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Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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July 23, 2024

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

REQUESTED ACTION

Authorize the Department of Education to enter into a contract with New Hampshire Coalition for Citizens with Disabilities, Inc., dba Parent Information Center, (VC#177245) Concord, NH, in the amount of \$345,978.74 to work collaboratively with the Bureau of Special Education Support to ensure families of students with disabilities are provided equal access and resources to promote opportunities for growth and improved students outcomes, effective upon Governor & Council approval for the period of October 1, 2024 through June 30, 2026, with an option to renew for one additional year. 100% Federal Funds.

Funds to support this request are available in the following account for fiscal year 2025 and anticipated to be available in fiscal year 2026, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between Fiscal Years through the Budget Office, if needed and justified.

06-56-56-562010-25050000 IDEA-Special Ed - Preschool

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Services	\$46,334.83
2026	102-500731	Contracts for Program Services	\$57,458.79
Subtotal			\$103,793.62

06-56-56-562010-25040000 IDEA-Special Ed-Elem/Sec

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Services	\$108,114.62
2026	102-500731	Contracts for Program Services	\$134,070.50
Subtotal			\$242,185.12
Total			\$345,978.74

EXPLANATION

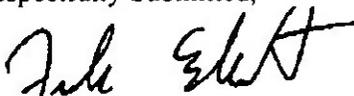
A Request for Proposals (RFP) was posted to the Department of Administrative Services (DAS) and the NHED websites on February 2, 2024. The Bureau of Special Education Support received one (1) proposal from the issuance of the Request for Proposal "Family School Partnerships" and New Hampshire Coalition for Citizens with Disabilities, dba Parent Information Center (PIC) met the criteria of the Request for Proposal (see Attachment A). A review committee met on March 12, 2024. The review panel consisted of the following employees from the Department of Education, Bureau of Special Education Support; Education Consultant, Office of Special Programs; Administrator, Office of Special Programs; Education Consultant, Office of Special Programs, and Administrator, Office of Training and Monitoring.

The New Hampshire Department of Education, Bureau of Special Education Support (NHED BSES) is seeking to contract with the New Hampshire Coalition for Citizens with Disabilities, dba Parent Information Center (PIC) to continue the work they have done to support transitions from Family-Centered Early Supports and Services to preschool special education, and to support services and programming for preschool children with disabilities. In addition, this contract will support the provision of materials and strategies to support families in understanding the relevance of information including preschool outcomes measures, student outcomes (including outcomes for students who are deaf and hard of hearing as well as those who are blind and visually impaired), least restrictive environment, the parent involvement survey, secondary transition, and post-school outcomes. Finally, this contract with the New Hampshire Coalition for Citizens with Disabilities, dba Parent Information Center (PIC) will support the NHED BSES in the implementation of the State Systemic Improvement Plan (SSIP) by providing resources and supports for engaging families in understanding their child's early language and literacy skill development and progress, and support in the area of systems coaching and technical assistance for state and local literacy coaches and leadership teams.

This contract will allow the agency to maintain these valuable supports while meeting legislative requirements outlined in RSA 186-C:3a III and federal requirements under the Individuals with Disabilities Education Act (IDEA). The New Hampshire Coalition for Citizens with Disabilities, dba Parent Information Center (PIC) has a proven track record of delivering exceptional results in providing families and those who work with them the resources, training, and information they need to help children with disabilities thrive.

Since 1975, the New Hampshire Coalition for Citizens with Disabilities, dba Parent Information Center (PIC) has been providing information, training and support to families who have a child with a disability so that they may participate effectively as team members in the Special Education process. The New Hampshire Coalition for Citizens with Disabilities, dba Parent Information Center (PIC) collaborates with families, youth, schools, agencies, and community members throughout the state to ensure that all children and youth with disabilities will have successful educational experiences that will prepare them to be actively involved in the community as adults.

Respectfully Submitted,



Frank Edelblut
Commissioner of Education

Attachment A

Bid Summary Scoring Sheet

NH Coalition for Citizens with Disabilities, Inc.

Name of Bidders	Bid/Proposal Amount
NH Coalition for Citizens with Disabilities, Inc.	\$345,978.74

Name of Reviewers	Title
Amy Aiello	SSIP Coordinator, Education Consultant, Office of Special Programs
Krishna Dubreuil	Administrator, Office of Special Programs, Bureau of Special Education Support
Janelle Lavin	Administrator, Office of Training and Monitoring, Bureau of Special Education Support
Mary Lane	Education Consultant, Office of Special Programs

	NH Coalition for Citizens with Disabilities dba Parent Information Center
Overall Score	96

Proposal Criteria in the RFP	Weight of Criteria
Scope of Services & Additional Supporting Documents	40
Summary of Experiences and Demonstrated Success	40
Budget	20
Total	100

	Scope of Services & Supporting Documents	Summary Experiences & Demonstrated Success	Proposed Budget	Overall Score
NH Coalition for Citizens with Disabilities, Inc.	38	40	18	96

Review Process:

Scoring review occurred on March 12, 2024 and was held in person at the NH Department of Education, 25 Hall Street. The proposal met the minimum standards set forth in the RFP. The proposal review panel recommended **NH Coalition for Citizens with Disabilities, Inc.** for funding.

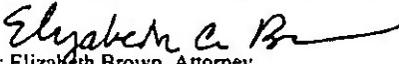
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

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 New Hampshire Coalition for Citizens with Disabilities, Inc. DBA Parent Information Center		1.4 Contractor Address 54 Old Suncook Rd Concord, NH 03301	
1.5 Contractor Phone Number 603-224-7005	1.6 Account Unit and Class See Exhibit C	1.7 Completion Date June 30, 2026	1.8 Price Limitation \$345,978.74
1.9 Contracting Officer for State Agency Rebecca Fredette, Administrator Bureau of Special Education Support		1.10 State Agency Telephone Number 603-271-6693	
1.11 Contractor Signature  Date: 6/28/2024		1.12 Name and Title of Contractor Signatory Michelle Lewis, Executive Director	
1.13 State Agency Signature  Date: 7/24/2024		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:  Elizabeth Brown, Attorney On: 7/24/2024			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

Contractor Initials 
 Date 6/28/2024

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

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).

Contract between New Hampshire Coalition for Citizens with Disabilities, dba Parent Information Center and the New Hampshire Department of Education

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Contractor Initials *Q*
Date *6/28/2024*

EXHIBIT B
Scope of Services

NH Coalition for Citizens with Disabilities, Inc., dba Parent Information Center (PIC) will provide the following services to the New Hampshire Department of Education (NHED) Bureau of Special Education Support (BSES):

Priority 1: Support NHED BSES in transitions from Family-Centered Early Supports and Services (FCESS) to Preschool Special Education

1.1 Convene interagency agreement meetings between area agencies responsible for (FCESS) and receiving districts:

- In collaboration with the NHED, review and update, as appropriate, the template for the Regional Interagency Agreement for Early Childhood Transitions to ensure it is consistent with current State and Federal policies, procedures and practices
- Schedule and conduct 5 regional interagency agreement meetings each year, promote family voice within the transition process, revise agreements, obtain signatures and post current interagency agreements on PIC website
- Support Local Education Agencies (LEAs), FCESS programs, and school districts by promoting they utilize the online Early Childhood Transitions module for families

1.2 Support NHED in providing technical assistance to local school districts regarding early transition, with a focus on districts with untimely transitions:

- Update and maintain template, tools and other materials relative to transitions including;
 - Customizable School District Transition Procedures Template
 - One-Page Overview of the Transition Process
 - Tip Sheets
- Maintain the on-line module, *Who's Doing What in Early Childhood Transitions: A Training for Professionals?* to promote smooth and effective early transitions on the PIC website
- Provide technical assistance to promote smooth and effective transitions and demonstrate compliance with regulations regarding early transitions
- As directed by the NHED, provide technical assistance to districts whose transitions are identified as untimely to:
 - Explore potential root causes for delays
 - Develop systems for documenting the transition process, including reasons for delays

Contract between New Hampshire Coalition for Citizens with Disabilities, dba Parent Information Center and the New Hampshire Department of Education

1.3 Support state-level coordination between Part C (Family Centered Early Supports and Services, Birth through age 3) and Section 619 (Part B Preschool Special Education):

- Assist in identifying and problem-solving issues at the state-level related to the Part C to Part B 619 transition to address systemic issues and build infrastructure
- Convey issues from the field related to the Part C and Section 619 transition to the Part C Coordinator (DHHS) and the NHED
- Facilitate a series of state-level meetings to ensure alignment of Part C, 619 and other state departments whose work impacts young children with disabilities as needed

1.4 Organize, promote & facilitate stakeholder meetings with New Hampshire families:

- Meet yearly with NHED to develop a comprehensive plan for family voice
 - Identify purpose and protocol for family stakeholder meetings
 - Develop marketing and communication materials
 - Recruit for and conduct stakeholder meetings
 - Schedule additional family stakeholder meetings each year, as agreed in consultation with NHED

Priority 2: Support the NHED BSES in improving services, supports and programming for preschool children with disabilities

2.1 Provide tools and strategies to help school administrators and teachers better understand and examine their district's system for providing services to preschool-aged children with disabilities:

- Meet with NHED to review previously developed tools and discuss various strategies as needed
- Review and update, as appropriate, the two Understanding Preschool Special Education Guides
- In collaboration with 619 Coordinator (NHED) conduct two virtual meetings highlighting tools and strategies available for and delivered to special education administrators and teachers

2.2 Develop and implement professional development for school district staff to engage in a process to examine and improve preschool classrooms, services and systems, including developing systems to support parents to have an equal and informed voice in the special education process. This professional development will support school districts in establishing preschools for all students, including students with disabilities.

