



**Caitlin D. Davis**  
Commissioner

**Richard K. Sala**  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
Department of Education  
25 Hall Street  
Concord, NH 03301  
TEL. (603) 271-3495

March 6, 2026

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

### **REQUESTED ACTION**

Authorize the Department of Education to enter into a grant agreement with the New Hampshire School Administrators Association (NHSAA), Concord, NH, (Vendor Code #155313), to support the 85th Annual 2026 Conference of New Hampshire school system administrators and leaders, in the amount of \$50,000.00, effective upon Governor and Council approval through June 30, 2026. 100% Federal Funds

Funds are available in the following account for Fiscal Year 2026 as follows:

06-56-56-562010-25100000 Title II-A Prof Develop

| Fiscal Year | Account/Class | Class Title                    | Total Amount |
|-------------|---------------|--------------------------------|--------------|
| 2026        | 102-500731    | Contracts for Program Services | \$50,000.00  |

### **EXPLANATION**

The NHSAA is a New Hampshire based nonprofit organization that supports professional learning and collaboration among school and district leaders across New Hampshire. Its membership includes superintendents, assistant superintendents, school business officials, special education administrators, curriculum leaders, and other district leadership personnel responsible for implementing state and federal education initiatives at the local level.

Under Title II, Part A of the federal Elementary and Secondary Education Act, the New Hampshire Department of Education receives federal grant funds intended to improve educator effectiveness through professional development and leadership development activities. Federal law requires

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that a portion of these funds be reserved at the state level to support statewide initiatives that strengthen the capacity of school and district leaders to improve instruction, support educator development, and advance student outcomes.

The Department proposes to use a portion of the Title II-A state set-aside funds to support professional development opportunities for school administrators at the NHSAA June 2026 Leadership Conference, scheduled for June 29–July 1, 2026, in Bretton Woods, New Hampshire. Use of Title II-A state set-aside funds for this purpose supports the Department’s responsibility to provide statewide professional development opportunities that strengthen school leadership and improve the effectiveness of educators across New Hampshire’s public schools. This approach also allows the Department to efficiently provide professional learning to district leadership from across the state in a single statewide setting.

The conference provides a longstanding statewide convening of education leaders and offers professional learning aligned with Title II-A priorities, including strengthening instructional leadership, supporting educator recruitment and retention, and advancing effective educational practices. The Department has participated in the NHSAA Annual Conference for at least 47 years as part of its ongoing efforts to support professional learning and collaboration among district leaders.

Grant funds will support professional development costs associated with the conference program, including presenter fees and instructional materials. The Department will also use this opportunity to engage with district leaders, provide updates on statewide initiatives, and support coordination and planning for the upcoming school year.

Respectfully submitted,



Caitlin D. Davis  
Commissioner of Education

## GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby  
Mutually agree as follows:  
GENERAL PROVISIONS

## 1. Identification and Definitions.

|                                                                                                                                                                                                                     |                                             |                                                                                                        |                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------|
| <b>1.1. State Agency Name</b><br>New Hampshire Department of Education                                                                                                                                              |                                             | <b>1.2. State Agency Address</b><br>25 Hall Street<br>Concord, NH 03301                                |                                              |
| <b>1.3. Grantee Name</b><br>New Hampshire School Administrators Association                                                                                                                                         |                                             | <b>1.4. Grantee Address</b><br>46 Donovan St., Suite 3<br>Concord, NH 03301                            |                                              |
| <b>1.5. Grantee Phone #</b><br>603-225-3230                                                                                                                                                                         | <b>1.6. Account Number</b><br>See Exhibit C | <b>1.7. Completion Date</b><br>June 30, 2026                                                           | <b>1.8. Grant Limitation</b><br>\$ 50,000.00 |
| <b>1.9. Grant Officer for State Agency</b><br>Emily Shoemaker, Administrator                                                                                                                                        |                                             | <b>1.10. State Agency Telephone Number</b><br>603-931-9471                                             |                                              |
| If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."    |                                             |                                                                                                        |                                              |
| <b>1.11. Grantee Signature 1</b><br><i>Mark MacLean</i><br><small>Mark MacLean (Mar 6, 2026 16:11:17 EST)</small>                                                                                                   |                                             | <b>1.12. Name &amp; Title of Grantee Signor 1</b><br>Dr. Mark MacLean, Executive Director              |                                              |
| <b>Grantee Signature 2</b>                                                                                                                                                                                          |                                             | <b>Name &amp; Title of Grantee Signor 2</b>                                                            |                                              |
| <b>Grantee Signature 3</b>                                                                                                                                                                                          |                                             | <b>Name &amp; Title of Grantee Signor 3</b>                                                            |                                              |
| <b>1.13. State Agency Signature(s)</b><br><i>Caitlin Davis</i><br><small>Caitlin Davis (Mar 6, 2026 16:12:02 EST)</small>                                                                                           |                                             | <b>1.14. Name &amp; Title of State Agency Signor(s)</b><br>Caitlin D. Davis, Commissioner of Education |                                              |
| <b>1.15. Approval by Attorney General (Form, Substance and Execution) (if G &amp; C approval required)</b><br><i>Elizabeth Brown</i><br>By: Elizabeth A. Brown, Attorney Assistant Attorney General, On: 03/06/26 / |                                             |                                                                                                        |                                              |
| <b>1.16. Approval by Governor and Council (if applicable)</b><br>By: On: / /                                                                                                                                        |                                             |                                                                                                        |                                              |

