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

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

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

July 19, 2013

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

REQUESTED ACTION

Authorize the Department of Education to contract with Kathleen Holt Consulting, LLC, Goffstown, NH (vendor code 226857), as a Regional Master Educational Surrogate Parent, who will be responsible for: (1) providing management and support for trained and certified volunteer educational surrogate parents and (2) accepting temporary educational surrogate parent appointments for students in specific situations that require her special education expertise or require immediate appointment; upon Governor and Counsel approval through June 30, 2014, in an amount not to exceed \$10,000.00. These are 100% Federal funds.

Funding for this request is available in account as follows:

	<u>FY'14</u>
06-56-56-562510-41100000-102-500731	\$10,000.00

EXPLANATION

The New Hampshire Department of Education is responsible for training and appointing volunteer educational surrogate parents for those educationally disabled students whose parents are unable to be located, are unknown, the child is under legal guardianship of DCYF, a court has issued a written order for an educational surrogate parent, or a child is found to be homeless in accordance with the McKinney Vento Act. The Educational Surrogate Parent Program serves infants and toddlers ages 0 to 3 years and students up to the age of 21 years.

All requests and application materials for educational surrogate parents undergo a referral process based on the Rules prescribed in the New Hampshire Rules for the Education of Children with Disabilities, effective June 30, 2008, and amended December 1, 2010.

Her Excellency, Governor Margaret Wood Hassan  
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July 19, 2013  
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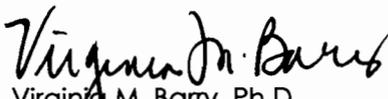
The Department of Education prepared and published a Request for Proposals (RFP) for up to five (5) Regional Master Surrogate Parents in local newspapers as well as the Union Leader, for the period February 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> and posted the RFP on the Department website. Three (3) proposals were received by the deadline. All the proposals met the criteria of the Request for Proposal (see rubric).

This contract is one of three (3) to provide services as a Regional Master Educational Surrogate Parent who will be responsible for providing management and support to trained and certified volunteer educational surrogate parents in their region of the State. In addition, these Master Surrogate Parents will be responsible for temporary educational surrogate parent appointments in situations that are viewed by the Department of Education, Bureau of Special Education, to need a Master Educational Surrogate Parent level of expertise, or a child is found to be homeless in accordance with the McKinney Vento Act.

The Department of Education would like to contract with Kathleen Holt Consulting, LLC, as Ms. Holt has been involved in the Educational Surrogate Parent Program since 2008, has extensive experience in the special education field, and a strong working knowledge of the south central region where she has worked. Ms. Holt has represented four (4) children in her role as an Educational Surrogate Parent since 2008.

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

Respectfully Submitted,

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

VMB: BJR  
Attachments

Regional Master Educational Surrogate Parent  
2013

Name (Applicant and region they applied to be Master Educational Surrogate Parent for)	Description of applicant's abilities to meet or exceed the minimum requirements (4.0) including a description of their volunteer and work experience and educational background. This will include a review of the letter of interest, letters of recommendations and resume (40 pts)	The applicant's ability to accomplish the services to be provided (1.0) as evidenced through the documentation submitted, including any products that may demonstrate their level of expertise and experience  Content knowledge, including but not limited to, knowledge of the Educational Surrogate Parent Program and the role of an educational surrogate parent, state and federal Special Educational Laws, Special Education policy and procedures, regional knowledge and other areas of knowledge that supports the accomplishment of the services to be provided (30 pts)	Technical Skills, including but not limited to, facilitation, leadership, collaboration, communication and report writing (30 Pts)	Total Score
Allyson Vignola (Lakes Region)	40	25	30	95
Kathleen Holt (South Central)	35	25	26.6	86.6
Mary Grillo (South East)	36.6	28.3	28.3	93.2

The committee members responsible for the review of the Special Education Regional Master Educational Surrogate Parent proposals include the following individuals:

- Mary Lane – Education Consultant – Special Education
- Mary Steady – Education Consultant – Special Education
- Janelle Cotnoir – Grants and Contracts Technician – Special Education

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

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

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

# New Hampshire Department of Education Regional Master Educational Surrogate Parents

## Reviewer's Scores

Applicant:     Kathleen Holt     (South Central)

