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Virginia M. Barry, Ph.D.
Commissioner of Education
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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

May 14, 2013

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

100% Fed 2014 Funds

REQUESTED ACTION

Authorize the Department of Education, Division of Instruction to renew the contract with Robert Manseau, Amesbury, MA (vendor code 226508), previously approved by Governor and Council on October 3, 2012, Item #57, to provide technical assistance to New Hampshire schools and districts regarding State priorities: curriculum, instruction and assessment; school improvement; and innovation. This contract will be in effect upon Governor and Council approval for the period beginning July 1, 2013 through June 30, 2014, pending legislative approval of the next biennium budget, in an amount not to exceed \$40,000.00. Source of funds is 100% Federal Funds.

Funding for this request is available as follows:

	<u>FY14</u>
06-56-56-563010-32610000-072-509073 Department of Education, Title I-A 10003(a)	\$30,000.00
06-56-56-563010-21830000-102-500731 Department of Education, Title II-A Redistribution Fund	\$10,000.00

EXPLANATION

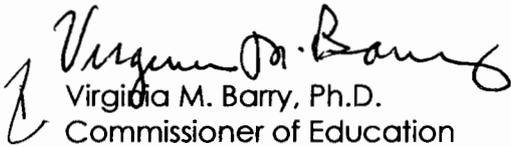
The New Hampshire Department of Education is mandated, under the Elementary and Secondary Education Act, Title I, Part A, to provide support and technical assistance to schools and districts that are in need of improvement. The use of liaisons aids the Department in providing the necessary activities designed to support school improvement.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
May 14, 2013
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The Department of Education would like to renew the contract with Robert Manseau in order to allow him to continue providing technical assistance to the Seacoast Region of the state. His background in educational administration and past experience in instituting a number of school improvement initiatives has been of real benefit to the schools and districts within his region. He has demonstrated his ability to do the job extremely well, and we would be pleased to be able to continue this contract.

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

Respectfully submitted,


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

VMB:dc:emr

Subject: Regional Liaison - Seacoast Region

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH Department of Education, Bureau of Integrated Progr		1.2 State Agency Address 101 Pleasant Street, Concord, New Hampshire 03301	
1.3 Contractor Name Robert Manseau		1.4 Contractor Address 20 Lake Attitash Road, Amesbury, MA 01913	
1.5 Contractor Phone Number 978-388-9067	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2014	1.8 Price Limitation \$40,000.00
1.9 Contracting Officer for State Agency Deborah Connell, Administrator, Bureau of Integrated Prc		1.10 State Agency Telephone Number 603-271-3769	
1.11 Contractor Signature <i>Robert Manseau</i>		1.12 Name and Title of Contractor Signatory Robert Manseau	
✓ 1.13 Acknowledgement: State of MASS , County of Essex On _____, 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 <i>Anne Gagne</i> [Seal]			
✓ 1.13.2 Name and Title of Notary Public or Justice of the Peace <i>Anne Gagne, The Provident Bank</i>			
1.14 State Agency Signature <i>Virginia M. Barry</i>		1.15 Name and Title of State Agency Signatory Virginia M. Barry, Ph.D., Commissioner of Education	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: <i>Karen Hunt</i> Director, On: <i>5-17-13</i>			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: <i>[Signature]</i> On: <i>5/21/13</i>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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 \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance 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 fifteen (15) 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 endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

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

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

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

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

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

EXHIBIT A

SCOPE OF SERVICES

Robert Manseau will provide the following services to the New Hampshire Department of Education and New Hampshire schools and districts, effective upon Governor and Council approval for the period beginning July 1, 2013 through June 30, 2014:

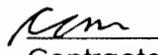
- Assist the Bureau with activities designed to support school improvement, to include training and coaching for Title I-A Schools in Need of Improvement using the *Steps to Success* on-line self-assessment tool and provide technical assistance and professional development based on identified needs;
- Design, schedule and implement presentations designed for Title II-A school district personnel and partners based on self-assessments and identified needs as applicable;
- Assist the Bureau with activities designed to advance knowledge of the common core; college and career ready standards and assessment in the field;
- Assist the Bureau with activities designed to support the development of competencies, student learning objectives and competency-based assessments;
- Provide technical assistance to school districts regarding data analysis and utilization of data for instruction and program improvement purposes;
- Provide leadership to advance innovation in instruction and assessment;
- Provide leadership to advance the formation of regional school improvement networks;
- Provide technical assistance to districts regarding policies and procedures that meet federal and/or state guidelines;
- Participate in Bureau meetings periodically to share information as required; and
- Attend other assigned meetings that support the New Hampshire Department of Education initiatives.