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 (“the Effective Date”).
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as “the Completion Date”).
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything 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 Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee’s normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, “Grantee” includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions
- 8.
- 8.1. PERSONNEL.  
The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
- 9.
- 9.1. DATA: RETENTION OF DATA: ACCESS.  
As used in this Agreement, the word “data” shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,
- computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date 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, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as “Events of Default”):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
- 11.2.2 Give the Grantee 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 Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the “Termination Report”) describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee’s breach of its obligations hereunder.
- 12.3. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
- 12.4. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
  15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit B without the prior written consent of the State.
  16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
  17. INSURANCE.
    - 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
      - 17.1.1 Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and
      - 17.1.2 General liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
    - 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Grantee shall furnish to the State, certificates of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy.
  18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
  19. 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 first above given.
  20. 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 Council of the State of New Hampshire, if required or by the signing State Agency.
  21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intend of the parties hereto.
  22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
  23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
  24. SPECIAL PROVISIONS. The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

## EXHIBIT A

### Special Provisions

As a condition of receipt of grant funds under this Agreement, the Grantee agrees to be bound by all terms, conditions, and requirements set forth in Exhibit D (Grant Subaward Notification), which is incorporated herein by reference and made a part of this Agreement. The Grantee acknowledges that execution of this Agreement constitutes the Grantee's express acceptance of, and agreement to comply with, all provisions contained in Exhibit D, including but not limited to the applicable federal laws and regulations, monitoring and access to records requirements and all additional conditions imposed by the New Hampshire Department of Education (NHED) and the U.S. Department of Education.

The Grantee further acknowledges that execution of this Agreement and compliance with the terms of Exhibit D are conditions precedent to the disbursement of any funds hereunder, and that failure to execute this Agreement or to comply with the terms of Exhibit D shall constitute grounds for withholding or recapture of grant funds by the State.

#### **Federal Certification 2 CFR 200.415**

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

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

## EXHIBIT B

### Scope of Services

These funds will be used to support the 85th Annual 2026 Conference of the New Hampshire School Administrators Association (NHSAA) by contributing to presenter fees, materials, and expenses (excluding food) for the conference. In addition, the NHSAA agrees to collaborate with the New Hampshire Department of Education (NHED) on the following:

- The inclusion of six (6) NHED personnel at the conference
- The inclusion of one (1) NHED Keynote
- The inclusion of two (2) NHED concurrent sessions

**EXHIBIT C**

**Method of Payment**

|                |             |
|----------------|-------------|
| <b>Budget:</b> | Total       |
| Grant Funding  | \$50,000.00 |

**Limitations on Price:** This grant agreement will not exceed \$50,000.00

**Source of Funding:** Funds to support this request are available in FY 2026 as follows:

06-56-56-562010-25100000 Title II-A Prof Develop

| Fiscal Year | Class/Account | Class Title                    | Total Amount |
|-------------|---------------|--------------------------------|--------------|
| 2026        | 102-500731    | Contracts for Program Services | \$50,000.00  |
| Total       |               |                                | \$50,000.00  |

**Method of Payment:** Grantee shall invoice NHED, consistent with the terms and scope of this Agreement, upon approval of this grant agreement by Governor and Council. If otherwise correct and acceptable, a one-time payment of \$50,000.00 will be made 30 days from the date the invoice is processed. Invoice may be submitted electronically to:

Emily Shoemaker, Administrator  
Email: Emily.A.Shoemaker@doe.nh.gov

Caitlin D. Davis  
Commissioner



Richard K. Sala  
Deputy Commissioner

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

**Exhibit D - GRANT SUBAWARD NOTIFICATION**

|    |                                                                                                                         |                                                                                                                                                                                                                                                                        |
|----|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | <b>Primary Award to/by</b><br>Grant Program Name:<br>CFDA Number:<br>Amount of Federal Award:<br>FAIN and Initial Date: | NH Department of Education by US Department of Education<br><b>Title II, Part A</b><br><b>84.367A</b><br><b>\$10,837,646.00</b><br><b>S367A240028</b> on 7/1/2024                                                                                                      |
|    | <b>SUBAWARD</b>                                                                                                         |                                                                                                                                                                                                                                                                        |
| 2  | Recipient Name, LEA ID, SAU,<br>District and UEI:                                                                       | NH School Administrators Associations (NHSAA), MHJ8ZPREWQM9                                                                                                                                                                                                            |
| 3  | Initial Award Date:<br>Action Number & Type:<br>Date of this Action:                                                    | Award to Commence upon Governor and Council Approval<br>01- New Award<br>Date Assigned Upon Governor and Council Approval                                                                                                                                              |
| 4  | Subaward Type:<br>Project Description:                                                                                  | Formula<br>Principals and Other School Leaders Activities                                                                                                                                                                                                              |
| 5  | Award Period:                                                                                                           | Period to complete activities & expend funds: 7/1/2025 - 9/30/2026 (See block 11)<br>Period to request reimbursement of expended funds: 7/1/2025 - 11/14/2026.                                                                                                         |
| 6  | Contacts:                                                                                                               | Subrecipient Contact: Dr. Mark MacLean, Executive Director<br>NHED Program Administrator: Emily Shoemaker<br>603-271-3610<br><a href="mailto:Emily.A.Shoemaker@doe.nh.gov">Emily.A.Shoemaker@doe.nh.gov</a>                                                            |
| 7  | Subaward Amount:                                                                                                        | Previous Award Amount: \$0.00<br>Net Change of Award Amount: \$50,000.00<br>Updated Award Amount: \$50,000.00                                                                                                                                                          |
| 8  | Laws, Regulations and<br>Requirements:                                                                                  | EDGAR AS APPLICABLE<br>2 CFR AS APPLICABLE                                                                                                                                                                                                                             |
| 9  | Maximum Allowed Indirect<br>Cost Rate:                                                                                  | Indirect Cost Rate: N/A Max Rate: N/A<br><a href="https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/id-cost-sheet-fy26.pdf">https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/id-cost-sheet-fy26.pdf</a> |
| 10 | Additional Federal<br>Conditions:                                                                                       | Executive Order 13513 - Prohibition of Text Messaging While Driving<br><br><b>This grant is not intended for research and development.</b>                                                                                                                             |

