessed children, and provided home-visits in a multi-cultural community. (7/87 – 6/91)

Cambridge-Somerville Early Intervention Program, Cambridge, MA
Developmental Educator – Taught classrooms of toddlers with disabilities, assessed children, provided home-visits in a multi-cultural community. (9/84 – 6/87)

AFFILIATIONS

Seacoast Charter School, Kingston, NH: School Committee—member 2009-10
NH Child Care Bureau Credential: Trainer/Mentor/Faculty Level 3—2005-present
NAEYC—member 2004-present
Early Education and Intervention Network of NH—member 1991-present, former board member and Training and Education Chair

ELIZABETH E. HEWITT



EDUCATION: M.Ed., Early Childhood/Special Education
University of New Hampshire 1986

B.S., Special Education/Elementary Education
Keene State College 1981

CERTIFICATION: New Hampshire Teacher Certification: Elementary Education,
General Special Education, Early Childhood Education,
Early Childhood Special Education

PROFESSIONAL EMPLOYMENT:

Race2K at Parent Information Center, Concord, NH

Race 2 K, TA Consultant	2014-present
SEE Change, Master Cadre	2014-present
Indicator 17, SSIP Liason	2015-present

Strafford Learning Center, Somersworth, NH

Preschool Coordinator/SAU #44	2005-present
LRE Consultation/SAU #16	2010-2011
Child Find Coordinator/SAU #64	1992-2001, 2005-2010, 2013
Child Find Coordinator/SAU #61	1992-2000
Preschool Special Education Teacher	1989-1991

PTAN Mentorship

Barnstead Preschool Program	2012-2013
Somersworth Preschool Program	2012-2013

Dover School District, Dover, NH

Preschool Special Education Teacher	1984-1989
Child Find Coordinator	2001-2005

Maureen K Gross

Skills

Educational Leadership

Professional Development Trainer

Collaboration/Community Outreach

Group/Team Facilitation

Coaching

Conflict Resolution

Special Education Expertise

Counseling

Written and Oral Communication

Work History

Contract Service Provider and Consultant in Education and Behavioral Health 7/2014 to present:
NH Department of Education Professional Development Trainer-Provide Special Education Educational Surrogate and IEP Facilitator Training. Collaborate in the development of training materials. Serve as IEP Facilitator as needed.

Institute on Disabilities/University of New Hampshire-FAST Forward Coach –Responsible for coaching, training and consulting for NH's System of Care providing Wraparound supports for youth and families. Develop Wraparound Coaching tools, manual and training materials as part of Wraparound Work Group

Merrimack Valley School District- Out of District/Court Liaison- Serve as Local Education Agency Representative for students in out of District Placement ensuring that the needs of students are met based on Special Education Procedural Safeguards

Parent Information Center- Consultant/Technical Assistant for Preschool RACE2K Project and as **District Liaison/Leadership Team Facilitator** for DOE State Systemic Improvement Plan to improve social emotional outcomes for preschool children identified to receive special education services
Youth Mental Health First Aid Trainer

Special Education Administrator, 07/2004 to 06/2014

Merrimack Valley School District – Penacook, NH

Responsible for district wide oversight of special education budget, federal grants, procedural compliance in the implementation of special education services as per IDEA

Responsible for special educational programming and staff for middle and high school levels

Supervised Out of District Placements /Serve as Court Liaison for Special Education Students

Responsible for oversight and compliance of Section 504/ Americans With Disabilities Act

Served as School District's Homeless Education Liaison responsible for district compliance with McKinney Vento Homeless Education Act

Responsible for Professional Development of Middle/High School Special Education Staff

Facilitated development and sustainability of a variety of district initiatives to support positive student outcomes including the Merrimack Valley Interagency Team, Parent Resource Group, advanced transition practices, Wrap-Around Facilitator Training and positive collaborative relationships with community agencies. Strong focus on programming to improve social/emotional functioning of students in district.

Wellness Center Director, 09/2002 to 06/2004

Merrimack Valley School District – Penacook, NH

Coordinated wellness, preventative health and mental health services through a school based health center. Served as liaison with allied health agencies including local mental health centers, post -secondary training programs for nursing and dental health, and resident physicians

Learning and Adjustment Counselor/School Psychologist, 09/1992 to 09/2002

Merrimack Valley School District – Penacook, NH

Provided psychological, counseling, consultative, scheduling, post - secondary planning and case management services for students with a variety of special needs

Provided family counseling and education as need

Completed Psycho - educational assessments

Adjunct Faculty Member for Riverbend Doctoral Internship Program/Supervised graduate mental health interns. Provided training on Bullying Prevention to students and staff

Family Therapist, 03/1991 to 08/1992

The Friends Program – Concord, NH

Provided systems focused Home-based Family Therapy to court - ordered families with referral issues of abuse, neglect, juvenile delinquency and CHINS involvement. Collaborated with community agencies/

Engaged in community advocacy and networking. Provided parenting education

Senior Social Work Consultant, 06/1985 to 06/2005

Adoptive Families For Children – Keene, NH

Social Worker III, 11/1983 to 12/1984

NH Department of Children, Youth, and Families – Keene, NH

Family Therapist, 07/1979 to 10/1983

The New Foundation – Phoenix, AZ

Education

Certificate of Advanced Graduate Studies, Educational Leadership 2005

Plymouth State University - Plymouth NH

Master of Arts: Clinical Psychology, 1979

Southern Connecticut State University - New Haven, CT

Bachelor of Arts: Psychology, 1975

Providence College - Providence, RI

Certifications

NH Certified Educator (#49992) in the areas of: Special Education Administrator, School Psychologist, Guidance Counselor

National Certified Counselor(#32220)

Board Certified Coach, Center for Education and Credentialing (#2265)

