

W

55 B



Frank Edelblut  
Commissioner

Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
TEL. (603) 271-6133  
FAX (603) 271-1953

January 30, 2018

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 Victoria Therrien, Concord, New Hampshire (vendor code 274416) in an amount not to exceed \$10,000.00 to provide facilitated team meetings to parents and school districts in a variety of locations across the State, effective upon Governor & Council approval through June 30, 2019. 100% Federal Funds.

Funds to support this request are available in the account titled Special Education-Elem/Sec.;

	<u>FY'18</u>	<u>FY'19</u>
06-56-56-562010-25040000-102-500371	\$ 5,000.00	\$ 5,000.00
Contracts for Program Services		

EXPLANATION

Under The New Hampshire Standards for the Education of Children with Disabilities, March 24, 2017, alternative dispute resolution methods must be available to parents and school districts. Facilitated team meetings are one of the alternatives available. The New Hampshire Department of Education is responsible for making available: training, a facilitator request process, assigning of facilitators for approved requests and evaluating effectiveness of facilitated meetings.

Facilitators are responsible for structuring the special education meeting, establishing goals of the meeting, helping to identify the issues in dispute, specifying the next steps in the process, improving communication among the involved parties, and ensuring closure is reached at the meeting.

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

January 30, 2018

Page Two

Ms. Therrien will provide facilitation of meetings in school districts in a variety of locations across the State as requested by the school district (LEA) or a parent, and assigned by the State Department of Education (NHDOE), Bureau of Special Education. 1) Facilitate special education meetings in school districts as assigned by the NHDOE based on a request from a school district or parent, remaining a neutral party in the process; 2) Preparation as required such as establishing agenda, meeting norms and other documents; and, 3) Agree to facilitate up to eight special education meetings each year in their region or as assigned by the NHDOE

A Request for Proposals (RFP) was advertised in the Manchester Union Leader for the period October 12<sup>th</sup>, October 13<sup>th</sup> and October 15<sup>th</sup>, 2017 and posted on the Department of Education's website. There was one (1) proposal submitted to the Request for Proposals "IEP Facilitation Program: NHDOE Team Facilitators."

A review committee consisting of Janelle Cotnoir, Program Specialist III, Bureau of Special Education, Elizabeth Carlotto, Education Consultant, Bureau of Special Education, Helene Anzalone, Education Consultant, Bureau of Special Education, and Bridget Brown, Education Consultant, Bureau of Special Education reviewed the proposal received by the deadline of November 3, 2017. Ms. Therrien's proposal met the criteria of the Request for Proposals (Attachment A).

The Department of Education would like to contract with Victoria Therrien, as she is an Inclusion Facilitator, provided services to the Bureau of Special Education as an IEP Team Facilitators during the period 2016-2017. Ms. Therrien has facilitated meetings of varied purposes such as: the special education process, curriculum planning, building strong school teams, and parent-teacher relationships using agendas, meeting structures, norms and action plans to meet the needs of students.

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

### IEP Facilitation Program: NHDOE Team Facilitators

#### 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

One (1) Proposal was received:  
Victoria Therrien

<i>Janelle Cotnoir</i>	<i>Elizabeth Carlotto</i>	<i>Helene Anzalone</i>	<i>Bridget Brown</i>	
<u>Score</u>	<u>Score</u>	<u>Score</u>	<u>Score</u>	<u>Peer Review</u>
89	90	88	89	89

An RFP review occurred on Monday, December 4, 2107. The RFP review panel consisted of the following employees from the Department of Education:

#### *Janelle Cotnoir, Program Coordinator, IEP Facilitator Program, NHDOE*

Janelle has been employed by the NHDOE in the Bureau of Special Education for 4 years. She is the Coordinator of multiple Special Education and Student Wellness programs and has reviewed approximately seven (7) RFPs inside of her work and in other areas of the Bureau.

#### *Elizabeth Carlotto, Education Consultant, NHDOE*

Elizabeth has been at the Bureau of Special Education for 2.5 years. She is responsible for managing the discipline data statewide and is a part of the compliance and improvement monitoring team. Elizabeth creates and provides trainings / professional development opportunities for school districts and community members. She has been a part of several RFP reviews and written two of her own.

#### *Helene Anzalone, Education Consultant, NHDOE*

Helene has been employed by the NHDOE in the Bureau of Special Education for 3 years. She is responsible for public and private school auditing and compliance & Special Education process professional development trainings. She has reviewed several RFPs for the Bureau.

