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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

February 20, 2020

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

REQUESTED ACTION

1. Authorize the Department of Education to exercise a **sole source** amendment with NH Coalition for Citizens with Disabilities dba Parent Information Center, Concord, NH, (Vendor Code 177245), by increasing the price limitation by \$21,617.82 from \$216,995.76 to \$238,613.58, for additional implementation support in iSocial communities related to process coaching, effective upon Governor and Council approval through June 30, 2020. The Governor and Council originally approved this contract on March 21, 2018, (Item #61). 100% Federal Funds.
2. Contingent upon approval of Requested Action #1, authorize the Department of Education to exercise a one year renewal option with NH Coalition for Citizens with Disabilities dba Parent Information Center, by increasing the price limitation by \$238,613.58 from \$238,613.58, to \$477,227.16, to include both continued support of the New Hampshire's Pyramid Model implementation, together with the additional support needed for iSocial communities. This renewal would extend the completion date from June 30, 2020, to June 30, 2021, effective upon Governor and Council approval. 100% Federal Funds.

Funds to support this request are available in the account titled State Professional Development in Fiscal Year 2020 & Fiscal Year 2021, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified:

| | | |
|--|-------------|--------------|
| | <u>FY20</u> | <u>FY21</u> |
| 06-56-56-562010-25060000-072-509073 Grants - Federal | \$21,617.82 | \$238,613.58 |

| Fiscal Year | Accounting Unit | Current Budget | Increase/Decrease | New Modified Budget |
|-------------|-----------------|----------------|-------------------|---------------------|
| 2020 | 25060000 | \$216,995.76 | \$21,617.82 | \$238,613.58 |
| 2021 | 25060000 | \$0 | \$238,613.58 | \$238,613.58 |
| | Total | \$216,995.76 | \$260,231.40 | \$477,227.16 |

EXPLANATION

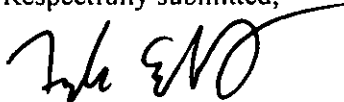
1. This is a **sole source** request as the price limitation and the scope of work will increase. The Pyramid Model framework uses implementation science to promote evidence-based practices that build on the natural curiosity of the child and promote social and emotional development of young children. We are expanding on the original scope of work to include additional implementation supports in iSocial communities related to process coaching to support capacity building in communities to sustain implementation when state supports are no longer available.
2. The Department of Education would like to renew the contract for one additional year to continue the effort to reinforce New Hampshire's iSocial Pyramid Model implementation, because of the positive performance and meaningful accomplishments of the NH Coalition for Citizens with Disabilities dba Parent Information Center to this point, building upon local capacity in the implementation of the Pyramid Model Framework, and embedding family engagement strategies such as Positive Solutions for Families, within the selected communities/sites. This renewal will also include expanding on the original scope of work to include additional implementation supports in iSocial communities related to process coaching to support capacity building in communities to sustain implementation when state supports are no longer available.

A Request for Proposals (RFP) "Building Capacity to Implement iSocial: Process coaching of local iSocial leadership teams, including embedding family engagement strategies within the selected communities/sites" was advertised in the Manchester Union Leader December 3rd, December 4th and December 5th, 2018 and posted to the NHDOE website. Two (2) proposals were received by the deadline of Friday, January 11, 2019, AnLar, LLC & NH Coalition for Citizens with Disabilities dba Parent Information Center.

The proposals were reviewed and rated. The review committee consisted of Joan Izen, the Project Director of the New Hampshire Preschool Technical Assistance Network (PTAN), Ruth Littlefield, from the NH Department of Education serving as the Preschool Special Education Consultant, and Susan Merrell, the Director of Special Education and Counseling Services for Governor Wentworth Regional School District. The reviewers recommend that NH Coalition for Citizens with Disabilities dba Parent Information Center's proposal be brought forward for approval.

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

**AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT**

Now come the New Hampshire Department of Education, Commissioner's Office, hereinafter "the Agency," and NH Coalition for Citizens with Disabilities dba Parent Information Center, hereinafter "the Contractor," and pursuant to an agreement between the parties that was originally approved by Governor and Council on May 1, 2019, (Item #67) hereby agree to modify same as follows:

1. Amend Section 1.7 Completion Date by removing June 30, 2020 and replacing with June 30, 2021
2. Amend Section 1.8 Price Limitation by removing \$216,995.76 and replacing with \$477,227.16
3. Amend Section 1.9 Contracting Officer for the State by removing Santana Thibedeau and replacing with Rebecca Fredette.
4. Remove Exhibit A "SCOPE OF SERVICES" and replace with Exhibit B-1 "SCOPE OF SERVICES"
5. Remove Exhibit B "BUDGET" and replace with Exhibit C-1 "METHOD OF PAYMENT"
6. Remove Exhibit C "SPECIAL PROVISIONS" and replace with Exhibit A-1 "SPECIAL PROVISIONS"
7. All other provisions of this agreement shall remain in full force and effect as originally set forth; and
8. This modification shall be effective on the date of approval by Governor and Council.
9. 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: Frank Edlbut 2.24.2020
Frank Edlbut, Commissioner of Education Date

NH Coalition for Citizens with Disabilities

By: Michelle Lewis 1/30/2020
Michelle Lewis, Executive Director Date

STATE OF NH

County of Merrimack

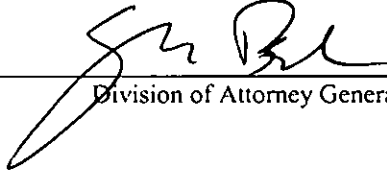
On this the 30 day of January, 2020 before me, Angelina M. Adams, the undersigned officer, personally appeared Michelle Lewis known to me (or satisfactory proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

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

Angelina M. Adams
Notary Public/Justice of the Peace

5/16/23
Commission Expires

Approved as to form, substance and execution by the Attorney General this 25th day of February, 2020.



Division of Attorney General Office

Approved by the Governor and Council this _____ day of _____, 2020

By: _____

**EXHIBIT A-1
SPECIAL PROVISIONS**

EXHIBIT B-1 SCOPE OF SERVICES

The NH Coalition for Citizens with Disabilities dba Parent Information Center will support New Hampshire's local iSocial efforts to develop a Master Cadre of highly skilled Process Coaches, build local capacity for process coaching by supporting leadership teams to engage in action planning, data collection and use, and implementation of the Pyramid Model, and embed family engagement strategies such as Positive Solutions for Families (PSF) within the selected communities/sites. The NH Coalition for Citizens with Disabilities dba Parent Information Center will:

Implementation, Scale-up and Sustainability

- Participate in State level meetings to infuse the process coach perspective into the ongoing development of iSocial including the iSocial State Leadership Team (SLT) and the Pyramid Model State Leadership Team (PM SLT);
- Participate in the development and delivery of the iSocial Learning collaborative;
- Coordinate with related initiatives, as directed by the State
 - Work with the Pyramid Model Consortium and iSocial Core Team to develop a plan to replicate the *Implementation Site Readiness Series* throughout the remaining communities and support the development of local capacity to implement.
 - Implement the plan to replicate the Implementation Site Readiness Series in one additional community.
- Collaborate with project partners to promote an integrated coaching system, process, and coaching content that supports iSocial implementation of the Pyramid Model Framework;
- Develop resources to promote the ongoing capacity to implement process coaching
 - Create a work plan for the identification of Internal Process Coaches including the creation of an Internal Process Coach Selection Tool for Community and Site Leadership Teams.
 - Create a tool-kit for Process Coaches that includes activities, formative tools, and strategies.
 - Create an Implementation Site Sustainability Formative Tool and a Community Collaborative Sustainability Formative Tool.
- In collaboration with the iSocial SLT, the Pyramid Model SLT and the iSocial Core Team, support the development of a communication plan to message iSocial to key stakeholders;
- Develop resources (videos, etc.) to promote all aspects of iSocial, as directed
 - Outreach to School District, Community and Implementation Site Leadership Teams to collect resources that already exist and needs related to their implementation of iSocial.

- Work with iSocial State Leadership Team to create videos and other specific NH templates and tools to promote the benefits and outcomes related to implementation of the Pyramid Model Framework.
- Work with the iSocial State Leadership Team to identify Administrators, Coaches, Practitioners, families and others to provide interviews, videos or other testimonials regarding their experiences as part of the iSocial process.
- Ensure data reporting is timely, complete and accurate as directed by the Department, consistent with the evaluation plan and data analysis frameworks for both Process Coaches and PSF facilitators and trainers
 - Create check-lists of monthly and yearly data reporting for Process Coaches
 - Project Director accesses iSocial Database on a bi-monthly basis to ensure timely and accurate reporting by Process Coaches
 - Create a PSF Data Check-list for Facilitators, including timelines, submission requirements, etc.
- Provide written reports of activities on an as needed basis.

Family Engagement

- Coordinate activities to promote family voice with other Department efforts as requested;
- Embed family-engagement strategies in local community and implementation site leadership teams
 - Support Leadership Teams in developing a vision for family voice/engagement and strategies for building their family engagement system
 - Support Community and Implementation Site teams in assessing needs and opportunities related to family voice/engagement
 - Assist Teams in implementing strategies related to engaging family voice by
- Provide resources to community collaboratives to support family engagement
 - Identify, develop and facilitate methods to invite family voice into the implementation of iSocial activities.
 - Develop and record up to three online learning opportunities on effective practice for family voice/engagement.
 - Provide training and coaching for up to 15 families and Leadership Team members regarding the expectations, role and value of having an active caregiver as part of the Leadership Team.
 - Develop and share a Media Resource Guide that includes short tips and sample articles/posts to communicate with families.

- Develop state-level PSF trainers who then train local facilitators to provide PSF in the iSocial communities
 - Collaborate with the iSocial Core Team and Pyramid Model Consortium to develop competencies and criteria to be used to train and certify Master PSF trainers.
 - Develop an application and review process to select potential Master PSF Facilitators.
 - Partner with the Pyramid Model Consortium to train and certify four (4) additional Master PSF Facilitators.
 - Work in partnership with the Community Collaboratives and iSocial Implementation Sites to:
 - Identify potential Master PSF Facilitators.
 - Recruit, train and retain up to 30 additional local PSF Facilitators.
 - Develop, publish and maintain an online database of PSF Facilitators, by region.
- Provide incentives and supports to ensure trained local facilitators offer PSF
 - Develop and maintain a Google Drive and Google group to house all resources related to PSF and provide the ability for Facilitators to connect and share resources.
 - Implement a monthly virtual Professional Learning Community (PLC) to provide support and assistance to PSF Facilitators.
 - Provide resources and/or materials to PSF Facilitators to distribute to families attending PSF.
- Contribute PSF and family engagement resources to iSocial website on an ongoing basis;
- Provide annual reports on the successes and challenges of PSF strategies; and
- Participate in monthly iSocial State Leadership Team and PMSLT specific to family voice.

Master Cadre of Process Coaches

- Develop and oversee a Master Cadre of at least four (4) highly-skilled process coaches. This includes orientation, training and the operation of a PLC for the Master Cadre
 - Identify Core Competencies of Master Cadre Process Coaches.
 - Develop a job description of the Master Cadre Process Coach.
 - Develop an orientation and training program, including the operation of a PLC.
 - Develop an application and review process for selection of the Master Cadre Process Coaches.
 - Train the Master Cadre of Process Coaches including conducting a PLC.
- Ensure that the Master Cadre oversees training of local process coaches in five (5) or more communities to support community-based and site-based leadership teams with the

completing of Benchmarks of Quality and the development and implementation of action plans related to infrastructure development.

