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Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

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

For Public Use

May 17, 2024

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

REQUESTED ACTION

1. Authorize the Department of Education Division of Learner Support, Bureau of Instructional Support, Office of Title III, Part A, English Learners to hold an organized meeting on August 19, 2024, and November 6, 2024, at the New Hampshire Department of Education's location at 25 Hall Street and 4 virtual events dates (TBD) for the purpose of sponsoring a Book Study series called *Routines for Reasoning: Fostering the Mathematical Practices in All Students* for a total cost not to exceed \$19,335 effective upon Governor and Council approval through June 30, 2025. 100% Federal Funds.
2. Contingent upon approval of Requested Action #1, authorize a **sole source** contract with Mary Grace Kelemanik (VC# 495646) Natick MA, to facilitate a book study with two in-person events, four virtual events, and the development of a school guide so districts can host their own book study for a total cost not to exceed \$17,500 effective upon Governor and Council approval through June 30, 2025. 100% Federal Funds

Funds to support this request are available in the following account in FY25 as follows:

06-56-56-562010-25160000 Title III English Learners

Fiscal Year	Class/Account	Class Title	Total Amount
2025	020-500200	Current Expenses	\$1,835
2025	102-500731	Contracts for Program Services	\$17,500
Subtotal			\$19,335

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

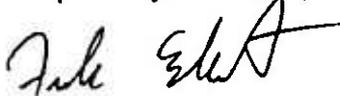
This request is **sole source** because the lead author of the text will lead the book study series, and is local to the area. The text listed is frequently used in courses for teacher candidates in elementary education and/or in secondary math education courses.

The text *Routines for Reasoning: Fostering the Mathematical Practices in All Students* provides several different routines that can be used to help students develop their math reasoning, with explicit recommendations for how to work with and better support English Learners with each routine presented. Engaging in a book study will allow teachers to better serve English Learners in the state. To do this math and teachers of English to Speakers of Other Languages (ESOL) will be invited to register for the Book Study on a first come first served basis. Capacity will be 60 teachers. The event will consist of two in-person and four virtual sessions. At these events, participants will review all of the routines for reasoning listed in the text, with explicitly stated approaches and practices to better serve English Learners. Educators will have an opportunity to apply and reflect on the application of each routine presented in each chapter.

Earlier this year the New Hampshire Department of Education staff members, Anne Wallace, Mathematics/Science, Technology, Engineering and Mathematics (STEM) Specialist & Presidential Awards for Excellence in Math and Science Teaching (PAEMST) State Coordinator, and Janna Jobel, the English Learner and Title III Consultant, hosted a professional learning event meant to help math teachers better serve English Learners, and help ESOL teachers more effectively support their students in math content. That event was a great success and sparked interest in both math teachers and ESOL teachers in collaborating together to better serve ESOL students.

Grace Kelemanik, the lead author, has more than 30 years of mathematics education experience. She will lead the book study along with the school guide that allows schools to conduct the book study in their own context.

Respectfully Submitted,



Frank Edelblut
Commissioner of Education

Draft Agenda:

In-Person Professional Development Day

What is Math Thinking and How Do We Support All Students to Develop It? (Chapters 1 and 2)

August 19, 2024

9 AM - 3 PM

Prereading- Chapter 1 in Routines for Reasoning (PDF)

Agenda:

- Reflect on reading
- Learn Three Avenues of Thinking
- Learn two reasoning routines: *Three Reads* and *Capturing Quantities*
- Reflect on how the routines position all students, including English Learners, to think
- mathematically

In-Person Professional Development Day

Connecting Representations (Chapter 4)

November 6th, 2024

9 AM – 3 PM

Agenda:

- Reflect on reading and experience with *Connecting Representations*
- Deep Dive into the *Connecting Representations* routine
- Revisit five essential strategies to support all students, with particular attention given to supporting English Learners
- Identifying tasks for the *Connecting Representations* routine
- Plan and provision to enact the *Connecting Representations* routine

Location:

New Hampshire Department of Education site at 25 Hall Street, Concord, NH 03301

– No costs associated with venue

Virtual Sessions topic chapters, dates, and times TBA in collaboration with NHED

Cost Breakdown:

Deliverable	Cost:	Total:
In-person Full Day Speaker Fee	\$4,250.00 x 2 Days	\$8,500.00
Virtual Sessions	\$1,250.00 per session x 4 sessions	\$5,000.00
School Guide	Development of Guide for schools to conduct their own book study	\$4,000.00
Books	<i>Routines for Reasoning: Fostering the Mathematical Practices in All Students</i> by Grace Kelemanik and colleagues (60 copies @ \$28.85) + \$104.00 S&H	\$1,835.00
	Total	\$19,335.00

Description of Deliverables:

In-person Full Day Speaker Fee, Includes:

- Content Delivery and Facilitation of Book Study Content as Described in Agenda for two in-person events

Virtual Sessions

- 4 75-Minute Sessions
- Review a chapter in each session
- Engage attendees in content with active reflection upon and application to their own teaching context
- Homework assigned before and after each session
- Available to participants for email response in-between sessions

School Guide

- Contractor will develop a guide for schools to be able to facilitate their own book study
- Contractor will offer multiple formats for schools to choose from (i.e., Professional Learning Community approach with sample scripts and activities, versus overview of content and activities to include in online modules for schools to adopt on their own Learning Management System)
- Contractor will provide 10-minute video overviews of each chapter

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 New Hampshire Department of Education (NHED)		1.2 State Agency Address 25 Hall Street Concord, NH 03301.	
1.3 Contractor Name Mary Grace Kelemanik		1.4 Contractor Address [REDACTED]	
1.5 Contractor Phone Number [REDACTED]	1.6 Account Unit and Class See Exhibit C	1.7 Completion Date June 30, 2025	1.8 Price Limitation \$17,500.00
1.9 Contracting Officer for State Agency Janna Jobel, Educational Consultant		1.10 State Agency Telephone Number (603)568-8813	
1.11 Contractor Signature <i>Mary Grace Kelemanik</i> Date: 5/17/24		1.12 Name and Title of Contractor Signatory Mary Grace Kelemanik, Individual Contractor	
1.13 State Agency Signature <i>Frank Edelblut</i> Date: 5/28/2024		1.14 Name and Title of State Agency Signatory Frank Edelblut, Commissioner of Education	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: <i>Elizabeth A. Brown</i> Elizabeth A. Brown On: 5/28/2024			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

2. 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 B 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, 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 1.13 ("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.

3.3 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. 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 by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source 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 C which is incorporated herein by reference.

5.2 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. 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.

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 The State's liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

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 applicable 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 employment opportunity laws and the Governor's order on Respect and Civility in the Workplace, Executive order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

6.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

6.4. The Contractor 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 this Agreement and all rules, regulations and orders pertaining to 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 The Contracting Officer specified in block 1.9, or any successor, shall be the State's point of contact pertaining to this Agreement.

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) calendar days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) calendar 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 give the Contractor a written notice specifying the Event of Default and 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 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) calendar days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) calendar 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. In addition, at the State's discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

10. PROPERTY OWNERSHIP/DISCLOSURE.

10.1 As used in this Agreement, the word "Property" shall mean all data, 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.

10.2 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.

10.3 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure requires prior written approval of the State.

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.

12.1 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

12.2 For purposes of paragraph 12, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

12.4 The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. **INDEMNIFICATION.** The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys' fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the State's sovereign immunity, 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 continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial 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 or excess; and

14.1.2 special cause of loss coverage form covering all Property subject to subparagraph 10.2 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 any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

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. The Contractor shall furnish the Contracting Officer identified in block 1.9, or any 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.** A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

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. CHOICE OF LAW AND FORUM.

19.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. 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.

19.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

20. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

21. **THIRD PARTIES.** This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

22. **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.

23. **SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

24. **FURTHER ASSURANCES.** The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

25. **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.

26. **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 with respect to the subject matter hereof.