- Develop a three-part professional development series for districts who operated their own preschool classrooms, services and systems using the Systems Guide
 - Create an outline and structure, application process
 - Develop marketing material and plan
 - Schedule and conduct series

- Develop a three-part professional development series for districts who partner with Community-based preschool classrooms, services, and systems using the Partnering Guide
 - Create an outline and structure, application process
 - Develop marketing material and plan
 - Schedule and conduct series

2.3 Continually expand and maintain a repository of resources and information in collaboration with NHED, that promote services, supports and programming for preschool children with disabilities:

- Meet with the NHED to review previously developed toolkits and other material to determine what resources and information to move to NHED website and what should be maintained on the PIC website
- Maintain on-line module on the PIC website entitled, Understanding Preschool Special Education Environments Program Placement, and Data Reporting Requirements
- Update the Least Restrictive Environment (LRE) Tip Card for Families

2.4 Support the NHED BSES to develop and implement professional development strategies for districts to improve services, supports and programming for preschool children with disabilities:

- Meet with 619 Coordinator to determine priorities and strategies
- Support marketing and recruitment

2.5 Facilitate regional meetings as needed to create feedback loops between local preschool special education coordinators and the NHED:

- Meet with the 619 Coordinator to develop a purpose statement, scope, schedule and agenda
- Facilitate 2 regional meetings per project year
- Summarize meeting feedback and provide to NHED

2.6 Organize, promote & facilitate stakeholder meetings with New Hampshire families:

- Meet yearly with NHED to develop a comprehensive plan for family voice
 - Identify purpose and protocol for family stakeholder meetings
 - Develop marketing and communication materials
 - Recruit for and conduct stakeholder meetings
 - Schedule additional family stakeholder meetings each year, as needed in coordination with NHED

Priority 3: Support the NHED BSES to promote optimal outcomes for students who are deaf and hard of hearing as well as those students who are blind and visually impaired

3.1 Coordinate with New Hampshire's Deaf Education Scholar Teacher to develop and conduct five (5) regional meetings about the NH Deaf Education Training Modules, to promote optimal outcomes for students who are deaf and hard of hearing in collaboration with community organizations:

- Meet to discuss proposal and develop workplan
- Collaborate to draft family needs assessment
- Support the distribution of the family needs assessment utilizing community collaborations as appropriate
- Assist with reviewing data from the family needs assessment and developing an outline for a family module
- Assist in the development of the module, as appropriate
- Assist in development of a protocol for Regional Meeting
- Schedule, market and conduct Regional Meeting Pilot
- Summarize regional meetings and share with NHED

3.2 Coordinate with New Hampshire's Teacher of the Visually Impaired American Printing House for the Blind (APH) Scholar to develop and conduct five (5) regional meetings to promote personalized learning and literacy for students who are blind and visually impaired:

- Meet with NH's Teacher of the Visually Impaired to review materials developed to date and revise as appropriate
- Collaborate to develop a schedule, protocol and marketing for regional meetings
- Conduct regional meetings
- Summarize regional meetings and share with NHED
- Conduct follow-up activities as appropriate

3.3 Organize, promote & facilitate stakeholder meetings with New Hampshire families:

- Meet yearly with NHED to develop a comprehensive plan for family voice
 - Identify purpose and protocol for family stakeholder meetings
 - Develop marketing and communication materials
 - Recruit for and conduct stakeholder meetings

- o Schedule additional family stakeholder meetings each year, as needed in coordination with NHED

Priority 4: Support the NHED BSES in the implementation of the State Systemic Improvement Plan (SSIP)

4.1 New Hampshire Coalition for Citizens with Disabilities, Inc. dba Parent Information Center, representative serves on:

- SSIP Core Team
- Develop resources and strategies to increase the family engagement capacity of the Local Education Agencies (LEAs) participating in the SSIP
- Develop and conduct professional development sessions on *Best Practices in Bringing Families onto School-based Leadership Teams* training
- Develop and host a *Best Practices in Bringing Families onto School-based Leadership Teams* self-contained module
- Conduct professional development series on *Developing Effective Communication Plans with Families*
- Continue to expand family-friendly literacy materials on the PIC website, including on-line modules, videos and activities based on structured literacy for LEAs to share with families
 - o Develop materials for families to help them to better understand and use their child's reading screening results
 - o Develop materials for families on evidence-based reading interventions
 - o Develop NH-specific videos related to the 5 reading pillars and activities families can do at home to support literacy development
- Contribute family engagement resources to the PIC website
- As needed, provide coaching and other support to family engagement subcommittees in development and implementation of family engagement activities and materials

4.2 Collaborate with the NHED English Language Arts Consultant, NHED Special Education Literacy Coaches, and others identified by the NHED to create family-friendly literacy module(s):

- Meet with NHED Special Education Literacy Coaches and English Language Arts Consultant to develop scope and workplan
- Create a marketing plan to launch modules and other family engagement resources
- Expand marketing plan to include outreach to families and schools not currently enrolled as pilot sites in the SSIP

4.3 Collaborate with the NHED Special Education Literacy Coach(es) to support family members serving on implementation site leadership teams:

- Provide training to NHED Special Education Literacy Coach(es) on how to use systems tool to assist in supporting teams to identify and sustain family membership
- Meet to identify needs of leadership team and school-based coaches and team leads regarding Family Engagement and plan activities as appropriate
- Co-facilitate and provide content as needed for monthly school-based coach peer learning community

4.4 Support the NHED BSES with training and technical assistance in Systems Coaching:

- Develop and facilitate a monthly Professional Learning Community (PLC) for NHED systems coaches
 - Assist the systems coaches in creating a systems coach stages tool tailored to their work
 - Assist the systems coaches in developing tools to support their work with leadership teams
 - Provide training and coaching to build systems coaches capacity to support leadership teams to develop systems to support family engagement
- Provide individual coaching and technical assistance regarding implementation science and NH's Coaching Framework
- Create other resources, tools and supports to build the capacity of NHED staff to train and coach LEA-level systems coaches

4.5 Organize, promote & facilitate stakeholder meetings with New Hampshire families:

- Meet yearly with NHED to develop a comprehensive plan for family voice
 - Identify purpose and protocol for family stakeholder meetings
 - Develop marketing and communication materials
 - Recruit for and conduct stakeholder meetings
 - Schedule additional family stakeholder meetings each year, as agreed

4.6 Assist in the development and implementation of evaluation activities related to family engagement

4.7 Coordinate and book meeting spaces, as appropriate

Priority 5: To support NHED in the development of materials and strategies (i.e. family info and listening sessions or events) for families to better understand the relevance of information such as but not limited to: Preschool Outcomes Measures, Student Outcomes, Least Restrictive Environment, Indicator 8 (Parent Involvement in Special Education Survey), Indicator 14 (Secondary Transition/Post-School Outcomes), Parent/family listening sessions and interviews related to Program Approval and General Supervision (PAGS) monitoring process of Local Education Agencies

EXHIBIT C
Method of Payment

Budget:

Budget Description	FY 25	FY 26	Totals
Personnel	\$108,250.00	\$137,417.80	\$245,667.80
Fringe	\$13,208.75	\$16,954.69	\$30,163.44
Contractual	\$4,125.00	\$4,125.00	\$8,250.00
Stipends	\$0.00	\$750.00	\$750.00
Travel	\$2,500.00	\$2,500.00	\$5,000.00
Workshop Expenses – Meetings	\$3,250.00	\$3,250.00	\$6,500.00
Supplies	\$2,600.00	\$1,000.00	\$3,600.00
Postage and Shipping	\$100.00	\$100.00	\$200.00
Printing and Photocopying	\$2,000.00	\$2,000.00	\$4,000.00
Rent	\$3,600.00	\$4,800.00	\$8,400.00
Telephone, Communications	\$3,375.00	\$4,500.00	\$7,875.00
Indirect Costs at 8%	\$11,440.70	\$14,131.80	\$25,572.50
Total	\$154,449.45	\$191,529.29	\$345,978.74

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 \$345,978.74.

Source of Funding Funds to support this request are available in the following account for fiscal year 2025 and anticipated to be available in fiscal year 2026, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between fiscal years through the Budget Office, if needed and justified.