- Document and review successes, challenges, barriers and gaps
- Revise the Master Cadre training, support and coaching plan as needed
- Revise the Internal Process Coach orientation, training, support and coaching plan as needed

Process Coaches

- Recruit, retain and train local process coaches for each of the five (5) community collaboratives and the iSocial implementation sites
 - Ensure all Community Collaboratives and Implementation Sites have an external Process Coach.
 - Conduct an informational webinar/Zoom for Community and Implementation Site Leadership Teams regarding the need for role, responsibilities, skills and identification/selection of Internal Process Coaches.
 - Train Master Cadre on Internal Process Coach Selection Tool.
 - Utilize the Selection Tool with the Community and Implementation Site Leadership Teams to identify individual(s) from their local communities that possess the Process Coach core competencies and systems thinking necessary to be an effective Internal/Local Process Coach.
 - Pair Master Cadre with Internal Process Coach.
 - Implement training, coaching and support strategies to identified Internal Process Coaches including Implementation Science training, effective learning and facilitation strategies.
 - Internal Process Coaches complete self-assessment/reflection and meet with Master Cadre to determine fit and/or further targeted support
- Identify strategies to promote ongoing support and professional development for local process coaches to include things such as PLCs, Learning Collaboratives, informational webinars, etc.;
- Prepare to scale-up throughout these five (5) communities and expand into additional communities across the State;
- Engage in a process to build local capacity to gradually release external process coaches
 - Coordinate and provide External Process Coach support to SSIP districts as defined in their Action Plan.
 - Utilize Sustainability Formative Tools for Implementation Site Leadership Teams and Community Collaborative Leadership Teams that guides them in assessing their capacity for sustainability and determine next steps

- Provide ongoing technical assistance to process coaches, community collaboratives and implementation sites regarding data-based decision making and the utilization of iSocial data system
 - Collaborate with the Evaluation & Data Team to create and implement a multi-layer technical assistance and support plan that is reflective to the various roles within iSocial.
 - iSocial Evaluation Core Team meets with External Process Coaches related to the Data Inquiry Cycle and Data-based Decision Making
 - Update iSocial data collection timeline/calendar
 - Collaborate with the Expanded Core Team on an ongoing basis to conduct Learning Collaborative meetings specific to data-based decision making and the utilization of the iSocial data system
 - Support Process Coaches on an ongoing basis with the iSocial Data System to include timely and accurate data
- Oversee distribution of funds to the community collaboratives to support action plan implementation
 - Conduct informational Zoom call to outline the reimbursement process and post on iSocial website
 - Support Community Leadership Teams to identify internal procedures for requesting funds that meet identified requirements on an ongoing basis
 - Approve reimbursements on an ongoing basis
- Plan, facilitate and follow-up monthly meetings of the process coaches to support supervision of the coaches and to promote consistency of coaching implementation
 - Plan and facilitate monthly Process Coach Meetings to identify needs and support Coaches
 - Identify systemic gaps and/or strategies to share with the Core Team for resource allocation including the development of related iSocial implementation workgroups/committees and PLCs
 - Identified gaps will be targeted to the entire Process Coach group, include individual reflection and/or strategies or additional training, support and coaching
- Provide ongoing supervision of process coaches including:
 - Monthly Cohort Meetings
 - PLC Meetings on a regular basis

- Detailed invoicing and coaching log oversight monthly
- Oversight of self-reflection tools on a regular basis
- Troubleshoot and problem solve as issues arise; and
- Provide a continuum of access for experienced iSocial sites and others to access process coach support either through local funding or State support
 - Support Leadership Teams in identifying target supports required to support sustainability and resources to support their cost via their action plan
 - Develop, publish and maintain an online database of experienced External Process Coaches and their qualifications/interest areas, by region
 - Develop, publish and maintain an outline of specific activities, their timeframe and potential cost related to External Process Coach support that may be made available to sites during gradual release, for those no longer participating actively in iSocial, for those not being supported by a Community as an Implementation Site, or those who are not located in an iSocial Community
 - Work with the Core Team and the Pyramid Model State Leadership Team, as appropriate to develop a structure for accessing External Process Coaches via state support of local funds.

Additional Scope of Work

- Conduct program-wide leadership team days regionally as approved by the NH DOE
- Support community collaboratives and implementation sites:
 - Awareness and understanding of how the Pyramid Model supports social-emotional learning
 - Awareness and understanding of the Pyramid Model as a Multi-Tiered System of Support for Behavior (MTSS-B)
- Support the development of readiness strategies for regional collaboratives and implementation sites
- Assist with coordinating iSocial Learning Collaboratives and other leadership team and/or systems-building events to include reserving meeting space.
- Provide a Master Process Coach to coach internal and external process coaches
- Participate and assist with facilitation of the Home Visiting Task Force
- Attend NTI to gain program coaching and family engagement resources for use in NH.
- Work with the NH DOE and project partners to pilot the process of implementing Pyramid Model in Family Child Care Centers.

**EXHIBIT C-1
METHOD OF PAYMENT**

BUDGET

| Description of Services | FY'20 | FY'21 |
|------------------------------|---------------------|---------------------|
| Salary | \$67,807.50 | \$67,807.50 |
| Fringe Benefits | \$9,180.00 | \$9,180.00 |
| Graphic Design | \$1,000.00 | \$1,000.00 |
| Travel | \$5,750.00 | \$5,750.00 |
| Workshop Expenses - Meetings | \$1,500.00 | \$1,500.00 |
| Supplies | \$1,500.00 | \$1,500.00 |
| Postage and Shipping | \$50.00 | \$50.00 |
| Printing and Reproduction | \$1,000.00 | \$1,000.00 |
| Rent | \$5,226.00 | \$5,226.00 |
| Telephone, Communications | \$1,500.00 | \$1,500.00 |
| Contractual | \$10,425.00 | \$10,425.00 |
| Process Coaches | \$66,000.00 | \$66,000.00 |
| Community Collaboratives | \$50,000.00 | \$50,000.00 |
| Indirect Costs | \$17,675.08 | \$17,675.08 |
| Totals | \$238,613.58 | \$238,613.58 |

Limitation on Price: This contract will not exceed \$477,227.16

Source of Funding:

Funds to support this request are available in the account titled State Professional Development in Fiscal Year 2020 & Fiscal Year 2021, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified:

| | | |
|--|-------------|--------------|
| | <u>FY20</u> | <u>FY21</u> |
| 06-56-56-562010-25060000-072-509073 Grants - Federal | \$21,617.82 | \$238,613.58 |

Method of Payment:

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

Submit invoices to:
 Penny Duffy – Grants & Contracts Technician
 NH Department of Education Bureau of Student Support
 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

Certificate Number: 0004782400



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 21st day of January A.D. 2020.

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.



Dana Hill
Board Secretary

1/22/2020
Date



Notary Public
my Commission Expires on
5-1-2024

1-22-2020
Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/06/2020

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 have ADDITIONAL INSURED provisions or 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 E-MAIL ADDRESS: vpinette@crossagency.com | | FAX (A/C, No): (603) 845-4331 | |
| INSURED NH Coalition For Citizens With Disabilities Inc., DBA: Parent Information 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. | | 28522 | |
| | | INSURER D: | | | |
| | | INSURER E: | | | |
| | | INSURER F: | | | |

COVERAGES **CERTIFICATE NUMBER:** 20-21 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 | <input checked="" type="checkbox"/> 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: | | | 01/01/2020 | 01/01/2021 | 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 - COMPROP AGG \$ 2,000,000 |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | 01/01/2020 | 01/01/2021 | 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 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 | | | 01/01/2020 | 01/01/2021 | 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 | 01/01/2020 | 01/01/2021 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> 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 Liability | | | 01/01/2020 | 01/01/2021 | 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

CANCELLATION

| | |
|---|---|
| State of New Hampshire Department of Education 101 Pleasant Street Concord NH 03301 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  |
|---|---|

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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

April 1, 2019

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 (NHDOE), Bureau of Student Support to enter into a contract with NH Coalition for Citizens with Disabilities dba Parent Information Center (Vendor Code 177245) in an amount not to exceed \$216,995.76 to support New Hampshire's Pyramid Model implementation, scale-up and sustainability efforts with the goal of improving social-emotional outcomes of young children, effective for the period July 1, 2019 through June 30, 2020, upon Governor and Council approval, with an option to renew for one additional year. 100% Federal Funds.

Funds to support this request are anticipated to be available in the account titled State Professional Development in Fiscal Year 2020, 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:

FY2020

06-056-056-562010-25060000-072-509073 Contracts for Program Services \$216,995.76

EXPLANATION

The purpose of this contract is to support New Hampshire's iSocial Pyramid Model implementation, scale-up and sustainability efforts by building a Master Cadre of highly-skilled Process Coaches, building local capacity for process coaching by supporting leadership teams to engage in the implementation of the Pyramid Model Framework, and embedding family engagement strategies such as *Positive Solutions for Families*, within the selected communities/sites. The Pyramid Model framework uses implementation science to promote evidence-based practices that build on the natural curiosity of the child and promote social and emotional development of young children.

The United States Department of Education was awarded a State Personnel Development Grant from the U.S. Department of Education Office of Special Education Programs in 2017. State Personnel

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2
April 1, 2019

Development Grants are provided to help state educational agencies (SEAs) reform and improve their systems for personnel preparation and professional development of individuals providing early intervention, educational, and transition services to improve results for children with disabilities.

A Request for Proposals (RFP) "*Building Capacity to Implement iSocial: Process coaching of local iSocial leadership teams, including embedding family engagement strategies within the selected communities/sites*" was advertised in the Manchester Union Leader December 3rd, December 4th and December 5th, 2018 and posted to the NHDOE website. Two (2) proposals were received by the deadline of Friday, January 11, 2019, AnLar, LLC & NH Coalition for Citizens with Disabilities dba Parent Information Center.

The proposals were reviewed and rated using the attached scoring rubric (see attachment A). The review committee consisted of Joan Izen, the Project Director of the New Hampshire Preschool Technical Assistance Network (PTAN), Ruth Littlefield, from the NH Department of Education serving as the Preschool Special Education Consultant, and Susan Merrell, the Director of Special Education and Counseling Services for Governor Wentworth Regional School District. The reviewers recommend that NH Coalition for Citizens with Disabilities dba Parent Information Center's proposal be brought forward for approval.

The United States Department of Education, 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 State Personnel Development Grant 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

Attachment A

Building Capacity to Implement iSocial: Process coaching of local iSocial leadership teams, including embedding family engagement strategies within the selected communities/sites

Proposal Criteria in the RFP

| | |
|---------------------------------|------------|
| Technical Skill | 15 points |
| Content Knowledge | 15 points |
| Personnel and partners | 15 points |
| Quality of Services | 20 points |
| Metrics | 15 points |
| Budget Completion and Relevance | 20 points |
| Possible Points: | 100 points |

Two (2) Proposals were received:

1. AnLar, LLC.
2. NH Coalition for Citizens with Disabilities dba Parent Information Center

AnLar, LLC.

| | | | |
|--------------|------------------|---------------|--------------------|
| Joan Izen | Ruth Littlefield | Susan Merrell | <u>Peer Review</u> |
| <u>Score</u> | <u>Score</u> | <u>Score</u> | 64.33 |
| 65 | 56 | 72 | |

NH Coalition for Citizens with Disabilities dba Parent Information Center

| | | | |
|--------------|------------------|---------------|--------------------|
| Joan Izen | Ruth Littlefield | Susan Merrell | <u>Peer Review</u> |
| <u>Score</u> | <u>Score</u> | <u>Score</u> | 94.66 |
| 95 | 93 | 96 | |

(average is different than the combined score)

An RFP review occurred on January 25, 2019. The RFP review panel consisted of the following:

Joan Izen is the Project Director of the New Hampshire Preschool Technical Assistance Network (PTAN) that has worked closely over the past four years with the New Hampshire Department of Education, Bureau of Student Support to develop and implement the SSIP. She has supported the development of a content coach cohort, an Institutions of Higher Education (IHE) Task Force and a Task Force action plan that promotes the infusion of evidence-based practices and the Pyramid Model Framework into IHE coursework. Joan also facilitates the Pyramid Model State Leadership Team.

Ruth Littlefield, NH Department of Education, Preschool Special Education Consultant - In her role in the New Hampshire Department of Education, Ruth coordinates the SSIP which focuses on improving social and emotional outcomes for preschool children with disabilities. Ruth is also the Co-Lead of the Pyramid Model State Leadership Team.

Susan Merrell, Susan is the Director of Special Education and Counseling Services for Governor Wentworth Regional School District. She leads the *Fostering Footprints* Community Collaborative that joined iSocial in July 2018 as one of five participating communities. She has a strong foundation in the Pyramid Model and Implementation Science as well as experience participating in NH's previous State Personnel Development Grant (SPDG) *Next Steps NH*.