EXHIBIT A

Special Provisions

Additional Exhibits D-G

1. A certificate of Good Standing issued by the Secretary of State is not required for individuals contracting in their own name (as individuals, not as business organizations).
2. A contractor who is contracting in his or her individual capacity does not need a Certificate of Vote/Authority, but the contractor must represent in the contract Exhibit A of the Form P-37, that he or she is a sole proprietor of the business.
 - a. I, Mary Grace Kelemanik, am a sole proprietorship. As such, I am not a corporation, partnership or limited liability company etc.
3. Mary Grace Kelemanik, represents that she/he currently has no employees, and as such, is effectively exempt from RSA 281-A. If she/he should hire any employees, however, she/he would be required to comply with Paragraph 15 of the P-37.
4. Delete section 14.1 of the P-37 of the General Provisions and amend the P-37 to provide as follows: 14.1 The Contractor shall, as its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, educators' professional liability insurance in an amount not less than \$1,000,000 for each claim.

Federal Certification 2 CFR 200.415

Required certifications include: (a) To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

EXHIBIT B

Scope of Services

Mary Grace Kelemanik is the lead author of the text *Routines for Reasoning: Fostering the Mathematical Practices in All Students*.

Mary Grace Kelemanik will be responsible for:

Developing and facilitating a book study based on the text *Routines for Reasoning: Fostering the Mathematical Practices in All Students*.

Preplanning for events will take place virtually in cooperation between contractor and NHED dates and times TBD.

- Two in-person sessions:
 - August 19, 2024, 9 AM - 3 PM
 - November 6, 2024, 9 AM - 3 PM
 - Facilitate the agenda based off pre-established book topics communicated to participants ahead of time
 - Engage participants in reflective activities to encourage application to their own context
- Four virtual sessions:
 - Host four 75-minute virtual sessions
 - Review a chapter and/or routine for reasoning in each session
 - Engage attendees in content with active reflection upon and application to their own teaching context
 - Available to participants for email response in-between sessions
- School Guide:
 - Develop a guide for schools to be able to facilitate their own book study
 - Offer ways to adapt content to multiple formats for schools (i.e., in-person professional learning community or asynchronous modules)
 - Provide sample scripts and activities
 - Offer 10-minute video overviews of each chapter and/or routine with applications specific to English Learners

NHED will be responsible for:

- Invite and recruit book study participants
- Register participants on a first come, first served basis
- Manage registration list to be sure no more than 60 registrants are approved
- Reserving and preparing the venue (25 Hall Street Event Center) for in-person events
- Purchase the books from the publisher, and distribute to registrants
- Having a representative from the New Hampshire Department of Education present at both in-person events
- Mobilizing the school guide for use in the field

EXHIBIT C
Method of Payment

Budget:

Description	Total
In-person Speaker Fee – Full Day (2 x \$4,250)	\$8,500.00
Virtual Sessions (4 x \$1,250)	\$5,000.00
School Guide	\$4,000.00
Total	\$17,500.00

Limitations on Price: Upon mutual agreement between the state contracting officer and the contractor, line items in this budget may be adjusted one to another, but in no case shall the total budget exceed the price limitation of \$17,500.00.

Funding Source: Funds to support this request are available in the following account for Fiscal Year 2025 as follows:

06-56-56-562010-25160000 TITLE III ENGLISH LEARNERS

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Service	\$17,500.00

Method of Payment: Payment is to be made on the basis of monthly invoices which are supported by a summary of completed deliverables, as outlined by budget line, that have taken place in accordance with the terms of the contract, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payment will be made for 100% of the expenditures listed. A final invoice is due within 30 days of the end of this contract. Invoices and reports shall be submitted electronically to:

Janna Jobel
Education Consultant III
Janna.M.Jobel@doe.nh.gov

EXHIBIT D

Contractor Obligations

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

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

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

Breach

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

Fraud and False Statements

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

Environmental Protection

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

Procurement of Recovered Materials

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

Revised June 2022

Contractor Initials mgk
Date 5/17/24

Exhibit E

Federal Debarment and Suspension.