**GRANT SUBAWARD NOTIFICATION (Continued)**

|    |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11 | Additional NHED Conditions:                    | <p>These funds will be used to support the 85th Annual 2026 Conference of the New Hampshire School Administrators Association (NHSAA) by contributing to presenter fees, materials, and expenses (excluding food) for the conference. In addition, the NHSAA agrees to collaborate with the New Hampshire Department of Education (NHED) on the following:</p> <ul style="list-style-type: none"> <li>•The inclusion of six (6) NHED personnel at the conference</li> <li>•The inclusion of one (1) NHED Keynote</li> <li>•The inclusion of two (2) NHED concurrent sessions</li> </ul> <p>Grantee shall invoice NHED, consistent with the terms and scope of this Agreement, upon approval of this grant Agreement by Governor and Council. If otherwise correct and acceptable, a one-time payment of \$50,000.00 will be made 30 days from the date the invoice is processed. Invoice may be submitted electronically to:</p> <p>Emily Shoemaker, Administrator<br/>Email: Emily.A.Shoemaker@doe.nh.gov</p>                                                                  |
| 12 | Access to Records and Monitoring Requirements: | <p>The federal awarding agency, Inspectors General, the Comptroller General of the United States, and the NHED shall have the right of access to any documents, papers, or other records of the subrecipient which are pertinent to this subaward, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the subrecipient’s personnel for the purpose of interview and discussion related to such documents.</p> <p>In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F, monitoring procedures may include, but not be limited to, on-site visits by NHED staff, limited scope audits, and/or other procedures. Subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the NHED. In the event the NHED determines that a limited scope audit of the subrecipient is appropriate, the subrecipient agrees to comply with any additional instructions provided by NHED staff to the subrecipient regarding such audit.</p> |
| 13 | Project Closeout Requirements:                 | <p>The subrecipient shall permit the NHED access to records and financial statements as necessary for audits and monitoring during the records retention period for three years after the completion of the subaward in accordance with 2 CFR 200.334.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 14 | Attachments                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



Signature of Authorizing Official  
Caitlin D. Davis  
New Hampshire Commissioner of Education

Date 3/6/2026

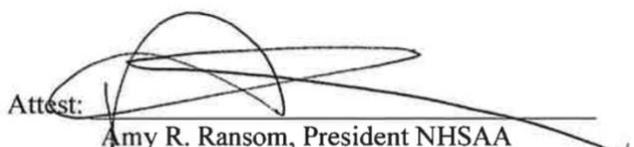
**Certificate of Authority**

I, Amy Ransom, hereby certify that I am a duly appointed representative of the New Hampshire School Administrators Association (NHSAA). I hereby certify that Mark Maclean – Executive Director, is authorized to execute contracts on behalf of the NHSAA 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: 03.06.2026

Attest:

  
Amy R. Ransom, President NHSAA

# 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 SCHOOL ADMINISTRATORS ASSOCIATION is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on February 05, 1974. 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: **66205**

Certificate Number: **0007742917**



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 21st day of January A.D. 2026.

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

David M. Scanlan

Secretary of State



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/21/2026

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

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

|                                                                                                             |                                                  |                                  |
|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------|
| <b>PRODUCER</b><br>E & S INSURANCE SERVICES LLC<br>04041160<br>PO BOX 7425<br>GILFORD NH 03247              | <b>CONTACT NAME:</b>                             |                                  |
|                                                                                                             | PHONE (603) 293-2791<br>(A/C, No, Ext):          | FAX (603) 293-7188<br>(A/C, No): |
|                                                                                                             | <b>E-MAIL ADDRESS:</b>                           |                                  |
|                                                                                                             | <b>INSURER(S) AFFORDING COVERAGE</b>             |                                  |
|                                                                                                             | INSURER A : Sentinel Insurance Company Ltd.      |                                  |
|                                                                                                             | INSURER B : Hartford Fire and Its P&C Affiliates |                                  |
| <b>INSURED</b><br>NEW HAMPSHIRE SCHOOL ADMINISTRATORS ASSOC<br>46 DONOVAN ST STE 3<br>CONCORD NH 03301-2619 | INSURER C :                                      |                                  |
|                                                                                                             | INSURER D :                                      |                                  |
|                                                                                                             | INSURER E :                                      |                                  |
|                                                                                                             | INSURER F :                                      |                                  |
|                                                                                                             | NAIC# 11000                                      |                                  |
|                                                                                                             | NAIC# 00914                                      |                                  |