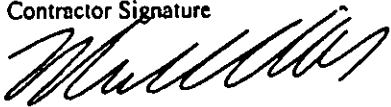
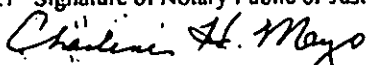
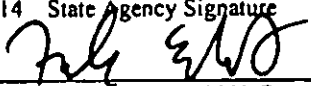
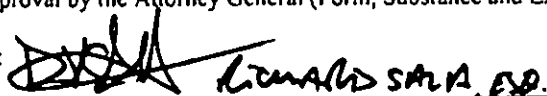
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

| | | | |
|---|-------------------------------------|--|--------------------------------------|
| 1.1 State Agency Name Education, Bureau of Student Support | | 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, NH 03301 | |
| 1.5 Contractor Phone Number (603) 224-7005 | 1.6 Account Number See Exhibit B | 1.7 Completion Date June 30, 2020 | 1.8 Price Limitation \$216,995.76 |
| 1.9 Contracting Officer for State Agency Santina Thibedeau, Administrator Bureau of Student Support | | 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>N. H.</u> , County of <u>Merrimack</u> On <u>3-26-19</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] <u>my commission expires on 5-23-19</u> | | | |
| 1.13.2 Name and Title of Notary or Justice of the Peace Charlene H. Mayo | | | |
| 1.14 State Agency Signature  Date: <u>4-10-19</u> | | 1.15 Name and Title of State Agency Signatory Frank Edelblut Commissioner | |
| 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:  On: <u>April 15, 2019</u> | | | |
| 1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____ | | | |

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

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

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

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

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

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

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

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

7. PERSONNEL.

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

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

Contractor Initials O
Date 3/26/19

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.

Contractor Initials

Date 3/26/19

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.

Contractor Initials

Date

(0)

3/26/19

EXHIBIT A

SCOPE OF SERVICES

The NH Coalition for Citizens with Disabilities dba Parent Information Center will support New Hampshire's local iSocial efforts to develop a Master Cadre of highly skilled Process Coaches, build local capacity for process coaching by supporting leadership teams to engage in action planning, data collection and use, and implementation of the Pyramid Model, and embed family engagement strategies such as Positive Solutions for Families (PSF) within the selected communities/sites. The NH Coalition for Citizens with Disabilities dba Parent Information Center will:

Implementation, Scale-up and Sustainability

- Participate in State level meetings to infuse the process coach perspective into the ongoing development of iSocial including the iSocial State Leadership Team (SLT) and the Pyramid Model State Leadership Team (PM SLT);
- Participate in the development and delivery of the iSocial Learning collaborative;
- Coordinate with related initiatives, as directed by the State
 - Work with the Pyramid Model Consortium and iSocial Core Team to develop a plan to replicate the *Implementation, Site Readiness Series* throughout the remaining communities and support the development of local capacity to implement by November 2019
 - Implement the plan to replicate the Implementation Site Readiness Series in one additional community by May 2020
- Collaborate with project partners to promote an integrated coaching system, process, and coaching content that supports iSocial implementation of the Pyramid Model Framework;
- Develop resources to promote the ongoing capacity to implement process coaching
 - Create a work plan for the identification of Internal Process Coaches including the creation of an Internal Process Coach Selection Tool for Community and Site Leadership Teams by June 2020
 - Create a tool-kit for Process Coaches that includes activities, formative tools, and strategies by February 2020
 - Create an Implementation Site Sustainability Formative Tool and a Community Collaborative Sustainability Formative Tool by Spring 2020
- In collaboration with the iSocial SLT, the Pyramid Model SLT and the iSocial Core Team, support the development of a communication plan to message iSocial to key stakeholders;
- Develop resources (videos, etc.) to promote all aspects of iSocial, as directed

- Outreach to School District, Community and Implementation Site Leadership Teams to collect resources that already exist and needs related to their implementation of iSocial by Fall 2019
- Work with iSocial State Leadership Team to create videos and other specific NH templates and tools to promote the benefits and outcomes related to implementation of the Pyramid Model Framework by June 2020
- Work with the iSocial State Leadership Team to identify Administrators, Coaches, Practitioners, families and others to provide interviews, videos or other testimonials regarding their experiences as part of the iSocial process by June 2020
- Ensure data reporting is timely, complete and accurate as directed by the Department, consistent with the evaluation plan and data analysis frameworks for both Process Coaches and PSF facilitators and trainers
 - Create check-lists of monthly and yearly data reporting for Process Coaches by July 2019
 - Project Director accesses iSocial Database on a bi-monthly basis to ensure timely and accurate reporting by Process Coaches
 - Create a PSF Data Check-list for Facilitators, including timelines, submission requirements, etc. by July 2019
- Provide written reports of activities on an as needed basis.

Family Engagement

- Coordinate activities to promote family voice with other Department efforts as requested;
- Embed family-engagement strategies in local community and implementation site leadership teams
 - Support Leadership Teams in developing a vision for family voice/engagement and strategies for building their family engagement system by November 2019
 - Support Community and Implementation Site teams in assessing needs and opportunities related to family voice/engagement by June 2020
 - Assist Teams in implementing strategies related to engaging family voice by June 2020
- Provide resources to community collaboratives to support family engagement
 - Identify, develop and facilitate methods to invite family voice into the implementation of iSocial activities by June 2020
 - Develop and record up to three online learning opportunities on effective practice for family voice/engagement by June 2020

- Provide training and coaching for up to 15 families and Leadership Team members regarding the expectations, role and value of having an active caregiver as part of the Leadership Team by June 2020
- Develop and share a Media Resource Guide that includes short tips and sample articles/posts to communicate with families by June 2020
- Develop state-level PSF trainers who then train local facilitators to provide PSF in the iSocial communities
 - Collaborate with the iSocial Core Team and Pyramid Model Consortium to develop competencies and criteria to be used to train and certify Master PSF trainers by December 2019
 - Develop an application and review process to select potential Master PSF Facilitators by March 2020
 - Partner with the Pyramid Model Consortium to train and certify four (4) additional Master PSF Facilitators by June 2020
 - Work in partnership with the Community Collaboratives and iSocial Implementation Sites to:
 - Identify potential Master PSF Facilitators by January 2020
 - Recruit, train and retain up to 30 additional local PSF Facilitators by June 2020
 - Develop, publish and maintain an online database of PSF Facilitators, by region, by June 2020
- Provide incentives and supports to ensure trained local facilitators offer PSF
 - Develop and maintain a Google Drive and Google group to house all resources related to PSF and provide the ability for Facilitators to connect and share resources by June 2020
 - Implement a monthly virtual Professional Learning Community (PLC) to provide support and assistance to PSF Facilitators beginning in July 2019
 - Provide resources and/or materials to PSF Facilitators to distribute to families attending PSF sessions by June 2020
- Contribute PSF and family engagement resources to iSocial website on an ongoing basis;
- Provide annual reports on the successes and challenges of PSF strategies; and
- Participate in monthly iSocial State Leadership Team and PMSLT specific to family voice.

Master Cadre of Process Coaches

- Develop and oversee a Master Cadre of at least four (4) highly-skilled process coaches. This includes orientation, training and the operation of a PLC for the Master Cadre
 - Identify Core Competencies of Master Cadre Process Coaches by December 2019
 - Develop a job description of the Master Cadre Process Coach by December 2019

- Develop an orientation and training program, including the operation of a PLC by December 2019
- Develop an application and review process for selection of the Master Cadre Process Coaches by December 2019
- Train the Master Cadre of Process Coaches including conducting a PLC by June 2020
- Ensure that the Master Cadre oversees training of local process coaches in five (5) or more communities to support community-based and site-based leadership teams with the completing of Benchmarks of Quality and the development and implementation of action plans related to infrastructure development by June 2020
 - Document and review successes, challenges, barriers and gaps
 - Revise the Master Cadre training, support and coaching plan as needed
 - Revise the Internal Process Coach orientation, training, support and coaching plan as needed

Process Coaches

- Recruit, retain and train local process coaches for each of the five (5) community collaboratives and the iSocial implementation sites
 - Ensure all Community Collaboratives and Implementation Sites have an external Process Coach by June 2020
 - Conduct an informational webinar/Zoom for Community and Implementation Site Leadership Teams regarding the need for role, responsibilities, skills and identification/selection of Internal Process Coaches by November 2019
 - Train Master Cadre on Internal Process Coach Selection Tool by January 2020
 - Utilize the Selection Tool with the Community and Implementation Site Leadership Teams to identify individual(s) from their local communities that possess the Process Coach core competencies and systems thinking necessary to be an effective Internal/Local Process Coach by March 2020
 - Pair Master Cadre with Internal Process Coach by March 2020
 - Implement training, coaching and support strategies to identified Internal Process Coaches including Implementation Science training, effective learning and facilitation strategies by June 2020
 - Internal Process Coaches complete self-assessment/reflection and meet with Master Cadre to determine fit and/or further targeted support by June 2020
- Identify strategies to promote ongoing support and professional development for local process coaches to include things such as PLCs, Learning Collaboratives, informational webinars, etc. by June 2020;

- Prepare to scale-up throughout these five (5) communities and expand into additional communities across the State by June 2020;
- Engage in a process to build local capacity to gradually release external process coaches by June 2020
 - Coordinate and provide External Process Coach support to SSIP districts as defined in their Action Plan.
 - Utilize Sustainability Formative Tools for Implementation Site Leadership Teams and Community Collaborative Leadership Teams that guides them in assessing their capacity for sustainability and determine next steps
- Provide ongoing technical assistance to process coaches, community collaboratives and implementation sites regarding data-based decision making and the utilization of iSocial data system
 - Collaborate with the Evaluation & Data Team to create and implement a multi-layer technical assistance and support plan that is reflective to the various roles within iSocial by August 2019
 - iSocial Evaluation Core Team meets with External Process Coaches related to the Data Inquiry Cycle and Data-based Decision Making
 - Update iSocial data collection timeline/calendar by August 2019
 - Collaborate with the Expanded Core Team on an ongoing basis to conduct Learning Collaborative meetings specific to data-based decision making and the utilization of the iSocial data system
 - Support Process Coaches on an ongoing basis with the iSocial Data System to include timely and accurate data
- Oversee distribution of funds to the community collaboratives to support action plan implementation
 - Conduct informational Zoom call to outline the reimbursement process and post on iSocial website by September 2019
 - Support Community Leadership Teams to identify internal procedures for requesting funds that meet identified requirements on an ongoing basis
 - Approve reimbursements on an ongoing basis
- Plan, facilitate and follow-up monthly meetings of the process coaches to support supervision of the coaches and to promote consistency of coaching implementation
 - Plan and facilitate monthly Process Coach Meetings to identify needs and support Coaches

- Identify systemic gaps and/or strategies to share with the Core Team for resource allocation including the development of related iSocial implementation workgroups/committees and PLCs
 - Identified gaps will be targeted to the entire Process Coach group, include individual reflection and/or strategies or additional training, support and coaching
- Provide ongoing supervision of process coaches including:
 - Monthly Cohort Meetings
 - PLC Meetings on a regular basis
 - Detailed invoicing and coaching log oversight monthly
 - Oversight of self-reflection tools on a regular basis
- Troubleshoot and problem solve as issues arise; and
- Provide a continuum of access for experienced iSocial sites and others to access process coach support either through local funding or State support by June 2020
 - Support Leadership Teams in identifying target supports required to support sustainability and resources to support their cost via their action plan
 - Develop, publish and maintain an online database of experienced External Process Coaches and their qualifications/interest areas, by region
 - Develop, publish and maintain an outline of specific activities, their timeframe and potential cost related to External Process Coach support that may be made available to sites during gradual release, for those no longer participating actively in iSocial, for those not being supported by a Community as an Implementation Site, or those who are not located in an iSocial Community
 - Work with the Core Team and the Pyramid Model State Leadership Team, as appropriate to develop a structure for accessing External Process Coaches via state support of local funds.

EXHIBIT B

BUDGET

| Description of Services | FY'20 July 1, 2019- June 30, 2020 |
|------------------------------|---|
| Salary | \$62,491.00 |
| Fringe Benefits | \$9,180.00 |
| Graphic Design | \$1,000.00 |
| Travel | \$1,750.00 |
| Workshop Expenses - Meetings | \$800.00 |
| Supplies | \$1,500.00 |
| Postage and Shipping | \$50.00 |
| Printing and Reproduction | \$1,000.00 |
| Rent | \$5,226.00 |
| Telephone, Communications | \$1,000.00 |
| Contractual | \$10,425.00 |
| Process Coaches | \$56,500.00 |
| Community Collaboratives | \$50,000.00 |
| Indirect Costs | \$16,073.76 |
| Totals | \$216,995.76 |

Limitation on Price: This contract will not exceed \$ 216,995.76.

Source of Funding: Funds to support this request are anticipated to be available in the account titled State Professional Development in Fiscal Year 2020, 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:

06-056-056-562010-25060000-072-509073 Contracts for Program Services FY20
\$216,995.76

Method of Payment:

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

Submit Invoices to:

Penny Duffy – Grants & Contracts Technician
NH Department of Education
Bureau of Student Support
101 Pleasant Street
Concord, New Hampshire 03301

EXHIBIT C

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

Contractor Initials ①
Date 3/26/19

EXHIBIT D
Contractor Obligations

Contracts in excess of the simplified acquisition threshold (currently set at \$250,000) must address administrative, contractual, or legal remedies in instances where the contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Reference: 2 C.F.R. § 200.326 and 2 C.F.R. 200, Appendix II, required contract clauses.