Criteria from RFP	Review 1	Review 2	Review 3	Total score	Comments
8.2.1 Significance of Proposal – Description of applicant's abilities to meet or exceed the Minimum Requirements (4.0), including a description of their volunteer and work experience and educational background. This will include a review of the letter of interest, letters of recommendation and resume (40 pts).	35	35	35	35	<p>Only 2 letters of reference instead of 3- gave contact for 3<sup>rd</sup> person</p> <p>Included other required parts</p> <p>Been a regional master surrogate</p> <p>Certified Educational Surrogate Parent</p> <p>Capital Area Center for Educational Support – director part time currently</p> <p>Experience as a Teacher, Special Education Director, and Superintendent</p> <p>Doctorate degree</p> <p>Volunteer work experience</p>
8.2.2 Quality of Services to be Provided – the applicant's ability to accomplish the Services to be Provided (1.0) as evidenced through the documentation submitted, including any products that may demonstrate your level of expertise and experience.	25	25	25	25	<p>Resume shows sped but not clearly articulated in letter of intent</p> <p>Lived in region for 19 years</p> <p>Knowledge in emotional behavioral disorders – product Assessments course</p> <p>Didn't clearly articulate her knowledge of the educational surrogate parent process or special education knowledge in her letter of intent. Wouldn't know this except for resume</p>
8.2.2(a) Content knowledge, including but not limited to, knowledge of the Educational Surrogate Parent Program and the role of an educational					

surrogate parent, State and federal Special Education laws, Special Education policy and Procedures, regional knowledge and other areas of knowledge that supports the accomplishment of the Services to be Provided (30 pts).						
8.2.2(b) Technical Skills, including but not limited to, facilitation, leadership, collaboration, and report communication, and report writing (30 pts).	25	25	30	26.6	Experience with minorities Been a master surrogate Experience with agencies Familiar with emails Lots of stories in proposal not sure of technical writing skills but letter of support says she possesses written communication skills	
<b>TOTAL SCORE</b>	<b>85</b>	<b>85</b>	<b>90</b>	<b>86.6</b>		

Review committee recommend Kathleen Holt be awarded a contract for Master Surrogate Parent

# New Hampshire Department of Education Regional Master Educational Surrogate Parents

## Reviewer's Scores

Applicant:     Mary Grillo    (Southeast)

Criteria from RFP	Review 1	Review 2	Review 3	Total score	Comments
8.2.1 Significance of Proposal – Description of applicant's abilities to meet or exceed the Minimum Requirements (4.0), including a description of their volunteer and work experience and educational background. This will include a review of the letter of interest, letters of recommendation and resume (40 pts).	35	35	40	36.6	All components submitted Certified Educational Surrogate Parent PIC volunteer advocate NH Connection facilitator Parent of 3 children with disabilities Lots of experience with minority or at risk populations and organizations that serve them. Little confusing her work with PIC vs DOE and keeping them straight – Explains experience with Emotional disabilities, reactive deattachment, PTSD, eating disorders, ADHD and SLD
8.2.2 Quality of Services to be Provided – the applicant's ability to accomplish the Services to be Provided (1.0) as evidenced through the documentation submitted, including any products that may demonstrate your level of expertise and experience.	30	30	25	28.3	No education experience – lots parent organization experience Knows systems such as DCYF etc. – be able to offer resources to families and students Certificate from Rivier Prek-3 BS in Human development/counseling PIC volunteer advocate Facilitator for NH connections Seacoast knowledge from NH Connections work - very helpful Part time as educational specialist PIC Relationship with Catholic Charities
8.2.2(a) Content knowledge, including but not limited to, knowledge of the Educational Surrogate Parent Program and the role of an educational					

<p>surrogate parent, State and federal Special Education laws, Special Education policy and Procedures, regional knowledge and other areas of knowledge that supports the accomplishment of the Services to be Provided (30 pts).</p>	30	30	25	28.3	<p>Experience with PIC on phones collaboration and formal correspondence  Worked with CASA  Strong written and oral communication skills from letter of reference  PIC Language Plan – new project with PIC and refugees    Strong collaboration with various agencies (DCYF, CASA, Courts</p>
<p><b>TOTAL SCORE</b></p>	95	95	90	93.2	

Review committee recommend Mary Grillo be awarded a contract for Master Surrogate Parent

# New Hampshire Department of Education Regional Master Educational Surrogate Parents

## Reviewer's Scores

Applicant: Allyson Vignola (Lakes Region)