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

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

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                             | ADDL INSR | SUBR WVD                                  | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/Y YYY) | LIMITS                                                                          |             |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------|---------------|-------------------------|--------------------------|---------------------------------------------------------------------------------|-------------|
| A        | COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> General Liability                                                                                                       |           |                                           | 04 SBA ZP5943 | 05/30/2025              | 05/30/2026               | EACH OCCURRENCE                                                                 | \$1,000,000 |
|          |                                                                                                                                                                                                                                                                               |           | DAMAGE TO RENTED PREMISES (Ea occurrence) |               |                         |                          | \$1,000,000                                                                     |             |
|          |                                                                                                                                                                                                                                                                               |           | MED EXP (Any one person)                  |               |                         |                          | \$10,000                                                                        |             |
|          |                                                                                                                                                                                                                                                                               |           | PERSONAL & ADV INJURY                     |               |                         |                          | \$1,000,000                                                                     |             |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br>OTHER:                                                                                                                     |           |                                           |               |                         |                          | GENERAL AGGREGATE                                                               | \$2,000,000 |
|          |                                                                                                                                                                                                                                                                               |           |                                           |               |                         |                          | PRODUCTS - COMP/OP AGG                                                          | \$2,000,000 |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input checked="" type="checkbox"/> ALL OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS |           |                                           | 04 SBA ZP5943 | 05/30/2025              | 05/30/2026               | COMBINED SINGLE LIMIT (Ea accident)                                             | \$1,000,000 |
|          |                                                                                                                                                                                                                                                                               |           | BODILY INJURY (Per person)                |               |                         |                          |                                                                                 |             |
|          |                                                                                                                                                                                                                                                                               |           | BODILY INJURY (Per accident)              |               |                         |                          |                                                                                 |             |
|          |                                                                                                                                                                                                                                                                               |           | PROPERTY DAMAGE (Per accident)            |               |                         |                          |                                                                                 |             |
|          | <b>UMBRELLA LIAB EXCESS LIAB</b><br><input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                                                                 |           |                                           |               |                         |                          | EACH OCCURRENCE                                                                 |             |
|          |                                                                                                                                                                                                                                                                               |           |                                           |               |                         |                          | AGGREGATE                                                                       |             |
| B        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                 |           |                                           | 04 WEC CS9835 | 05/30/2025              | 05/30/2026               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |             |
|          |                                                                                                                                                                                                                                                                               |           | E.L. EACH ACCIDENT                        |               |                         |                          | \$100,000                                                                       |             |
|          |                                                                                                                                                                                                                                                                               |           | E.L. DISEASE -EA EMPLOYEE                 |               |                         |                          | \$100,000                                                                       |             |
|          |                                                                                                                                                                                                                                                                               |           | E.L. DISEASE - POLICY LIMIT               |               |                         |                          | \$500,000                                                                       |             |
| A        | <b>EMPLOYMENT PRACTICES LIABILITY</b>                                                                                                                                                                                                                                         |           |                                           | 04 SBA ZP5943 | 05/30/2025              | 05/30/2026               | Each Claim Limit                                                                | \$10,000    |
|          |                                                                                                                                                                                                                                                                               |           |                                           |               |                         |                          | Aggregate Limit                                                                 | \$10,000    |

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

Those usual to the Insured's Operations.

**CERTIFICATE HOLDER**

New Hampshire Department of Education  
 25 HALL ST  
 CONCORD NH 03301

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan L. Castaneda*

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# NONPROFIT COVER SHEET

**A. Entity Name: New Hampshire School Administrators Association (NHSAA)**

**B. Entity's Contact Information for Records Requests (e.g., resumes of key personnel; audited financial statements):**

Mark MacLean, Executive Director, NHSAA

603.225.3230

mmaclean@nhsaa.org

**C. List Board of Directors and Affiliations**

| <u>Name (Identify any additional role(s) in Parentheses)</u><br>E.g., John Doe (President) | <u>Affiliations</u>              |
|--------------------------------------------------------------------------------------------|----------------------------------|
| Ms. Amy Ransom (President)                                                                 | Oyster River                     |
| Dr. Chip McGee (President-elect)                                                           | Pelham                           |
| Dr. Christopher Andriski (Vice-president)                                                  | Exeter                           |
| Vacant (Past-president)                                                                    | Vacant                           |
| Mr. David Backler (At-Large)                                                               | SAU 20                           |
| Dr. Caroline Arakelian (At-Large)                                                          | Gov Wentworth                    |
| Mr. Robert Malay (At-Large)                                                                | Keene                            |
| Vacant (At-Large)                                                                          | Vacant                           |
| Ms. Kyla Welch (Regional Chairs)                                                           | Lakes/Plymouth                   |
| Dr. Marion Anastasia (Regional Chairs)                                                     | North Country/ SAU 36            |
| Mr. Robert Thompson (Regional Chairs)                                                      | South Central/ Hampstead         |
| Dr. Lois Costa (Regional Chairs)                                                           | Southeast/ Hampton               |
| Dr. Ben White (Regional Chairs)                                                            | Southwest/ Keene                 |
| Dr. Christine Boston (Standing Committees)                                                 | Equity/ Dover                    |
| Mrs. Christine Downing (Standing Committees)                                               | Legislative/ Grantham            |
| Dr. Sarah Taylor (Standing Committees)                                                     | PD/ Litchfield                   |
| Mr. Russell Holden (Standing Committees)                                                   | Resolutions/ Sunapee & Pasquaney |
| Dr. Nathaniel Byrne (Governing Board Rep 1)                                                | Northwood                        |
| Dr. Sarah Marandos (Governing Board Rep 2)                                                 | Pelham                           |

**D. List Key Personnel (Resumes must be available upon request to the person(s) listed in section B or may be attached):**

| <u>Name</u>  | <u>Role</u>        | <u>Annual Salary</u> | <u>Amount Paid From This Contract</u> |
|--------------|--------------------|----------------------|---------------------------------------|
| Mark MacLean | Executive Director | \$142,000.00         | \$0.00                                |
|              |                    |                      |                                       |

**DISCLOSURE OF LEGAL ACTIVITIES INVOLVING THE STATE OF NEW HAMPSHIRE OR ANOTHER GOVERNMENT ENTITY**

**E. Check one of the following:**

- [ X ] The entity is **not currently or has not been** party to any legal proceeding involving the State of New Hampshire (or any agency or subdivision thereof) or any other state/federal government entity before any adjudicative body in any jurisdiction **OR**
  - [ ] The entity is or has been party to one or more legal proceedings as set forth above. Identify the jurisdiction, court or other adjudicative body, case number, and briefly describe the nature of the proceeding (Attached extra sheet if necessary).
- 
- 
- 

**CHARITABLE TRUSTS UNIT COMPLIANCE CERTIFICATION**

**F. Check one of the following:**

- [ ] is registered and in good standing with the New Hampshire Department of Justice Charitable Trusts Unit (\*\* see note below) **or** has submitted a complete application for registration to the Charitable Trusts Unit and is awaiting a registration determination **OR**
- [ X ] is not required to register with the Charitable Trusts Unit because it is neither tax-exempt under section 501(c)(3) of the Internal Revenue Code nor engages in charitable solicitations in the State of New Hampshire **OR**
- [ ] is exempt from registration with the Charitable Trusts Unit because it is a federal or state government, agency, or subdivision or is a religious organization, an integrated auxiliary of a religious organization, or is a convention or association of churches.