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

The Contractor, certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Breach

A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

Fraud and False Statements

The Contractor understands that, if the project which is the subject of this Contract is financed in whole or in part by federal funds, that if the undersigned, the company that the Contractor represents, or any employee or agent thereof, knowingly makes any false statement, representation, report or claim as to the character, quality, quantity, or cost of material used or to be used, or quantity or quality work performed or to be performed, or makes any false statement or representation of a material fact in any statement, certificate, or report, the Contractor and any company that the Contractor represents may be subject to prosecution under the provision of 18 USC §1001 and §1020.

Environmental Protection

(This clause is applicable if this Contract exceeds \$150,000. It applies to Federal-aid contracts only.) The Contractor is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15) which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to the FHWA and to the U.S. EPA Assistant Administrator for Enforcement.

Procurement of Recovered Materials

In accordance with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962), State agencies and agencies of a political subdivision of a state that are using appropriated Federal funds for procurement must procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition; where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired in the preceding fiscal year exceeded \$10,000; must procure solid waste management services in a manner that maximizes energy and resource recovery; and must have established an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

EXHIBIT E
Federal Debarment and Suspension

- a. By signature on this Contract, the Contractor certifies its compliance, and the compliance of its Sub-Contractors, present or future, by stating that any person associated therewith in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position of authority involving federal funds:
1. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal Agency;
 2. Does not have a proposed debarment pending;
 3. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal Agency within the past three (3) years; and
 4. Has not been indicted, convicted, or had a civil judgment rendered against the firm by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.
- b. Where the Contractor or its Sub-Contractor is unable to certify to the statement in Section a.1. above, the Contractor or its Sub-Contractor shall be declared ineligible to enter into Contract or participate in the project.
- c. Where the Contractor or Sub-Contractor is unable to certify to any of the statements as listed in Sections a.2., a.3., or a.4., above, the Contractor or its Sub-Contractor shall submit a written explanation to the DOE. The certification or explanation shall be considered in connection with the DOE's determination whether to enter into Contract.
- d. The Contractor shall provide immediate written notice to the DOE if, at any time, the Contractor or its Sub-Contractor, learn that its Debarment and Suspension certification has become erroneous by reason of changed circumstances.

EXHIBIT F
Anti-Lobbying

The Contractor agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, execute the following Certification: The Contractor certifies, by signing and submitting this contract, to the best of his/her knowledge and belief, that:

- a. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any State or Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions (<http://www.whitehouse.gov/omb/grants/sfllin.pdf>).
- c. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is prerequisite for making and entering into this transaction imposed by Section 1352, Title 31 and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- d. The Contractor also agrees, by signing this contract that it shall require that the language of this certification be included in subcontracts with all Sub-Contractor(s) and lower-tier Sub-Contractors which exceed \$100,000 and that all such Sub-Contractors and lower-tier Sub-Contractors shall certify and disclose accordingly.
- e. The DOE shall keep the firm's certification on file as part of its original contract. The Contractor shall keep individual certifications from all Sub-Contractors and lower-tier Sub-Contractors on file. Certification shall be retained for three (3) years following completion and acceptance of any given project.

EXHIBIT G

Rights to Inventions Made Under a Contract, Copy Rights and Confidentiality

Rights to Inventions Made Under a Contract or Agreement

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the DOE.

Any discovery or invention that arises during the course of the contract shall be reported to the DOE. The Contractor is required to disclose inventions promptly to the contracting officer (within 2 months) after the inventor discloses it in writing to contractor personnel responsible for patent matters. The awarding agency shall determine how rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and Title 37 C.F.R. § 401.

Confidentiality

All Written and oral information and materials disclosed or provided by the DOE under this agreement constitutes Confidential Information, regardless of whether such information was provided before or after the date on this agreement or how it was provided.

The Contractor and representatives thereof, acknowledge that by making use of, acquiring or adding to information about matters and data related to this agreement, which are confidential to the DOE and its partners, must remain the exclusive property of the DOE.

Confidential information means all data and information related to the business and operation of the DOE, including but not limited to all school and student data contained in NH Title XV, Education, Chapters 186-200.

Confidential information includes but is not limited to, student and school district data, revenue and cost information, the source code for computer software and hardware products owned in part or in whole by the DOE, financial information, partner information (including the identity of DOE partners), Contractor and supplier information, (including the identity of DOE Contractors and suppliers), and any information that has been marked "confidential" or "proprietary", or with the like designation. During the term of this contract the Contractor agrees to abide by such rules as may be adopted from time to time by the DOE to maintain the security of all confidential information. The Contractor further agrees that it will always regard and preserve as confidential information/data received during the performance of this contract. The Contractor will not use, copy, make notes, or use excerpts of any confidential information, nor will it give, disclose, provide access to, or otherwise make available any confidential information to any person not employed or contracted by the DOE or subcontracted with the Contractor.

Ownership of Intellectual Property

The DOE shall retain ownership of all source data and other intellectual property of the DOE provided to the Contractor in order to complete the services of this agreement. As well the DOE will retain copyright ownership for any and all materials, patents and intellectual property produced, including, but not limited to, brochures, resource directories, protocols, guidelines, posters, or reports. The Contractor shall not reproduce any materials for purposes other than use for the terms under the contract without prior written approval from the DOE.

EXHIBIT H
Termination

a. Termination for Cause

The DOE may terminate the Contract for cause for reasons including but not limited to the following circumstances:

1. Contractor's failure to perform the services as detailed herein and in any modifications to the Contract.
2. Contractor's failure to complete the Contract within the timeframe specified herein and in any modifications to the Contract.
3. Contractor's failure to comply with any of the material terms of the Contract. If the DOE contemplates termination under the provisions of Subsections a.1., a.2., or a.3 above, the DOE shall issue a written notice of default describing the deficiency. The Contractor shall have five (5) business days to cure such deficiency. In the event the Contractor does not cure such deficiency, the DOE may terminate the Contract without further consideration by issuing a Notice of Termination for Default and may recover compensation for damages. If, after the Notice of Termination for Default has been issued, it is determined that the Contractor was not in default or the termination for default was otherwise improper, the termination shall be deemed to have been a Termination for Convenience.

b. Termination for Convenience

The DOE may terminate the Contract for convenience, in whole or in part, when, for any reason, the DOE determines that such termination is in its best interest. The contract can be terminated due to reasons known to the non-Federal entity, i.e., including but not limited to program changes, changes in state-of-the-art equipment or technology, insufficient funding, etc. The Contract termination is effected by notifying the Contractor, in writing, specifying that all or a portion of the Contract is terminated for convenience and the termination effective date. The Contractor shall be compensated only for work satisfactorily completed prior to the termination of the Contract. The Contractor is not entitled to loss or profit. The amount due to the Contractor is determined by the DOE.

In the event of termination for convenience, the DOE shall be liable to the Contractor only for Contractor's work performed prior to termination.

c. The DOE's Right to Proceed with Work

In the event this Contract is terminated for any reason, the DOE shall have the option of completing the Contract or entering into an agreement with another party to complete services outlined

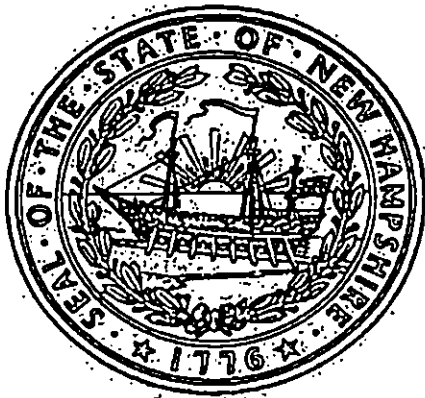
State of New Hampshire
Department of State

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

Certificate Number : 0004461371



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 25th day of March A.D. 2019.


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

William M. Gardner
Secretary of State

Certificate of Authority

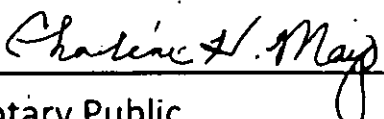
The board of Directors for the NH Coalition for Citizens with Disabilities, Inc. dba The Parent Information Center, having a principal place located at 54 Old Suncook Road, Concord, NH 03301 do hereby certify that Michelle Lewis, the appointed Executive Director of the NH Coalition for Citizens with 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.



Dana Hill
Board Secretary

3/26/19
Date



Notary Public
my commission expires on
5-23-19

3-26-15
Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/25/2019

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 have ADDITIONAL INSURED provisions or 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 FIAUCross Insurance 1100 Elm Street Manchester NH 03101 | CONTACT NAME: Vivian Pinetta PHONE (AC, No, Ext): (603) 669-3218 FAX (AC, No): (603) 645-4331 E-MAIL: vpinetta@crossagency.com ADDRESS: | | | | | | | | | | | | | | | | | | | | |
|--|--|-------------------------------|--|--------|------------|-------------------------------|-------|------------|----------------|-------|------------|--|--|------------|--|--|------------|--|--|------------|--|
| | <table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Philadelphia Indemnity Ins Co</td> <td>18058</td> </tr> <tr> <td>INSURER B:</td> <td>AmGuard Ins Co</td> <td>42390</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | | NAIC # | INSURER A: | Philadelphia Indemnity Ins Co | 18058 | INSURER B: | AmGuard Ins Co | 42390 | INSURER C: | | | INSURER D: | | | INSURER E: | | | INSURER F: | |
| INSURER(S) AFFORDING COVERAGE | | NAIC # | | | | | | | | | | | | | | | | | | | |
| INSURER A: | Philadelphia Indemnity Ins Co | 18058 | | | | | | | | | | | | | | | | | | | |
| INSURER B: | AmGuard Ins Co | 42390 | | | | | | | | | | | | | | | | | | | |
| INSURER C: | | | | | | | | | | | | | | | | | | | | | |
| INSURER D: | | | | | | | | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | | | | | | | |
| INSURED NH Coalition For Citizens With Disabilities Inc., DBA Parent Information Center 54 Old Suncook Rd Concord NH 03301-7317 | | | | | | | | | | | | | | | | | | | | | |


COVERAGES CERTIFICATE NUMBER: 19/20 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 | ADDITIONAL INFO | 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 type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: | | | 01/01/2019 | 01/01/2020 | 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/PROP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000 |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | 01/01/2019 | 01/01/2020 | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired Auto Liability \$ 1,000,000 |
| A | <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 | | | 01/01/2019 | 01/01/2020 | 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 | 01/01/2019 | 01/01/2020 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 |
| A | Directors & Officers Liability Deductible \$500 | | | 01/01/2019 | 01/01/2020 | 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 Street Concord NH 03301 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  |
|--|--|

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

Financial Statements

For the Year Ended June 30, 2018

(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, 2018, 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. 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, 2018, 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's fiscal year 2017 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated March 6, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017 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.