REPORTING

Mr. Manseau will provide the Bureau of Integrated Programs reports that detail the technical assistance activities provided and the data documenting the results of these activities.

One, or more, of the following reports may be required by the Bureau Administrator:

- Preliminary Report: report detailing needs assessment results and the initial status of the party to whom the technical assistance is being provided;
- Progress Reports: reports detailing the progress and current status of the party to whom technical assistance is being provided; and
- Final Report: report detailing the status of the party upon completion of the technical assistance activities.


Contractor
Initials

5-10-13
Date

EXHIBIT B

Budget

Budget (July 1, 2013 through June 30, 2014)

Professional services (\$50.00 per hour) not to exceed	\$40,000.00
06-56-56-563010-21830000-102-500731	\$10,000.00
06-56-56-563010-32610000-072-509073	\$30,000.00
Total	\$40,000.00

Method of Payment: Payments shall be made on invoices submitted monthly accompanied by a description of services for that period. Please submit invoices to:

Deborah Connell, Administrator
Bureau of Integrated Programs
NH Department of Education
101 Pleasant Street
Concord, NH 03301

Com
Contractor
Initials

5-10-13
Date

EXHIBIT C

Authorize the Department of Education to waive the insurance section of the agreement; Section 14, 14.1, and 14.1.1.

Contractor will carry appropriate levels of personal automobile insurance during the term of this contract, per the coverage levels set forth in the attached Massachusetts Homeland Insurance Company's Policy Number HB CH39388.

RCM
Contractor
Initials

5-10-13
Date

ROBERT C. MANSEAU

20 Lake Attitash Road
Amesbury, MA 01913

Education: M. Ed. Educational Administration -
University of Lowell, Lowell, MA

B. M. Ed. in Music Education -
Lowell State College, Lowell, MA

Professional Experience:

2012-Present Liaison - New Hampshire Department of Education
Southeast Region Liaison

2012-Present Trainer – NHASP School Leader Mentor Program

2010-Present Mentor – NHASP School Leader Mentor for Principals at Windham High School,
Windham NH, 2010-2011; Franklin High School, Franklin NH 2010-2012; Exeter High
School, Exeter, NH, 2012-present

2007-2012 Principal – Campbell High School, Litchfield, NH 03052
Responsible for a grade 9-12 high school of 555 students, 54 professional staff and 32
support staff, including a three member administrative team and four curriculum facilitators.
New England Association of Schools and Colleges accreditation process from finalization
of Self-Study, awarding of Initial Accreditation, through Two Year Report. Campbell High
School was named *Representative of Excellence Finalist* by New Hampshire Excellence in
Education Awards June 12, 2010.

Instituted a number of school improvement initiatives:

- Introduced grading policy pilot -formative and summative assessments, re-takes and multiple opportunities for demonstrating competency
- Failure rate reduced
- Established competency based report cards
- Aligned efforts for “at risk” students
- Introduced directed study to address the issue of student failure
- Met with parents and seniors at risk of not graduating in fall, winter and spring
- Established Student Support Center – for students with chronic behavior problems
- Brought in “Challenge Day” and the “Mock Accident”
- Introduced Walk-Through Program – brief classroom visits with written feedback
- Introduced and implemented “Grand Rounds” peer observation in classrooms
- Established routine recognition of faculty - “Red Apple Awards”
- Expanded student recognition -“All A’s Celebration” and “Cougar Paw” post cards
- Improved faculty morale through special events such as appreciations breakfasts
- Directed revision of curriculum outlines for all courses and posted on school website
- Established common assessments – school-wide at mid-year and final exams
- Established Professional Learning Community structure
- Changed focus of faculty meetings with use of protocols such as “Looking at Student Work” creating more dialogue within and across departments
- Improved school climate by promoting faculty ethic of “We pull together, not apart” resulting in to a more cohesive and supportive staff
- Directed review and revision of the advisory program
- Re-establish or established committees and teams, Teaching & Learning and Chat Teams, School Safety Academic Affairs and Advisory Committees
- Established Campbell’s participation as a NH Scholars High School