Certified Youth Mental Health First Aid Trainer

Professional Activities and Affiliation

Member of NH Behavioral Health Collaborative

Member of Council for Exceptional Children

Member of School Behavioral Health Community of Practice

Member of NH Wraparound Workgroup under System of Care

Member of NH Behavioral Health Collaborative Evaluation Workgroup

TOBI GRAY CHASSIE



EDUCATION

- 2004 - 2006 Certificate of Advanced Graduate Studies – Educational Leadership / Special Education, Plymouth State University
- 1981 - 1983 Master of Education - Educational Administration and Supervision, Plymouth State College
- 1973 - 1977 Bachelor of Science - Elementary and Special Education, Eastern Michigan University; Cum Laude

EMPLOYMENT

- 2012- Present *District Administrator, Pittsfield School District, Pittsfield, New Hampshire*
Administrator working to assist the superintendent in district-wide projects
- 1989 – 2002 *Director of Student Services, Pittsfield School District, Pittsfield, New Hampshire*
and
2003 -2012 Director of special education, diagnostic services, home education, and education of students with limited English proficiency.
- 2002-2003 *Coordinator of Student Services, Laconia School District, Laconia, New Hampshire*
Coordinator of special education in three elementary schools.
- 1987 - 1989 *Field Supervisor Coordinator, Plymouth State College, Plymouth, New Hampshire*
Coordinator of training provided to expand the pool of Special Education teachers.
- 1986 *Consultant, Department of Education, Concord, New Hampshire*
Needs assessor of services for pre-school children with disabilities in the Lakes Region for the State Planning Grant.
- 1981 - 1985 *Supervisor of Education and Training, Laconia State School and Training Center, Laconia, New Hampshire*
Administrator of the Special Education Department, including the supervision of sixty professional and paraprofessional special educators.
- 1977 - 1981 *Teacher, Laconia State School and Training Center, Laconia, New Hampshire*
Classroom teacher for students with developmental disabilities.

TRANSFORMING EDUCATIONAL PRACTICE, LLC CONSULTATION CLIENTS

- 2015-
Present New Hampshire Department of Education / Parent Information Center
State Systemic Improvement Plan; Pre-School Special Education Building
Local Capacity to Improve Results
- 2015- Center for Secondary School Redesign; Revere (MA) School District; Role
Clarity and Program Evaluation
- 2013 Center for Secondary School Redesign; Cleveland (OH) Public Schools;
Program Evaluation and Resource Allocation

CERTIFICATIONS

- Superintendent
- Educational Administration (Principal)
- Intellectual Disabilities
- General Special Education
- Elementary Education (K-8)
- Director of Special Services
- Early Childhood Special Education

WORK RELATED ACTIVITIES

- School Transformation – Member of team that organized school community and successfully wrote a multi-million dollar grant to transform our high school into a student centered learning environment; 2009 - present
- Professional Growth & Evaluation Team – Chairperson of the team that created a plan for measuring teacher effectiveness, including the use of student performance as mandated by a School Improvement Grant (SIG); 2010 - present
- Multi-Tiered System of Support - Chairperson of the team that created and oversees a student assistance program; 1991- present.
- Pittsfield Interagency Community Coalition - Chairperson of the team that created and oversees the process that coordinates families and school community services providers and conducts wrap-around meetings; 1998 – present.
- Merrimack County Regional Interagency Team – Member of team that provides technical assistance to community-based interagency teams and develops procedures for teams to use in wrap-around meetings; 1998 – present.
- Emergency Management Team - Chairperson of the team that created and implements the crisis intervention protocol, certified in Strategies of Limiting Violent Episodes; 1995 – present.
- Pre-School Technical Assistance Network Advisory Council – Member of team that provides field advice to PTAN facilitators; 2006-2012.

PUBLICATIONS

- Berkeley, Terry R., Harriman, Nancy E., and Chassie, Tobi Gray. *Training for Special Education Leaders: The Developmental Leadership Model*. Rural Special Education Quarterly (RSEQ). 1995.
- Tobi Gray Chassie, Susan Hemingway, and Robert Kelley, M.D. *The ABCs of a school-based health center: PATCH, the Pre-Adolescent to Teen Center for Health*. New Hampshire Journal of Education. 2016

AWARDS

- 2008 Special Education Director of the Year

MEMBERSHIPS

- NH Association of Special Education Administrators, Past Treasurer
- Council for Exceptional Children - CASE and MR
- Association of Supervision and Curriculum Development
- NH Association of School Principals
- Pittsfield High School Alumni Association - President

AFFILIATIONS

- New England College, Adjunct Faculty; 2016
- Granite State College, Adjunct Faculty; 1996 – present
- Southern New Hampshire University, Adjunct Faculty, 2006-2008
- Independent Services Network, Inc., Board of Directors, 1993 –1996
- NH Technical Institute, Adjunct Faculty, 1984 - 1986
- Plymouth State College, Adjunct Faculty, 1985 - 1986
- Special Olympics, Inc., Board of Directors, 1984

REFERENCES

References available upon request.

