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Frank Edelblut
Commissioner

Paul K. Leather
Deputy Commissioner

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

February 13, 2017

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

REQUESTED ACTION

Authorize the Department of Education to enter into a contract with Maureen K. Gross, 18-1 Cabernet Drive, Concord, New Hampshire (vendor code 258342) in an amount not to exceed \$50,000.00 to conduct impartial special education complaint investigations, effective July 1, 2017, or upon Governor & Council approval, whichever is later, through June 30, 2019. 100% Federal Funds.

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

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

EXPLANATION

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

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

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

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

The Department of Education would like to contract with Maureen K. Gross as she has over 20 years' experience in the oversight and compliance of special education services for all student and she has required extensive knowledge and expertise regarding Special Education Rules and Regulations. Ms. Gross has strong communication skills, a strong systems related orientation, and a solution focused approach.

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

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

Respectfully submitted,



Frank Edelbut
Commissioner of Education

Attachment A

NEW HAMPSHIRE SPECIAL EDUCATION COMPLAINT INVESTIGATOR

Proposal Criteria in the RFP

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

Five (5) Proposals were received and scored

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

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

Joanne DeBello, Education Consultant

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

Helene Anzalone, Education Consultant

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

Janelle Cotnoir, Program Coordinator

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

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

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Education, Bureau of Special Education		1.2 State Agency Address 101 Pleasant Street Concord, New Hampshire 03301	
1.3 Contractor Name Maureen K. Gross		1.4 Contractor Address [REDACTED]	
1.5 Contractor Phone Number [REDACTED]	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2019	1.8 Price Limitation \$50,000.00
1.9 Contracting Officer for State Agency Santina Thibedeau, Administrator Bureau of Special Education		1.10 State Agency Telephone Number 603-271-3791	
1.11 Contractor Signature <i>Maureen K. Gross</i>		1.12 Name and Title of Contractor Signatory <i>Maureen K. Gross Consultant for Education - Children's & Behavioral Health/Private Contractor</i>	
1.13 Acknowledgement: State of <i>NH</i> , County of <i>Merrimack</i> On <i>3-3-2017</i> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] <i>KK</i> <i>ex 9-3-19</i>			
1.13.2 Name and Title of Notary or Justice of the Peace <i>Katie Keuser</i> <i>Notary</i>			
1.14 State Agency Signature <i>Frank Edelblot</i> Date: <i>4-5-17</i>		1.15 Name and Title of State Agency Signatory <i>FRANK EDELBLUT, COMMISSIONER OF EDUCATION</i>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: <i>Carol B. Jony</i> <i>Deputy</i> Director, On: <i>6/6/2017</i>			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: <i>C. R. McIntyre</i> On: <i>6/2/17</i>			
1.18 Approval by the Governor and Executive Council (if applicable) By: On:			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

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

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

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

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

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

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

7. PERSONNEL.

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

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

Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

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

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

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

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

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

Exhibit A

SCOPE OF SERVICES

Maureen K. Gross will provide the following services to the New Hampshire Department of Education

New Hampshire Special Education Complaint Investigator

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

Duties will entail:

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

Initial MKG
Date 3/3/19

Exhibit B

Budget

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

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

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

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

Method of Payment:

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

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

Initial *MB*
Date *3/3/17*

Exhibit C

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

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

Initial mk
Date 3/3/17



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/19/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

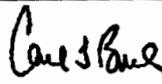
PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007		FAX (A/C, No):	
	E-MAIL ADDRESS: contact@hiscox.com			
INSURED Maureen K. Gross 18-1 Cabernet Dr Concord, NH 03303	INSURER(S) AFFORDING COVERAGE		NAIC #	
	INSURER A : Hiscox Insurance Company Inc		10200	
	INSURER B :			
	INSURER C :			
	INSURER D :			
	INSURER E :			

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

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	N		UDC-1978269-EO-17	07/01/2017	07/01/2018	Each Claim: \$ 1,000,000 Aggregate: \$ 1,000,000

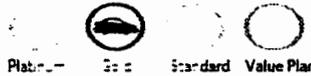
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 State Dept of Education

CERTIFICATE HOLDER State of New Hampshire Dept of Education 101 Pleasant St Concord NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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Renewal auto policy declarations

Your policy effective date is December 24, 2016



Information as of November 2, 2016

Total Premium for the Policy Period

Please review your insured vehicles and verify their VINs are correct.