Robert C. Manseau

Charles A. Napoli New Hampshire Secondary School Principal of the Year 2011
MetLife/NASSP National High School Principal of the Year Finalist 2012

- Introduced school improvement goals and SMART goals for teachers
- Started involvement with VLACS courses
- Improved communication in resolving conflicts between staff, parents and students
- Improved relationships between administrators and students, including handling of discipline issues with a more positive approach

Professional Development:

- Presented at 2010 NHASP Annual Conference “Core Competencies, A Ten Year Perspective” Mt. Washington Resort, Bretton Woods, NH
- Presented at 2009 NHASP Annual Conference “Walk Throughs” - Mt. Washington Resort, Bretton Woods, NH
- Presented at September 2008 DOE/New Hampshire High School Redesign Forum “Core competency based report card.” SERESC, Bedford, NH

Principal - Triton Regional High School,

Responsible for a grade 9-12 high school of 1,000 students, 72 professional staff and 31 support staff, including a four member administrative team and eight program coordinators. Managed the school's New England Association of Schools and Colleges re-accreditation process from Self-Study through Two Year Report.

Instituted a number of school improvement initiatives:

- School Mission and Data driven decision making
- Data Wall – public display of key school performance indicators
- Common Assessments – school-wide at mid-year and final exams
- Walk-Through Program – routine three-five minute classroom visits
- On-line daily and class attendance
- Critical Friends Groups – faculty looking at student work
- Policy Revisions – Attendance, Dress Code, Plagiarism
- Student Support Center – for students with chronic behavior problems
- Learning Center Program – for students at risk of retention
- Peer Mentoring Program – for entire freshman class
- Freshman Teaming – teachers with common planning time
- Grade 9 Mock MCAS Long Composition and joint faculty scoring

Professional Development:

- Led numerous programs centered on teaching and learning practices
- Led district-level Leadership Academy – supervision seminar using a Walk-Through model and evaluation seminar using *The Skillful Leader*.

Director of Visual and Performing Arts (Assistant Principal)

One of five directors: Humanities, Sciences, Arts, Guidance, Activities

Assistant Principal responsibilities:

- Administrative liaison for the Special Education program
- Supervision & evaluation of 15-20 teachers annually
- Allocation and oversight of school budget
- NEASC Self Study chair
- Master scheduling of high school courses
- Established and edited the school newsletter, the Viking Notebook
- Oversaw and coordinated cleaning contractor

Robert C. Manseau

Charles A. Napoli New Hampshire Secondary School Principal of the Year 2011
MetLife/NASSP National High School Principal of the Year Finalist 2012

Director of Visual & Performing Arts responsibilities:

- Full program oversight of extensive curricular and co-curricular visual and performing arts program
- Building Project Renovation – Arts facilities, consultations with architects and Furniture and Equipment consultant

Adjunct Instructor - Gordon College, Wenham, MA

- Taught “Music Education 5-12” and “Instrumentation and Arranging”
- Directed “Coy Pond Piranhas” music department’s jazz ensemble

Director of Music & Performing Arts - Triton Regional School, Byfield, MA

Department Head for Music, Art, Dance and Drama

- Responsible for music program in both junior and senior high schools
- Established visual & performing arts program, adding dance and drama to art and music curriculum in 1986, aligned curriculum with State Curriculum Frameworks

Band and Choral Director

- New England Scholastic Band Association Championships in 1983 and 1984
- Two European Concert Tours, 1986 and 1995, award winning bands and choirs

Teacher

- Instrumental, vocal and general music, grades 7-12
- Developed music technology program

Administrative internship

- Switched over school-wide grade report cards to computerized system

Peer Coaching presenter

- Provided district staff professional development

Cooperating Teacher

- For student teachers from Gordon College and the University of Lowell.