Susan M. Gleason

Education

Masters of Education: Multi-handicapped /Deaf-Blind Education

Boston College, Chestnut Hill, MA 1979

Bachelor of Science: Early Childhood Education

Minors: Learning Disabilities and Psychology

Framingham State College, Framingham, MA 1977

Certifications

New Hampshire:

- Early Childhood Education
- Early Childhood Special Education
- General Special Education
- Specific Learning Disabilities
- Blind and Vision Disabilities
- Deaf and Hearing Impaired

Professional Positions

September 2015-Present

Liaison for State Systemic Improvement Plan (SSIP)

- Served as the SSIP liaison for Bedford School District
- Provided communication between the district and the NHDOE regarding SSIP
- Participated in NHDOE meetings and trainings to develop understanding of the initiative and how to support districts in their work with the SSIP
- Provided technical assistance and support to the district team in analyzing district data and infrastructure and in development of district goals for improvement of social-emotional outcomes for preschool children with disabilities

September 2015-Present
Teacher of the Visually Impaired
Private Contractor

- Provided consultation and direct services for students with visual impairments in four New Hampshire School Districts (Preschool to High School) and with the NH Vision and Hearing Support Services at PIC (Birth to Three)
- Collaborate with outside agencies to support Expanded Core Curriculum needs for students with visual impairments
- Completed Functional Visual Assessments and Learning Media Assessments with students
- Developed IEP/IFSP goals and accommodations to address student needs
- Reported student data for yearly APH Quota
- Provided Professional Development Training to Preschool Special Education and ESS staffs

August 1984- June 2015

Preschool Special Education Coordinator:
SAU 65, Kearsarge Regional School District

(Previously SAU 43, including Kearsarge, Sunapee, Newport, Goshen/Lempster and Croydon School Districts)

- Direct and coordinate district Preschool Special Education Program, James House Preschool
- Serve as LEA at referral, eligibility, IEP and Placement meetings
- Supervise preschool special education staff including teacher, therapists and paraprofessionals
- Oversee IEP development and implementation for students
- Work with staff to design and implement curriculum to support student needs and IEP objectives
- Monitor Preschool Outcome measurement system for reporting student progress to NH Department of Education
- Case manage referrals of students from parents, Early Supports and Services programs, local preschool and childcare settings, physicians and clinics

- Work with parents to help them understand their child's educational disability and to develop an appropriate program to meet their child's needs
- Collaborate with other agencies, consultants and professionals for wrap around services for students
- Work with parents, ESS staff and Elementary staff to facilitate student transition from ESS services to preschool services and from preschool services to Kindergarten.

September 1991 - present

Teacher of the Visually Impaired

SAU 65, Kearsarge School District

- Provided consultation and direct services for students with visual impairments
- Provided Braille Instruction and oversaw modifications to educational program for an academic Braille student (Preschool to High School)
- Collaborate with outside agencies to support Expanded Core Curriculum needs for students with visual impairments
- Completed Functional Visual Assessments and Learning Media Assessments with students
- Developed IEP goals and accommodations to address student needs
- Reported student data for yearly APH Quota

August 1984-June 1988

Preschool Special Educator, James House Preschool, SAU 43:

- Special Educator on trans-disciplinary team at James House Preschool
- Responsible for curriculum development and implementation
- Coordination of classroom staff
- Case manage all students
- Develop IEP's and monitor student progress
- Primary contact for parents regarding student's programs
- Evaluation of referred students
- Develop and teach EYP program

August 1979-August 1984

Special Educator/Supervisor of Preschool and Elementary Programs, Sullivan County Rehabilitation Center, Claremont, NH

- Special Educator in Preschool Program
- Design and implement curriculum
- Work with director of programs on program certification
- Supervision of therapy staff and assistants in the classroom
- Develop IEP's and monitor student progress
- Supervise two elementary classroom for severely developmentally delayed students
- Evaluation of students

August 1979- August 1984

Early Intervention Program Special Educator, Sullivan County Rehabilitation Center, Claremont, NH

- Special Educator on trans-disciplinary home based team serving developmentally delayed children birth to 3
- Assessment of students
- Development of service plans
- Conducted home visits or center based visits
- Responsible for parent education

Professional Trainings and Committees

- Cortical Visual Impairment Leadership Institute
- Working with Preschool Children with Visual Impairment in Center Based Settings: Project VIISA
- INSITE Model Training: Home Intervention for Infant, Toddler and Preschool Aged Multihandicapped Sensory Impaired Children
- Attended PTAN Clinical Support meetings
- CPI Certified
- First Aid & CPR Certified
- Early Childhood Settings Committee - DOE
- Least Restrictive Environment Committee - DOE
- Kearsarge School District Kindergarten Committee
- NHDOE SSIP Liaison

References and further information Available Upon Request

**NEW HAMPSHIRE COALITION FOR CITIZENS
WITH DISABILITIES, INC.**

dba PARENT INFORMATION CENTER

FINANCIAL STATEMENTS

**FOR THE YEARS ENDED
JUNE 30, 2015 AND 2014**

**AND
INDEPENDENT AUDITORS' REPORTS**

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.

dba PARENT INFORMATION CENTER

JUNE 30, 2015 AND 2014

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Hennessey & Vallee, PLLC

Trusted / Balanced / Professional

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
New Hampshire Coalition for Citizens with Disabilities, Inc.
dba Parent Information Center

Report on the Financial Statements

We have audited the accompanying financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2015 and 2014, and the related statements of activities and cash flows for the years then ended, the statement of functional expenses for the year ended June 30, 2015, 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 auditor's 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 auditor considers internal control relevant to the entity'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 entity'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

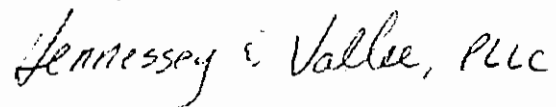
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Hampshire Coalition for Citizens with Disabilities, Inc. as of June 30, 2015 and 2014, and the changes in its net assets and its cash flows for the years then ended in accordance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

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of program services is not a required part of the financial statements but is presented for the purpose of additional analysis. The *Schedule of Expenditures of Federal Awards* is required by the Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. 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 audit 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 Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated February 25, 2016, on our consideration of New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements. 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. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering New Hampshire Coalition for Citizens with Disabilities, Inc.'s internal control over financial reporting and compliance.