06-56-56-562010-25050000 IDEA-Special Ed - Preschool

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Services	\$46,334.83
2026	102-500731	Contracts for Program Services	\$57,458.79
Subtotal			\$103,793.62

06-56-56-562010-25040000 IDEA-Special Ed-Elem/Sec

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Services	\$108,114.62
2026	102-500731	Contracts for Program Services	\$134,070.50
Subtotal			\$242,185.12
Total			\$345,978.74

Contract between New Hampshire Coalition for Citizens with Disabilities, dba Parent Information Center and the New Hampshire Department of Education

Contractor Initials 
Date 6/28/2024

Method of Payment: Payment will be made upon the submission of a monthly invoice that is received by the 10th of the following month, which is supported by a summary of activities/completed deliverables that have taken place aligned with the scope of services and in accordance with the terms of the contract. 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 will be submitted electronically to:

Amy Aiello
Amy.E.Aiello@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
Date 6/28/2024

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
Date 6/22/2021

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 
Date 6/28/2024

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 @
Date 6/28/2024

Certificate of Authority

I, Michele Watson, hereby certify that I am a duly appointed representative of NH Coalition of Citizens with Disabilities, Inc. dba Parent Information Center. I hereby certify that Michelle Lewis, Executive Director is authorized to execute contracts on behalf of NH Coalition of Citizens with Disabilities, Inc. dba Parent Information Center and may bind the organization thereby.

I hereby certify that said authority has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. This authority **remains valid for thirty (30) days**. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 06/28/2024

Attest: Michele Watson
Michele Watson (Jun 28, 2024 15:16 EDT)
(Name & Title of person filling out this form)
Michele Watson
Board Chair

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 07, 1975. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 63839

Certificate Number: 0006688596



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 14th day of May A.D. 2024.

A handwritten signature in black ink, appearing to read "D. Scanlan", is written over a faint circular stamp.

David M. Scanlan
Secretary of State



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The Mission of the Parent Information Center

The Parent Information Center ... supporting informed decisions that enhance each child's development and well-being.

PIC is a statewide family organization that provides families and youth, with a focus on children/youth with disabilities/special health care needs, and the providers who serve them, with the knowledge and support they need to make informed decisions that enhance each child's development and well-being. We achieve positive outcomes through our partnerships with families, youth, educators, organizations, and others.

Our Vision

A future where each person is respected and appreciated as an individual with unique gifts, needs, and interests; and has the support, knowledge, and resources they need to set and achieve their own goals as contributing members of their communities.

Parent Information Center
54 Old Suncook Road
Concord, NH 03301
603.224.7005
1.800.947.7005 (NH Only)
603.224.4365 Fax

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

**FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION**

FOR THE YEAR ENDED JUNE 30, 2023

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

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
New Hampshire Coalition for Citizens with Disabilities, Inc.
d/b/a Parent Information Center

Opinion

We have audited the financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center, which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center as of June 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Change in Accounting Principle

As discussed in Note 2 to the financial statements, in the year ending June 30, 2023, New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center adopted Accounting Standards Update (ASU) 2016-02, *Leases*. Our opinion is not modified with respect to this matter.

Report on Summarized Comparative Information

The financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center as of and for the year ended June 30, 2022, were audited by Melanson, whose report dated March 20, 2023 expressed an unmodified opinion on those statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Program Services is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Melanson LLP

Merrimack, NH
April 11, 2024

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

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2023

(with comparative totals as of June 30, 2022)

	2023		2023 Total	2022 Total
	Without Donor Restrictions	With Donor Restrictions		
Assets				
Current Assets				
Cash and cash equivalents	\$ 456,368	\$ 21,466	\$ 477,834	\$ 323,408
Grants receivable	86,559	--	86,559	175,868
Accounts receivable	51,765	--	51,765	31,649
Prepaid expenses	12,776	--	12,776	7,724
Total Current Assets	607,468	21,466	628,934	538,649
Noncurrent Assets				
Property and equipment, net	10,628	--	10,628	14,468
Operating lease right-of-use assets	90,114	--	90,114	--
Total Noncurrent Assets	100,742	--	100,742	14,468
Total Assets	\$ 708,210	\$ 21,466	\$ 729,676	\$ 553,117
Liabilities and Net Assets				
Current Liabilities				
Accounts payable	\$ 7,984	\$ --	\$ 7,984	\$ 41,075
Accrued payroll and related liabilities	37,101	--	37,101	40,233
Current portion of operating lease liabilities	39,035	--	39,035	--
Total Current Liabilities	84,120	--	84,120	81,308
Noncurrent Liabilities				
Operating lease liabilities, net of current	51,829	--	51,829	--
Total Noncurrent Liabilities	51,829	--	51,829	--
Total Liabilities	135,949	--	135,949	81,308
Net Assets				
Without donor restrictions:				
Undesignated	363,953	--	363,953	304,744
Board-designated - NH Family Voices	208,308	--	208,308	154,760
With donor restrictions:				
Time and purpose restricted	--	21,466	21,466	12,305
Total Net Assets	572,261	21,466	593,727	471,809
Total Liabilities and Net Assets	\$ 708,210	\$ 21,466	\$ 729,676	\$ 553,117

The accompanying notes are an integral part of these financial statements.

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

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2023

(with summarized comparative totals for the year ended June 30, 2022)

	2023		2023 Total	2022 Total
	Without Donor Restrictions	With Donor Restrictions		
Support and Revenue				
Support:				
Government grants	\$ 746,012	\$ --	\$ 746,012	\$ 849,906
Contributions	63,929	10,311	74,240	12,888
In-kind contributions (office space)	11,500	--	11,500	3,251
Revenue:				
Program service fees	252,849	--	252,849	212,959
Conferences and workshops	15,533	--	15,533	66,426
Interest income	1,805	--	1,805	110
Miscellaneous	2,977	--	2,977	1,200
Net Assets Released From Restrictions	1,150	(1,150)	--	--
Total Support and Revenue	<u>1,095,755</u>	<u>9,161</u>	<u>1,104,916</u>	<u>1,146,740</u>
Expenses				
Program services	790,594	--	790,594	949,255
General and administration	186,924	--	186,924	176,083
Fundraising	5,480	--	5,480	971
Total Expenses	<u>982,998</u>	<u>--</u>	<u>982,998</u>	<u>1,126,309</u>
Change in Net Assets	112,757	9,161	121,918	20,431
Net Assets, Beginning of Year	<u>459,504</u>	<u>12,305</u>	<u>471,809</u>	<u>451,378</u>
Net Assets, End of Year	<u>\$ 572,261</u>	<u>\$ 21,466</u>	<u>\$ 593,727</u>	<u>\$ 471,809</u>

The accompanying notes are an integral part of these financial statements.

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

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2023

(with summarized comparative totals for the year ended June 30, 2022)

	2023			2023 Total	2022 Total
	Program Services	General and Administration	Fundraising		
Personnel expense:					
Salary and wages	\$ 544,881	\$ 79,820	\$ 88	\$ 624,789	\$ 677,196
Benefits	42,705	7,637	9	50,351	51,134
Payroll taxes	41,225	7,064	7	48,296	53,046
Professional services	--	21,254	--	21,254	21,411
Contracted services	43,267	145	--	43,412	129,960
Office	11,103	7,733	--	18,836	8,420
Information technology	13,135	15,244	--	28,379	22,234
Occupancy	22,717	39,384	--	62,101	51,374
Travel	10,442	176	--	10,618	1,597
Conferences and seminars	14,576	--	--	14,576	38,680
Depreciation	4,990	--	--	4,990	12,329
Insurance	--	4,629	--	4,629	4,927
Other expenses	13,094	1,293	5,376	19,763	35,426
Printing and reproduction	24,683	839	--	25,522	12,148
Equipment, repairs, and maintenance	--	1,647	--	1,647	5,352
Training	3,776	59	--	3,835	1,075
Total Expenses By Function	\$ 790,594	\$ 186,924	\$ 5,480	\$ 982,998	\$ 1,126,309

The accompanying notes are an integral part of these financial statements.

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

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2023

(with comparative totals for the year ended June 30, 2022)

	2023	2022
Cash Flows From Operating Activities		
Change in net assets	\$ 121,918	\$ 20,431
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	4,990	12,329
Amortization of operating lease right-of-use assets	31,757	--
Changes in operating assets and liabilities:		
Grants receivable	89,309	18,456
Accounts receivable	(20,116)	39,484
Prepaid expenses	(5,052)	5,610
Accounts payable	(33,091)	5,791
Accrued payroll and related liabilities	(3,132)	2,561
Contract liabilities	--	(38,961)
Operating lease liabilities	(31,007)	--
Net Cash Provided by Operating Activities	155,576	65,701
Cash Flows From Investing Activities		
Purchase of property and equipment	(1,150)	(9,750)
Net Cash Used in Investing Activities	(1,150)	(9,750)
Net Change in Cash and Cash Equivalents	154,426	55,951
Cash and Cash Equivalents - Beginning of Year	323,408	267,457
Cash and Cash Equivalents - End of Year	\$ 477,834	\$ 323,408

The accompanying notes are an integral part of these financial statements.

