

Frank Edelblut
Commissioner



Paul K. Leather
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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August 29, 2017

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

REQUESTED ACTION

The Department is requesting this item to be placed on the Consent Calendar.

Pursuant to MOP 1103-(G) Travel Reimbursement Policy, authorize the Department of Education to advance \$1,031.95 in cash to Jeffrey Beard, Education Consultant, to cover anticipated expenses while traveling to Las Vegas, Nevada to attend the Brustein & Manasevit Fall Forum 2017. This conference will be held at the Cosmopolitan Hotel in Las Vegas, Nevada from Tuesday November 28, 2017 through Friday, December 1, 2017. 100% Federal Funds.

Funds to support this request are available in the accounts titled CTE Voc Ed-Federal as follows:

	<u>FY 2018</u>
06-56-56-565010-60320000-080-500717 Out-of-State Travel	\$1,031.95

EXPLANATION

The law firm of Brustein & Manasevit will sponsor the 2017 Fall Forum from November 28, 2017 to December 1, 2017 in Las Vegas, Nevada. This Forum will include presentations by our knowledgeable attorneys on topics such as the new flexibilities afforded under federal law, supplement not supplant, cash management, time and effort, subrecipient monitoring, handling due process complaints, and property management. In addition, the nation's leading expert on education indirect costs and cost allocation plans, Ted Mueller, will speak on the impact of the UGG on indirect costs. The forum will also include a panel of state and local representatives to discuss single audits, findings and corrective actions as well as a panel of State Ombudsmen discussing their roles over the provision of equitable services.

The individual traveling, Jeffrey W. Beard, Education Consultant III in the Bureau of Career Development, Professional development in the area of federal grants management is essential for Jeff, as managing all aspects of the Carl D. Perkins grant is a significant part of his duties within the Bureau. Jeff will participate interactively throughout the three days of the event to gain a more thorough understanding of the different aspects of career and technical education as well as changes on Federal legislation.

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: 8/7/17

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Education requests permission for 1 employees or their designees to travel to Las Vegas, Nevada for 4 days of out-of-state travel status from 11/28/17 to 12/1/17.

Conference/Workshop/Seminar Title

Brustein & Manasevit Fall Forum 2017

Purpose of Travel

To attend the Brustein & Manasevit Fall Forum 2017 in Las Vegas, Nevada.

The focus of this conference is on changes to the Carl D. Perkins Act of 2006.

Attendees and their Titles

- | | |
|---------------------------------------|----|
| 1. Jeffry Beard, Education Consultant | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Fiscal Information - Summary

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 100.00	Appropriation of Out-of-State Travel	\$ 15,000.00
0711	Per Diem in Lieu	\$	Amount Expended to date	\$ 816.78
0712	Meals	\$ 192.00	Available Balance	\$ 14,183.22
0713	Hotel	\$ 718.12	Amount requested this authorization	\$ 1,031.95
0714	Mileage	\$ 21.83	Estimated Balance Available	\$ 13,151.27
0715	Operation State Car	\$		
0717	Miscellaneous	\$	Appropriation Code	<u>10 - 056 - 6032 - 080</u>
0719	Registration Fees	\$	Source of Funds	<u>100% Federal</u>
		\$		

Authorized Signature _____

**NH DEPARTMENT OF EDUCATION OUT-OF-STATE TRAVEL REQUEST
BREAKDOWN OF COSTS**

OBM No. _____

No. of Employee 2

Destination: Las Vegas, NV

Date(s): 11/28/17 - 12/1/17

NAME OF EMPLOYEE(S)		1) Jennifer Kiley	2) Jeffrey Beard	3)
Accounting Unit # / Class:		60320000-080		
SOA Available Balance:		\$	14,475.71	
CAN #:		715 SL		
Object Code:	Description:			
0710	Common Carrier:	\$	698.59	\$ 698.59
0712	Meals:	\$	192.00	\$ 192.00
0713	Hotel:	\$	718.12	\$ 718.12
0714	Mileage	\$	19.26	\$ 21.83
0717	Miscellaneous:			
0719	Registration Fees:	\$	1,065.00	\$ 1,065.00
Total:		\$	2,692.97	\$ 2,695.54

Less Funds Paid By (Insert Name): \$() \$() \$()

Purpose of Travel: To attend the Brustein & Manasevit Fall Forum 2017 which will focus on providing information and updates on Federal legislation, regulations and rules under the new administration. Participation of these individuals is necessary to the Federal award.

<u>Jennifer H. Kiley</u> Employee Signature:	<u>8/8/17</u> Date	<u>[Signature]</u> Supervisor Signature	<u>8/8/2017</u> Date
<u>[Signature]</u> Employee Signature:	<u>8/8/17</u> Date	<u>[Signature]</u> Administrator Signature	<u>8-18-17</u> Date
<u>[Signature]</u> Employee Signature:	<u>DEPUTY</u> Date	<u>[Signature]</u> Commissioner Signature	<u>8-25-17</u> Date

General Guidelines for Approval:

- Prior approval required.
 - Must be the most cost effective way to accomplish trip objectives.
 - Original form must be approved and submitted to OBM prior to travel taking place.
- *Administrator's signature confirms availability of GF/FF/Other Funds as well as approval of travel.
*Commissioner's signature required only if:
- Employee reports directly to the Commissioner; and/or,
- The amount is equal to or greater than \$1,500/pp or \$2,500 in total.