Hennessey & Vallee, PLLC
Concord, New Hampshire

February 25, 2016

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

STATEMENTS OF FINANCIAL POSITION

JUNE 30, 2015 and 2014

	<u>ASSETS</u>	
	<u>2015</u>	<u>2014</u>
CURRENT ASSETS		
Cash	\$ 289,017	\$ 219,525
Grants receivable	297,447	210,117
Other receivables	9,743	8,250
Prepaid expenses	<u>7,372</u>	<u>41,463</u>
Total current assets	<u>603,579</u>	<u>479,355</u>
PROPERTY AND EQUIPMENT		
Property and equipment	171,701	107,898
Less accumulated depreciation	<u>(100,524)</u>	<u>(90,329)</u>
Property and equipment - net	<u>71,177</u>	<u>17,569</u>
TOTAL ASSETS	<u>\$ 674,756</u>	<u>\$ 496,924</u>
 <u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$ 178,495	\$ 50,301
Accrued payroll and related liabilities	12,596	16,708
Accrued compensated absences	<u>29,753</u>	<u>29,650</u>
Total current liabilities	<u>220,844</u>	<u>96,659</u>
NET ASSETS		
Unrestricted	155,907	189,835
Temporarily restricted	<u>298,005</u>	<u>210,430</u>
Total net assets	<u>453,912</u>	<u>400,265</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 674,756</u>	<u>\$ 496,924</u>

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

	<u>2015</u>	<u>2014</u>
UNRESTRICTED NET ASSETS:		
REVENUE AND SUPPORT		
Contributions, including fundraising activities	\$ 6,630	\$ 7,097
Program Services Revenue:		
Counseling income (AFC)	9,790	7,775
Workshops and training	1,925	2,675
Conferences	3,721	6,880
In-kind income	25,050	21,588
Other revenue	26,544	12,929
Total program service revenue	<u>67,030</u>	<u>51,847</u>
Net Assets Released From Restrictions:		
Restrictions satisfied by payments	<u>1,479,862</u>	<u>1,369,950</u>
Total revenue, support, and net assets released from restrictions	<u>1,553,522</u>	<u>1,428,894</u>
OPERATING EXPENSES		
Program services	1,497,351	1,379,839
Management and general	88,056	59,655
Fundraising	2,565	2,162
Total operating expenses	<u>1,587,972</u>	<u>1,441,656</u>
OTHER REVENUE, EXPENSES, GAINS AND LOSSES		
Interest income	522	846
Interest expense	<u>-</u>	<u>(30)</u>
Total other revenue, expenses, gains and losses	<u>522</u>	<u>816</u>
NET DECREASE IN UNRESTRICTED NET ASSETS	<u>(33,928)</u>	<u>(11,946)</u>
TEMPORARILY RESTRICTED NET ASSETS:		
Grant revenue	1,567,437	1,401,582
Net Assets Released From Restrictions:		
Restrictions satisfied by payments	<u>(1,479,862)</u>	<u>(1,369,950)</u>
NET INCREASE IN TEMPORARILY RESTRICTED NET ASSETS	<u>87,575</u>	<u>31,632</u>
CHANGE IN NET ASSETS	53,647	19,686
NET ASSETS - BEGINNING OF YEAR	<u>400,265</u>	<u>380,579</u>
NET ASSETS - END OF YEAR	<u>\$ 453,912</u>	<u>\$ 400,265</u>

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

STATEMENTS OF CASH FLOWS

FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

	<u>2015</u>	<u>2014</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 53,647	\$ 19,686
Adjustments to reconcile change in net assets to net cash from operating activities:		
Depreciation	10,195	9,862
(Increase) decrease in current assets:		
Grants and other receivables	(88,823)	(86,618)
Prepaid expenses	34,091	(33,329)
Increase (decrease) in current liabilities:		
Accounts payable and accrued expenses	128,194	21,922
Accrued payroll and related expenses	(4,112)	(327)
Accrued compensated absences	103	(664)
Total adjustments	<u>79,648</u>	<u>(89,154)</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<u>133,295</u>	<u>(69,468)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of capital assets	<u>(63,803)</u>	<u>-</u>
NET CASH USED IN INVESTING ACTIVITIES	<u>(63,803)</u>	<u>-</u>
NET INCREASE (DECREASE) IN CASH	69,492	(69,468)
CASH - BEGINNING OF YEAR	<u>219,525</u>	<u>288,993</u>
CASH - END OF YEAR	<u>\$ 289,017</u>	<u>\$ 219,525</u>

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2015

(With summarized comparative totals for 2014)