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

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023

NOTE 1 - ORGANIZATION

New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center (the Organization) was incorporated in 1975 for the purpose of creating a unified body of citizens, which would promote the general welfare for all citizens with disabilities. The Organization's mission is to provide families and youth, with a focus on children/youth with disabilities/special health care needs, and the providers who serve them with the knowledge and support they need to make informed decisions that enhance each child's development and well-being. The Organization impacts lives through the following major program service areas:

NEW HAMPSHIRE FAMILY VOICES (FV)

This project is funded primarily through the State of New Hampshire, Department of Health and Human Services Bureau of Special Medical Services, to provide assistance to families and professionals through direct contact (telephone, e-mail, and in person), publication development and dissemination, workshops, website, and trainings.

PARENT TRAINING AND INFORMATION CENTER (PTI)

This project is funded by the United States Department of Education, Office of Special Education Programs, to provide information, referral, training, and support to parents of children with disabilities.

PRESCHOOL DEVELOPMENT GRANT (PDG)

This program is funded by a contract with the NH Preschool Development Grant (PDG) administered by the University of New Hampshire to provide family voice training and support, promote family leadership and engagement efforts at all levels of the early childhood system, and implement and expand the Birth through Age 8 Family and Community Team governance quadrant of NH's early childhood advisory council.

OTHER PROGRAMS

Race 2K

This project is funded through the State of New Hampshire Department of Education, Bureau of Special Education Supports to provide information, support, and technical assistance to school districts and others, including families, to improve outcomes for preschool children with disabilities and their families. This project also collaborates with other State initiatives the impact preschool special education.

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

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023

NOTE 1 - ORGANIZATION (CONTINUED)

OTHER PROGRAMS (CONTINUED)

Family to Family (F2F)

This project is funded by the United States Department of Education Health Resources and Services Administration (HRSA) to provide information, education, training, outreach, and peer support to families of children and youth with special healthcare needs and the professionals who serve them.

Youth Health Care Transition Services

This project is funded through the State of New Hampshire, Department of Health and Human Services, Bureau of Family Centered Services to provide youth health care transition planning and support for children, ages 14 to 21 years, with special health care needs; their families; and their providers, statewide. Guided by an advisory council of representative stakeholders, the project focus is to improve health care transition at the individual, provider and system levels.

Prevention Makes Cents (PMC)

This program is funded by a variety of contracts to provide school-based child assault prevention programs for preschool and elementary-aged children as well as multi-week parenting programs and topic-related workshops for parents and professionals.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following is a summary of significant accounting policies used in preparing and presenting the accompanying financial statements.

BASIS OF FINANCIAL STATEMENT PRESENTATION

The financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

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

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

CHANGE IN ACCOUNTING PRINCIPLE

ASC 842, Leases

Effective July 1, 2022, the Organization adopted Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 842, *Leases*. Under ASC 842, the Organization determines if an arrangement contains a lease at inception based on whether the Organization has the right to control the asset during the contract period and other facts and circumstances.

The Organization elected the package of practical expedients permitted under the transition guidance within the new standard, which among other things, allowed it to carry forward the historical lease classification. The Organization elected the short-term lease recognition exemption for all leases that qualify. Consequently, for leases that qualify, the Organization will not recognize right-of-use assets or lease liabilities on the Statement of Financial Position.

At implementation, July 1, 2022, the Organization did not have any contracts in place that required the recognition of a right-of-use asset or lease liability. Periods beginning prior to July 1, 2022, continue to be reported in accordance with the Organization's historical accounting treatment. The adoption of ASC 842 did not have a material impact on the Organization's results of operations and cash flows.

COMPARATIVE FINANCIAL INFORMATION

The accompanying financial statements include certain prior-year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with GAAP. Accordingly, such information should be read in conjunction with the audited financial statements for the year ended June 30, 2022, from which the summarized information was derived.

CASH AND CASH EQUIVALENTS

All cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash and cash equivalents.

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

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

GRANTS RECEIVABLE

Grants receivable, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met. Amounts recorded as grants receivable represent cost-reimbursable contracts and grants, which the incurrence of allowable qualifying expenses and/or the performance of certain requirements have been met or performed. The allowance for uncollectible grants receivable is based on historical experience and a review of subsequent collections. Management has determined that no allowance is necessary.

ACCOUNTS RECEIVABLE

Accounts receivable consist primarily of noninterest-bearing amounts due for services and programs. The allowance for uncollectable receivables is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Receivables are written off when deemed uncollectable. Management has determined that no allowance is necessary.

PROPERTY AND EQUIPMENT, NET

Property and equipment additions over \$1,000 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 3 to 10 years.

When assets are sold or otherwise disposed of, the cost and related accumulated depreciation is removed, and any resulting gain or loss is included in the Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in fiscal year 2023 or 2022.

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

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

LEASES

The Organization is a lessee in noncancellable operating leases, for office space and equipment. The Organization determines if an arrangement is a lease, or contains a lease, at inception of a contract and when the terms of an existing contract are changed. The Organization recognizes a lease liability and a right-of-use (ROU) asset at the commencement date of the lease. The lease liability is initially and subsequently recognized based on the present value of its future lease payments. Variable payments are included in the future lease payments when those variable payments depend on an index or a rate. The Organization generally does not have access to the rate implicit in the lease and, therefore, the Organization utilizes a risk-free rate as the discount rate at the lease commencement date for all classes of underlying assets.

The ROU asset is subsequently measured throughout the lease term at the amount of the remeasured lease liability (i.e., present value of the remaining lease payments), plus unamortized initial direct costs, plus (minus) any prepaid (accrued) lease payments, less the unamortized balance of lease incentives received, and any impairment recognized. Lease cost for lease payments is recognized on a straight-line basis over the lease term.

The Organization has elected, for all underlying classes of assets, to not recognize ROU assets and lease liabilities for short-term leases that have a lease term of 12 months or less at lease commencement, and do not include an option to purchase the underlying asset that the Organization is reasonably certain to exercise. The Organization recognizes lease costs associated with short-term leases on a straight-line basis over the lease term.

The Organization has lease agreements with lease and non-lease components, which are generally accounted for separately. The Organization has elected, for all underlying classes of assets, to account for each separate lease component of a contract and its associated non-lease components (repairs and maintenance) as a single lease component. For arrangements accounted for as a single lease component, there may be variability in future lease payments as the amount of the non-lease components is typically revised from one period to the next. These variable lease payments are recognized in operating expenses in the period in which the obligation for those payments was incurred.

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

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

NET ASSETS

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions.

Net Assets Without Donor Restrictions

Net assets without donor restrictions are net assets available for use in general operations and not subject to donor (or certain grantor) imposed restrictions. The Board has designated from net assets without restrictions, net assets for New Hampshire Family Voices.

Net Assets With Donor Restrictions

Net assets with donor restrictions are net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other purposes specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity while permitting the Organization to expend the income generated by the assets in accordance with the provisions of additional donor-imposed stipulations. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

The Organization recognizes revenue from contributions and grants that were initially conditional, which became unconditional with restrictions during the reporting period, and for which those restrictions were met during the reporting period, as net assets without donor restrictions.

REVENUE RECOGNITION

A portion of the Organization's revenue is derived from cost-reimbursable contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the Statement of Financial Position.

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

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

REVENUE RECOGNITION (CONTINUED)

Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been met.

Revenue from program services is recognized when the performance obligation of providing the services are met. The performance obligation of training support and coaching, activity planning, and student support, is simultaneously received and consumed by the participants; therefore, the revenue is recognized when the service occurs. Upon receipt of a prepayment from a participant, the Organization recognizes a contract liability in the amount of the prepayment for its performance obligation to provide services in the future.

Revenue from conferences and workshops is recognized when the performance obligation of providing the services is met. The performance obligation of providing conferences and workshops is simultaneously received and consumed by the registrants; therefore, the revenue is recognized when the conference or workshop occurs. Upon receipt of a prepayment from a registrant, the Organization recognizes a contract liability in the amount of the prepayment for its performance obligation to provide the conference or workshop in the future.

DONATED SERVICES AND IN-KIND CONTRIBUTIONS

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by GAAP. GAAP allows recognition of contributed services only if (a) the services create or enhance nonfinancial assets or (b) the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills. Donated professional services are recorded at the respective fair value of the services received. Contributed goods are recorded at fair value at the date of donation and as an expense when placed in service or distributed. Donated use of facilities is reported as a contribution and as an expense at the estimated fair value of similar space for rent under similar conditions. If the use of the space is promised unconditionally for a period greater than one year, the amount is reported as a contribution and an unconditional promise to give at the date of the gift, and the expense is reported over the term of use.