\*\* Note: Attached screen shot from the DOJ Registered Charities List found at:

<https://mm.nh.gov/files/uploads/doj/remote-docs/registered-charities.pdf>

**FINANCIAL DISCLOSURES**

**G. Check one the following:**

- [ X ] The organization hired an outside firm to audit its financial statements or to prepare GAAP-compliant financial statements for its most recently completed fiscal year. If so, please ensure that the financial statements and audit results are available to be requested from the contact listed on Page 1 (audited financials may be attached) **OR**
- [ ] The above does not apply, but the organization filed an IRS Form 990 or Form 990-EZ for its most recently completed fiscal year. Please attach that IRS Form 990 or Form 990-EZ to the submission. (Form 990 Schedule B is not required) **OR**
- [ ] ***If neither of the above apply***, complete the Income Statement and Balance Sheet below with the following basic financial information from the organization’s most recently completed fiscal year:

**1. INCOME STATEMENT**

|                                 | <u>Revenue</u> |                                                                 | <u>Expenses</u> |
|---------------------------------|----------------|-----------------------------------------------------------------|-----------------|
| <i>Grants</i>                   | \$             | <i>Compensation of officers, directors, and key personnel</i>   | \$              |
| <i>Donations</i>                | \$             |                                                                 |                 |
| <i>Program Services Revenue</i> | \$             | <i>Other salaries &amp; wages</i>                               | \$              |
| <i>Interest &amp; Dividends</i> | \$             | <i>Payroll taxes &amp; employee benefits</i>                    | \$              |
| <i>All other Revenue</i>        | \$             | <i>Occupancy, rent, utilities, and insurance</i>                | \$              |
| <u>Total Revenue</u>            | \$             | <i>Printing, publications, postage, office supplies, and IT</i> | \$              |
|                                 |                | <i>All other expenses</i>                                       | \$              |
|                                 |                | <u>Total Expenses</u>                                           | \$              |

## 2. BALANCE SHEET

| <u>Assets</u>                                                 |    | <u>Liabilities</u>           |    |
|---------------------------------------------------------------|----|------------------------------|----|
| <i>Cash &amp; Equivalents</i>                                 | \$ | <i>Accounts Payable</i>      | \$ |
| <i>Investments</i>                                            | \$ | <i>Loans Payable</i>         | \$ |
| <i>Real Estate (less any depreciation)</i>                    | \$ | <i>All other liabilities</i> | \$ |
| <i>Other Property &amp; Equipment (less any depreciation)</i> | \$ | <u>Total Liabilities</u>     | \$ |
| <i>Pledges, grants, accounts receivable</i>                   | \$ |                              |    |
| <i>All other assets</i>                                       | \$ |                              |    |
| <u>Total Assets</u>                                           | \$ |                              |    |

## **The Mission of NHSAA**

The mission of NHSAA is to be a credible and compelling voice of education leadership in creating an exemplary and comprehensive education for all public school students and providing high quality services to its membership.

## **NHSAA's Guiding Principles**

- Champion efforts designed to successfully provide for the needs of all children.
- Effectively advocate for an equitable and comprehensive public education for all children, wherever they may reside.
- Take every opportunity to assert and defend the idea that public education is a public good and that it is essential to our democracy and economy.
- Promote the development and sharing of effective leadership and educational practices that ensure the prudent stewardship of public resources.
- Lead in providing timely and substantive learning opportunities to educators in NH and New England.
- Build NHSAA into a highly productive organization that consistently seeks new ways to identify and meet members' needs.

We believe it is both an honor and a responsibility to reaffirm the worth and dignity of every child, to champion this cause, and to create an enlightened citizenry.

***FINANCIAL STATEMENTS***

**NEW HAMPSHIRE SCHOOL ADMINISTRATORS ASSOCIATION, INC.**  
**STATEMENTS OF FINANCIAL POSITION**  
**JUNE 30, 2024 AND 2023**

| <i>ASSETS</i>                              |            |            |
|--------------------------------------------|------------|------------|
|                                            | 2024       | 2023       |
| <b>CURRENT ASSETS</b>                      |            |            |
| Cash and cash equivalents                  | \$ 586,770 | \$ 555,288 |
| Accounts receivable                        | 46,304     | -          |
| Prepaid state income tax                   | 721        | -          |
| Prepaid expenses                           | 31,579     | 25,931     |
| Total current assets                       | 665,374    | 581,219    |
| <b>LONG-TERM ASSETS</b>                    |            |            |
| Equipment                                  | 91,958     | 86,572     |
| Operating lease right-of-use asset         | 12,908     | 13,336     |
| Furniture and fixtures                     | 4,012      | 4,012      |
|                                            | 108,878    | 103,920    |
| Less: accumulated depreciation             | 74,417     | 78,070     |
| Total equipment                            | 34,461     | 25,850     |
| <b>TOTAL ASSETS</b>                        | \$ 699,835 | \$ 607,069 |
| <i>LIABILITIES AND NET ASSETS</i>          |            |            |
| <b>CURRENT LIABILITIES</b>                 |            |            |
| Accounts payable                           | \$ 83,503  | \$ 82,151  |
| Payroll liabilities                        | 9,295      | 12,617     |
| Deferred revenues                          | 53,936     | 105,000    |
| Lease liability                            | 1,842      | 7,036      |
| Total current liabilities                  | 148,576    | 206,804    |
| <b>LONG TERM LIABILITIES</b>               |            |            |
| Lease liability                            | 11,066     | -          |
| Total long-term liabilities                | 11,066     | -          |
| <b>TOTAL LIABILITIES</b>                   | 159,642    | 206,804    |
| <b>NET ASSETS</b>                          |            |            |
| Net assets without donor restriction:      |            |            |
| Net investment in equipment                | 34,461     | 31,414     |
| Undesignated                               | 474,452    | 335,996    |
| Total net assets without donor restriction | 508,913    | 367,410    |
| Net assets with donor restriction          | 31,280     | 32,855     |
| Total net assets                           | 540,193    | 400,265    |
| <b>TOTAL LIABILITIES AND NET ASSETS</b>    | \$ 699,835 | \$ 607,069 |