Vehicles covered	Identification Number (VIN)	Premium
2015 Honda Cr-V	[REDACTED]	\$329.85
2014 Acura Rdx	[REDACTED]	300.25
Additional coverages		68.10
If you pay in installments*		\$698.20
If you pay in full (includes FullPay® Discount)		\$639.51

*If you pay less than the Pay in Full amount, you will be charged an installment fee(s).
We are required by New Hampshire regulation to re-order credit reports at least every three years. The premium shown for this renewal offer is based in part of the insurance score we derived from credit information obtained pursuant to this regulation.

Discounts (included in your total premium)

Allstate Easy Pay Plan	\$27.54	Safe Driving Club [®]	\$222.31
Responsible Payer	\$51.11	Early Signing	\$57.76
Homeowner	\$34.16	Preferred Package	\$50.65
Passive Restraint	\$6.07	Antilock Brakes	\$45.82
New Car	\$26.31	Electronic Stability Control	\$31.81

Total discounts \$553.54

Policy discounts \$443.53

Allstate Easy Pay Plan	\$27.54	Early Signing	\$57.76
Safe Driving Club [®]	\$222.31	Homeowner	\$34.16
Responsible Payer	\$51.11	Preferred Package	\$50.65

2015 Honda Cr-V discounts \$65.14

Passive Restraint	\$2.84	Antilock Brakes	\$21.25
New Car	\$26.31	Electronic Stability Control	\$14.74

2014 Acura Rdx discounts \$44.87

Passive Restraint	\$3.23	Antilock Brakes	\$24.57
Electronic Stability Control	\$17.07		

Summary

Named Insured(s)
[REDACTED] **Maureen K. Gross**

Mailing address
[REDACTED]

Policy number
[REDACTED]

Your policy provided by
Allstate Fire and Casualty Insurance Company

Policy period
Beginning **December 24, 2016** through
June 24, 2017 at 12:01 a.m. standard time

Your Allstate agency is
Caroline Pellock
63 S Main Street
Concord NH 03301
(603) 226-3300

This policy will be renewed when it expires mltzru

Some or all of the information on your Policy Declarations is used in the rating of your policy or it could affect your eligibility for certain coverages. Please notify us immediately if you believe that any information on your Policy Declarations is incorrect. We will make corrections once you have notified us, and any resulting rate adjustments, will be made only for the current policy period or for future policy periods. Please also notify us immediately if you believe any coverages are not listed or are inaccurately listed.



Renewal auto policy declarations

Policy number: [REDACTED]

Policy effective date: December 24, 2016

Listed drivers on your policy

Maureen Gross - [REDACTED] Safe Driving Club

Coverage detail for 2015 Honda Cr-V

Coverage	Limits	Deductible	Premium
Automobile Liability Insurance		Not applicable	\$126.77
● Bodily Injury	\$250,000 each person \$500,000 each occurrence		
● Property Damage	\$100,000 each occurrence		
● Automobile Medical Payments	\$5,000 each person	Not applicable	\$6.63
● Auto Collision Insurance	Actual cash value	\$500	\$140.30
(Safe Driving Deductible Reward - deductible reduction amount available is \$500)			
● Auto Comprehensive Insurance	Actual cash value	\$100	\$38.90
● Rental Reimbursement	up to \$30 per day for a maximum of 30 days	Not applicable	\$17.25
● Towing and Labor Costs	Not purchased*		
New Car Expanded Protection	Not purchased*		
● Sound System	Not purchased*		
Tape	Not purchased*		
Total premium for 2015 Honda Cr-V			\$329.85

* This coverage can provide you with valuable protection. To help you stay current with your insurance needs, contact your Allstate agent to discuss coverage options and other products and services that can help protect you.