#### *Bridget Brown, Education Consultant, NHDOE*

Bridget has been employed by the NHDOE in the Bureau of Special Education for 8 years. She has both created RFPs and has reviewed approximately fifteen (15) RFPs for work the Bureau of Special Education has moved forward.

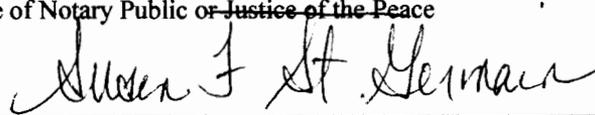
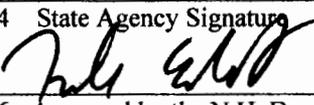
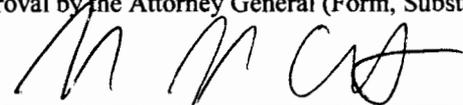
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name NH Department of Education, Bureau of Special Education		1.2 State Agency Address 101 Pleasant Street Concord, New Hampshire 03301	
1.3 Contractor Name Victoria Therrien		1.4 Contractor Address .....	
1.5 Contractor Phone Number ..	1.6 Account Number see Exhibit B	1.7 Completion Date June 30, 2019	1.8 Price Limitation \$10,000.00
1.9 Contracting Officer for State Agency Santina Thibedeau, Administrator Bureau of Special Education		1.10 State Agency Telephone Number 603-271-3791	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Victoria D. Therrien	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Herrimack</u>  On <u>Jan. 29, 2018</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]  <sup>exp date</sup> 3/13/2020			
1.13.2 Name and Title of Notary or Justice of the Peace SUSAN ST GERMAIN			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory FRANK EDELBLUT, COMMISSIONER OF EDUCATION	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)  By:  Director, On: 2-2-18			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable)  By:  On: 2/5/2018			
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 VDT  
Date 1/29/18

Agreement. This provision shall survive termination of this Agreement.

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

## 8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

## 9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

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

## 14. INSURANCE.

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

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

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

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

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

**15. WORKERS' COMPENSATION.**

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

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

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

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

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

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

**19. CONSTRUCTION OF AGREEMENT AND TERMS.**

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

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

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

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

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

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

## EXHIBIT A

### Services to be Provided

#### Individualized Education Program (IEP) Facilitation Program: NHDOE Team Facilitator

Victoria Therrien will provide services as a New Hampshire Special Education IEP Team Facilitator, responsible for facilitating meetings in school districts in a variety of locations across the State as requested by the school district (LEA) or a parent and assigned by the State Department of Education, Bureau of Special Education.

Facilitators are responsible for structuring the special education meeting, establishing goals of the meeting, helping to identify the issues in dispute, specifying the next steps in the process, improving communication among the involved parties, and ensuring closure is reached at the meeting:

- Facilitate special education meetings in school districts as assigned by the NHDOE based on a request from a school district or parent remaining a neutral party in the process.
- Preparation as required such as establishing agenda, meeting norms and other documents.
- Agree to facilitate up to eight special education meetings each year in their region or as assigned by the NHDOE.

Contractor Initials: VST  
Date: 1/29/18

**EXHIBIT B**

Budget

Description of Services	FY'18 Governor & Council approval through June 30, 2018	FY'19 July 1, 2018 – June 30, 2019
IEP Team Facilitator @ \$25.00/hour (includes travel time)	\$5,000.00	\$5,000.00
Total	\$5,000.00	\$5,000.00

Limitation on Price: This contract will not exceed \$10,000.00

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

Account number: 06-56-56-562010-25040000-102-500731	<u>FY'18</u>	<u>FY'19</u>
Contracts for Program Services	\$5,000.00	\$5,000.00

Method of Payment:

Payment will be made on the basis of monthly invoices that are received by the 10<sup>th</sup> of the following month which are supported by a summary of activities that have taken place in accordance with the terms of the contract.

Janelle Cotnoir, Program Coordinator  
IEP Facilitator Program  
New Hampshire Department of Education  
101 Pleasant Street  
Concord, New Hampshire 03301

Contractor Initials: UJT  
Date: 1/29/18

**EXHIBIT C**

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.