Melanson Heath

December 10, 2018

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

Statement of Financial Position

June 30, 2018

(with comparative totals as of June 30, 2017)

| ASSETS | <u>Unrestricted</u> | <u>Temporarily Restricted</u> | <u>2018 Total</u> | <u>2017 Total</u> |
|---|--------------------------|-----------------------------------|--------------------------|--------------------------|
| Current Assets: | | | | |
| Cash and cash equivalents | \$ 111,460 | \$ 76,192 | \$ 187,652 | \$ 228,076 |
| Grants receivable | 145,494 | - | 145,494 | 176,434 |
| Accounts receivable | 15,858 | - | 15,858 | 42,227 |
| Prepaid expenses | <u>16,895</u> | <u>-</u> | <u>16,895</u> | <u>8,930</u> |
| Total Current Assets | 289,707 | 76,192 | 365,899 | 455,667 |
| Property and equipment, net | <u>50,644</u> | <u>-</u> | <u>50,644</u> | <u>63,635</u> |
| TOTAL ASSETS | <u>\$ 340,351</u> | <u>\$ 76,192</u> | <u>\$ 416,543</u> | <u>\$ 519,302</u> |
| LIABILITIES AND NET ASSETS | | | | |
| Current Liabilities: | | | | |
| Accounts payable | \$ 17,810 | \$ - | \$ 17,810 | \$ 48,728 |
| Accrued payroll and related liabilities | 32,438 | - | 32,438 | 33,818 |
| Other liabilities | - | - | - | 1,295 |
| Deferred revenue | <u>1,750</u> | <u>-</u> | <u>1,750</u> | <u>24,966</u> |
| Total Current Liabilities | 51,998 | - | 51,998 | 108,807 |
| Net Assets | <u>288,353</u> | <u>76,192</u> | <u>364,545</u> | <u>410,495</u> |
| TOTAL LIABILITIES AND NET ASSETS | <u>\$ 340,351</u> | <u>\$ 76,192</u> | <u>\$ 416,543</u> | <u>\$ 519,302</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, 2018

(with comparative totals for the year ended June 30, 2017)

| | <u>Unrestricted</u> | <u>Temporarily Restricted</u> | <u>2018 Total</u> | <u>2017 Total</u> |
|--------------------------------------|---------------------|-----------------------------------|-----------------------|-----------------------|
| Support and Revenue: | | | | |
| Support: | | | | |
| Government grants | \$ 750,119 | \$ - | \$ 750,119 | \$ 1,082,004 |
| Grants and contributions | 17,876 | 44,856 | 62,732 | 19,450 |
| In-kind contributions | 19,200 | - | 19,200 | 19,200 |
| Revenue: | | | | |
| Program service fees | 63,858 | - | 63,858 | 282,145 |
| Conferences and workshops | 8,243 | - | 8,243 | 8,516 |
| Interest income | 50 | - | 50 | 123 |
| Miscellaneous | 589 | - | 589 | 2,145 |
| Net assets released from restriction | <u>42,840</u> | <u>(42,840)</u> | <u>-</u> | <u>-</u> |
| Total Support and Revenue | 902,775 | 2,016 | 904,791 | 1,413,583 |
| Expenses: | | | | |
| Program services | 786,807 | - | 786,807 | 1,257,861 |
| General and administrative | 163,274 | - | 163,274 | 178,493 |
| Fundraising | <u>660</u> | <u>-</u> | <u>660</u> | <u>5,850</u> |
| Total Expenses | <u>950,741</u> | <u>-</u> | <u>950,741</u> | <u>1,442,204</u> |
| Change in Net Assets | (47,966) | 2,016 | (45,950) | (28,621) |
| Net Assets, Beginning of Year | <u>336,319</u> | <u>74,176</u> | <u>410,495</u> | <u>439,116</u> |
| Net Assets, End of Year | <u>\$ 288,353</u> | <u>\$ 76,192</u> | <u>\$ 364,545</u> | <u>\$ 410,495</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, 2018

(with comparative totals for the year ended June 30, 2017)

| | <u>Program Services</u> | <u>General and Administrative</u> | <u>Fundraising</u> | <u>2018 Total</u> | <u>2017 Total</u> |
|---------------------------------------|-----------------------------|---------------------------------------|--------------------|-----------------------|-----------------------|
| Personnel expense: | | | | | |
| Salaries and wages | \$ 440,397 | \$ 71,437 | \$ - | \$ 511,834 | \$ 785,001 |
| Employee benefits | 83,180 | 8,239 | - | 91,419 | 129,903 |
| Payroll taxes | 33,499 | 6,131 | - | 39,630 | 60,238 |
| Contracted and professional services: | | | | | |
| Accounting | - | 18,744 | - | 18,744 | 18,748 |
| Other | 107,287 | 7,202 | - | 114,489 | 225,809 |
| Advertising | 150 | - | 15 | 165 | 211 |
| Conferences, conventions, meetings | 4,654 | - | - | 4,654 | 2,704 |
| Consulting model | - | - | - | - | 7,028 |
| Depreciation | 12,991 | - | - | 12,991 | 12,991 |
| Equipment, repairs, and maintenance | - | 3,990 | 33 | 4,023 | 6,897 |
| Information technology | 11,665 | 2,130 | - | 13,795 | 14,017 |
| Insurance | - | 8,825 | 315 | 7,140 | 5,798 |
| Miscellaneous | 8,448 | 624 | 297 | 7,369 | 20,805 |
| Occupancy | 34,242 | 22,458 | - | 56,700 | 55,200 |
| Printing and reproduction | 10,118 | 733 | - | 10,851 | 24,941 |
| Supplies | 7,293 | 3,440 | - | 10,733 | 24,920 |
| Training | 350 | - | - | 350 | 433 |
| Travel | 15,240 | 370 | - | 15,610 | 37,089 |
| Utilities | - | 9,016 | - | 9,016 | 7,515 |
| Workshop expenses | 19,293 | 1,935 | - | 21,228 | 21,960 |
| Total Functional Expenses | \$ 786,807 | \$ 183,274 | \$ 660 | \$ 950,741 | \$ 1,442,204 |

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, 2018

(with comparative totals for the year ended June 30, 2017)

| | <u>2018</u> | <u>2017</u> |
|---|-------------------|-------------------|
| Cash Flows From Operating Activities: | | |
| Change in net assets | \$ (45,950) | \$ (28,621) |
| Adjustments to reconcile change in net assets to net cash provided (used) by operating activities: | | |
| Depreciation | 12,991 | 12,991 |
| Changes in operating assets and liabilities: | | |
| Grants receivable | 30,940 | 81,749 |
| Accounts receivable | 26,369 | (15,059) |
| Prepaid expenses | (7,965) | 9,494 |
| Accounts payable | (30,918) | (39,204) |
| Accrued payroll and related liabilities | (1,380) | (2,366) |
| Other liabilities | (1,295) | 1,295 |
| Deferred revenue | <u>(23,216)</u> | <u>24,966</u> |
| Net Cash Provided (Used) By Operating Activities and Net Change in Cash and Cash Equivalents | (40,424) | 45,245 |
| Cash and Cash Equivalents, Beginning of Year | <u>228,076</u> | <u>182,831</u> |
| Cash and Cash Equivalents, End of Year | <u>\$ 187,652</u> | <u>\$ 228,076</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, 2018

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. This project was not funded after June 30, 2018.
- *New Hampshire Family Voices (FV).* This project is funded primarily 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.
- *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. This project was not funded after June 30, 2018.
- *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.
- *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.
- *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, 2017, 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 and cash equivalents.

Receivables

Receivables consist primarily of noninterest-bearing amounts due for services and programs. The allowance for uncollectable receivables is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Receivables are written off when deemed uncollectable. At June 30, 2018, management believed all receivables to be collectable.

Property and Equipment

Property and equipment additions over \$1,000 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 3 to 10 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related accumulated depreciation is removed, and any resulting gain or loss is included in the Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in fiscal year 2018.

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. The restrictions stipulate that resources be maintained permanently, but permit expending of the income generated in accordance with the provisions of the agreements.

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, it 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 fund-raising 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 has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an organization described in IRC Section 501(c)(3), qualifies for charitable contribution deductions, and has been determined not to be a private foundation. The Organization is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In

addition, the Organization is subject to income tax on net income that is derived from business activities that are unrelated to its exempt purpose. In fiscal year 2018, the Organization was not subject to unrelated business income tax and did not file an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

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. 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 contributions receivable and in-kind contributions).

The primary uses of fair value measures in the Organization's financial statements are the initial measurement of noncash gifts and unconditional contributions receivable.

The carrying amounts of cash and cash equivalents, receivables, prepaid expenses, accounts payable, accrued payroll and related liabilities, other liabilities, and deferred revenue approximate fair value due to the short-term nature of the items.

3. Property, Equipment and Depreciation

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

| | <u>2018</u> | <u>2017</u> |
|------------------------------------|------------------|------------------|
| Furniture, fixtures, and equipment | \$ 116,835 | \$ 126,160 |
| Leasehold improvements | <u>872</u> | <u>872</u> |
| Subtotal | 117,707 | 127,032 |
| Less: accumulated depreciation | <u>(67,063)</u> | <u>(63,397)</u> |
| Total | <u>\$ 50,644</u> | <u>\$ 63,635</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%, with a floor of 5.00%, adjusted daily. Interest only payments are required monthly with the principal payable on demand. At June 30, 2018 and 2017, the entire amount was available.

5. Temporarily Restricted Net Assets

Temporarily restricted net assets are available for the following purposes at June 30, 2018 and 2017:

| | <u>2018</u> | <u>2017</u> |
|------------------------------|------------------|------------------|
| Family Voices | \$ 70,921 | \$ 68,125 |
| PMC - Prevention Makes Cents | 2,305 | 2,551 |
| Other | <u>2,966</u> | <u>3,500</u> |
| Total | <u>\$ 76,192</u> | <u>\$ 74,176</u> |

Net assets are released from 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, 2018 and 2017, 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 \$37,500 for the year ended June 30, 2018.

The following is a schedule of future minimum rental payments:

| <u>Fiscal Year</u> | <u>Amount</u> |
|--------------------------------------|------------------|
| 2019 | \$ 37,800 |
| 2020 | <u>6,300</u> |
| Total future minimum rental payments | <u>\$ 44,100</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, 2018 and 2017, funding from State of New Hampshire accounted for 48% and 56%, respectively, of total revenues and 59% and 66%, respectively, of total accounts receivable. During the years ended June 30, 2018 and 2017, funding from the United States Department of Education accounted for 20% and 14%, respectively, of total revenues and 19% and 1%, respectively, of total accounts receivable. During the years ended June 30, 2018 and 2017, funding from the United States Department of Health and Human Services accounted for 11% and 6%, respectively, of total revenues and 12% and 12%, respectively, of total accounts receivable.

9. Fiscal Sponsorships

The Organization has entered 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, 2018, the EARS (a State of New Hampshire – Department of Health and Human Services program) and the Next Steps NH program (a State of New Hampshire – Department of Education program) were not renewed and funded through the State of New Hampshire, which are both federally funded.

Subsequent events have been evaluated through December 10, 2018, which is the date the financial statements were available to be issued.

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

Schedule of Program Services

For the Year Ended June 30, 2018

| | <u>EARS</u> | <u>FV</u> | <u>PTI</u> | <u>Next Steps</u> | <u>Race 2K</u> | <u>Other</u> | <u>Total</u> |
|-------------------|---------------|------------------|-----------------|-------------------|-----------------|------------------|------------------|
| is | \$ 28,898 | \$ 128,491 | \$ 185,523 | \$ 52,926 | \$ 204,841 | \$ 149,440 | \$ 750,119 |
| | - | 592 | - | - | - | 43,276 | 43,868 |
| | - | 9,600 | - | - | - | 9,600 | 19,200 |
| | - | 19,807 | - | - | - | 44,251 | 63,858 |
| shops | - | - | - | - | - | 8,243 | 8,243 |
| | - | - | 155 | - | - | 434 | 589 |
| Revenue | <u>28,898</u> | <u>158,290</u> | <u>185,678</u> | <u>52,926</u> | <u>204,841</u> | <u>255,244</u> | <u>885,877</u> |
| | 23,184 | 73,408 | 123,529 | 32,960 | 71,397 | 115,919 | 440,397 |
| | - | 33,147 | 19,627 | 307 | 9,144 | 20,955 | 83,180 |
| Special services: | 1,867 | 5,763 | 9,011 | 2,545 | 5,292 | 9,021 | 33,499 |
| | - | 459 | 791 | 1,639 | 84,802 | 19,596 | 107,287 |
| | - | 150 | - | - | - | - | 150 |
| Classes, meetings | - | - | - | - | - | 4,654 | 4,654 |
| | - | - | - | - | - | 12,991 | 12,991 |
| | 524 | 523 | 3,119 | 1,772 | 3,405 | 2,322 | 11,665 |
| | - | 2,264 | - | 1,356 | 2,249 | 579 | 6,448 |
| | 660 | 9,600 | 7,200 | 3,192 | 3,990 | 9,600 | 34,242 |
| n | - | 4,942 | 1,047 | 1,525 | 752 | 1,852 | 10,118 |
| | - | 1,266 | 574 | 1,344 | 2,111 | 1,998 | 7,293 |
| | - | 190 | - | - | - | 160 | 350 |
| | - | 1,725 | 2,821 | 1,694 | 4,576 | 4,424 | 15,240 |
| | - | - | 570 | - | 895 | 17,828 | 19,293 |
| s | <u>26,235</u> | <u>133,437</u> | <u>168,289</u> | <u>48,334</u> | <u>188,613</u> | <u>221,899</u> | <u>786,807</u> |
| | <u>2,627</u> | <u>14,782</u> | <u>15,486</u> | <u>3,920</u> | <u>15,142</u> | <u>20,504</u> | <u>72,461</u> |
| | <u>28,862</u> | <u>148,219</u> | <u>183,775</u> | <u>52,254</u> | <u>203,755</u> | <u>242,403</u> | <u>859,268</u> |
| Expenses) | \$ <u>38</u> | \$ <u>10,071</u> | \$ <u>1,903</u> | \$ <u>672</u> | \$ <u>1,086</u> | \$ <u>12,841</u> | \$ <u>26,609</u> |

Report.