The notes to financial statements are an integral part of this statement.

**NEW HAMPSHIRE SCHOOL ADMINISTRATORS ASSOCIATION, INC.**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDING JUNE 30, 2024 AND 2023**

|                                                             | 2024              | 2023              |
|-------------------------------------------------------------|-------------------|-------------------|
| CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTION             |                   |                   |
| REVENUE AND SUPPORT:                                        |                   |                   |
| Conferences and workshops                                   | \$ 723,750        | \$ 545,188        |
| Membership dues and fees                                    | 399,579           | 377,422           |
| Direct public support                                       | 115,166           | 162,457           |
| Website income                                              | 82,350            | 86,100            |
| Interest income                                             | 31                | 13                |
| Other income                                                | 2,313             | 3,502             |
| Net assets released from restriction                        | 7,900             | -                 |
| Total revenue and support                                   | <u>1,331,089</u>  | <u>1,174,682</u>  |
| EXPENSES                                                    |                   |                   |
| Program costs:                                              |                   |                   |
| Conferences and workshops                                   | 40,198            | 75,984            |
| Other program specific                                      | 262,958           | 253,004           |
| Total program costs                                         | <u>303,156</u>    | <u>328,988</u>    |
| Management and general costs                                | 886,430           | 1,003,680         |
| Total expenses                                              | <u>1,189,586</u>  | <u>1,332,668</u>  |
| INCREASE (DECREASE) IN NET ASSETS WITHOUT DONOR RESTRICTION | <u>141,503</u>    | <u>(157,986)</u>  |
| CHANGES IN NET ASSETS WITH DONOR RESTRICTION                |                   |                   |
| Interest income                                             | 48                | 41                |
| Legal defense receipts                                      | 2,100             | 2,250             |
| Mark Joyce scholarship receipts                             | 4,177             | -                 |
| Net assets released from restriction                        | <u>(7,900)</u>    | <u>-</u>          |
| INCREASE (DECREASE) IN NET ASSETS WITH DONOR RESTRICTION    | <u>(1,575)</u>    | <u>2,291</u>      |
| INCREASE (DECREASE) IN NET ASSETS                           | 139,928           | (155,695)         |
| NET ASSETS - BEGINNING                                      | <u>400,265</u>    | <u>555,960</u>    |
| NET ASSETS - ENDING                                         | <u>\$ 540,193</u> | <u>\$ 400,265</u> |

The notes to financial statements are an integral part of this statement.

**NEW HAMPSHIRE SCHOOL ADMINISTRATORS ASSOCIATION, INC.**  
**STATEMENTS OF FUNCTIONAL EXPENSES**  
**FOR THE YEARS ENDING JUNE 30, 2024 AND 2023**

|                                       | 2024       | 2023         |
|---------------------------------------|------------|--------------|
| <b>MANAGEMENT AND GENERAL COSTS:</b>  |            |              |
| Salaries and benefits:                |            |              |
| Salaries and wages                    | \$ 548,247 | \$ 580,088   |
| Employee benefits                     | 36,659     | 56,007       |
| Payroll taxes                         | 38,148     | 41,290       |
| Total salaries and benefits           | 623,054    | 677,385      |
| Consultants' fees                     | 22,587     | 11,474       |
| Printing and publications             | 15,029     | 40,988       |
| Supplies                              | 3,216      | 15,407       |
| Legal and accounting                  | 99,215     | 77,264       |
| Telephone                             | 8,352      | 10,870       |
| Equipment rental and maintenance      | 19,634     | 24,343       |
| Travel and meetings                   | 45,991     | 43,444       |
| Dues                                  | 1,452      | 7,818        |
| New Hampshire Business Enterprise Tax | 5,804      | 250          |
| Depreciation                          | 10,960     | 23,774       |
| Insurance                             | 4,213      | (2,821)      |
| Scholarships                          | 66         | 810          |
| Miscellaneous expenses                | 26,857     | 72,674       |
| Total management and general costs    | \$ 886,430 | \$ 1,003,680 |

The notes to financial statements are an integral part of this statement.