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

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

FUNCTIONAL ALLOCATION OF EXPENSES

The costs of program and supporting services activities have been summarized on a functional basis in the Statement of Activities. The Statement of Functional Expenses presents the natural classification detail of expenses by function. Certain categories of expense are attributable to more than one program or supporting function. Accordingly, certain costs have been allocated among the programs and supporting services benefited on a reasonable basis that is consistently applied. Personnel expenses, including salaries and wages, employee benefits, and payroll taxes, are allocated based on actual time and effort. Occupancy expenses are allocated based on the amount of square footage utilized by each function in the office building. Printing and reproduction costs are directly charged if identifiable to a specific function or allocated based on the number of copies made or postage used each month. Information technology costs are directly charged if identifiable with a specific function or allocated based on the amounts that are included in each grant-approved budget.

INCOME TAXES

The Organization has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an organization described in IRC Section 501(c)(3), qualifies for charitable contribution deductions, and has been determined not to be a private foundation. The Organization is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, the Organization is subject to income tax on net income that is derived from business activities that are unrelated to its exempt purpose.

The Organization accounts for uncertain tax provisions under FASB ASC 740, *Income Taxes*, which provides a framework for how entities should recognize, measure, present, and disclose uncertain tax positions in their financial statements. The Organization may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by the taxing authorities, based on the technical merits of the position. Management has reviewed the Organization's reporting and believes they have not taken tax positions that are more likely than not to be determined to be incorrect by the IRS and, therefore, no adjustments or disclosures are required. The Organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods pending or in progress.

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

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

ESTIMATES

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates.

FINANCIAL INSTRUMENTS AND CREDIT RISK

Deposit concentration risk is managed by placing cash with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits. To date, no losses have been experienced in any of these accounts. Credit risk associated with receivables is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from governmental agencies supportive of the Organization's mission.

NEW ACCOUNTING STANDARDS TO BE ADOPTED IN THE FUTURE

Credit Losses

In June 2016, FASB issued Accounting Standards Update (ASU) 2016-13, *Measurement of Credit Losses on Financial Instruments*. The ASU requires a financial asset (including trade receivables) measured at amortized cost basis to be presented at the net amount expected to be collected. Thus, the Statement of Activities will reflect the measurement of credits losses for newly recognized financial assets as well as the expected increases or decreases of expected credit losses that have taken place during the period. This ASU will be effective for the Organization for the year ending June 30, 2024. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

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

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023

NOTE 3 - LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the date of the Statement of Financial Position, were comprised of the following at June 30, 2023 and 2022:

	2023	2022
Financial assets at year-end:		
Cash and cash equivalents	\$ 477,834	\$ 323,408
Grants receivable	86,559	175,868
Accounts receivable	51,765	31,649
Total financial assets	616,158	530,925
Less amounts not available to be used within one year:		
Board-designated net assets for Family Voices not likely to be expended in less than one year	(208,308)	(154,760)
Net assets with donor restrictions - purpose restrictions not expected to be met in less than one year	(21,466)	(12,305)
Financial assets available within one year	386,384	363,860
Additional liquidity resources:		
Bank line of credit	50,000	50,000
Total financial assets and liquidity resources available within one year	\$ 436,384	\$ 413,860

The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. In addition to financial assets available to meet general expenditures over the next year, the Organization operates with a budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources.

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

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023

NOTE 4 - PROPERTY AND EQUIPMENT, NET

Property and equipment, net was comprised of the following at June 30, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Furniture, fixtures, and equipment	\$ 112,590	\$ 111,440
Leasehold improvements	<u>872</u>	<u>872</u>
	113,462	112,312
Less accumulated depreciation	<u>(102,834)</u>	<u>(97,844)</u>
	<u>\$ 10,628</u>	<u>\$ 14,468</u>

Depreciation expense totaled \$4,990 and \$12,329, for the years ended June 30, 2023 and 2022, respectively.

NOTE 5 - LINE OF CREDIT

The Organization has a \$50,000 revolving line of credit available, secured by all assets. Borrowings under the line bear interest at a rate based on the Wall Street Journal Prime Rate plus 1.75%, adjusted daily. Interest only payments are required monthly with the principal payable on demand. The line was not utilized in fiscal years 2023 and 2022. At June 30, 2023 and 2022, the entire amount was available.

NOTE 6 - LEASES

The Organization rents property and equipment under non-cancelable operating lease agreements with monthly payments ranging from \$118 to \$3,450. The leases expire at various dates through December 2027.

While all agreements provide minimum lease payments, some include payments adjusted for maintenance charges. Variable payments are not determinable at the lease commencement and are not included in the measurement of lease assets and liabilities. The lease agreements do not include any material residual value guarantees or restrictive covenants.

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

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023

NOTE 6 - LEASES (CONTINUED)

The components of operating lease expense that are included in the Statement of Activities for the year ended June 30, 2023 were as follows:

Fixed lease cost	\$ 34,185
Variable lease cost	225
Short-term lease cost	<u>6,600</u>
Total lease cost	<u>\$ 41,010</u>

During the year ended June 30, 2023, the Organization had the following cash and non-cash activities related to operating leases:

Cash paid for amounts included in the measurement of lease liabilities:

Operating cash flows for operating leases	\$ 34,185
---	-----------

Non-cash investing and financing activities:

Lease assets obtained in exchange for lease liabilities:

Operating leases	\$ 121,871
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Weighted average lease term and discount rate at June 30, 2023, were as follows:

Weighted average remaining lease term (years)	2.39
Weighted average discount rate	3.53%

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

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023

NOTE 6 - LEASES (CONTINUED)

Future payments due under operating leases as of June 30, 2023, were as follows for the years ending June 30:

2024	\$ 41,622
2025	42,822
2026	8,322
2027	1,422
2028	<u>592</u>
Total lease payments	94,780
Less imputed interest	<u>3,916</u>
Present value of lease liabilities	<u>\$ 90,864</u>

Rental expense, as previously defined under FASB ASC 840, for all operating leases was \$42,266 for the year ended June 30, 2022.

NOTE 7 - NET ASSETS

BOARD-DESIGNATED NET ASSETS

Net assets without donor restrictions include board-designated net assets relating to the funds held on behalf of New Hampshire Family Voices as part of the Organization's fiscal sponsorship agreement (see Note 12). Board-designated net assets at June 30, 2023 and 2022 totaled \$208,308 and \$154,760, respectively.

NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions were restricted for the following purposes at June 30, 2023 and 2022:

	2023	2022
Support children with physical and cognitive disabilities	\$ 9,000	\$ 9,000
Support families with an autism diagnosis	10,311	--
PMC - Prevention Makes Cents	<u>2,155</u>	<u>3,305</u>
	<u>\$ 21,466</u>	<u>\$ 12,305</u>

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

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023

NOTE 7 - NET ASSETS (CONTINUED)

NET ASSETS WITH DONOR RESTRICTIONS (CONTINUED)

Net assets were released from restrictions by incurring expenses satisfying the restricted purpose or by occurrence of the passage of time and totaled \$1,150 and \$1,315, for the years ended June 30, 2023 and 2022, respectively.

NOTE 8 - GRANTS

The Organization has been awarded cost-reimbursable grants of \$160,277 that have not been recognized at June 30, 2023 because qualifying expenditures have not yet been incurred.

Grant revenue from federal agencies is subject to independent audit under the Office of Management and Budget's Uniform Guidance, and review by grantor agencies. This review could result in the disallowance of expenditures under the terms of the grant or reductions of future grant funds. Based on prior experience, the Organization's management believes that costs ultimately disallowed, if any, would not materially affect the financial position of the Organization.

NOTE 9 - CONTRIBUTED NONFINANCIAL ASSETS

The Organization received contributed nonfinancial assets in the amount of \$11,500 and \$3,251 for the years ended June 30, 2023 and 2022, respectively. These contributed nonfinancial assets related to building usage and were utilized for the Family Voices program. The building usage was valued at the estimated fair value based on the market rates for similar space in the area. There were no associated donor restrictions.

NOTE 10 - RETIREMENT PLAN

The Organization provides a tax-deferred annuity plan qualified under Section 403(b) of the IRC. The plan covers all employees of the Organization. Employees may make contributions to the plan up to the maximum amount allowed by the IRC. The Organization is not required to make matching employer contributions. The Organization did not make any employer contributions to the plan for the years ended June 30, 2023 and 2022, respectively.

