

Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner



STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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January 25, 2019

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

REQUESTED ACTION

Authorize the Department of Education to enter into a **Sole Source** agreement with the University of New Hampshire, Durham, New Hampshire (Vendor Code 177867), in an amount of \$50,000.00, to provide support services for the recruitment, preparation, and retention of up to 60 newly certified K-12 teachers with expertise in math and science for NH rural high need schools effective upon Governor and Council approval through September 30, 2021. 100% Other Funds.

Funds to support this request are available from the account entitled Bureau of Credentialing as follows:

		<u>FY 2019</u>
06-56-56-563510-25300000-102-500731	Contracts for Program Services	\$50,000.00

EXPLANATION

This request is **Sole Source** to help strengthen the commitment to supporting the development of rural teachers through the UNH Teacher Residency for Rural Education (TRRE) Program. The University of New Hampshire has been in partnership with the NHDOE on many projects, and the purpose of this funding is to provide a one-time grant to the UNH Teacher Residency for Rural Education (TRRE) Program, to recruit teacher candidates, prepare candidates for Master's Level Certification, and support the retention of novice teachers. Through targeted marketing, participation in career fairs, and outreach to target groups the program will attract at least 100 inquiries and 20 applications.

Preparation of Master's level certification eligible K-12 teachers will be accomplished through a 15-month teacher residency program that will prepare a total of up to 60 newly certified

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elementary and secondary teachers with expertise in math and science for NH rural high need schools in collaboration with community partners by September 30, 2021. This work includes support of and meetings with teaching mentors (certified teachers) who work closely with the TRRE students and K-12 administrators.

Retention of Novice Teachers will be achieved by providing employment support, early induction, mentoring and professional development to up to 60 newly certified elementary and secondary teachers, as well as professional development support for their mentor teachers in NH rural high need schools by September 30, 2021.

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

Respectfully submitted,



Frank Edelblut
Commissioner of Education

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, Department of Education

and the

University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Education**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **9/30/21**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: **University of New Hampshire - Teacher Residency for Rural Education (UNH-TRRE)**

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

State Project Administrator

Name: Ashlee Stetser

Address: NH Department of Education
101 Pleasant Street
Concord, NH 03301

Phone: 603-271-4196

Campus Project Administrator

Name: Diane Hall

Address: Sponsored Programs Administration
51 College Rd.
Durham, NH 03824

Phone: 603-862-1942

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director

Name: MICHAEL SEIDEL

Address: NH Department of Education
101 PLEASANT STREET
CONCORD, NH 03301

Campus Project Director

Name: Leslie J. Couse

Address: UNH Education Department
62 College Rd
Durham, NH. 03824

Phone: 603-271-0256

Phone: 603-862-0638

F. Total State funds in the amount of **\$50,000** have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share **0** % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. _____ from _____ under CFDA# _____. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) _____ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

H. State has chosen **not to take** possession of equipment purchased under this Project Agreement.

State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **University of New Hampshire** and the State of New Hampshire, **Department of Education** have executed this Project Agreement.

**By An Authorized Official of:
University of New Hampshire**

Name: Karen Jensen

Title: Manager, Research Administration

Signature and Date:

[Signature] 1/30/19

**By An Authorized Official of:
Department of Education**

Name: Frank Edelblut

Title: Commissioner of Education

Signature and Date:

[Signature] 2-5-19

**By An Authorized Official of: the New
Hampshire Office of the Attorney General**

Name: RICHARD K. SALA

Title: ATTORNEY

Signature and Date:

[Signature] 2/5/2019

**By An Authorized Official of: the New
Hampshire Governor & Executive Council**

Name: _____

Title: _____

Signature and Date: _____

EXHIBIT A

- A. Project Title:** University of New Hampshire - Teacher Residency for Rural Education (UNH-TRRE)
- B. Project Period:** Upon Governor and Council Approval to 09/30/2021
- C. Objectives:** UNH-TRRE will prepare and promote the retention of up to 60 newly certified K-12 teachers with expertise in math and science for NH rural high need schools. The State has committed to providing cost-share in the form of \$50,000 in Other Funds for the UNH award from New Hampshire Department of Education's Bureau of Credentialing to implement "University of New Hampshire Teacher Residency for Rural Education" (UNH-TRRE).
- D. Scope of Work:** UNH shall provide the TRRE program the support and expertise that revolves around teacher recruitment, Master's Level Certification, and teacher retention.
Recruitment: Distribution of TRRE flyers through targeted marketing, participation in career fairs, and outreach to target groups. Attracting at least 100 inquiries and 20 applications.
DOE Sponsorship, UNH will incorporate Logo provided by DOE on TRRE marketing materials.
Master's Level Certification: The Teacher Residency program will prepare a total of up to 60 newly certified K-12 teachers with expertise in math and science for NH rural high need schools in collaboration with community partners by September 30, 2021. This work includes support of and meetings with teaching mentors (certified teachers) who work closely with the TRRE students and administrators.
Retention: Provide employment support, early induction, mentoring and professional development to a total of up to 60 newly certified K-12 teachers, as well as professional development support to their mentor teachers in NH rural high need schools by September 30, 2021.
- E. Deliverables Schedule:** An Annual report to be submitted before June 30th assessing the numbers of teacher candidate served as well as what services they received. Annual reporting to begin on June 30, 2019 and conclude before September 30, 2021. Annual reports to be submitted to the State Project Administrator.
- F. Budget and Invoicing Instructions:** Campus will submit an invoice on regular Campus invoice forms for \$50,000 at the time of G&C project approval. State will pay Campus within 30 days of receipt of invoice. Campus will provide a list of services available. Unexpended funds at the end of the project period will be returned to the New Hampshire Department of Education's Bureau of Credentialing.

Invoice and reports shall be submitted to:

Ashlee Stetser
Administrator, Educator Preparation
NH Department of Education
101 Pleasant Street
Concord, NH 03301

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: None or **This contract must be 100% non-federal funds. Funds from this contract will be used as cost-share by UNH to contribute to the mandatory non-federal matching funds requirement for the US Department of Education grant which supports UNH Teacher Residency for Rural Education (UNH-TRRE).**