Criteria from RFP	Review 1	Review 2	Review 3	Total score	Comments
8.2.1 Significance of Proposal – Description of applicant's abilities to meet or exceed the Minimum Requirements (4.0), including a description of their volunteer and work experience and educational background. This will include a review of the letter of interest, letters of recommendation and resume (40 pts).	40	40	40	40	Certified in Special Education, Early Childhood, Emotional Disabilities – and math (NH experienced educator) Master surrogate already Certification and plenty of experience from various education jobs Application was clear – knows the area she is going to serve Experience with preschool- 12 <sup>th</sup> grade ages IEP facilitation trained Worked in Alternate assessments Developed and conducted Statewide training for the educational surrogate parent program All components of proposal were included Current Educational Surrogate Parent to 8 children
8.2.2 Quality of Services to be Provided – the applicant's ability to accomplish the Services to be Provided (1.0) as evidenced through the documentation submitted, including any products that may demonstrate your level of expertise and experience.	25	25	25	25	No product submitted as level of experience – Special Education knowledge and IEP process Masters in Education Knowledge of lakes region Ed surrogate since 2007 Serves 8 children currently Alternate assessment work Experience writing and implementing IEPs
8.2.2(a) Content knowledge, including but not limited to, knowledge of the Educational Surrogate Parent Program and the role of an educational					

<p>surrogate parent, State and federal Special Education laws, Special Education policy and Procedures, regional knowledge and other areas of knowledge that supports the accomplishment of the Services to be Provided (30 pts).</p>						
<p>8.2.2(b) Technical Skills, including but not limited to, facilitation, leadership, collaboration, and report communication, and report writing (30 pts).</p>	30	30	30	30	30	<p>Trained in IEP facilitation  ALPS work lots of communication and collaboration  Knows American sign language  Variety of groups she has worked with sex offenders, kids needing Augmentative Communication and Alternative communication  Leadership skills  TA consultant at one time  Letter spoke of her exemplar oral and written communication skills</p>
<b>TOTAL SCORE</b>	95	95	95	95	95	

Review committee recommend Allyson Vignola be awarded a contract for Master Surrogate Parent

Subject: Educational Surrogate Parent Program: Regional Master Surrogate Parents FORM NUMBER P-37 ( version 1/09)

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

GENERAL PROVISIONS

1. IDENTIFICATION.

Form with fields for State Agency Name, Contractor Name, Completion Date, Price Limitation, Signatures, and Acknowledgements. Includes handwritten entries like 'New Hampshire Department of Education', 'Kathleen Holt Consulting, LLC', 'June 30, 2014', and signatures of Virginia M. Barry and Kathryn M. Fisher.

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

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").  
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

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

**5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.  
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.  
5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

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

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

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.  
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.  
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.  
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.  
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

**8. EVENT OF DEFAULT/REMEDIES.**

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

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

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

- 8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;
- 8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

**9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

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

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

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

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

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

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

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

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

**14. INSURANCE.**

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

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be

attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

**15. WORKERS' COMPENSATION.**

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

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

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

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

**18. AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

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

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

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

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

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

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

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

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

## Exhibit A

### SCOPE OF SERVICES

Kathleen Holt Consulting, LLC will provide the following services to the New Hampshire Department of Education from the date of Governor and Council approval until June 30, 2014:

- a. Contractor agrees to temporary educational surrogate parent appointments in their assigned region in situations that require immediate appointment and situations that are viewed by the Department of Education to need a master educational surrogate parent's knowledge and skills.
- b. Contractor agrees to provide support to trained volunteer educational surrogate parents in their assigned region via phone calls and e-mails.
- c. Contractor agrees to prepare Monthly Reports to be submitted in conjunction with each monthly invoice. Each report will detail the kind of support and the time that was provided to volunteer educational surrogate parents in their region and the time provided to complete other activities related to the individual Master Surrogate Parent appointment(s).
- d. Contractor agrees to prepare a Final Report: report detailing the accomplishments and challenges of educational surrogate parents in their region with proposal ideas to successfully move forward.

Initial KH  
Date 5-10-2013

Exhibit B

Budget

Budget (through June 30, 2014)

Account number: 06-56-56-562510-4110-102-500731

Professional services (\$25.00 per hour) (including travel time)	\$10,000.00
Total	\$10,000.00

Limitation on Price: Upon mutual agreement between the state contracting officer and the contractor, the total budget shall not exceed the price limitation of \$10,000.00.

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.

Amy Jenks, Program Specialist  
Educational Surrogate Parent Program  
NH Department of Education  
101 Pleasant Street  
Concord, NH 03301

Initial KH  
Date 5-10-2013

## Exhibit C

Authorize the Department of Education to waive the insurance section of the agreement; Section 14, 14.1 and 14.1.1. The provisions of items 14.1, 14.1.1, and 14.1.2 of the general provisions are not applicable.