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

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2023

NOTE 11 - CONCENTRATIONS OF RISK

A material part of the Organization's revenue is dependent upon government sources, the loss of which would have a materially adverse effect on the Organization. In fiscal years 2023 and 2022, funding from government entities was as follows:

	Percentage of Revenues for		Percentage of Receivables at	
	Fiscal Year 2023	Fiscal Year 2022	June 30, 2023	June 30, 2022
United States Department of Education	21%	35%	18%	20%
State of New Hampshire	27%	21%	18%	31%
University of New Hampshire	15%	13%	18%	11%
United States Department of Health and Human Services	19%	17%	27%	32%

NOTE 12 - FISCAL SPONSORSHIPS

The Organization has entered into two agreements to assume administrative and financial responsibilities of New Hampshire Family Voices (NHFV) and Prevention Makes Cents (PMC). NHFV provides free, confidential services to families and professionals caring for children with chronic conditions and/or disabilities. PMC provides school-based child assault prevention programs for preschool and elementary-aged children, as well as multi-week parenting programs and topic-related workshops for parents and professionals. The activity of NHFV and PMC has been included in the Organization's financial statements.

NOTE 13 - RECLASSIFICATIONS

Certain reclassifications of amounts previously reported have been made to the accompanying financial statements to maintain consistency between periods presented. The reclassifications had no impact on previously reported net assets.

NOTE 14 - SUBSEQUENT EVENTS

Subsequent events have been evaluated through April 11, 2024, which is the date the financial statements were available to be issued.

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH
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SCHEDULE OF PROGRAM SERVICES

FOR THE YEAR ENDED JUNE 30, 2023

	FV	PTI	PDG	Other	Total
Support and Revenue					
Support					
Government grants	\$ 386,731	\$ 221,578	\$ --	\$ 137,703	\$ 746,012
Contributions	20,506	--	--	284	20,790
In-kind contributions (office space)	11,500	--	--	--	11,500
Revenue:					
Program service fees	81,803	--	116,934	54,112	252,849
Conferences and workshops	1,133	--	--	14,400	15,533
Interest income	655	--	--	--	655
Total Support and Revenue	502,328	221,578	116,934	206,499	1,047,339
Expenses					
Personnel expense:					
Salaries and wages	254,142	152,440	45,754	92,545	544,881
Benefits	31,914	2,200	702	7,889	42,705
Payroll taxes	19,282	11,617	3,498	6,828	41,225
Contracted services	7,421	5,300	--	30,546	43,267
Office	9,564	1,297	--	242	11,103
Information technology	3,163	2,699	2,729	4,544	13,135
Occupancy	11,500	7,110	1,733	2,374	22,717
Travel	6,919	1,842	54	1,627	10,442
Conferences and seminars	944	1,060	--	12,572	14,576
Depreciation	3,982	--	--	1,008	4,990
Other expenses	9,786	--	2,751	557	13,094
Printing and reproduction	22,717	1,866	98	2	24,683
Training	2,981	--	795	--	3,776
Total Direct Expenses	384,315	187,431	58,114	160,734	790,594
Indirect Expenses	58,136	33,325	21,048	24,208	136,717
Total Expenses	442,451	220,756	79,162	184,942	927,311
Net Program Income	\$ 59,877	\$ 822	\$ 37,772	\$ 21,557	\$ 120,028

See Independent Auditors' Report.

Parent Information Center
Board of Directors April 2024

The board serves without compensation.

Michele Watson, Chair

NAMI Volunteer Engagement Program
Supervisor and Family Representative
Member since 2021

Jocelyn Charles, Vice Chair

CPA
Member since 2014

Dana Hill, Secretary

Family Representative
Member since 2014

Sandra E. Fay, Treasurer

Non-profit Accountant
Member since 2012

Sreenivasu Odugu

Family Representative
Member since 2015

Tara MacDonald

Assistant Director of Special Education
and Family Representative
Member since 2021

Misty Martinez-Bohannon

Family Representative
Member since 2021

**NH Coalition for Citizens with Disabilities dba
Parent Information Center**

Key Personnel

FY 2025

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract*
Michelle Lewis	Executive Director/Project Director	\$75,000.00	36%	\$20,400.00
Jennifer Cunha	Project Coordinator	\$55,575.50	60%	\$25,650.00
Joanne Groebecke	Family Engagement Facilitator	\$20,475	82%	\$12,600.00
Maureen Shields	Family Engagement Facilitator	\$25,740	22%	\$4,400.00
Robin deAlmeida	Director of Marketing and Communications	\$60,450	13%	\$6,200.00
Christine Anderson	Administrative Assistant	\$35,100.00	20%	\$5,400.00
New Hire	Family Engagement Facilitator	\$16,800	100%	\$16,800
New Hire	Family Engagement Facilitator	\$16,800	100%	\$16,800

Please note: This contract would begin 10/1/2024 so amounts paid from contract are for 9 months instead of 12 and the salary is for 12-months.

FY 2026

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract*
Michelle Lewis	Executive Director/Project Director	\$75,000.00	36%	\$26,520.00
Jennifer Cunha	Project Coordinator	\$55,575.50	60%	\$33,345.00
Joanne Groebecke	Family Engagement Facilitator	\$20,475	82%	\$16,380.00
Maureen Shields	Family Engagement Facilitator	\$25,740	22%	\$4,347.20
Robin deAlmeida	Director of Marketing and Communications	\$60,450	13%	\$6,125.60
Christine Anderson	Administrative Assistant	\$35,100.00	20%	\$7,020.00
New Hire	Family Engagement Facilitator	\$16,800	100%	\$21,840
New Hire	Family Engagement Facilitator	\$16,800	100%	\$121,840

Michelle L. Lewis

EMPLOYMENT

August 2002-present

NH Parent Information Center, Concord, NH

- Executive Director, January 2013-present
- Race2K Project Director, August 2005-present
- PTI Project Director, December 2007-present
- iSocial Project Director, August 2019-present
- DaSy Family Engagement Consultant, December 2019-present
- NCSI Co-Lead CSLC, September 2015-October 2019
- PTAN Consultant, August 2009-June 2008
- Interim Executive Director, July 2012-January 2013
- PIRC Project Director, August 2002-October 2003

07/00-06/02

Treatment Foster Care Worker, Family Works, Inc., Madison, Wisconsin

10/96-07/00

Youth Offender Response Team Worker, Larimer County Department of Human Services, Fort Collins, Colorado

DEGREE

May 2009

Plymouth State University, M.Ed. School Counseling

1996

University of Maine at Farmington, Bachelor of Science in Rehabilitation Services

PROFESSIONAL CAPABILITIES

Leadership

- Successfully span the divide between regular education and special education, earning the trust and respect of PIC staff across multiple programs, helping the agency to work more effectively together
- Simultaneously manage multiple projects with both federal and state grant funding, adhering to federal and state guidelines
- Skilled at resolving interpersonal and interagency conflicts
- Built effective partnerships with NH Department of Education, Department of Health and Human Services, school districts, Family Centered Early Supports and Services staff, and families thereby helping children succeed
- Ability to relate well to diverse groups, families, and individuals

State and National Presentations

- Co-developed and virtually presented *The Family Connection: AT, AEM, and IEPs* with the NH DOE at NH's Assistive Technology Summit May 2020
- Co-developed Pyramid Model Readiness Trainings with the Pyramid Model Consortium 2017-2018
- Co-Lead iSocial Learning Collaborative Meetings 2016-2018
- Co-Lead the National Center for Systemic Improvement's Cross State Learning Collaborative on Improving Family Outcomes Practices
- On-going, engaging dynamic presenter at *Welcome to Family-Centered Early Supports and Services*, a two-day training all early intervention service coordinators must attend
- Co-presented with NH Department of Education at the IDEA Leadership Conference on *Beyond the Data-Increasing Parent Engagement and Developing Partnerships in Action* in 2013
- Co-presented with NH's Part C Coordinator at the IDEA Leadership Conference on the Effective Collaboration between Parent Centers and Early Childhood Part C Agencies in 2011
- Highlighted NH's work by presenting *Engaging Families in NH's Part C Child and Family Outcomes System* in August 2008 at the Early Childhood Outcomes National Conference

- Assisted other states in developing outcomes systems by presenting at *Engaging All Stakeholders: NH's Early Childhood Outcomes System* in December 2005 at the National Early Childhood Technical Assistance Center Annual Conference
- Develop and present early childhood transition workshops and other special education workshops
- Develop and present workshops on building strong family/school partnerships

Communication Skills

- Organized, clear and concise federal and state reports that highlight project successes
- Provide information at multiple levels, ensuring the staff and/or audience understands before moving forward
- Consult and advise NH Department of Education and Bureau of Developmental Services on early childhood transition and other early intervention and special education issues important to families
- Create family-friendly newsletter articles on topics related to early childhood, special education, and the importance of family involvement in education
- Co-authored, designed and published engaging, family-friendly brochures such as *Family Centered Early Supports and Services: A Guide for Families*, *Transition from Family-Centered Early Supports and Services: A Guide for Families and Staff*, *A Family Guide to Response-to-Intervention*, *A Family Guide to the Special Education Process in NH*, and *Life After High School: A Tool-Kit for families*
- Provide high quality technical assistance to school personnel, early intervention providers, and families focused on enhancing the collaboration between schools, families and communities
- Successfully facilitated the development of regional interagency agreements for early transitions in all 10 Area Agency regions of NH