Contractor Initials: VJT  
Date: 4/29/18



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/25/2018

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

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

<b>PRODUCER</b>  <b>State Farm</b> Richard Lombardi 1837 Elm Street Manchester NH, 03104-2968	<b>CONTACT NAME:</b> Richard Lombardi <b>PHONE (A/C, No, Ext):</b> 603-623-4675 <b>FAX (A/C, No):</b> 603-623-2962 <b>E-MAIL ADDRESS:</b> dick.lombardi.gz15@statefarm.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: State Farm Fire and Casualty Company</td> <td>25143</td> </tr> <tr> <td>INSURER B: State Farm Mutual Automobile Insurance Company</td> <td>23178</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: State Farm Fire and Casualty Company	25143	INSURER B: State Farm Mutual Automobile Insurance Company	23178	INSURER C:		INSURER D:		INSURER E:		INSURER F:
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A: State Farm Fire and Casualty Company	25143													
INSURER B: State Farm Mutual Automobile Insurance Company	23178													
INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
<b>INSURED</b> Therrien, Victoria 														

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
------------------	----------------------------	-------------------------

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	ADD (SUB) (RSD) (Y/N)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			01/15/2018	01/15/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (If not excluded) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> Hired AUTOS <input type="checkbox"/> NON-OWNED AUTOS			10/11/2017	04/11/2018	COMBINED SINGLE LIMIT (Exclusions) \$ BODILY INJURY (Per person) \$ 100,000 BODILY INJURY (Per accident) \$ 300,000 PROPERTY DAMAGE (Per accident) \$ 100,000 MEDICAL \$ 5,000
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Facilitates meetings for the Department of Special Education

<b>CERTIFICATE HOLDER</b>  New Hampshire Department of Education Bureau of Special Education 101 Pleasant St Concord, NH 03301	<b>CANCELLATION</b>  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 
---	--

© 1998-2014 ACORD CORPORATION. All rights reserved.

Customer name: VICTORIA THERRIEN  
 Address: [REDACTED]  
 Policy: [REDACTED]  
 Status: PAID IN FULL

Company: SF Mutual  
 Servicing Agent: DICK LOMBARDI  
 Eff date: 10-11-2017 to 04-11-2018  
 Description: 2014 TOYOTA COROLLA 4DR  
 VIN: [REDACTED]  
 SFPP #: POLICY NOT ON SFPP



R. Lombardi 29-2019  
 New Hampshire AFO F876  
 GOLDEN TRIANGLE

**Coverage Details**

The premium amounts shown reflect a six-month policy term.

Code	Description	Amount
A	Liability Coverage	218.14
	Bodily Injury Limits	
	Each Person, Each Accident	
	\$100,000 \$300,000	
	Property Damage Limit	
	Each Accident	
	\$100,000	
C	Medical Payments Coverage	25.29
	Limit - Each Person	
	\$5,000	
D	Comprehensive Coverage - \$100 Deductible	42.40
G	Collision Coverage - \$500 Deductible	186.88
H	Emergency Road Service Coverage	2.40
R1	Car Rental and Travel Expenses Coverage	8.80
	Limit - Car Rental Expense	
	Each Day, Each Loss	
	80% \$500	
U	Uninsured Motor Vehicle Coverage	19.98
	Bodily Injury Limits	
	Each Person, Each Accident	
	\$100,000 \$300,000	
<b>Total:</b>		<b>503.89</b>

The information on this document is presented for general informational purposes only and is not intended to serve as a declaration page or policy.