Teacher - Masconomet Regional Senior & Junior High Schools, Boxford, MA

- Taught instrumental music, grades 7-12

Selected Related Training:

- *School Leaders Mentor Training Program* –July, 2010, NHASP
- *Member of NEASC Visiting Committee, Laconia, NH High School* - 2009
- *A Compass for Secondary School Redesign* – July, 2008 – January, 2009, Teachers21/NEASC
- *Emergency Management Institute/FEMA* –June 2008, Introduction to the Incident Command System
- *Breaking Ranks II “Train the Trainer Program”* - November 2006, MASSP
- *Leadership and Learning: Transforming Research Into Action*, October 2006, Douglas Reeves, Center for Performance Assessment
- *Nonviolent Crisis Intervention*, May 2006, Crisis Prevention Institute
- *Transforming Learning Communities: A Framework for Improving Student and Adult Learning*, June 2005, MASCD June Institute
- *Sustaining Professional Learning Communities: Teaching and Learning in the age of Information and Insecurity*, October, 2004, Andy Hargreaves, Northeast Consortium for Staff Development
- *Redesigning American High Schools Institute* - July 2003, Harvard Graduate School of Education Programs in Professional Education

Robert C. Manseau

Charles A. Napoli New Hampshire Secondary School Principal of the Year 2011

MetLife/NASSP National High School Principal of the Year Finalist 2012

- o *Threat Assessment in Schools* - March 2003, Co-sponsored by US Secret Service, US DOE, Mass DOE and DMH, H&E Services
- o *Behavior Management* – Oct. 2002, Mike Mezzocchi, Pathways & Staff Development
- o *Member of NEASC Visiting Committee*, Lynnfield, MA High School - 2001
- o *School Leadership Program “Creating a Standards-Based Classroom”* - Sept., 2000-Feb., 2001, Mass Insight Education
- o *Advanced Coaching Seminar* – 1988, Northeast Consortium for Staff Development
- o *Certificate of Achievement* – Clinical Supervision with Madeline Hunter 1987

Certifications:

New Hampshire Certification # 87360

Principal

Massachusetts Certification # 152325 (*In-active as of June 2009*)

Principal/Assistant Principal (9-12)

Music: Vocal/Instrumental/General (PreK-9)

Music: Vocal/Instrumental/General (5-12)

Presentations:

- NHASP Annual Conferences, June 2009 “*Walkthroughs*,”
- NHASP Annual Conference, June 2010 “*Core Competencies, a Ten Year Perspective*”
- NHASP New Administrators Workshop, October 2010 “*Panel of Experts*”
- NHASP Assistant Principal Conference, February 2011 “*Panel on Bullying*”
- NHASP Annual Conference, June 2011 “*Alternative High School Programming*”
- New Hampshire State Board of Education, October 2011 “*Student Achievement for All*”
- New Hampshire Senate Education Sub-Committee Presentation, January, 2012 “*Common Core State Standards*”
- Education Commission of the States National Forum On Education Policy, “*Innovation & Opportunity, Moving The Needle on Student Success*”, July 2012, Atlanta, GA “*Raising Graduation Rates in New Hampshire: Effective Approaches, Lessons Learned*”

Recent Committees:

- ESEA Flexibility Waiver Taskforce, NH DOE, Fall 2011
- Professional Standards Revision Committee on Principal Certification, NH DOE, 2011-2012
- New Hampshire Task Force on Principal Leadership, NH DOE, 2011-2012

Affiliations:

- New Hampshire Association of School Principals NHASP
- National Association of Secondary School Principals NASSP
- New Hampshire Association of Supervision and Curriculum Development NHASCD
- Association of Supervision and Curriculum Development ASCD
- New England Secondary School Consortium, League of Innovative Schools, Strategic Action Team Member
- New England Secondary School Consortium, League of Innovative Schools, Campbell High School member Cohort I

Awards:

- My most prized recognition – Voted 1999 *Most Kind Teacher* by student body
- 2010 NHASP *Outstanding Role Model*
- Campbell High School named 2010 *Representative of Excellence Finalist*
Excellence in Education Awards June 12, 2010
- 2011 NHASP *Charles A. Napoli Secondary School Principal of the Year*

Robert C. Manseau

***Charles A. Napoli New Hampshire Secondary School Principal of the Year 2011
MetLife/NASSP National High School Principal of the Year Finalist 2012***

-2012 MetLife/NASSP National High School Principal of the Year Finalist

References:

-References available on request



TOWER GROUP

This Policy is Issued By:

COVERAGE SELECTIONS PAGE

This page and any attached endorsements form a part of your policy.