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

Revised June 2022

Contractor Initials mgk
Date 5/17/24

Exhibit F

Anti-Lobbying

The Contractor agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, execute the following Certification:

The Contractor certifies, by signing and submitting this contract, to the best of his/her knowledge and belief, that:

- a. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any State or Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions

<https://www.gsa.gov/forms-library/disclosure-lobbying-activities>

- c. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making and entering into this transaction imposed by Section 1352, Title 31 and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- d. The Contractor also agrees, by signing this contract that it shall require that the language of this certification be included in subcontracts with all Sub-Contractor(s) and lower-tier Sub-Contractors which exceed \$100,000 and that all such Sub-Contractors and lower-tier Sub-Contractors shall certify and disclose accordingly.
- e. The NHED shall keep the firm's certification on file as part of its original contract. The Contractor shall keep individual certifications from all Sub-Contractors and lower-tier Sub-Contractors on file. Certification shall be retained for three (3) years following completion and acceptance of any given project.

Revised June 2022

Contractor Initials mgk
Date 5/17/24

Exhibit G

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

Rights to Inventions Made Under a Contract or Agreement

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

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

Confidentiality

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

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

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

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

Ownership of Intellectual Property

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

Revised June 2022

Contractor Initials mgk
Date 5/7/24



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/23/2024

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 NUTMEG INS AGENCY INC/PHS 76210775 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME: PHONE (888) 925-3137		FAX: (A/C, No):
	E-MAIL ADDRESS:		INSURER(S) AFFORDING COVERAGE
INSURED MARY GRACE KELEMANIK [REDACTED]	INSURER A: Twin City Fire Insurance Company		NAIC# 29459
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

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	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			[REDACTED]	09/29/2023	09/29/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:						
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			[REDACTED]	09/29/2023	09/29/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR CLAIMS-MADE <input type="checkbox"/> 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"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT E.L. DISEASE -EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	EMPLOYMENT PRACTICES LIABILITY			[REDACTED]	09/29/2023	09/29/2024	Each Claim Limit \$10,000 Aggregate Limit \$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Those usual to the Insured's Operations.

CERTIFICATE HOLDER New Hampshire Department of Education 25 HALL 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 <i>Susan L. Castaneda</i>
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Mary Grace Kelemanik



Education

Boston College, MST, 1988

- Masters in Mathematics and Education with 9-12 teaching certification (#282536)

Montclair State College, B.S., 1984

- Business and Finance

Teaching Experience

- 2010-16 Boston Teacher Residency Program at the Boston Plan for Excellence, Boston, MA
Clinical Teacher Educator responsible for the design and teaching of an innovative routine-based secondary mathematics methods course for math teaching residents committed to teaching in urban settings. Support BTR residents in their school placements. BTR is a four-year teacher education program based in the Boston Public School (BPS) district that combines a year-long teacher residency in a school with three years of aligned new teacher support, all intended to launch highly effective teachers into BPS teaching careers.
- 1998-02 City on a Hill Public Charter School, Boston, MA
Taught years 1-3 of the Interactive Mathematics Program (IMP), a four year college prep standards-based integrated mathematics curriculum; lead teacher of mathematics; raised MCAS pass rate from 9% to 70% in two years; member of budget and assessment committees; designed and lead induction program for new teachers; mentor for the COAH Teachers Institute; wrote two Mass DOE-funded proposals (GLBT club and Parent Math Program); designed and taught girls self-defense elective; and participated in teacher research study group.
- 1996-08 Regis College, Weston, MA
Designed and taught popular women's self-defense course.
- 1988-89 Newton North High School, Newton, MA
Part-time mathematics teacher, teaching pre-algebra and algebra.
- 1987 Mount Alvernia High School, Newton, MA
Part-time mathematics teacher, teaching algebra I and algebra II.

Professional Experience

- 2016 - Curriculum Associates
Author and advisor for the Ready Classroom K-8 Math Program.
- 2016 - Fostering Math Practices
Co-founder of website (www.fosteringmathpractices.com) and related consulting work with schools, districts, counties, states, and educational collaboratives to support teachers as they develop equitable teaching practices that lead to the development of mathematical practices in all students. Special emphasis is placed on teachers who work with English learners and students with learning disabilities. The work includes the design and delivery of conference presentations, courses, and professional development offerings based on the *Routines for Reasoning* book I co-authored, and leverages instructional routines, rehearsals, and coaching to transfer teacher learning to the classroom. Clients include Massachusetts Department of Elementary and Secondary Education, California County Superintendents Educational Services Association, Texas Association of Supervisors of Mathematics, National Council of Teachers of Mathematics, Seattle Public Schools, Denver Public Schools, Boston Public Schools, New York City Public Schools, Northern Kentucky University, University of Maine, New Visions for Public Schools (NYC), Kern County Office of Education, Santa Barbara

County Office of Education, San Bernardino County Office of Education, Sacramento County Office of Education, Danvers Public Schools (MA), Framingham Public Schools (MA), Lexington Public Schools (MA), EDCO Collaborative (MA) and Student Achievement Partnerships.