Parent Information Center
Board of Directors March 2019

The board serves without compensation.

Jocelyn Charles
Chair
CPA and Family Representative
Member 2014

Kimberly Plante
Family Representative
Member 2015

Marcia Bagley
Board Vice Chair
Director of Special Education
Member 2011

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

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, Parent Information Center contract through SERESC
August 2002-present Project Director, NH Parent Information Center
August 2005-present Project Director, Race2K 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

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 \$1M in grant funding for PIC, adhering to federal and state grant guidelines
- Skilled at resolving interpersonal and interagency conflicts
- 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-developed Pyramid Model Readiness Trainings with the Pyramid Model Consortium 2017-2018
- Co-Lead iSocial Learning Collaborative Meetings 2016-2018
- Co-Lead the National Center for Systemic Improvement's Cross State Learning Collaborative on Improving Family Outcomes Practices
- 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 Department of Education at the IDEA Leadership Conference on *Beyond the Data-Increasing Parent Engagement and Developing Partnerships in Action* in 2013
- 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

Project Development

- Designed and coordinated multiple projects, expanding and enhancing the work of PIC
- 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 to advise the work of the early transitions 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

- Applies implementation science, adult learning and coaching to systems development at the state and local level
- 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 Boards/Workgroups/Teams

- Pyramid Model State Leadership Team
- iSocial State Leadership Team
- Spark NH
- Interagency Coordinating Committee (ICC) – Chair
- NH Results-Based Accountability (RBA) Cross-State Learning Collaborative Team Member
- NH 619 Accountability Cohort Team Member

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

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 iSocial Family Engagement Director 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 |

Jennifer S. Pineo

Education

Lyndon State College Lyndonville, VT

BS Business Administration 2002 Minor in Marketing & Applied Group Leadership

New Hampshire Technical College Berlin, NH AS Management 2000

Experience

Project Coordinator NH Family Voices December 2013 – present

- Project Coordinator on the ASD State Planning Grant and as a liaison to the NH Council on Autism Spectrum Disorder. December 2013- February 2017.
Worked with the NH Council on ASD workgroups comprised of various stakeholders across the state to complete a needs assessment and state plan. Worked with stakeholders using consensus decision model to move the process forward through completion. Worked with the core stakeholder group including NH Family Voices, Special Medical Services, Child Health Services, UNH LEND, NH ASD Council and Child Health Services to lead this process. Completed multiple family and professional forums, including formulating questions, facilitation, note taking, and analysis of the forums. Assisted stakeholder workgroup in reviewing and understanding data, both qualitative and quantitative. Completed Key Informant forums with medical professionals, mental health providers and other professionals. Completed the NH Statewide Autism Spectrum Disorders (ASD) Needs Assessment 2014: Growing Supports and Services for Autism and other Related Developmental Disabilities NH State Plan 2016: State Action Plan Workbook (2017).
- Association of Maternal Child Health Programs (AMCHP) family delegate for New Hampshire. Attend the annual AMCHP conference, work with Title V in NH to give family perspective on various issues including block grant review. Accepted into the Family Leader Leadership Lab for the 2018-2019 Cohort
- Family Liaison to the Friends of the National Center on Birth Defects and Developmental Disabilities. NCBDDD is a coalition of government and private sector "champion" organizations who work together to enhance the mission and activities of the NCBDDD. Working within the thematic area of helping children live their lives to the fullest by understanding autism and other developmental disabilities to advise on strategies that enhance communication between families and key target audiences including policy makers, non-government organizations, and service providers. Elected to Secretary of the Friends of NCBDDD Executive Board 2018-2020 term
- Provide trainings to families and professionals regarding children with special health care needs and their families. Trainings are tailored to the requests of the groups receiving the training.
- In Partnership with Parent Information Center (PIC) coordinated a 6 Week Parent Partnership Training. This training gives parents the skills to partner with school districts and within the system of care to work towards systems change. Sessions included Leadership Core Values; The Right Question Formulation Technique; Special Education & DHHS System Overviews and Managing Difficult Conversations.

Jennifer S. Pineo

- Working with the NH National Organization of Fetal Alcohol Syndrome (NH NOFAS) as administrative support and assisting with their Facebook page and website.
- Provide administrative support to the NH ABD/DD Quality Council.
- Working with Parent Information Center (PIC) and Granite State Independent Living (GSIL) to provide IMPACCT (Inspiring the Mastery of Post Secondary Achievement in College Career and Training) modules for youth with IEPs (Individual Education Plans) and youth at risk transitioning out of high school, presenting the Self Advocacy and Self Awareness sessions with a focus on understanding IEP and IDEA rights.
- Represent NH Family Voices on the NH Council on Developmental Disabilities and the NH Autism Council.
- Work on other projects and grants as assigned.

Family Engagement Facilitator Parent Information Center July 2018 – Present

- Complete the Positive Solutions for Families Facilitator Training
- Currently working to fulfill the requirements to become a Train the Trainer of Positive Solutions for Families
- Collect and aggregate relevant training data
- Provide information and resources to trained facilitators through the use of google groups, google drive, and a google calendar
- Support trained facilitators in outreach when providing the Positive Solution for Families
- Conduct training relative to family engagement
- Support Leadership Teams to develop outreach strategies to communicate with families in the community
- Provide training and coaching to the Community Collaborative Leadership Teams, Implementation Site Leadership Teams and Families on understanding family roles on teams and supporting participation and voice
- Attend leadership team/sub-committee meetings to promote and support implementation of family engagement practices
- Assist other staff in identifying and developing appropriate resources, curricula and materials
- Develop partnerships with schools, early childhood service providers, child care providers, and community organizations
- Collaborate with schools, local, state and national organizations/agencies
- Prepare reports on activities as required

Program Coordinator Adams Camp New England August 2015 – Present

- Provide assistance for camp activities, housing, program set up and tear down, maintaining program-related contacts, supporting fundraising events, revising handbooks, developing family and staff correspondence and schedules. Maintain lists of all therapists and staff for each camp session and ensure all paperwork is completed and organized. Attend all camp sessions and support as needed. Help with the coordination of the Adam's Camp New England programs. Including, assisting with public relations, fundraising events, and all administrative tasks including family and staff letters, spreadsheets, basic accounting, registration and program logistics. Support Executive Director to establish annual budget and with creation of financial reports, to ensure budgetary compliance. Represent and promote Adam's Camp at

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 |
| iSocial Process Coach | 2014-present |
| SEE Change, Master Cadre | 2014-2016 |

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 |

Julie Sackett, M.Ed., M.S.

Summary

An effective communicator with experience in management, as proprietor of a small business, executive director of a nonprofit agency, and program director within a larger non-profit organization. Skilled at relationship development and team building. Facilitate continuous improvement through development of innovative systems and policy.

Experience

Independent Contractor

- Preschool Technical Assistance Network (PTAN) - Child Care Consultant March, 2016-Present
- iSocial, DOE SSIP & SPDG - Process Coach August, 2016-Present
 - Pyramid Model Practice-Based Coach September, 2017-Present
 - Co-Facilitator, Pyramid Model PTR-YC PLC November, 2018-Present
 - Member, iSocial State Leadership Team September 2016-Present
- Federal Grant Reviewer – Office of Refugee Resettlement June, 2018
- Mind In the Making Training Facilitator 2016 & 2017
- State Early Learning Alliance – Regional Coach January, 2016-December, 2017
- Keene State College, NAP SACC Grant project, NAP SACC Consultant November, 2015-June, 2016

Laconia School District

2014-2015

Early Childhood Coordinator

- Responsible for early childhood goals within federally funded Safe Schools/Healthy Students grant project, related to developmental screening and improving school readiness outcomes
- Actively participated in state early childhood systems and collective impact initiatives

Community Action Program Belknap-Merrimack Counties, Inc.

2009 - 2014

Director, Head Start/Early Head Start/Child Care

- Oversaw 100 employees at 5 sites, with 4 direct reports, annual budgets totaling over \$5,000,000
- All sites are accredited with the National Association for the Education of Young Children (NAEYC)
- Provided leadership for operations, implementation of program expansion, and strategic planning
- Participated in state-level systems building and strategic planning
- Developed grant applications

Lakes Region Child Care Services;

2003 - 2009

Executive Director

- Oversaw 35-40 employees at 6 sites, with 3 direct reports, annual budgets totaling over \$1,200,000
- Achieved Accreditation for program quality from NAEYC
- Managed all operations; developed grant applications; reviewed, improved, and created internal systems and policy for effectiveness and efficiency, promoting continuous improvements, and innovative ideas
- Research and planning for site relocation, facility design/construction, and business acquisition
- Other recognition: Most Improved Program, Lakes Region United Way, 2005 and 2008; Golden Trowel Award, Greater Laconia Chamber of Commerce, 2009

Plymouth State University; Plymouth, NH

- Adjunct Faculty, Early Childhood Education, Infant/Toddler Course Spring, 2008
- Mentor, Early Childhood Administrative Practicum 1997-2001, 2004
- Administrative Manager, NCATE Accreditation of Teacher Education Programs 2002-2003

Julie Sackett – Experience cont.

Toddle Town Childcare Center and Preschool; Plymouth, NH 1990 - 2001
State licensed, full service childcare and preschool facility, for infants through kindergarten
Owner and Director

- Managed all aspects of operations.
- Excellent reputation in the community for high quality early care and education programs

Plymouth State College; Plymouth, NH. 1999
Instructor

- Taught 13 students individually on curriculum development, providing feedback throughout their process of preparing developmentally appropriate learning activities for children

Child and Family Services, FamilyWorks; Plymouth, NH 1996-2000
Provider Counselor

- Provided technical assistance to childcare providers in the greater Plymouth area
- Initiated provider group, meeting monthly
- Presented eight different childcare workshops
- Served on a committee to develop a school aged childcare program

Education and Credential

Pyramid Infant Toddler Observation Scale (TPITOS) – Tested Reliable July, 2018

Teaching Pyramid Observation Tool (TPOT) – Tested Reliable July, 2017

Implementation Science, training and monthly training calls October 2017-Present

Practice-Based Coaching, training and monthly training calls July, 2017-Present

Trauma Informed Early Childhood Services, training and monthly training calls August, 2016- Present

NH Early Childhood Master Professional Credential, application in process

Master of Education, Plymouth State University
Elementary Education with focus on Early Childhood Administration.

Master of Science in Human Services, New Hampshire College
Community Psychology, with a concentration in Drug and Alcohol Services.

Bachelor of Science in Business Administration, Plymouth State College
Concentration in Marketing, minor in Psychology. Graduated Cum Laude.

Other Professional Associations and Recognition

Spark NH; Policy Committee Past Co-Chair, Past Council Member

Child Care Advisory Council, Executive Committee, Past Chair

Early Learning New Hampshire - Early Learning Champion 2012, 2014, 2015, and 2018

Lakes Region United Way - Most Improved Program (LRCCS) 2005 and 2008;

Greater Laconia Chamber of Commerce - Golden Trowel Award (LRCCS), 2009

References available up on request

Emily T. Benson

Objective: To secure a position enabling me to apply my experience and knowledge of Collective Impact principles and other skill sets to develop and strengthen community partnerships to address complex issues related to early childhood education and family supports.

Experience:

October 2018-present, iSocial Process Coach – Independent Consultant

2016-2018: Public Health Advisory Council Coordinator for Carroll County Coalition for Public Health, an initiative of Granite United Way, Carroll County, NH

2013-2015: Collective Impact Coordinator, Granite United Way, Carroll County, NH 2013: Early Learning Coordinator, Granite United Way, Carroll County, NH

2002-2012: Preschool Teacher, Lilliputian Montessori School, North Conway, NH

Education & Achievements:

- Ongoing public health and early childhood education professional development activities including: (detailed list available upon request)
- NH Coalition Against Domestic and Sexual Violence Trauma Informed Care and Health Professional Training: June 2017
- Granite State College: Young Children with Special Needs, April 2010
- Granite State College: Understanding Childhood Development: August 2005
- Awarded Early Learning NH's Early Learning Champion Award: 2014, 2015 and 2018
- Completed Community Emergency Response Team Training: December 2016
- Completed NH Listens Facilitator Training" April 2013
- Completed Collective Impact Institute led by Tamarack Institute: October 2012
- Received Certificate of Achievement from NH Department of Health and Human Services Child Development Bureau as Early Childhood Education Teacher Level 2: July 2010
- Received Preschool/ Kindergarten Teaching Diploma, North American Montessori Center, May 2007
- Middlebury College, Middlebury, VT: BA in Northern Studies

Activities/Interests:

Member of Endowment for Health's Advisory Council;
President Emeritus of NH Nordic Ski Coaches Association;
Secretary of Jackson Community Association;
Deputy Emergency Management Director for the Town of Jackson;
Member of Carroll County Coalition for Public Health's Citizen Corps.