RENEWAL

EFFECTIVE 05/13/2013

MASSACHUSETTS HOMELAND INSURANCE COMPANY

Massachusetts Personal Automobile

DIRECT BILL

RECEIVED

Policy Number:

Producer:

MAR 26 2013

ITEM 1. This Policy is Issued To:

ROBERT C MARSEAU

ITEM 2. This policy is effective from:

MAY 13, 2013

To:

MAY 13, 2014

(12:01 A.M. Eastern Standard Time)

ITEM 3. Description of your Auto.

AUTO 01	AUTO
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ITEM 4. This policy provides only the coverages for which a premium charge is shown

COVERAGES, Parts 1 - 12	AUTO 01 10 110199 22			PREMIUM		AUTO			PREMIUM	
	LIMITS		DEDUCTIBLE	AMOUNT	ADJUSTED	LIMITS		DEDUCTIBLE	AMOUNT	ADJUSTED
1 Bodily Injury To Others	\$20,000 \$40,000	per person per accident	NONE	\$83				NONE		
2 Personal Injury Protection	\$8,000	per person	<input type="checkbox"/> NONE <input type="checkbox"/> yourself <input type="checkbox"/> yourself and household members	\$29			per person	<input type="checkbox"/> yourself <input type="checkbox"/> yourself and household members		
3 Bodily Injury Caused By An Underinsured Auto Compulsory Limits (\$20,000/\$40,000)	\$20,000 \$40,000	per person per accident	NONE	\$10			per person per accident	NONE		
4 Damage To Someone Else's Property Compulsory Limit (\$5,000)	\$100,000	per accident	NONE	\$155			per accident	NONE		
OPTIONAL INSURANCE										
5 Optional Bodily Injury To Others	\$250,000 \$500,000	per person per accident	NONE	\$105			per person per accident	NONE		
6 Medical Payments	\$5,000	per person	NONE	\$10			per person	NONE		
7 Collision	Actual Cash Value W/W		\$500	\$444		Actual Cash Value				
8 Limited Collision	Actual Cash Value					Actual Cash Value				
9 Comprehensive	Actual Cash Value		\$500	\$124		Actual Cash Value				
10 Substitute Transportation	Up to \$ 15 a day, max \$ 450		NONE	\$9		Up to \$ a day, max \$		NONE		
11 Towing And Labor	Up to for each disablement		NONE			Up to for each disablement		NONE		
12 Bodily Injury Caused By An Underinsured Auto	\$20,000 \$40,000	per person per accident	NONE				per person per accident	NONE		
NET RATING				99	\$120-					
PLAN ADJUSTMENT										
PREMIUM				\$849		PREMIUM				

Identification Numbers of Endorsements Forming a Part of This Policy

TOTAL PREMIUM	\$849
CHANGE PREMIUM	

ADDL EXCELLENT DRV DISC APPLIES

A 5.00% GROUP DISCOUNT HAS BEEN APPLIED TO YOUR POLICY PREMIUM

Annual Mileage Discount	Anti Theft Discount	Passive Restraint Discount	Age 65 and Older	Multi-Car Discount
Auto 01 NONE	Auto 01 20%	Auto 01 25%	Auto 01 NONE	Auto 01 NONE
Auto	Auto	Auto	Auto	Auto

ITEM 5. Place of Principal Garaging

AUTO 01	
AUTO	

ITEM 6. Secured Lender/Lessor - Additional Insured, if Rented Auto.

DRIVER INFORMATION					OPERATOR STATUS			
Oper No.	OPERATOR NAME	DATE OF BIRTH Mo. Day Yr.	LICENSE NUMBER	Lic. State	Auto	Auto	Auto	Auto
01	MARSEAU ROBERT C				01			
					P			

REFER TO OTHER SIDE FOR ADDITIONAL INFORMATION

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



FOR INFORMATION ONLY

G & C Letter # _____

G & C Date 10-3-12

APPROVED: _____

Page # _____

Item # 57

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1963
Citizens Services Line 1-800-338-9800

August 24, 2012

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

REQUESTED ACTION

1. Authorize the Department of Education, Division of Instruction to contract with Robert Manseau, Amesbury, MA, (vendor code 226508) to provide technical assistance to New Hampshire schools and districts regarding State priorities: curriculum, instruction and assessment; school improvement; and innovation. This contract will be in effect from the date of Governor and Council approval through June 30, 2013, in an amount not to exceed \$37,500.00. Source of funds is 100% Federal Funds.