	<u>PROGRAM SERVICES</u>	<u>MANAGEMENT AND GENERAL</u>	<u>FUND- RAISING</u>	<u>TOTAL 2015</u>	<u>TOTAL 2014</u>
WAGES AND RELATED					
Salaries and wages	\$ 820,916	\$ 31,294	\$ 719	\$ 852,929	\$ 846,861
Benefits and payroll taxes	196,597	7,963	55	204,615	224,135
Total wages and related	<u>1,017,513</u>	<u>39,257</u>	<u>774</u>	<u>1,057,544</u>	<u>1,070,996</u>
OTHER EXPENSES					
Consulting Model	127,660	-	-	127,660	-
Professional services	110,433	7,245	-	117,678	60,947
Occupancy costs	53,901	7,538	52	61,491	55,741
Travel	41,016	153	-	41,169	47,511
Contractual services	39,713	-	-	39,713	32,246
Workshop expenses	32,088	40	-	32,128	14,785
In-kind expenses	18,000	7,050	-	25,050	21,588
Printing and reproduction	18,524	2,482	36	21,042	13,782
Marketing and communications	16,812	1,239	-	18,051	34,451
Resource development	18,009	-	-	18,009	2,936
Other expenses	12,801	1,892	-	14,693	6,536
Office supplies	9,465	1,366	1,700	12,531	15,296
Insurance	8,530	3,198	-	11,728	11,729
Newsletter	10,600	-	-	10,600	8,926
Depreciation	-	10,195	-	10,195	9,862
Repairs and maintenance	5,034	3,162	-	8,196	8,885
Conferences and seminars	5,100	399	-	5,499	6,767
Transition clinic	4,068	-	-	4,068	89
Parent stipends	1,709	1,420	-	3,129	2,801
Furniture, fixtures, and equipment	2,718	-	-	2,718	5,398
Postage and shipping	2,284	361	3	2,648	3,458
Family support meetings	2,307	-	-	2,307	3,035
Library	2,235	-	-	2,235	2,442
Dues and memberships	632	501	-	1,133	1,199
Bank service charges	-	558	-	558	250
Subtotal	1,561,152	88,056	2,565	1,651,773	1,441,656
Less amounts capitalized	<u>(63,801)</u>	<u>-</u>	<u>-</u>	<u>(63,801)</u>	<u>-</u>
Total Expenses	<u>\$ 1,497,351</u>	<u>\$ 88,056</u>	<u>\$ 2,565</u>	<u>\$ 1,587,972</u>	<u>\$ 1,441,656</u>

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

1. Nature of Business and Summary of Significant Accounting Policies

Nature of Activities

The New Hampshire Coalition for Citizens with Disabilities, Inc. (the "Coalition") was incorporated in 1975 for the purpose of creating a unified body of citizens, which would promote the general welfare for all citizens with disabilities. A description of the Coalition's programs is provided in Note 2. The Coalition is supported primarily through federal and state grants. Approximately 96% of the Coalition's support for both years ended June 30, 2015 and 2014 came from grant revenue.

The Coalition is also the fiscal agent for NH Family Voices, Multi-Sensory Intervention through Consultation and Education (MICE) and Prevention Makes Cents. The agreements are signed annually and are to provide all administrative and financial responsibilities for the programs. In turn, the Coalition receives compensation through the indirect rate paid by each grantor of contracts, grants, and other income.

Basis of Accounting

The financial statements of the Coalition have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Basis of Presentation

The Coalition is required to report 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, based on the existence or absence of donor imposed restrictions.

Functional Expenses

The Statement of Functional Expenses is not required under Generally Accepted Accounting Principles but is presented for the current year for additional analysis.

Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

Designation of Unrestricted Net Assets

It is the policy of the Board of Directors of the Coalition to review its plans for future property improvements and acquisition from time to time and to designate appropriate sums of unrestricted net assets to assure adequate financing of such improvements and acquisitions.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

1. Nature of Business and Summary of Significant Accounting Policies (Continued)

Donated Services

Donated Services are reported at their fair value as contributions in the financial statements if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Coalition. A significant number of volunteers and staff contribute to the agency of their time and talent in a variety of ways including agency oversight, supporting families of children with disabilities in local communities, and grant writing. These services are not recognized as contributions on the financial statements as the recognition criteria have not been met. As of June 30, 2015 and June 30, 2014, the estimated amount of these services was undetermined.

Support and Revenue

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily restricted or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Contributions of cash that must be used to acquire property and equipment are reported as temporarily restricted support. Absent donor stipulations regarding how long those assets must be maintained, the Coalition reports the expirations of donor restrictions when the acquired assets are placed in service as instructed by the donor. The Coalition reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Functional Expenses

Directly identifiable expenses are charged to specific program services and supporting activities. Expenses related to more than one function are charged to functions on the basis of periodic time and expense studies. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Coalition.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

1. Nature of Business and Summary of Significant Accounting Policies (Continued)

Property and Equipment

All acquisitions of property and equipment in excess of \$2,000 and all costs of repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are initially reported at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is calculated using the straight-line and various accelerated methods over the following estimated useful lives.

Furniture, Fixtures, and Equipment	3-10 years
Automobiles	5 years

Leasehold improvements are amortized over the terms of the restricted leases.

Taxes

The Coalition is exempt from income taxes under Section 501(c)(3) of the United States Internal Revenue Code. However, income from certain activities not directly related to the Coalition's tax-exempt purpose is subject to taxation as unrelated business income. In addition, the Coalition qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as a Coalition other than a private foundation under Section 509(a)(2). The Coalition is no longer subject to examinations by tax authorities for years before 2012.

2. Description of Program Services and Supporting Activities

Program Services

The Coalition administers several different programs as follows:

Family to Family (F2F) - This project is funded by the United States Department of Education Health Resources and Services Administration (HRSA) to provide information, education, training, outreach, and peer support to families of children and youth with special health care needs and the professionals who serve them.

Parent Training and Information Center (PTI) - This project is funded by the United States Department of Education to provide information, referral, training, and support to parents of children with disabilities.

NH Family Voices (FV) - The project is funded through the State of New Hampshire, Department of Health and Human Services, Bureau of Special Medical Services to provide assistance to families and professionals through direct contact (telephone, e-mail, and in person), publication development and dissemination, workshops, website and trainings.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

Program Services (Continued)

NH State Planning Grant for ASD - This project is funded through the State of NH, Department of Health and Human Services, Bureau of Special Medical Services to support NH in the development of a comprehensive, measurable state plan that addresses early screening; coordination of family-centered services through a medical home; ASD/DD public and provider awareness; organization of community based services for children and youth with ASD/DD; transition from the pediatric to the adult health care system; adequate health insurance and financing of services; and unmet health needs of children and youth with ASD and DD.