2002 - Independent Consultant

Services include design and delivery of professional development offerings tailored to clients' needs; implementation of the Common Core State Standards (CCSS) for Mathematics; support for content-based coaches; English Language Learners and Special Education needs in the mathematics classroom; classroom coaching; differentiated instruction; curriculum and educational materials consultation; and MCAS analysis leading to curriculum alignment and the development of MCAS curriculum thread and instructional strategies. Clients include New York City Public Schools, Massachusetts Department of Elementary and Secondary Education, Portland (ME) Public Schools, Aurora, (CO) Public Schools, New Bedford Global Learning Charter School, Baltimore Public Schools, Canton (MA) Public Schools, Hopkinton (MA) Public Schools, Winchendon (MA) Public Schools, Bridgeport (CT) Public Schools, Newton (MA) Public Schools, Brookline (MA) Public Schools, Lincoln (MA) Elementary Schools, WGBH, Boston Plan for Excellence, and EDIC/Boston Alternative High Schools. Experienced working with mathematics programs including the elementary materials Everyday Math (EM) and Investigations in Number, Data and Space, the middle school materials Connected Mathematics Program (CMP) and Impact Mathematics, and high school materials Math Connections, CME Project Algebra, and the Interactive Mathematics Program (IMP). Experienced working with a wide range of professional development materials including, the Fostering Algebraic Thinking and Fostering Geometric Thinking Toolkits, Developing Mathematical Ideas (DMI), Bridges to Classroom Mathematics, Content-focused Coaching and Video Cases for Mathematics Professional Development.

1985-98 Center for Learning, Teaching and Technology, Education Development Center, Newton, MA

Project Director, K-12 Mathematics Curriculum Center (funded by the National Science Foundation). A project creating resources and support to districts and school considering the implementation of standards-based mathematics curriculum in grades K-12.

Project Director, Reaching Every Teacher (funded by the National Science Foundation). A project working with every teacher of mathematics (K-12) in Waltham Public Schools to select and implement new standards-based mathematics curriculum.

Project Director, Leadership for Urban Mathematics Reform Project (funded by the National Science Foundation). A comprehensive program for developing teacher leadership in 6 urban communities to promote systemic mathematics reform. The project fosters in its participants the knowledge, skills, and confidence that are necessary to move mathematical inquiry to the center of curriculum, assessment, and instruction, and the spirit of inquiry and team learning to the heart of district policy and practice related to mathematics education.

Project Director, Dissemination Plan for the Industry Volunteer Model (funded by the National Science Foundation). A project designed for the focused dissemination of the Industry Volunteers in the Classroom: Freeing Teachers' Time for Professional Development Handbook and brochure that describes the industry volunteer model.

Project Director, Tools for Reform Project (funded by the National Science Foundation). A project documenting the use of the MathFINDER CD-ROM, an innovative technological tool designed to support educators in mathematics curriculum reform.

Associate Project Director, Teachers, Time and Transformation Project (funded by the National Science Foundation). A project designed to support elementary, middle, and high school teachers as they create a coherent view of algebra across grades four through twelve, then translate their vision into a district-based staff development initiative. One outcome of the project was the production of the handbook, Industry Volunteers in the Classroom: Freeing Teachers' Time for Professional Development, describing the cost-effective industry volunteer model used to release teachers during the school day for the TTT project.

Associate Project Director, the Technical Assistance Project of the Urban Mathematics Collaboratives (funded by the Ford Foundation). A technical assistance project aimed at strengthening mathematics teaching in urban high schools. The project involves technical assistance to sixteen urban collaboratives around the country.