Project Development

- Designed and coordinated multiple projects, expanding and enhancing the work of PIC
- Oversaw the development of *Let's Read Together* video for families
- Coordinated the development of *Talk with Me, Read with Me, Sing with Me*; a multi-stakeholder production in which PIC was the main partner
- Streamlined the early transition interagency agreement process, making NH one of the leading states in the area of early childhood transitions
- Developed multi-stakeholder advisory board to advise the work of the early transitions project
- Envisioned and successfully secured multiple grants through grant writing
- Through successful collaboration with evaluators, created data collection tools to assess program effectiveness

Systems Change and Policy Development

- Applies implementation science, adult learning and coaching to systems development at the state and local level
- Facilitate the communication between state systems to enhance early childhood transition and other special education related issues
- Supervised the development and co-authored two brochures given to all families participating in early intervention
- Assisted with the creation of NH's early intervention Child Find Notification System and co-authored the guidance document
- Managed the development of NH's Early Childhood Outcomes System for Part C and Part B/619
- Support school districts and early intervention programs in moving from policy and compliance to practice and quality
- Assists NH DOE with data review and determine technical assistance needs for local school districts

State and National Boards/Workgroups/Teams

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

JENNIFER CUNHA

EDUCATION

Bachelor of Science in Special Education, Minor in Sociology
Lesley College, Cambridge, MA, 1996

PROFESSIONAL EXPERIENCE

THE PARENT INFORMATION CENTER, Concord, NH

2002 to Present

Master Process Coach iSocial

- Assist Site and Community Pyramid Model Implementation Leadership Teams to develop the necessary infrastructure to implement the Pyramid Model Framework
- Develop state-wide resources, training materials and processes and other supports to assist Community and Site Leadership Teams in building capacity for implementation
- Provide coaching to External Process Coaches
- Develop and implement Local Process Coach training program

Project Coordinator Race2K

- Provide training and technical assistance to various stakeholders regarding the transition from early intervention to preschool special education
- Assist the Department of Education in reviewing and verifying data in relation to early childhood transitions (Indicator 12) and Preschool Environments (Indicator 6)
- Assist school districts in development and implementation corrective action plans in relation to early childhood transitions
- Assist school districts in developing and implementing plans to ensure that preschool children with disabilities have access to the continuum of placements, including Regular Early Childhood Environments
- Facilitate and provide follow up technical assistance in the development and implementation of Interagency Agreements between Early Supports and Services programs and preschool special education

Project Director, NH Connections

- Assist the NH Department of Education's priorities related to family-school partnerships in special education, specifically focused on Indicator 8 of the State Performance Plan
- Provide program over site and supervision to Facilitators
- Development and implementation statewide and individual plans to increase the capacity of schools/school district staff and families of children with disabilities to increase family-school partnerships in special education

Facilitator, Volunteer Advocates for Special Education Training Program, Parent Information Center on Special Education

- Coordinate participants, presenters and materials for two 11 week, 44 hour training programs
- Provide weekly facilitation of sessions and activities
- Provide support to participants in utilizing the information to support other parents in the special education process and serve as a link to PIC

Parent Trainer, Information and Resource Specialist, Parent Information Center on Special Education

- Conduct workshops on variety of topics related to special education for parents, educators, service and agency personnel and youth with and without disabilities
- Responds to parent, educator and other's questions and provides information and resources related to rights and responsibilities in the special education and early intervention processes

under IDEA 2004, NH Rules for the Education of Children with Disabilities, The Americans With Disabilities Act, and Section 504 of the Rehabilitation Act

- Responsible for development and implementation of curriculum and materials for parents, youth with disabilities, school and agency personnel related to the secondary transition process
- Developer and Co-presenter of a training series on the secondary transition process for parents, youth with disabilities, school and agency personnel

NOT YOUR AVERAGE JOE'S, Methuen, MA

2001 to 2002

Manager

- Managed daily operations, front house staffing and hiring, scheduling and bar inventory

SHORTY'S MANAGEMENT GROUP, Bedford and Manchester, NH; Amesbury, MA

2000 to 2001

Manager

- Managed daily operations, staffing and hiring, and scheduling

LUI LUI, Nashua, NH

1999 to 2001

Manager

- Managed daily operations, staffing and hiring, scheduling, hourly employee payroll, inventory and purchasing

**NEW ENGLAND RESTAURANT COMPANY,
DBA ON THE BORDER MEXICAN CAFÉ, Tyngsboro and Woburn, MA**

1996 to 1999

Key Hourly

- Performed management duties and provided leadership
- Managed daily deposits, invoicing and back office operations
- Directed corporate training of new employees, and managed staff development

Bookkeeper (Corporate Office)

- Managed payroll processing, accounts payable, account research, and acted as liaison between managers and corporate office

LESLEY COLLEGE CENTER FOR READING RECOVERY, Cambridge, MA

1992 to 1996

Research Assistant

- Coordinated two conference committees
- Performed reading assessments specific to Reading Recovery
- Collected research data in the field of early literacy
- Performed general office duties

NASHUA CENTER FOR THE MULTIPLY HANDICAPPED, Nashua, NH

1995

Community Liaison

- Served as residential aide for two adult women with developmental disabilities
- Managed personal care, community inclusion, data collection and skill development

Joanne Grobecker

Flexible hard worker ready to learn and contribute to success for students with disabilities. Active community member with a focus on school age children and special education. Known for punctuality, organization, and a positive attitude. Looking forward to making a difference in the lives of families.

EXPERIENCE

Parent Information Center, Concord, NH — Resource Specialist

12/2022- Present

Use a person-centered approach to helping families make informed decisions so disabled students can receive a meaningful education.

Helping families and students navigate resources available to them.

Providing education and support so families can partner with their students' school teams for a positive outcome for the student.

State Advisory Committee for the Education of Students with Disabilities, Concord, NH- Parent Member

05/2021- 03/2023

Worked with all stakeholders to find the best outcomes for students with disabilities.

Member of the SAC Reading Subcommittee.

Advised the Education Commissioner on issues regarding students with disabilities.

Merrimack School District, Merrimack, NH— Substitute Teacher

01/2022-Present

Implement lesson plans assigned by classroom teachers to educate students about key concepts.

Engage students in discussions to promote interest and drive learning.

Girl Scout, Merrimack, NH— Troop Leader

09/2019 - Present

Successfully leading two Girl Scout troops of first and fourth graders.

Organize fun and interactive activities to address troop members interests and community needs.

Cultivate relationships with community leaders, organizations and businesses to support volunteer efforts.

SKILLS

Special Education

Active Listening

Speaking

Active Learning

Client Relations

Learning strategies

Education

University of New Hampshire
Bachelor of Arts: English
Teaching, Magna Cum Laude,
May 2006

Training

Parent Information Center
Volunteer Advocate Training,
Special Education, March
2021

**Special Education Advisory Committee, Merrimack, NH—
Parent Member**

11/2020 - 1/2022

Bridged gaps between parents in the community and school district.

Advise Merrimack School district on special education opportunities.

Bring resources and speakers to parents so they can gain knowledge and understanding of special education.

Fidelity Investments, Merrimack, NH— *Investment Advisor*

11/2008-8/2013

Counseled clients on financial matters and provided recommendations on investment opportunities, products, and services based on client needs and asset availability.

Interviewed clients to assess income, expenses, insurance coverage, tax status, financial and investment goals, and risk tolerance to formulate and actualize strategic financial plans.

Built strong rapport with new and existing clients to better serve financial need and promote branch loyalty.

MAUREEN SHIELDS

PROFESSIONAL EXPERIENCE

Parent Information Center, September 2017-present Provide information training and support to families who have a child with a disability so that they may participate effectively as team members in the special education process. Collaborate with families, youth, schools, agencies and community members throughout the state working together to support children and youth with disabilities to have successful educational experiences that will prepare them to be actively involved in the community as adults.

Master NH Educational Surrogate Parent, July 2019-present, New Hampshire Department of Education, Bureau of Special Education, Concord NH

The Master Educational Surrogate Parent, assists Volunteer Educational Surrogate Parents in their role of supporting educationally disabled children, who need special education and their parent(s) or guardian is unknown or unavailable. The Master Educational Surrogate Parent acts as mentor to Educational Surrogate Parents and assists in taking emergency cases until a permanent Educational Surrogate Parent can be assigned to the child.

Parent Information Center NH Connections, Facilitator, April 2016-June 2017 Concord, NH

Facilitated the development of an action plan for building family-school partnerships in special education. Provided resources and strategies to help facilitate family-school partnerships. Provided professional development training in understanding Parent Involvement Survey data, Parent Leadership Training, the Dual Capacity Building Framework for Family-School Partnerships, Partnership Development.

Automatic Data Processing, National Account Senior Implementation Specialist, 1988-1997 Clifton, NJ

Implemented ADP's solutions for complex clients combined analytic and project management skills assisting clients to develop the confidence to use the product with ease.