Medical Home Initiative - The project is funded through the State of NH, Department of Health and Human Services, Bureau of Special Medical Services to support primary care practices in the development of family advisory councils. NH Family Voices staff will work closely with a practice to develop and launch their council, providing guidance in the creation of policies for the council, conducting outreach, and new member orientation.

Multi-Sensory Intervention through Consultation and Education (MICE) - This program is funded by the State of NH, Department of Health and Human Services, Bureau of Developmental Services to provide educational and developmental services to sensory impaired infants, age's birth to three years. After June 30, 2015, this program is no longer being funded by the State of New Hampshire (see note 10).

Education, Advocacy, Resources, and Support for Families with Infants and Children who have suspected or Confirmed Hearing Loss (EARS) - This project is funded by the State of New Hampshire, Department of Health and Human Services, this program works in conjunction with birth hospitals and testing centers, providing support to families who are referred to diagnostic testing after a newborn hearing screening.

New Hampshire Connections (NHC) - This project is funded by the State of New Hampshire, Department of Education, Bureau of Special Education to build the capacity of state, local districts, schools and families to promote partnerships and develop family engagement systems in special education.

Supporting Successful Early Childhood Transitions (SSECT) - This project is funded through the State of New Hampshire, Department of Education, Bureau of Special Education to provide education and support to school districts and others around early childhood transitions, Least Restrictive Environment, and Child Find.

Facets of Epilepsy Care in NH (FACETS) - This program is funded by the State of New Hampshire, Department of Health and Human Services to assist Special Medical Services to initiate, plan, and organize activities and supports for parents and youth with epilepsy, individually, and as groups related to improved access to care and active engagement in medical homes.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

Program Services (Continued)

Prevention Makes Cents (PMC) - This program is funded by a variety of contracts to provide school-based child assault prevention programs for preschool and elementary-aged children as well as multi-week parenting programs and topic-related workshops for parents and professionals.

Supporting Activities

Management and General - includes the functions necessary to maintain an equitable employment program; ensure an adequate working environment; provide coordination and articulation of the Coalition's program strategy; secure proper administrative functioning of the Board of Directors; and manage the financial and budgetary responsibilities of the Coalition.

Fundraising - Costs incurred to solicit contributions and provide the structure necessary to encourage and secure financial support from individuals, governments, foundations, and corporations.

3. Concentrations

Cash Deposits in Excess of Insured Limits

The Coalition maintains cash balances at several financial institutions located in New Hampshire. Accounts at each institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. At June, 30, 2015, there were no uninsured cash balances.

Concentration of Grants

Approximately 71% and 67% of the Coalition's grant funding is comprised of federal monies for the years ended June 30, 2015 and 2014, respectively. Grant funding from the U.S. Department of Education represents 36% and 41% of the total grant funding for the years ended June 30, 2015 and 2014, respectively.

4. Property and Equipment

As of June 30, 2015 and 2014, property and equipment consisted of the following:

	<u>2015</u>	<u>2014</u>
Furniture and Fixtures	\$ 2,595	\$ 2,595
Office Equipment	111,947	48,144
Leasehold Improvements	27,170	27,170
Vehicles	<u>29,989</u>	<u>29,989</u>
Total Property and Equipment	171,701	107,898
Less: Accumulated Depreciation	<u>(100,524)</u>	<u>(90,329)</u>
Total Property and Equipment, net	<u>\$ 71,177</u>	<u>\$ 17,569</u>

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
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NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

5. Line of Credit

The Coalition has a \$50,000 revolving line of credit, of which \$50,000 was unused and available for working capital at June 30, 2015 and 2014. Bank advances on the credit line are payable on demand and carry an interest rate of 1 ¾ over prime (3.25% at June 30, 2015 and 2014). The credit line is secured by substantially all assets of the Coalition.

6. Temporarily Restricted Net Assets

As of June 30, 2015 and 2014, temporarily restricted net assets by program were comprised of the following.

	<u>2015</u>	<u>2014</u>
Family 2 Family	\$ -	\$ 1,090
Consultation and Education (MICE)	169,352	116,276
Family Voices	4,899	11,832
Medical Home	-	12,366
Initiative (FEDLI)	4,821	4,821
Family Voices – Donations	64,126	48,906
FACETS – Facets of Epilepsy Care	41,426	8,654
PMC – Prevention Makes Cents	2,332	1,921
Family Voices – MICE	4,564	4,564
Other	<u>6,485</u>	<u>-</u>
Total	<u>\$ 298,005</u>	<u>\$ 210,430</u>

7. Operating Leases

Office Lease

The Coalition had an operating lease for the office space for a period of two years, which ended February 1, 2014. The office moved to a new location and a new lease agreement was signed for three years, commencing on August 20, 2013. The lease contains a renewal option and requires the Coalition to pay all utilities. The terms of the lease require monthly rental payments of \$3,000 per month. For the years ended June 30, 2015 and 2014, rental expenses were \$36,000 and \$31,500, respectively.

Office Lease-MICE

The Coalition entered into an operating lease for office space beginning July 1, 2012 for 41 months. The lease contains a renewal option and requires the Coalition to pay all utilities. The terms of the lease require monthly rental payments of \$1,000. The lease ended June 30, 2015 and was not renewed.

Future minimum lease payments as of June 30, 2015 are \$3,000 for 2016.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
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NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015 AND 2014

8. Contingencies

Compliance with Grantor Restrictions

The Coalition receives money from various federal and state grants. Under the terms of these grants, the Coalition is required to use the money within the grant period for the purposes specified in the grant proposal. If expenditures of the grant were found not to have been made in compliance with the proposal, the Coalition may be required to repay the grantor's funds.

Because no specific amounts have been determined by grantor agency audits or assessed as of June 30, 2015 or 2014, no provisions have been made for this contingency.