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 KH  
Date 5-10-2013

**CERTIFICATE OF AUTHORITY**

**(For a Sole Proprietorship)**

I, Kathleen Holt, DBA Kathleen Holt Consulting, LLC, as sole proprietor of my business, certify that I am authorized to enter into a contract with the State of New Hampshire on behalf of myself.

In witness, whereof, I have set my hand as the sole proprietor of the business this 10<sup>th</sup> day of May, 2013.

  
Kathleen Holt

State of New Hampshire

County of Hillsborough

On the 10<sup>th</sup> day of May 2013, before the undersigned officer personally approved the person identified in the foregoing certificate known to me (or satisfactorily proven) to be the owner of the business in the foregoing certificate and acknowledged that he executed the foregoing certificate.

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

  
Notary/~~Justice of the Peace~~

**KATHRYN M. FISHER, Notary Public**  
My Commission Expires September 28, 2016

# 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 Kathleen Holt Consulting, L.L.C. is a New Hampshire limited liability company formed on May 18, 2007. I further certify that it is in good standing as far as this office is concerned, having filed the annual report(s) and paid the fees required by law; and that a certificate of cancellation has not been filed.



In TESTIMONY WHEREOF, I hereto  
set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 12<sup>th</sup> day of July, A.D. 2013

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

William M. Gardner  
Secretary of State

**SAFECO INSURANCE COMPANY OF AMERICA  
AUTOMOBILE POLICY DECLARATIONS**

**NAMED INSURED:**

**KATHLEEN HOLT**

**POLICY CHANGE**

**CHANGED EFFECTIVE: JUNE 21 2013  
POLICY PERIOD FROM: OCT. 15 2012  
TO: OCT. 15 2013**

at 12:01 A.M. standard time at  
the address of the insured as  
stated herein.

**AGENT:**

**GAGNE & DAGER INSURANCE AGENCY  
PO BOX 310  
MERRIMACK NH 03054-0310**

**AGENT TELEPHONE:  
(603) 424-8615**

RATED DRIVERS		KATHLEEN HOLT	
2005 VOLVO	S40 2.4I	4 DOOR SEDAN	ID#
1996 VOLVO	850/GLT	2 DOOR STATION WAGON	ID#

Insurance is afforded only for the coverages for which limits of liability or premium charges are indicated.

**COVERAGE**      **DESCRIPTION**      **PREMIUM**      **COVERAGE**      **PREMIUM**

<b>LIABILITY:</b>				
BODILY INJURY	\$250,000 Each Person \$500,000 Each Occurrence	\$ 152.00	\$250,000 Each Person \$500,000 Each Occurrence	\$ 125.90
PROPERTY DAMAGE	\$100,000 Each Occurrence	83.10	\$100,000 Each Occurrence	72.10
MEDICAL PAYMENTS	\$5,000	21.20	\$5,000	18.10
<b>UNINSURED AND UNDERINSURED MOTORISTS:</b>				
BODILY INJURY	\$250,000 Each Person \$500,000 Each Accident	34.40	\$250,000 Each Person \$500,000 Each Accident	34.40
PROPERTY DAMAGE	\$25,000 Each Accident	INCLUDED	\$25,000 Each Accident	INCLUDED
COMPREHENSIVE	Actual Cash Value Less \$100 Deductible	70.00		
COLLISION	Actual Cash Value Less \$500 Deductible	192.70		
<b>ADDITIONAL COVERAGES:</b>				
LOSS OF USE	\$50 Per Day/\$1500 Max	10.50		
AUTO ENHANCED COVERAGE ENDORSEMENT - ULTRA		36.30		5.60
		<b>TOTAL \$ 600.20</b>		<b>TOTAL \$ 256.10</b>

You may pay your premium in full or in installments. There is no installment fee for the following billing plans: Full Pay, Annual 2-Pay. Installment fees for all other billing plans are listed below. If more than one policy is billed on the installment bill, only the highest fee is charged. The fee is:  
 \$0.00 per installment for recurring automatic deduction (EFT)  
 \$2.00 per installment for recurring credit card or debit card  
 \$5.00 per installment for all other payment methods

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P O BOX 515097, LOS ANGELES, CA 90051

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**SAFECO INSURANCE COMPANY OF AMERICA  
AUTOMOBILE POLICY DECLARATIONS**

(CONTINUED)

**NAMED INSURED:**

**KATHLEEN HOLT**

**POLICY CHANGE**

**CHANGED EFFECTIVE: JUNE 21 2013  
POLICY PERIOD FROM: OCT. 15 2012  
TO: OCT. 15 2013**

at 12:01 A.M. standard time at  
the address of the insured as  
stated herein.