State Street Bank and Trust, Portfolio Accountant, 1986-1988 Quincy, MA

Responsible for operational duties for a set of portfolios within an investment strategy. Worked with internal and external groups to ensure accurate and timely delivery of data on each portfolio.

EDUCATION

Nichols College, Dudley, MA

Bachelor of Arts in Psychology, May 1986

KEY ACHIEVEMENTS

- **Volunteer Advocate Training, 2009, Parent Information Center**
- **Established SAU41 Parent Partnership Group, 2010, Hollis, NH**
Provide confidential parent-to-parent support and answers to questions about learning disabilities, parenting children with special needs and the special education process. Provide resources for families including a friendly guide to the special education process, free lending library, web links and a list of local support organizations. Sponsor workshops, seminars and training on a wide range of topics on special education.
- **Volunteer NH Educational Surrogate Parent Certification, 2014, New Hampshire Department of Education, Bureau of Special Education**
The Educational Surrogate Parent Program, assists educationally disabled children, who need special education and their parent(s) or guardian is unknown or unavailable. The educational surrogate parent acts as the child's educational decision-maker in the special education process.
- **Participant in the NH Leadership Series, Institute on Disability**
The goal of the Leadership Series is to support the development of advocacy and leadership skills in NH citizens to enable those individuals to achieve community and statewide change that supports the full inclusion of individuals with disabilities in their schools and communities.

Robin deAlmeida

EDUCATION

LEND FELLOWSHIP
Neurodevelopmental Disabilities
University of New Hampshire

BACHELOR OF SCIENCE
Communications Management
Emerson College

PROFESSIONAL EXPERIENCE

Project Director, Communications & Family Engagement
Parent Information Center / Concord, NH / May 2019-Present

- Oversee family engagement activities for NH's Preschool Development Grant. We have met or exceeded goals and deliverables every year since 2019.
- Coach and train early childhood professionals on strategies and practices that drive meaningful family engagement.
- Build and coach family-professional teams at local and state levels.
- Conduct and report on qualitative research to inform needs assessments, strategic planning, systems, program development, and quality improvement.
- Develop webinars, training modules, online content, and toolkits from large bodies of research and information resulting in easy-to-understand and accessible information that multiple audiences now use and share across NH.
- Designed, developed, and launched a statewide social media campaign on family voice and family engagement.
- Consult with school districts to build strong internal and external communications strategies for new educational programs and opportunities.
- Actively collaborate with systems leaders at all levels to inform, reinforce, and put into practice the user engagement behaviors that support their goals and ultimately build institutional knowledge of those served so that systems remain responsive, relevant, and accessible to the people they serve.
-

Director of Communications

Reaching Higher NH / Concord, NH / June 2016 – May 2019

- Developed and drove comprehensive, integrated traditional media, social media, and marketing plans.
- Managed and expanded social media audiences and engagement through Facebook, Twitter, and Instagram. As a result, it increased audience growth by approx. 50% in the first six months.
- Worked with Executive Director and senior staff to refine and strengthen messaging and overall branding.
- Responsible for communications strategy and brand management.
- Strategized and developed, with team members, web content, social media, video, editorial, publication production, and graphic design.
- Oversaw the production of all printed and electronic materials, including flyers, brochures, posters, invitations, programs, and letterhead.
- Wrote talking points for staff, partners, and others who might speak on behalf of RHNH to communicate the RHNH mission and position effectively.

- Evaluated the impact of communications programs on an ongoing basis.
- Managed external relationships with contractors to ensure desired results were achieved on time and within budget.
- Collaborated with staff to create compelling videos and animations, making education programs, pathways, and resources accessible and understandable to all audiences.
- Developed content strategies to make complex topics easily understood by internal and external audiences through the development of infographics and other communications materials.

Marketing & Outreach Manager

New Hampshire Family Voices / Concord, NH / September 2013 – June 2016

- Developed and implemented brand management to grow organization recognition with target audiences.
- Rebrand, design, and build content for the 16-page quarterly newsletter to reflect the organization's vision and mission. The publication included one-on-one interviews, human interest stories, and resources.
- Developed strategy, content, and design for new website targeted at youth with chronic conditions and disabilities. Continue to oversee, coordinate, and implement regular content changes.
- Redesign and creation of marketing collateral, including but not limited to brochures, conference materials, presentation, and media kits.
- Develop marketing and change management campaigns for top healthcare organizations resulting in NHFV being seen as a value add partner.
- Secured nationally recognized speakers, managed strategy, and execution of rebranding campaign for annual conference increasing event attendance by 109%.
- Introduced and managed the implementation of content-rich marketing tools such as social-media & podcasts to reach young adults and younger parent population.
- Effectively negotiate costs to obtain services and products previously out of reach with multiple vendors and speakers.
- Meet all graphic design and photo editing needs in house, providing significant cost savings to the organization.
- Conduct focus groups for research, reporting, and planning purposes.

Marketing Communications Consultant

RND Communication / Hampstead, NH / 2004-2012

- Extensive pro bono work with local schools on targeted issues such as bullying, children's mental health awareness, education, childhood disability issues, and parent involvement.
- Managed press relations with national and local publications.
- Managed advertising campaigns, including media buys, negotiations, and strategy.
- Managed and wrote grant proposals for government contracts.
- Created and curated content for websites.

Principal Marketing Communication Specialist

Schneider Electric / North Andover, MA / 1999-2001

- Managed international advertising campaign including messaging, design and media buys.
- Copy wrote all promotional material for new service offers.
- Responsible for international event planning
- Facilitated product launches including events, collateral, content, advertising, PR
- Project management global internal communications objectives for 113 countries
- Managed internal designers and external vendors
- Edited and produced customer success stories and videos

Christine Anderson

Career Summary

Experienced Administrative Assistant/Marketing Coordinator with excellent client and project management skills with a demonstrated history of achieving goals, creating tools and time management to achieve a high efficiency with projects and tasks. Action-oriented with strong ability to communicate effectively with technology, executive and business audiences.

Skills

Excellent communication
Training and development
SAP
Quick learner
Editing
Efficient in database usage

Microsoft Office, Excel, Word, PowerPoint
Results-oriented
Computer proficient
Contract negotiation/review/drafting
Adept with Multiple State websites
Dependable

Professional Experience

Parent Information Center-Administrative Assistant
Concord, NH 03301

- Able to handle incoming phone calls and other communications, greeting clients and visitors, as well as managing files, updating paperwork and other documents, and general office duties and errands.
- Manage office supplies and needs, maintaining office equipment, creating, maintaining, and entering information into databases, manage administrative duties for annual conference and PIC workshops, submit social media posts.
-

OSRAM - Customer Relationship Coordinator
Hillsboro, NH 03244

- Execute a high-level technical support and key account management responsibilities to meet designated customer requirements.
- Participate in customer specific sales and marketing strategic planning initiatives
- Represent the service center on customer site visitations
- Cross channel support and execute transactions and documentation requirements for key accounts while ensuring compliance to all foreign and domestic regulations/guidelines.

Yankee Publishing, Inc. - Marketing Coordinator

Dublin, NH

- Responsible for coordinating advertising sales and marketing programs across YPI products including 7-10 person sales team support, client program fulfillment, project management, event coordination, direct marketing materials and communications.
- Maintained and uploaded ads in multiple databases as well as online e-mail services, Mail Chimp and Listrak, reader service database iPace achieving on time delivery for customers and Marketing initiatives.
- Coordinator conference and training events for multiple events throughout New England for the travel industry.
- Organized (securing items to give away from clients, choose and notify winners, maintain leads and website) giveaways on The Old Farmer's Almanac as well as Yankee Magazine
- Manage Custom newsletter for Winchester Savings Bank, coordinated materials and sponsorships
- Reduced the number of field service calls by providing telephone assistance to resolve problems.

New England Employee Benefits Company - Special Projects Coordinator/Receptionist

Concord, NH

- Using the benefits purchased by the customer I created charts, summaries and art to produce a benefit brochure to maintain current employees and entice future employees.
- I managed all licensing for NEEBCO's sales, representatives and owners for the State of NH and 12 other states.

Staff Development for Educators - Research & Credit Coordinator

Peterborough, NH

- This was a new position created to streamline the Continuing Education Credit process from multiple employees to one. I created manuals and information sheets based on each state's requirements for educators. Applying to states to secure necessary approval for each conference, seminar, national conference and all customized training.
- Edited all marketing materials to ensure all credit information were accurate. • Continually researched state websites for new curriculum and continuing education requirements for educators. •
- Maintain educators records and when requested provide these documents to State Department of Education for numerous states. Created and maintained working relationships with Antioch University, Chapman University, and Madonna University to offer additional credits to educators. Worked with I.A.C.E.T. (International Association for Continuing Education and Training) to renew SDEs five year approval. This required scheduling travel, meetings, and gathering all necessary paper work required to renew the application.
- Onsite coordinator and Conference Concierge-travel to conferences and national events, run event and direct educators on the program.
- Back up Receptionist