**NEW HAMPSHIRE SCHOOL ADMINISTRATORS ASSOCIATION, INC.**  
**STATEMENTS OF CASH FLOWS**  
**FOR THE YEAR ENDING JUNE 30, 2024 AND 2023**

|                                                                                                                    | 2024              | 2023              |
|--------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                                                                        |                   |                   |
| Increase (decrease) in net assets                                                                                  | \$ 139,928        | \$ (155,695)      |
| Adjustments to reconcile increase (decrease) in net assets to net cash provided by (used in) operating activities: |                   |                   |
| Depreciation                                                                                                       | 10,960            | 23,774            |
| Changes in assets and liabilities:                                                                                 |                   |                   |
| (Increase) decrease in accounts receivable                                                                         | (46,304)          | -                 |
| (Increase) decrease in prepaid expenses                                                                            | (5,648)           | 2,825             |
| (Increase) decrease in prepaid income tax                                                                          | (721)             |                   |
| Increase (decrease) in accounts payable                                                                            | 1,352             | (11,793)          |
| Increase (decrease) in payroll liabilities                                                                         | (3,322)           | (3,256)           |
| Increase (decrease) in deferred revenues                                                                           | (51,064)          | (16,534)          |
| Increase (decrease) in operating lease right-of-use assets and liabilities                                         | (8,314)           | (6,300)           |
| Net cash provided by (used in) operating activities                                                                | <u>36,867</u>     | <u>(166,979)</u>  |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                                                                        |                   |                   |
| Acquisition of long-term assets                                                                                    | <u>(5,386)</u>    | <u>(11,175)</u>   |
| <b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>                                                        | <u>31,481</u>     | <u>(178,154)</u>  |
| <b>CASH AND CASH EQUIVALENTS - BEGINNING</b>                                                                       | <u>555,288</u>    | <u>733,442</u>    |
| <b>CASH AND CASH EQUIVALENTS - ENDING</b>                                                                          | <u>\$ 586,769</u> | <u>\$ 555,288</u> |
| <b>SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION</b>                                                           |                   |                   |
| Cash payments for:                                                                                                 |                   |                   |
| State taxes                                                                                                        | <u>\$ 6,425</u>   | <u>\$ 250</u>     |
| Right-of-use assets acquired in exchange for new operating lease liabilities                                       | <u>\$ 12,908</u>  | <u>\$ -</u>       |

The notes to financial statements are an integral part of this statement.

**2025 - 2026 | NHSAA Executive Board**

|                                                         |                       |                                          |               |
|---------------------------------------------------------|-----------------------|------------------------------------------|---------------|
| <b>Officers</b>                                         | President             | Ms. Amy Ransom (Oyster River)            | Southeast     |
|                                                         | President-elect       | Dr. Chip McGee (Pelham)                  | South Central |
|                                                         | Vice-president        | Dr. Christopher Andriski (Exeter)        | Southeast     |
|                                                         | Past-president        | <i>vacant</i>                            | <i>vacant</i> |
| <b>Directors</b>                                        | At-Large              | Mr. David Backler (SAU 20)               | North Country |
|                                                         | At-Large              | Dr. Caroline Arakelian (Gov Wentworth)   | Lakes         |
|                                                         | At-Large              | Mr. Robert Malay (Keene)                 | Southwest     |
|                                                         | At-Large              | <i>vacant</i>                            | <i>vacant</i> |
| <b>Regional Chairs (regional elections in May)</b>      | Lakes                 | Ms. Kyla Welch (Plymouth)                | Lakes         |
|                                                         | North Country         | Dr. Marion Anastasia (SAU 36)            | North Country |
|                                                         | South Central         | Mr. Robert Thompson (Hampstead)          | South Central |
|                                                         | Southeast             | Dr. Lois Costa (Hampton)                 | Southeast     |
|                                                         | Southwest             | Dr. Ben White (Keene)                    | Southwest     |
| <b>Standing Committees (committee elections in May)</b> | Equity                | Dr. Christine Boston (Dover)             | Southeast     |
|                                                         | Legislative           | Mrs. Christine Downing (Grantham)        | Southwest     |
|                                                         | PD                    | Dr. Sarah Taylor (Litchfield)            | South Central |
|                                                         | Resolutions           | Mr. Russell Holden (Sunapee & Pasquaney) | Southwest     |
| <b>AASA</b>                                             | Governing Board Rep 1 | Dr. Nathaniel Byrne (Northwood)          | Southeast     |
|                                                         | Governing Board Rep 2 | Dr. Sarah Marandos (Pelham)              | South Central |



# MARK T. MACLEAN, Ed.D.



## SUMMARY

- Award winning, innovative, enthusiastic, and experienced systems leader and educator with unique skills and training in curriculum, instruction, administration, technology, and leadership. Proven results in SAU and building leadership. Recognized expert, presenter, and consultant in competency-based education, curriculum design, and technology applications / integration. Very strong interpersonal and communication skills.



## PROFESSIONAL EXPERIENCE

2014 -  
Present



### ● **Superintendent of Schools** | *Andover & Merrimack Valley School Districts (SAU #46)*

- ▶ 2020 New Hampshire Superintendent of the Year
  - Recognized by the American Association of School Administrators (AASA), the New Hampshire School Administrators Association (NHSAA), and New Hampshire “ED”ies
- ▶ 2016 – 2022 | AASA Governing Board and Legislative Advocacy
- ▶ 2018 – Present | Chair NHSAA Legislative Committee
- ▶ **Approach and Philosophy**
  - Innovative approaches to systems-level leadership
    - Focus first on students at all levels, communications, innovations, and growing internal processes, teachers, staff, and leaders
    - Empowering, coaching, and supportive approach to leadership. Appropriate risks (that won't harm students or systems) are encouraged. Always striving for improvement, efficiencies, growth, and positive impact. Be strategic and take your work seriously, but have fun too!
- ▶ **Supervision and Evaluation**
  - Completely changed the culture and expectations regarding supervision and evaluation, professional development, goal setting, and certification
    - Established a new and comprehensive professional growth & evaluation model for teachers
    - Researched, trained, and implemented a new and innovative digital platform for professional development and evaluation scheduling, tracking, and related processes
    - Established a new research-based supervision and evaluation model for both district and SAU administrators
- ▶ **Technology**
  - Initiated and supported numerous changes / improvements to the technological infrastructures, expectations, applications, and utilizations throughout both SAU #46 districts
    - New Student Information System (SIS)
    - New email systems (from First Class to Google)
    - New websites (continuous and creative updates)
    - GSuite (Docs, Sheets, Forms, Drive, Classroom...) applications – trainings and implementation
    - Administrative – collaborations and connections
    - Pedagogy – use to enhance instruction and increase student / teacher engagement
    - Bandwidth and infrastructures – increase of bandwidth, creative use of E-Rate, increase access points, E-lines, proactive planning, and internal schematics / documentation
    - 1:1 Initiative – established 1:1 device pilot. Rollout of 1:1 (3-year plan) began in 2018-2019
- ▶ **Systems**
  - Analysis and improvement of all district systems (examples include):
    - Facilities – establishment and communication of proactive Capital Improvement Plan (CIP)
    - Transportation – initiation and use of fleet replacement plan
    - Food service – support efficiencies in self-performing tasks, communications and outreach in billing and collections