**AGENT:**

**GAGNE & DAGER INSURANCE AGENCY  
PO BOX 310  
MERRIMACK NH 03054-0310**

**AGENT TELEPHONE:  
(603) 424-8615**

RATED DRIVERS		KATHLEEN HOLT	
2003 VOLVO	S60 2.5T AWD	4 DOOR SEDAN	IDA
1981 AMC	CJ7	2 DOOR	ID#

Insurance is afforded only for the coverages for which limits of liability or premium charges are indicated.

COVERAGES	2003 VOLV LIMITS	PREMIUMS	1981 AMER LIMITS	PREMIUMS
<b>LIABILITY:</b>				
BODILY INJURY	\$250,000 Each Person	\$ 144.50	\$250,000 Each Person	\$ 75.00
	\$500,000 Each Occurrence		\$500,000 Each Occurrence	
PROPERTY DAMAGE	\$100,000 Each Occurrence	79.90	\$100,000 Each Occurrence	74.00
MEDICAL PAYMENTS	\$5,000	19.30	\$5,000	10.50
<b>UNINSURED AND UNDERINSURED MOTORISTS:</b>				
BODILY INJURY	\$250,000 Each Person	34.40	\$250,000 Each Person	34.40
	\$500,000 Each Accident		\$500,000 Each Accident	
PROPERTY DAMAGE	\$25,000 Each Accident	INCLUDED	\$25,000 Each Accident	INCLUDED
<b>ADDITIONAL COVERAGES:</b>				
AUTO ENHANCED COVERAGE ENDORSEMENT - ULTRA		5.90		3.20
		-----		-----
	<b>TOTAL</b>	<b>\$ 284.00</b>	<b>TOTAL</b>	<b>\$ 197.10</b>

<b>TOTAL EACH VEHICLE:</b>	2005 VOLV	\$ 600.20
	1996 VOLV	256.10
	2003 VOLV	284.00
	1981 AMER	197.10

<b>PREMIUM SUMMARY</b>	<b>PREMIUM</b>
VEHICLE COVERAGES	\$ 1,337.40
DISCOUNTS & SAFECO SAFETY REWARDS	You saved \$286.40
<b>TOTAL 12 MONTH PREMIUM FOR ALL VEHICLES</b>	<b>\$ 1,337.40</b>

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P O BOX 515097, LOS ANGELES, CA 90051

002907200000112197505496



# **KATHLEEN HOLT**

## **PROFESSIONAL EXPERIENCE**

- 2012 – Present    Nashua Community College, Nashua, NH  
Coordinator, Teacher Education/Adjunct Faculty
- 2009 – Present    Capital Area Center for Educational Support, Penacook, NH  
Director, Part-time
- 2007 – 2012       SAU #72, Alton School District, Alton, NH  
Superintendent of Schools, Part-time
- 2003 – 2007       SAU #67, Bow School District, Bow, NH  
Superintendent of Schools
- 1998 - 2003       SAU # 12, Londonderry School District, Londonderry, NH  
Director of Curriculum
- 1993 - 1998       SAU # 38, East Swanzey, NH  
Assistant Superintendent
- 1989 - 1993       SAU #60, Charlestown, NH  
May 1991 to January 1992    Interim Superintendent  
1989 – 1993                      Director of Curriculum and Instruction
- New Hampshire State Department of Education, Concord, NH 03301  
Educational Consultant; Health Education, Vocational Health Occupations
- Keene State College, Keene, NH  
Adjunct Faculty, "Teaching the Health Education Program"
- Concord School District, Concord, NH  
District Health Education Coordinator, Home Economics Department Head, Teacher
- Gorham Jr. Sr. High School, Gorham, NH  
Home Economics Teacher, grades 7 – 12

## **EDUCATIONAL BACKGROUND**

- California Coast University, Santa Ana, CA  
Doctoral Program, Educational Administration (all coursework completed)
- University of New Hampshire, Durham, NH  
M.Ed., Counseling and Personnel Services
- University of New Hampshire, Durham, NH  
B.S., Secondary Education, Home Economics, cum laude Minor: Psychology
- Timberlane Regional High School, Plaistow, NH  
High School Diploma
- Additional Coursework:  
Plymouth State University, Plymouth, NH; Assessing Reading; Gen. Special Ed  
University of New Hampshire, Durham, NH; Ed. Leadership, Business Law  
Keene State College - Keene, NH; Independent Study, Collective Bargaining  
Boston University, Boston, MA; Teaching HS Psychology