9. Employee Benefit Plan

The Coalition maintains a defined contribution retirement account as defined under Section 403 (b) of the United States Internal Revenue Code for its employees. The plan covers all employees of the Coalition. Employees may make contributions to the plan up to the maximum amount allowed by the Internal Revenue Code if they wish. The Coalition is not required to make matching employer contributions. The Coalition did not make any employer contributions to the plan for the fiscal years ended June 30, 2015 and 2014.

10. Subsequent Events

In preparing these financial statements, the Coalition has evaluated events and transactions for potential recognition or disclosure through February 25, 2016, the date the financial statements were available to be issued. The Coalition did not identify any subsequent events that would require recognition in these financial statements; however, as of July 1, 2015, the Multi-Sensory Intervention through Consultation and Education (MICE) Program is no longer being funded by the State of New Hampshire. On July 1, 2015, the Coalition began a new Vision and Hearing Support Services (VHS) program to continue most of the services provided by the MICE program as a fee-for-service program.

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
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**SUPPLEMENTAL SCHEDULE OF PROGRAM SERVICES
FOR THE YEAR ENDED JUNE 30, 2015**

<i>Income</i>	MICE	FV	NHC	PTI	OTHER	TOTAL
Grant Income	\$ 311,936	\$ 557,513	\$ 216,197	\$ 198,632	\$ 283,159	\$1,567,437
Program Service Revenue	-	4,572	-	-	37,409	41,981
In-kind	-	18,000	-	-	7,050	25,050
Contributions & Fundraising	-	-	-	6,480	150	6,630
Total income	<u>311,936</u>	<u>580,085</u>	<u>216,197</u>	<u>205,112</u>	<u>327,768</u>	<u>1,641,098</u>
<i>Expenses</i>						
Salaries	152,540	199,822	151,813	133,267	183,474	820,916
Employee Benefits & Payroll Tax	<u>27,434</u>	<u>75,164</u>	<u>26,950</u>	<u>39,444</u>	<u>27,605</u>	<u>196,597</u>
	179,974	274,986	178,763	172,711	211,079	1,017,513
Consultation Model	-	127,660	-	-	-	127,660
Professional Services	26,397	76,033	3,340	2,455	2,208	110,433
Occupancy Costs	19,959	11,549	10,563	10,925	905	53,901
Travel	15,014	13,632	2,620	3,069	6,681	41,016
Contractual Services	567	1,100	11,611	1,621	24,814	39,713
Workshop Expense	-	13,852	-	32	18,204	32,088
Printing & Reproduction	2,977	4,556	3,206	7,251	534	18,524
Resource Development	-	16,854	-	-	1,155	18,009
In-kind Expenses	-	18,000	-	-	-	18,000
Marketing and Communications	4,609	5,333	3,121	3,234	515	16,812
Newsletter	-	10,600	-	-	-	10,600
Office Expense	2,153	2,855	1,165	1,374	1,918	9,465
Insurance	1,135	2,200	641	742	3,812	8,530
Program Support	-	-	-	-	6,631	6,631
Other Expenses	851	4,107	480	612	120	6,170
Conferences & Seminars	225	2,328	-	-	2,547	5,100
Repairs & Maintenance	1,135	2,200	641	742	316	5,034
Transition Clinic	-	4,068	-	-	-	4,068
Furniture & Equipment	15	2,203	-	-	500	2,718
Family Support	-	2,307	-	-	-	2,307
Postage & Delivery	1,120	-	46	344	774	2,284
Library	-	2,235	-	-	-	2,235
Parent Stipends	-	785	-	-	924	1,709
Dues & Memberships	257	217	-	-	158	632
Less Amounts Capitalized	-	-	-	-	(63,801)	(63,801)
Total expenses	<u>256,388</u>	<u>599,660</u>	<u>216,197</u>	<u>205,112</u>	<u>219,994</u>	<u>1,497,351</u>
Net Program Income (Expenses)	<u>\$ 55,548</u>	<u>\$ (19,575)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 107,774</u>	<u>\$ 143,747</u>

See Notes to Financial Statements

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2015

Federal Grantor/Pass through Grantor/Program or Cluster Title	Federal CFDA Number	Pass through Grantor ID	Federal Expenditures
<i>Through the United States Department of Education:</i>			
Parent Training and Information Projects (10/13-09/14)	84.328M	H328M100016-12	\$ 50,121
Parent Training and Information Projects (10/14-09/15)	84.328M	H328M140006	<u>154,991</u>
<i><u>Total United States Department of Education 07/14-06/15</u></i>			<u>\$ 205,112</u>
<i>Through the State of New Hampshire Department of Health and Human Services, Division of Public Health Services and Community Based Care Services:</i>			
Education Advocacy, Resources and Support for Families with Infants and Children Who Have a Suspected or Confirmed Hearing Loss (07/14-06/15)	93.251	101639	28,219
Family to Family Health Information Center (Family Voices) (07/14-06/15)	93.994	150470	53,184
Medical Home Project Grant (07/14-06/15)	93.994	05-95-93-930010-5191	14,563
FACETS of Epilepsy Care in New Hampshire (07/13-08/14) (07/14-06/15)	93.110 93.110	1013096 1013096	18,897 <u>283,523</u>
<i><u>Total State of New Hampshire Department of Health and Human Services, Division of Public Health Services 07/14-06/15</u></i>			<u>398,386</u>
<i>Through the State of New Hampshire Department of Education:</i>			
Supporting Successful Early Childhood Transitions (07/14-06/15)	84.027	06-56-56-562510- 2184-102-50073	82,217

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
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SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2015