Interests include nordic and telemark skiing, hiking, fishing, kayaking as well as travel, gardening, maple sugaring, beekeeping.

BECKY BRITTON

PROFESSIONAL SUMMARY

Experienced Social-Emotional Development Manager, Practice-Based Coach, and Child Care Consultant with strong leadership and relationship-building skills.

SKILLS

| | |
|-----------------------------|-------------------------|
| Self-motivated | Creates, leads, manages |
| Strong verbal communication | Process implementation |
| Flexible and resilient | Results-oriented |

WORK HISTORY

ISOCIAL PROCESS COACH – INDEPENDENT CONSULTANT

10/2018-PRESENT

Utilize the implementation science framework to support leadership teams in developing infrastructure to support social emotional development in young children.

Work with a community level leadership team and a site level leadership team to identify actions steps based on the Benchmarks of Quality.

Ask analytical questions to encourage deeper level thinking and understanding of how systems fit together to support sustainability of infrastructure and implementation of practices.

Participate in a monthly Process Coach PLC.

ISOCIAL CONTENT COACH – INDEPENDENT CONSULTANT

09/2017-PRESENT

Utilize the *Practice-Based Coaching Model* to coach practitioners in two New Hampshire School Districts.

Administer the Teaching Pyramid Observation Tool (TPOT) to assess key practices of teachers, set goals, and provide training and technical assistance using Center on the Social and Emotional Foundations for Early Learning (CSEFEL) tools.

Partner with practitioners to action plan, explore resources, conduct targeted observations and implement goals in the classroom setting.

Participate in the SSIP/SPDG State Leadership Team.

PTAN CHILD CARE CONSULTANT – INDEPENDENT CONSULTANT

04/2018-PRESENT

Provide ongoing consultation and technical assistance to support a program's efforts to maintain children with challenging behaviors and other special needs.

Increase administrator and staff capacity to work with, support, and seek resources for families of children with challenging behavior and other special needs.

Incorporate the Pyramid Model's Framework of evidence-based practices into consultations to improve the focus on social emotional development and positive behavior support.

Participate in Trauma Informed Early Childhood Services (TIECS) reflective consultation calls monthly.

BEHAVIORAL SUPPORT COACH – SOUTHERN NH SERVICES, INC. AND PROJECT LAUNCH

08/2013-12/2017

Developed a system to provide on-site coaching and consultation services to classroom teaching teams using a train-coach model based on the *Teaching Pyramid Training Modules*.

Administered the TPOT to assess key practices of teachers, set goals, and provide training and technical assistance using

CSEFEL tools.

Conducted functional behavioral assessments and developed behavior support plans with families, staff, administrators, and other support personnel.

Made appropriate referrals, and supported staff and families in securing community resources.

Participated in the Manchester Infant Mental Health Team.

SOCIAL-EMOTIONAL DEVELOPMENT MANAGER - SOUTHERN NH SERVICES, INC.

09/2006-04/2011

Supervised, implemented, and monitored the mental health content area for SNHS, Inc. Head Start.

Provided training, technical assistance, and ongoing consultation to individuals and classroom teaching teams.

Worked collaboratively with families and staff to conduct functional behavioral assessments and develop behavior support plans.

Provided support and resources for teachers, staff, and families around child development, addressing challenging behavior and accessing community resources.

Participated in ongoing strategic planning, assessing program data, and working to promote continuous improvement in program quality, goals, and objectives.

EDUCATION

Bachelor of Arts: Psychology 2004
Rivier University - Nashua, NH

ECFMHC Credential: Early Childhood and Mental Health 2017
New Hampshire Association for Infant Mental Health

Certificate: Traumatic Stress Studies 2018
PESI, Inc

Early Childhood Master Professional Program Consultant 2018
Child Development Bureau

REFERENCES

Available upon request.

WORK EXPERIENCE (continued)

Self-Employed Tucson, AZ & Minneapolis, MN 2014-2016
Nonprofit Consultant

General activities: Consultant services in the areas of systems building, organizational and staff development, strategic planning, grant writing and grants management for nonprofit and municipal organizations. Collaborated with board members, community stakeholders, and volunteers to achieve desired outcomes. Planned and facilitated customized strategic planning retreats for boards and coalitions. Compiled and distilled data to write annual reports, create governance documents, and design operational templates. Planned and implemented presentations and trainings. Conducted research and gathered data to support project goals. Drafted grant proposals.

Selected accomplishments: Conducted a process evaluation for a fledgling coalition and created a plan to support its success; subsequently facilitated multiple strategic planning retreats with coalition members over six months to achieve desired outcomes outlined in the plan, resulting in renewed funding from the grantor for sustaining the work. Worked as part of a team of consultants to plan and implement a successful merger retreat for three community coalitions focused on quality of life for older adults. Over two years developed, launched and coordinated a municipal grants program for a small city (pop. ~10,000), resulting in over \$200,000 in new funding; designed organizational systems to support the grants program: databases, flow charts, process forms, templates and master calendar; transitioned grants management role to internal staff position for program sustainability.

Clients: Casa de la Luz Foundation, City of Sedona, Pima Council on Aging, United Way of Tucson & Southern Arizona.

| | | |
|---|------------------------|--------------------|
| United Way of Tucson and Southern Arizona | Tucson, Arizona | 2006 - 2014 |
| Associate Vice President of Community Impact | | 2011 - 2014 |
| Director, Early Education | | 2008-2010 |
| Director, <i>First Focus on Kids</i> | | 2007-2008 |
| Early Education Manager | | 2006-2007 |

Strategic leadership of the Education impact area using a systems approach. Education initiatives included the launch of several cutting-edge programs for children, youth, and families: a Cradle to Career collective impact model; Quality First, the early childhood quality improvement and rating system in Arizona; Quality Counts, an out-of-school time quality initiative to improve afterschool programming for elementary, middle and high school students; and Read On Tucson, an early literacy initiative. Worked with the Chief Impact Officer and the Community Impact Leadership Team on Income and Health initiatives. Developed, directed and monitored the multi-million dollar annual budgets in areas of responsibility. Collaborated with individuals and stakeholders representing public and private schools, business, government, service agencies, and philanthropy to further the initiatives of United Way, including public policy and advocacy. Wrote and managed contracts for funded partner agencies and independent contractors. Supervised directors, program managers, consultants, administrative staff, interns, and AmeriCorps volunteers. As part of a team, wrote and secured grants to support funded activities (over \$15 million).

| | | |
|---|------------------------|------------------|
| Solstice Capital/Valley Ventures | Tucson, Arizona | 2003-2006 |
| Office Manager/Research Analyst | | |

Extensive and thorough electronic research of markets, products and competition for potential investments. Coordinated design, content, layout and updating of company website. Managed all office functions.

WORK EXPERIENCE (continued)

Critical Path Institute Tucson, Arizona 2005
Operations Associate (temporary)

Managed all aspects of Human Resources for this start-up nonprofit organization, including payroll and benefit administration for 10 employees. Assisted with all aspects of fundraising and public relations.

Cedar Crest Village Pompton Plains, New Jersey 2001-2003
Student Staff Development Manager

Recruited, hired and trained over 100 high school student staff to work for a start-up retirement community. Developed strong partnerships with 8 area public high schools from which to recruit staff. Coordinated with schools to launch a shuttle program that provided transportation from school to work. Developed and implemented professional development programs for managers and line staff. Created training materials and manuals to support departmental operations.

City of Sedona Sedona, Arizona 2000-2001
Assistant to the City Manager

Assisted the City Manager in coordinating the City's strategic plan. Developed and implemented training for executives, department heads and staff. Assisted the Human Resources Director in recruitment, hiring, new employee orientation, benefit management and personnel file maintenance. Supervised one temporary employee.

Educational Services—Teacher, Trainer, & Advisor
The Orme School Mayer, Arizona 1999-2000
Hollenbeck Middle School St. Charles, Missouri 1994-1999
West Middle School Kansas City, Kansas 1992-1994

Designed and implemented teaching strategies and assessments in English, reading, social studies, math, study skills, and life skills for middle and high school students. Conducted teacher training in classroom discipline to large and small groups. Mentored beginning teachers. As part of an interdisciplinary team of teachers developed, implemented, and evaluated an innovative micro-society school for 150 8th grade inner-city youth.

SELECTED CAREER HIGHLIGHTS & BENCHMARKS

EDUCATION & CERTIFICATION

Certified MBTI® Practitioner, 2015

B.A. Elementary Education - University of Missouri, 1991 with distinction

PROFESSIONAL DEVELOPMENT

Foundations of Equity certificate program, City of Minneapolis, 2017

Systematic Inventive Thinking, 16 hours, 2016

Creating Connections: Using Powerful Interactions, 56 hours, 2013-2014

Cognitive Coaching 8-Day Seminar, 2012-2013

Asset-Based Community Development, 2007

The Grantsmanship Center's 5-Day Seminar, 2006

BOARD/COALITION/TASK FORCE MEMBERSHIP

Monadnock Region System of Care Governance Board, Keene, NH 2017-present

ELDER Alliance Member, Tucson, AZ 2014-2016

Literacy for Life Coalition Member, Tucson, AZ 2007-2011

City Manager's appointee to Out of School Time Task Force, Tucson, AZ 2008-2009

Tucson Festival of Books Children's Committee, Tucson, AZ 2008-2009

So. AZ Association for the Education of Young Children Board Member, Tucson, AZ 2007-2009

Southern Arizona Sports Foundation Board Member, Tucson, AZ 2006-2008

PRESENTATIONS/TRAININGS

Trainer for *Visual Journaling* workshop series, Tucson, AZ 2015 & 2016

Presenter at End of Life Coalition Meeting, "What is a Coalition?" Tucson, AZ 2015

Presenter at Sedona City Council Meeting, "City of Sedona Grants Program," Sedona, AZ 2015

Co-trainer for two-day training, "Supervision: Coaching for Change," United Way of Tucson, 2013

Presenter at First Things First Statewide Summit, Phoenix, AZ 2010 & 2013

Presenter at Pima County Public Library's *Creating A Community of Readers* event, Tucson, AZ 2008

Guest speaker, Salpointe High School Life Skills classes, Tucson, AZ 2005

Presenter at Morristown Memorial Hospital Mind-Body Healing Series, Morristown, NJ 2002

Keynote speaker at The Orme School's Baccalaureate Ceremony, Mayer, AZ 2000

AWARDS & RECOGNITION

2018 Early Learning NH Champion

PROFESSIONAL AFFILIATIONS

Greater Tucson Leadership Adult Program Graduate, 2006

VOLUNTEERING

Reiki Practitioner Program, VA Hospital, Tucson, AZ 2012-2013

Aviva Children's Services, Tucson, AZ 2004-2005

Beth A. Steenwyk

Professional Experience

2012-Current

Independent Contractor in Large Scale Educational Initiatives Design and Implementation

In previous professional positions I have provided consultation, training, technical assistance, and facilitation supports to public education agencies and organizations in the area of designing and implementing large scale initiatives to address data-driven needs in the areas of school improvement, targeted priorities and compliance challenges. This has included work with many Local and Intermediate School Districts, professional organizations, and multiple offices and departments within the Michigan Department of Education (e.g. Office of Special Education, Office Early Childhood and Family Services, Coordinated School Health, Office of Field Services, Office of Innovation and Improvement, School Reform Office and State-wide System of Support).

As an independent contractor, I provide similar services with a focus on customizing professional development and technical assistance to build capacity within organizations, and to provide systemic planning and design supports to create new or sustain existing or re-designed initiatives. I have participated in numerous Special Education onsite-monitoring visits as well as consulted on corrective action plans for a number of agencies. These experiences have expanded my knowledge and understanding of systemic issues and how to address complex and often previously intractable challenges. I have worked with the Wyoming State Department of Education, Michigan Department of Education, Vermont State Department of Education, Iowa Department of Education, the New Hampshire Departments of Education, the New Hampshire Department of Health & Human Services and a Federally funded General Supervision Grant to University of Kentucky. Initiatives across these agencies have included, but are not limited to:

- Statewide Response to Intervention and Multi-tiered System of Support,
- Positive Behavior Intervention & Supports (PBIS),
- Frameworks for Implementing High Quality Specially Designed Instruction for Students with Disabilities,
- Systems of General Supervision,
- Alternate Assessment,
- Augmentative and Alternative Communication Systems, and
- Statewide & County-based Secondary Transition Programs for Students with Disabilities.