VIN [REDACTED]

Rating information

• This vehicle is driven over 7,500 miles per year, 10 - 20 miles to work/school

Coverage detail for 2014 Acura Rdx

Coverage	Limits	Deductible	Premium
Automobile Liability Insurance		Not applicable	\$64.00
● Bodily Injury	\$250,000 each person \$500,000 each occurrence		
● Property Damage	\$100,000 each occurrence		
● Automobile Medical Payments	\$5,000 each person	Not applicable	\$7.54
● Auto Collision Insurance	Actual cash value	\$500	\$157.03
(Safe Driving Deductible Reward - deductible reduction amount available is \$500)			
● Auto Comprehensive Insurance	Actual cash value	\$100	\$54.43

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Renewal auto policy declarations
 Policy number: [REDACTED]
 Policy effective date: December 24, 2016



Coverage	Limits	Deductible	Premium
Rental Reimbursement	up to \$30 per day for a maximum of 30 days	Not applicable	\$17.25
Towing and Labor Costs	Not purchased*		
New Car Expanded Protection	Not purchased*		
Sound System	Not purchased*		
Tape	Not purchased*		
Total premium for 2014 Acura Rdx			\$300.25

* This coverage can provide you with valuable protection. To help you stay current with your insurance needs, contact your Allstate agent to discuss coverage options and other products and services that can help protect you.

VIN [REDACTED]

Rating information

- This vehicle is driven over 7,500 miles per year, 10 - 20 miles to work/school

Additional coverage

The following policy coverage is also provided.

Coverage	Limits	Deductible	Premium
Uninsured Motorists Insurance for Bodily Injury	\$250,000 each person \$500,000 each accident	Not applicable	\$68.10
Automobile Death Indemnity Insurance	Not purchased*		
Automobile Disability Income Protection	Not purchased*		
Total			\$68.10

* This coverage can provide you with valuable protection. To help you stay current with your insurance needs, contact your Allstate agent to discuss coverage options and other products and services that can help protect you.

Your policy documents

Your automobile policy consists of this Policy Declarations and the documents in the following list. Please keep these together.

- New Hampshire Allstate Fire and Casualty Insurance Company Insurance Policy - AFA41
- New Hampshire Auto Policy - Amendatory Endorsement - AFA52-2
- Drivewise® Enrollment Endorsement - AU14705

Important payment and coverage information

Here is some additional, helpful information related to your coverage and paying your bill:

- Your Gold Protection package contains the following features:
 - Accident Waiver Enhancement feature
 - Safe Driving Deductible Reward feature



Maureen K Gross

Skills

Educational Leadership

Professional Development Trainer

Collaboration/Community Outreach

Group/Team Facilitation

Coaching

Conflict Resolution

Special Education Expertise

Counseling

Written and Oral Communication

Work History

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

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

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

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

Youth Mental Health First Aid Trainer

Special Education Administrator, 07/2004 to 06/2014

Merrimack Valley School District – Penacook, NH

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

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

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

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

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

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

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

Wellness Center Director, 09/2002 to 06/2004

Merrimack Valley School District – Penacook, NH

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

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

Merrimack Valley School District – Penacook, NH

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

Provided family counseling and education as need

Completed Psycho - educational assessments

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

Family Therapist, 03/1991 to 08/1992

The Friends Program – Concord, NH

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

Engaged in community advocacy and networking. Provided parenting education

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

Adoptive Families For Children – Keene, NH

Social Worker III, 11/1983 to 12/1984

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

Family Therapist, 07/1979 to 10/1983

The New Foundation – Phoenix, AZ

Education

Certificate of Advanced Graduate Studies, Educational Leadership 2005

Plymouth State University - Plymouth NH

Master of Arts: Clinical Psychology, 1979

Southern Connecticut State University - New Haven, CT

Bachelor of Arts: Psychology, 1975

Providence College - Providence, RI

Certifications

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

National Certified Counselor (#32220)

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

Certified Youth Mental Health First Aid Trainer

Professional Activities and Affiliation

Member of NH Behavioral Health Collaborative

Member of Council for Exceptional Children

Member of School Behavioral Health Community of Practice

Member of NH Wraparound Workgroup under System of Care

Member of NH Behavioral Health Collaborative Evaluation Workgroup