THE FORK IN THE ROAD...
**Aligning "New Flexibility" with Federal Education
Grant Requirements**

Brustein & Manasevit, PLLC's Fall Forum 2017

**Cosmopolitan Hotel – Clark County, NV
November 29 – December 1, 2017**

Tuesday, November 28, 2017

3:30 – 6:00pm Early Forum Check-In (All Attendees)

Wednesday, November 29, 2017

7:00 – 8:30am Pre-Session Registration (Pre-Session Attendees ONLY)

7:00 – 8:30 Breakfast (Pre-Session Attendees ONLY)

8:30 – 11:00 Pre-Session 1: ESSA Implementation – Now What?
Leigh Manasevit, Jennifer Mauskapf and Bonnie Graham, Brustein & Manasevit, PLLC

On July 1, 2017 the Every Student Succeeds Act (ESSA) went into effect! Since then regulations, guidance and recent changes have affected the way this law must be implemented. This pre-session will review all of the major compliance sections and discuss implementation challenges since its enactment.

8:30 – 11:00 Pre-Session 2: EDGAR – A Tutorial on Navigating 245 Pages of Federal Administrative Rules.
Michael Brustein and Steven Spillan, Brustein & Manasevit, PLLC

This is a basic level review of the grants administrative requirements under the Education Department General Administrative Regulations (EDGAR). This pre-session will provide an overall review of the specific sections of EDGAR that will be reviewed in more depth during the rest of our forum.

*These are optional pre-sessions that requires separate registration
(or must be included as an add-on to forum registration).*

Attendees checking in for the pre-session, who are also attending the forum, will receive both the pre-session and forum materials at this time.

All pre-session attendees will receive a copy of Brustein & Manasevit's "The Administrator's Handbook on EDGAR, 3rd Ed." Therefore, onsite registration will be limited.

Brustein & Manasevit, PLLC's Fall Forum 2017

Wednesday, November 29, 2017

- 10:00am** **Fall Forum Check-In (All Attendees)**
- 1:00 – 1:30** **Introduction**
Bonnie Graham, Brustein & Manasevit, PLLC
- Welcome**
Sylvia Verdugo, Nevada State Deputy Superintendent (*invited*)
- 1:30 – 2:15** **How Deregulation Will Impact Compliance**
Michael Brustein, Brustein & Manasevit, PLLC
- 2:15 – 3:15** **Legislative Panel on Funding and Policy Implementation**
Steven Spillan, Emily Fridman and Kelly Christiansen, Brustein & Manasevit, PLLC
Moderated by Michael Brustein
- 3:15 – 3:30** **Break**
- 3:30 – 4:15** **How To Detect and Deter Fraud**
Leigh Manasevit, Brustein & Manasevit, PLLC
- 4:15 – 5:00** **Understanding Supplement Not Supplant Under ESSA, IDEA and Perkins**
Bonnie Graham, Brustein & Manasevit, PLLC
- 5:00 – 6:30** **Networking Reception**

Brustein & Manasevit, PLLC's Fall Forum 2017

Thursday, November 30, 2017

7:00 – 8:30 Continental Breakfast

8:30 – 9:15 The Importance of Subrecipient Monitoring
Steven Spillan, Brustein & Manasevit, PLLC

9:15 – 10:15 State Panel Auditing Findings and Successful Corrective Actions
Panelists TBD
Moderated by Michael Brustein

10:15 – 10:45 Break

CONCURRENT BREAKOUT SESSIONS

	Grants Management	Postsecondary/ Perkins/AEFLA/ WIOA	ESSA Compliance	Special Education
10:45 – 12:00	<i>Federal Grants Management Test</i> Bonnie Graham and Emily Fridman	<i>WIOA</i> Michael Brustein and Steven Spillan	<i>State Ombudsmen Panel</i> Moderated by: Leigh Manasevit	<i>How to Avoid Common Due Process Complaints</i> Jennifer Mauskapf and Monica Munin
12:00 – 1:30 Lunch				
1:30 – 2:45	<i>Time and Effort – From the Beginning to New Flexibility</i> Steven Spillan and Megan Passafaro	<i>Perkins V and Federal Monitoring</i> Michael Brustein and Andrew Johnson, Office of Career, Technical and Adult Education, USED <i>(invited)</i>	<i>The Community Eligibility Program Under the Current Administration</i> Kelly Christiansen and Leigh Manasevit	<i>Allowability Hot Topics Under IDEA</i> Bonnie Graham and Jennifer Castillo
2:45 – 3:15 Break				
	Grants Management	ESSA Compliance	ESSA Compliance	Special Education
3:15- 4:30	<i>Indirect Cost Rate Development and Oversight</i> Ted Mueller, Formerly of the USDE Indirect Cost Group	<i>Serving English Learners with Federal Funds</i> Jennifer Mauskapf	<i>21st CCLC Programs Under ESSA</i> Steven Spillan and Megan Passafaro	<i>How to Defend Against Section 504 Complaints</i> Jennifer Castillo and Monica Munin

Brustein & Manasevit, PLLC's Fall Forum 2017

Friday, December 1, 2017

- 7:00 – 8:30 Continental Breakfast**
- 8:30 – 9:15 Updates and Initiatives by Risk Management Services**
Phil Maestri, Director, Risk Management Service, U.S. Department of Education
(invited)
- 9:15 – 9:45 The Administration's Efforts to Reduce OCR Efforts**
Jennifer Mauskopf, Brustein & Manasevit, PLLC
- 9:45 – 10:00 Break**
- 10:00 – 10:45 Blending and Braiding of Federal Funds**
Leigh Manasevit, Brustein & Manasevit, PLLC
- 10:45 – 11:30 How to Avoid Property Management Pitfalls**
Bonnie Graham, Brustein & Manasevit, PLLC
- 11:30 – 12:00 Questions and Answers Panel**
Brustein & Manasevit Attorneys