Funding for this request is available as follows:

06-56-56-563010-21830000-102-500731 Department of Education, Title II-A State Activities	FY13 \$12,500.00
06-56-56-563010-32610000-072-509073 Department of Education, Title I-A 10003(a)	\$25,000.00

2. Subject to Governor and Council approval, authorize the Department of Education to exercise a renewal option on this contract for up to one additional fiscal year, subject to the contractor's acceptable performance of the terms therein and pending legislative approval of the next biennium budget.

EXPLANATION

A Request for Proposals was developed and was posted on the Department website. The Department was seeking individuals with specific expertise and experience to assist with activities designed to support school improvement. The selected individuals would assist the Department in advancing the knowledge of the common core, college and career ready standards and assessment in the field, and provide leadership to advance innovation in instruction and assessment.

His Excellency Governor John H. Lynch
and the Honorable Council
August 24, 2012
Page Two

The Department of Education would like to contract with Robert Manseau to provide technical assistance to the Seacoast Region of the state. Mr. Manseau has a M.Ed. in Educational Administration from the University of Lowell, Lowell, MA (1985). He has served as a teacher at both the high school and middle school levels, adjunct instructor at the college level, assistant principal and most recently as a principal and mentor at the high school level. In his present position, he has instituted a number of school improvement initiatives. We believe he has the necessary background and skills to successfully work with schools and districts in order to facilitate school and district improvement.

The proposal was received, reviewed and rated using a scoring rubric by an evaluation team appointed by the Commissioner of Education. The team, consisting of the Title I Director for the Bureau of Integrated Programs, a Teacher from the Milton School District, an NEA Member, and the Title Coordinator for the Manchester School District, interviewed the applicant and confirmed his qualifications in the interview. The team strongly recommended this candidate.

Respectfully submitted,



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

VMB:dc:emr

Regional Liaisons

Scoring Rubric

NAME	SCORE
Patty Ewen (ABC Education Consultants)	94.75
Jane Bergeron-Beaulieu	92.5
Randy Bell	90.0
Bob Manseau	89.75
Sandra Kent	76.5
Carolyn Eastman	73.50
Lori Langlois	65.25
Keith Burke	64.75
Christine Felix	64.25

The committee members responsible for the review of the Regional Liaisons proposals included the following individuals:

Stephanie Lafreniere, Title I Administrator, Dept. of Education; Ashley Frame, Educator, Milton; Irv Richardson, NEA; Lisa Witt, Title Coordinator, Manchester

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 contracts.

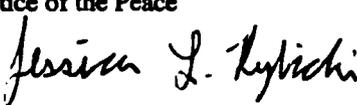
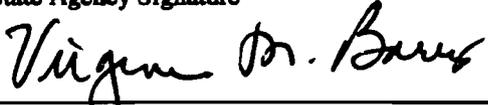
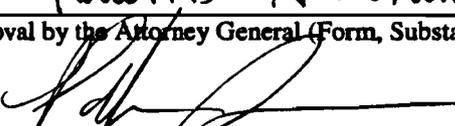
Subject: Regional Liaison

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH Department of Education, Bureau of Integrated Progr		1.2 State Agency Address 101 Pleasant Street, Concord, New Hampshire 03301	
1.3 Contractor Name Robert Manseau		1.4 Contractor Address 20 Lake Attitash Road, Amesbury, MA 01913	
1.5 Contractor Phone Number 978-388-9067	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2013	1.8 Price Limitation \$37,500.00
1.9 Contracting Officer for State Agency Deborah Connell, Administrator, Bureau of Integrated Prc		1.10 State Agency Telephone Number 603-271-3769	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Robert Manseau	
1.13 Acknowledgement: State of MA, County of Essex On <u>September 14, 2012</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proved to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace 			
1.13.2 Name and Title of Notary or Justice of the Peace Jessica L. Rybicki			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Virginia M. Barry, Ph.D., Commissioner of Education	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: <u>Karen D. Hutchins</u> Director, On: <u>9-11-12</u>			
1.17 Approval by the Attorney General (Form, Substance and Execution) By:  On: <u>9/13/12</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			