My most recent contracts have also provided consultation & technical assistance around fiscal management systems, assisting in the design of school reform systems and designing and supporting improved instructional supports across educational systems.

This array of experiences related to the implementation of large-scale initiatives across multiple settings has afforded me the opportunity to apply the basic tenants of effective implementation practices to real life situations. The practical application of the findings of a meta-analysis conducted in 2005 by Fixsen et al has significantly informed work around designing and implementing large scale initiatives, large scale corrective actions for systemic challenges in the realms of General Education, Special Education, Vocational Rehabilitation and Health and Human Services and has also provided critical information to build the necessary supportive infrastructures and leadership capacities to support long term sustainable change.

2007-2012

Executive Director of State Projects, Michigan's Integrated Improvement Initiatives (MI3)

Office of Special Education and Early Intervention Services, Michigan Department of Education

In this position I designed and implemented an integrated system, and provided oversight, for thirteen IDEA-funded state improvement initiatives. This included responsibility for implementation and scale-up of the State Personnel Development Grant: Michigan's Integrated Behavior and Learning Support Initiative – MiBLSi (a statewide Response to Intervention /Multi-Tiered System of Support initiative). Key to these initiatives was the application of the work of the National Implementation Research Network (NIRN) and the State Scaling Up of Evidence Based Practices (SISEP). During this time I was appointed as one of four State Transformation Specialists for collaborative work between SISEP and the Michigan Department of Education.

2002-2007

Deputy Director, Office of Special Education and Early Intervention Services, Michigan Department of Education

This position had 3 primary areas of responsibility:

- 1) Administrative oversight for all program areas of the Office, including: state and federal finance; policy, compliance and procedural safeguards; monitoring and quality assurance; program and personnel development, and interagency collaboration. I directly supervised 4 program area managers within the Office.
- 2) State lead for Michigan's secondary transition initiative. Due to the complex nature of this initiative I developed a collaborative core planning team structure of 12 diverse stakeholders to assist in the lead responsibilities for the state's secondary transition and high school reform initiative for students with exceptional learning needs.
- 3) Chief administrator for the Michigan Schools for the Deaf and Blind. In this role I had overall responsibility for 90 FTE (civil service) and more than 30 contract staff. In addition, in my role as chief administrator at the state schools, I was responsible for over 160 day and residential students.

Leadership Highlights

I have provided leadership and guidance for the following initiatives in Michigan:

- Michigan Transition Outcomes Project
 - Comprehensive Personnel Development and Technical Assistance System for Secondary Transition
 - Integration with State High School Reform Initiative
 - Integration of key performance indicators of secondary transition within Continuous Improvement Monitoring System
 - Multi-factored data-based evaluation and reporting on key transition requirements
- Michigan School for the Deaf Comprehensive Redesign and School Improvement
- Statewide Parent Support System Redesign
- Educational Interpreters for the Deaf-Standards for Assessment, Training and Qualifications
- Multi-State Collaborative on Deaf Education Issues
- Statewide IDEA Leadership Institute
- Comprehensive redesign of due process system;
 - Single tier magistrate due process hearing system
 - Integrated dispute resolution and complaint system
 - Targeted compliance agreement plans
- Leadership team member-Michigan's Integrated Behavior and Learning Support

- Initiative. (MiBLSi, Michigan's Response to Intervention Initiative)
- Redesign of Michigan's Assistive Technology Resource (MATR) to Michigan's Integrated Technology Supports (MITS)
- Participation in the National Association of State Directors of Special Education (NASDSE) RtI Blueprint development team
- Consultation and participation in the National Association of State Directors of Special Education (NASDSE) Deaf and Hard of Hearing, Blind/Low Vision and Deaf/Blind Professional Development national outreach program.

2000-2003

Director of Special Education

Eastern Service Area, Kalamazoo County, MI

The primary function of this position was the planning, directing, administration and oversight of special education programs and services for five (5) school districts (Climax-Scotts, Comstock, Galesburg-Augusta, Gull Lake and Parchment), located in the Eastern Service Area of Kalamazoo Regional Educational Service Area (K/RESA). This included directing activities of 120 program staff within these school districts, immediate supervision of seven central office staff, and coordination with five superintendent and central office structures.

1999-2000

Supervisor of Special Education

Gull Lake Community Schools, Richland, MI

The primary function of this position was the planning, directing, administration and oversight of special education programs and services for Gull Lake Community Schools.

1989-1999

Kalamazoo Regional Educational Service Agency, Kalamazoo, MI

- 1996-99—*Transition Specialist* for the Intermediate Educational Agency (K/RESA) and Vocational Rehabilitation Services (MDCD-RS). This was a blended staff position across two agencies and was the first of its kind in the state of Michigan. This model of service delivery won a national promising practice award from the National Transition Alliance in 1998.
- 1994-1996—*Work Services Team Leader*—responsible for the leadership of a self-directed team to deliver community based work programs using the tenants of Total Quality Management and Collaborative Teaming.
- 1989-1994—*Work Experience Coordinator*—developed, implemented and administered a community based work and employability skills program for adolescents and young adults with disabilities.

1982-1988

Special Education Teacher

Christian Learning Center, Grand Rapids, MI

- 1985-1988—Adult Daily Living Skills and Community Based Instructor
- 1982-1985—Classroom Teacher for Cognitively Impaired students age 7-14
- Adapted Physical Education Instructor for entire program

1979-1982

Special Education Provider

Grand Rapids Public Schools, Grand Rapids, MI

- Motor Development Specialist—Lincoln Developmental Center for Severely Impaired
- Field Service coordinator—Michigan State University Demonstration Site for the I CAN Adapted Physical Education curriculum.

Education

Masters Degree in Special Education Administration and Supervision
 Grand Valley State University 1996-1999 Grand Rapids, MI

Early Childhood Specialist Program-Permanent Teaching Certificate
 Western Michigan University 1982-1985 Grand Rapids, MI

Bachelor of Science Degree-Dual Major program in Special Education and Physical Education
 Calvin College 1974-1979 Grand Rapids, MI

Certifications and Approvals

- **Michigan Continuing Teacher Certification-Elementary Level**
 - ✓ K-8 All subjects
 - ✓ K-9 Physical Education
 - ✓ K-9 Social Sciences
 - ✓ K-12 Mentally Impaired
 - ✓ K-12 Physically or Otherwise Health Impaired
 - ✓ PreK-K Early Childhood Education

Professional Memberships

- **Full Approval: Supervisor of Special Education-Michigan**
- **Full Approval: Director of Special Education-Michigan**
- **Council for Exceptional Children-CEC**
- **The Association of Severe Handicaps-TASH**
- **Michigan Association of Persons in Supported Employment-MI-APSE**
- **Michigan Transition Services Association-MTSA**
- **Michigan Association of Administrators of Special Education-MAASE**

Professional Activities

Board member of the Michigan Association of Persons in Supported Employment (MI-APSE)
Fellow in the Michigan Education Policy Fellowship Program

Invited presenter at the following state and national conferences, agencies, and colleges:

- ✓ Council of Chief State School Officers (CCSSO)
- ✓ National Association of State Directors of Special Education (NASDSE)
- ✓ American Evaluation Association National Conference
- ✓ Calvin College
- ✓ Council for Exceptional Children-Division of Career Development and Transition-National Conference
- ✓ Division on Deaf and Hard-of-Hearing, Michigan Department of Labor and Economic Development
- ✓ Idaho Department of Education Summer Institute
- ✓ New Hampshire Department of Education & Department of Mental Health
- ✓ Vermont Agency of Education
- ✓ Wyoming Department of Education
- ✓ University of Kentucky
- ✓ Institute for Educational Leadership, Washington Policy Seminar
- ✓ Kalamazoo County Local and ISD Boards of Education
- ✓ Local Directors Association of Michigan
- ✓ Michigan APSE
- ✓ Michigan Association for Children's Mental Health
- ✓ Michigan Association Learning Disability Educators
- ✓ Michigan Council for Exceptional Children State Conferences
- ✓ Michigan Department of Career Development-Transition Sharing Day
- ✓ Michigan Rehabilitation Conference

- ✓ Michigan School for the Deaf
- ✓ Michigan Supervisors of Public School Programs for the Hearing Impaired
- ✓ Michigan Transition Services Association
- ✓ Numerous Service Organizations such as Kiwanis, Rotary, etc.
- ✓ Special Education Advisory Committee
- ✓ State Interagency Coordinating Council
- ✓ TASH-The Association of Severe Handicaps
- ✓ Western Michigan University
- ✓ Williams Syndrome Association National Conferences
- ✓ Williams Syndrome Association Music Conference

Previous private consultation and training on Secondary Transition in Special Education:

- ✓ Families, Parent Organizations and Advocacy groups
- ✓ Local and Intermediate School Districts
- ✓ Williams Syndrome Association

Awards

- *Recipient of the National Transition Alliance 1998 National Promising Practice Award*
- *Recipient of the Kalamazoo County Excellence in Education Award*

Publications

- *1999 "Emerging Futures—A Transition Manual for Parents and Students."*
- *2007 Invited consultant for the National Association of State Directors of Special Education (NASDSE)'s State Education Agency Blueprints for RtI, published in 2011*

JULIE DAY

PROFESSIONAL SUMMARY

- Experienced, caring professional of over 11 years, with Training and Educational Administration background
- Strong collaborative relationships such as Head Start, Smart Start, Family Support New Hampshire, Public Health Network, NAMI, CASA and more.
- Provided assistance in local workgroups, including updating Strengthening Families Framework presentations for statewide delivery, a Family and Student engagement task, and a community team interested in supporting school-community relationships and Spark's Family Engagement Taskforce.

PROFESSIONAL EXPERIENCE

New Hampshire Children's Trust Fund 2007 - Current
Strengthening Families Director

- Organizes state-wide trainings throughout the year as required and requested by schools and agencies.
- Plans annual Unsung Hero award event in partnership with the Governor of NH office
- Coordinates and plans the Strengthening Families Summit, an one-day conference drawing over 200 attendees annually
- Created and maintains the My Voice Matters training, and leads parent trainings state-wide.
- Developed a parent network
- Co-Chair of the NH Strengthening Families Leadership Team
- Chair of the SPARK NH Family Engagement Taskforce
- Collaborates and partners with organizations and programs across New Hampshire to forward agency goals

Bank of New Hampshire 1995 - 2000
Assistant Head Teller, Customer Service Representative, Administrative Assistant to Commercial Real Estate Department

- Conferred with customers by telephone or in person to provide information about products or services
- Checked to ensure that appropriate changes were made to resolve customers' problems
- Received cash and checks for deposit, resolve customers' service or billing complaints, or refer to appropriate department for service
- Completed contract forms, prepare change of address records using computers
- Referred unresolved customer grievances to designated departments for further investigation

Precision Airlines 1986 - 1994
Revenue Accounting Manager

- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs
- Review accounts for discrepancies and reconcile differences
- Prepare adjusting journal entries
- Establish tables of accounts and assign entries to proper accounts

EDUCATION AND CERTIFICATIONS

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|---|------------------------------------|------------------|
| Southern NH University - Manchester, NH | Candidate: Master of Public Health | Anticipated 2019 |
| Springfield College - Manchester, NH | B.A., Human Services | 2007 |
| Hesser College - Manchester, NH | A.A., Travel and Tourism | |

NATIONAL EXPERIENCE

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|---|-----------|
| Board of Directors, National Alliance of Children's Trust and Prevention Funds | 2014 |
| National Parent Partnership Council, National Alliance of Children's Trust and Prevention Funds | 2006-2010 |

PROFESSIONAL PRESENTATIONS

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|--|-----------------------|------|
| Strengthening Families Summit, Chicago, IL | Panel Member | 2014 |
| Strengthening Families Summit, Atlanta, GA | Plenary Panel Member | 2009 |
| Family Support America Conference, Chicago, IL | Parent Representative | 2006 |

VOLUNTEER EXPERIENCE

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|---|----------------------|
| Parent Appreciation Award, Child and Family Services & NH Children's Trust | 2008-2010 |
| New Hampshire Women's Lobby, board member | 2008-2010 |
| New Hampshire Family Support, parent representative | 2005-2007 |
| The Children's Place & Parent Education Center of Concord, NH, board member, VP of Fundraising, Manager of Kay Sidway Annual Fund, participant in resource fairs, childcare, and volunteered with families | 2001-2007 |
| Concord Heights Neighbor Family Center, parent representative | 2001-2002 |
| YWCA, Board Member | 2018- present |