Federal Grantor/Pass through Grantor/Program or Cluster Title	Federal CFDA Number	Pass through Grantor ID	Federal Expenditures
State Personnel Development Grant (SPDG) Next Steps (7/14-6/15)	84.323	AH323A20003	<u>60,953</u>
<i><u>Total State of New Hampshire Department of Education 07/14-06/15</u></i>			<u>143,170</u>
<i>Through the State of New Hampshire Department of Education, Bureau of Special Education:</i>			
NH Connections Grant (07/14-06/15)	84.027D	72600	<u>216,197</u>
<i><u>Total New Hampshire Department of Education, Bureau of Special Education 07/14-06/15</u></i>			<u>216,197</u>
<i>Through the United States Department of Health and Human Services:</i>			
Family Professional Partnership (07/14-05/15)	93.504	H4MC09488-05-02	94,028
Family Professional Partnership (06/15-06/15)	93.504	H84MC09488-06-01	<u>5,361</u>
<i><u>Total United States Department of Health and Human Services 06/14-06/15</u></i>			<u>99,389</u>
<i>Through the New Hampshire Department of Health and Human Services, Division of Community Based Care Services</i>			
Autism Grant (07/14-06/15)	93.110	102-500731	<u>47,440</u>
<i><u>Total New Hampshire Department of Health and Human Services Division of Community Based Care Services 07/13-06/14</u></i>			<u>47,440</u>
Total Expenditures of Federal Awards			<u>\$ 1,109,694</u>

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
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1. Significant Accounting Policies

Basis of Accounting

The accompanying schedule of expenditures of federal awards includes the federal grant activity of New Hampshire Coalition for Citizens with Disabilities, Inc., and is presented on the accrual basis of accounting. 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*. Therefore, some amounts presented in this schedule may differ from amounts presented, or used in the preparation of, the basic financial statements.

2. Grant and Contract Periods

The organization has various grants and contracts of which, not all of those periods are concurrent with the organization's reporting year of July through June.



INDEPENDENT AUDITORS' 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

To the Board of Directors of
New Hampshire Coalition for Citizens with Disabilities, Inc.
dba Parent Information Center

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 financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 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 25, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered New Hampshire Coalition for Citizens with Disabilities, 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 New Hampshire Coalition for Citizens with Disabilities, Inc.'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 entity'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

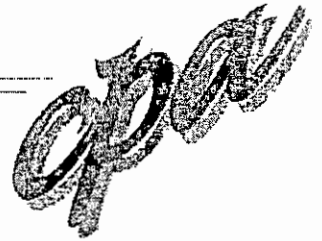
As part of obtaining reasonable assurance about whether New Hampshire Coalition for Citizens with Disabilities, Inc. 's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance 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 report is not suitable for any other purpose.

Hennessey & Vallee, PLLC

Hennessey & Vallee, PLLC
Concord, New Hampshire
February 25, 2016



INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133

To the Board of Directors of
New Hampshire Coalition for Citizens with Disabilities, Inc.
dba Parent Information Center

Report on Compliance for Each Major Federal Program

We have audited New Hampshire Coalition for Citizens with Disabilities, Inc.'s compliance with the types of compliance requirements described in the OMB Circular A-133 Compliance Supplement that could have a direct and material effect on each of New Hampshire Coalition for Citizens with Disabilities, Inc.'s major federal programs for the year ended June 30, 2015. New Hampshire Coalition for Citizens with Disabilities, Inc.'s major federal programs are identified in the summary of 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 New Hampshire Coalition for Citizens with Disabilities, Inc.'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 New Hampshire Coalition for Citizens with Disabilities, Inc.'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 New Hampshire Coalition for Citizens with Disabilities, Inc.'s compliance.

Opinion on Each Major Federal Program

In our opinion, New Hampshire Coalition for Citizens with Disabilities, 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 June 30, 2015.

Report on Internal Control Over Compliance

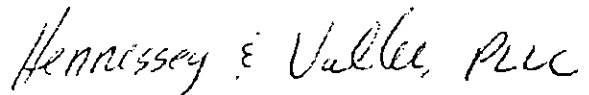
Management of New Hampshire Coalition for Citizens with Disabilities, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered New Hampshire Coalition for Citizens with Disabilities, Inc.'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 New Hampshire Coalition for Citizens with Disabilities, Inc.'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 to 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.

Hennessey & Vallee, PLLC
Concord, New Hampshire
February 25, 2016



NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
dba PARENT INFORMATION CENTER

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED JUNE 30, 2015

A. SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on the financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc.
2. There were no significant deficiencies or material weaknesses identified in the *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*.
3. No reportable instances of noncompliance relative to the financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. which would be required to be reported in accordance with Government Auditing Standards, were disclosed during the audit.
4. There were no significant deficiencies or material weaknesses identified relating to the audit of major federal award programs reported in the *Independent Auditors' Report on Compliance with Requirements That Could have a Direct and Material Effect on Each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133*.
5. The auditors' report on compliance for the major federal award programs for New Hampshire Coalition for Citizens with Disabilities, Inc. expresses an unmodified opinion on each major program.
6. No audit findings were required to be reported in accordance with Section 510(a) of OMB Circular A-133.
7. The programs tested as major programs were: Parent Training and Information Projects (CFDA 84.328M), Family to Family Health Information Center (Family Voices) and Medical Home Project (CFDA 93.994), and Facets of Epilepsy Care in New Hampshire and Autism Grant (CFDA 93.110).
8. The threshold for distinguishing Types A and B programs was \$300,000.
9. New Hampshire Coalition for Citizens with Disabilities, Inc. was determined to be a low-risk auditee.

B. FINDINGS - FINANCIAL STATEMENT AUDIT

None

C. FINDINGS AND QUESTIONED COSTS-MAJOR FEDERAL AWARD PROGRAMS AUDIT

None