State Farm Mutual Automobile Insurance Company, Bloomington, Illinois

# Victoria Therrien

---

<b>Education</b>	1973	Plymouth State College	Plymouth, NH
	<b>Bachelors in Science, Elementary Education</b>		
	1984	Notre Dame College	Manchester, NH
	<b>Masters in Education</b>		
	1997	Notre Dame College	Manchester, NH
	<b>Specific Learning Disability and General Special Education</b>		
<b>Professional experience</b>	2016-2017	NHDOE	Concord, NH
	<b>NHDOE EP Team Facilitator</b>		
	2016-2017	Joyful Noise Learning Center	Bow, NH
	<b>Part-time Teacher for Infant, Toddler, and Preschool Children</b>		
	2002-2016	SAU 53	Pembroke, NH
	<b>Inclusion Facilitator, Integration Specialist</b>		
	<ul style="list-style-type: none"><li>▪ Supported teams to implement best educational practices for students with significant disabilities to promote: access, participation, and learning within the general curriculum in inclusive classrooms; participation in social activities; maintaining appropriate behavior; and making smooth transitions</li><li>▪ Transitioned students back from out of district placements, from school to school, and into community through employment consultation.</li><li>▪ Trainer and Coach for Alternative Assessment process and State Portfolio Scorer</li><li>▪ Familiar with technology used for presentations, trainings, access, to support student learning. (Bookshare Mentor and trainer to help students download Free Accessible books)</li><li>▪ Used variety of data collection tools (ex. Para Guidelines, rubrics, behavior charting) to help teams make informed decisions and see progress over time</li><li>▪ Wrote functional behavior assessments, collected data, and developed intervention plans</li><li>▪ Provided professional development:<ul style="list-style-type: none"><li>- Local Area Manager, Aimsweb Benchmarking and Progress Monitoring of Curriculum Based Measures</li><li>-Wrote grants and procured speakers for SAU workshop days</li><li>-Delivered Para and Staff workshops on inclusion, disabilities, and curriculum programs</li></ul></li><li>▪ Researched information and resources, liaison to community agencies</li></ul>		
	1997-2002	Auburn Village School	Auburn, NH
	<b>Learning Disabilities Specialist, Middle School</b>		
	<ul style="list-style-type: none"><li>▪ Case Manager: followed special education procedures, facilitated meetings, instructed students, collaborated with staff to meet student needs</li></ul>		
	1975-1997	Auburn Village School	Auburn, NH
	<b>Third Grade General Education Teacher</b>		
	1999-2005, 2007, 2011	Notre Dame College. SNHU, NHTI	Manchester, Concord, NH
	<b>Adjunct Faculty Member</b>		
	Instructor for "Curriculum Integration of Exceptional Students", "Teaching Strategies for Diverse Learners" ,and "Collaboration and the IEP" courses		

**Professional experience continued** 1994-1997, 2004 Notre Dame & SNHU Manchester NH  
**Cooperating Teacher/ Practicum Supervisor for Student Teachers**  
2002, 2013 Department of Special Education Concord, NH  
**Team member for the NH Special Education Program Approval Process**

**Additional professional activities**

- Initiated task forces, organized teams, and facilitated meetings explore new initiatives and plan events  
SAU 53 Learning Circle to unify the SAU in the philosophy of inclusion of students while promoting their educational gain through the use of best practices, 2006- 2013  
Wrote and received \$20,000 "Title 4 Safe Schools" grant to form SAU Behavior Task Force to discuss behavior health challenges, provide NAMI and Responsive Classroom trainings, and acquire necessary resources, 2013-14
- 5 year Mentor for "UNH Beyond Access Project" leading teams and training other mentors in the use of best practices to include students with significant disabilities in general education classes.
- Established an SAU Lending Library and Learning Connection Newsletter to share resources and ideas to enhance knowledge of disabilities, curriculum, instruction, resources, technology
- SAU 53 Numeracy and Literacy Committees to develop SAU Common Core Curriculum, 2012-2014

**Publications**

Research and thesis on Effects of Children with MR on Their Siblings, 1984  
Pamphlet: for the Love of "Siblings Who Cope With Special Brothers and Sisters", 1985  
Article: Exceptional Parent Magazine, " For the Love of Wess", 1986  
Article: Exceptional Parent Magazine, " Accepting the Baseball Challenge", 1992  
Research on Attention Deficit Disorder and the Adolescent, 1996

**Community activities**

Grace Capital Church Outreach Ministry: Family Promise, Shea Farm Women's Prison 2016-  
Pembroke Academy Best Buddies Chapter Advisor, 2013-2016  
Concord ARC Chairperson 2016-present  
Region 4 Community Bridges Family Support Council Chair and Member, 1998-2017  
State Family Support Council for Developmental Disabilities, 2000-2017  
Participant in NH Leadership Series sponsored by Institute on Disability, 1994-95

**References**

Cheryl Jorgensen, Ph.D., Inclusive Education Consultant, (603-835-6536)  
Patty Sherman, Superintendent SAU 53, (603-485-5187)  
Karen Guercia, Asst. Superintendent of Student Services ( 603-485-5187)  
Patrick Connors ( Principal) & Tami Preve ( Sped Coordinator) Epsom Central ( 603-736-9331)  
Ahlam Sayed (Parent) (603-892-3781)