- Finance – focus on community education and awareness regarding budgeting (expenses, revenues, assessments, valuations...)
- Personnel – effective documentation, support, and improvement practices
- Curriculum – renewed focus on efficacy, planning, collaborations, innovative / proactive approaches, and disciplinary / vertical connections. Support entrepreneurial approaches in designated and utilized FTEs
- Student Information Systems (SIS) – research and implementation of new SIS in both districts

▶ **Communications and Community Relations**

- Enhanced focus on positive community connections and improved communications at all levels
- Organized multiple training opportunities for effective board governance

▶ **Hiring and Personnel**

- Collaborative approaches to “getting the right people on the bus”
- Supporting personnel through scheduled / strategic visits and proactive outreach

▶ **Finances and Budgeting**

- Conservative and communicative approach to budgeting and planning. Focus on reallocating and prioritizing from within existing means

2011 - 2014 ● **Assistant Superintendent of Schools** | *Kearsarge Regional School District (SAU #65)*

▶ Innovative, personalized, and collaborative systems-level leadership for:

- Curriculum, Instruction, and Assessment
- Professional Development
- Supervision and Evaluation
- Technology
- Grants
- Various committees
- Collaboratively establish vision for curriculum and standards

2007 - 2011 ● **Dean of Academics** | *Alvirne High School (SAU #81)*



▶ Alvirne High School – 2010 New Hampshire High School of the Year

- Responsible for design, implementation, and oversight of curriculum
- Evaluation and supervision of department chairs and teachers

2004 - Present ● **Educational Consultant** | *Self Employed*

▶ Various consultations on competency-based education, curriculum redesign, and technology integration

1996 - 2007 ● **Business and Computer Education Teacher** | *Merrimack Valley High School*



▶ 2003 – 2004 New Hampshire Technology Using Educator of the Year K-16

- Recognized by NHSTE and New Hampshire “ED”ies

1999 - 2001 ● **Microsoft Access / Office Suite Instructor** | *Franklin Pierce College*

1994 - 1996 ● **Business and Computer Education Teacher** | *Newport Middle High School*

 **EDUCATION**

- 2019 – 2022 | Plymouth State University | Plymouth, NH  
**Doctor of Education** – Learning, Leadership, and Community  
Dissertation – *Toward a Common Understanding of CBE Implementation*
- 2002 – 2012 | Plymouth State University | Plymouth, NH  
Certificate of Advanced Graduate Studies (CAGS)

- 1993 – 1996 | New Hampshire College | Manchester, NH  
Master of Science, Business Education
- 1989 – 1993 | University of New Hampshire | *Whittemore School of Business* – Durham, NH  
Bachelor of Science, Business Administration
- Fall 1991 | San Diego State University | San Diego, CA  
Semester exchange – Concentration in Marketing



## CERTIFICATIONS

NH K-12 Superintendent, Principal, and Comprehensive Business Endorsements 0001, 0003, and 0300 – EdID# 55547



## REFERENCES

Dr. Mark V. Joyce  
Mr. Barrett Christina, Esq.  
Mrs. Kathy Cuddy-Egbert  
Mr. John Tobin, Esq.  
Mr. Daniel Wolf

*Additional enthusiastic references available upon request*



## BRIEF BIO | INTERESTS AND HOBBIES

Proud father of two incredible children (and a crazy dog). Lucky husband to a wife who puts up with and supports me. We have been fortunate to travel a bit and hope to travel more in the future. Other ways I balance out work includes fitness, films (quoting “classics”), fiction (I’m addicted to audiobooks), friends, and fun! I am a huge Boston sports fan (especially the Celtics). I’m also a bit of a Marvel Comics geek. I run Spartan races and regularly battle with my brothers to reign as the Mac-tathalon champion. I also really enjoy live music (although I can’t sing, dance, or play any instruments).



## PRESENTATIONS (RECENT / SELECT)

- ▶ 2022 – Discovery Education | National Superintendent Leadership Symposium – Panel Speaker – “Best Practices and Lessons Learned”
- ▶ 2022 – National Association of State Directors of Teacher Education and Certification (NASDTEC) – National Conference – “Mentoring New Teachers – A Model for Supporting and Retaining Effective Teachers”
- ▶ 2022 – Concord Sunrise Rotary Address – “Leading and Learning During a Pandemic”
- ▶ 2021 – edWeb – National Education Panel – “Back to the Future”
- ▶ 2021 – Christa McAuliffe Technology Conference (CMTC) – Spotlight Speaker – “Where are the Flying Cars?”
- ▶ 2020 – New Hampshire School Administrators Association (NHSAA) – Superintendent of the Year | Keynote Address via Virbella
- ▶ 2020 – Christa McAuliffe Technology Conference (CMTC) – Spotlight Speaker – “Tech DIY – Using Google Forms & Add-ons to Create Efficiencies & Save \$”
- ▶ 2018 – Vita-Learn | Vermont Fest – “Competencies – A Streamlined Approach”

## Key Personnel Sheet

Mark MacLean - salary \$142,000 - \$0 paid by the grant agreement with the NHED