

Frank Edelblut  
Commissioner

Christine Brennan  
Deputy Commissioner



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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January 3, 2022

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** Cooperative Project Agreement with the Community College System of New Hampshire (CCSNH), (vendor code 216952), in the amount of \$34,830.00, to provide teacher education courses to Career and Technical Education (CTE) teachers in a certification plan through their place of employment and working in critical shortage teaching positions, effective upon Governor & Council approval through June 30, 2022. 100% Federal Funds.

Funds to support this request are available in the FY 22 account titled CTE-VOC-ED-Federal as follows:

		<u>FY 22</u>
06-56-56-562010-40260000-072-509073	Grants Federal	\$34,830.00

**EXPLANATION**

While other institutions may offer similar classes, this request is **Sole Source** as the Community College System of New Hampshire (CCSNH) has the pre-existing courses that are Career and Technical Education (CTE) specific, and designed to meet the needs of in-service CTE teachers seeking to obtain their certification in CTE education. The purpose of this funding is to provide teacher education courses to Career and Technical Education teachers who are in a certification plan through their place of employment and working in critical shortage teaching positions to ensure they become certified to teach within (3) years of the start of their certification plan.

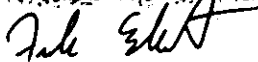
His Excellency, Governor Christopher T. Sununu  
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CCSNH will provide a Career & Technical Education Educator course to 45 students. Two courses will be offered and students will have the option to participate in one. There will be 27 students enrolled in, "Curriculum and Assessment in Career & Technical Education" and 18 students enrolled in, "Performance Assessment in Career & Technical Education". Students are Career and Technical Education teachers working on becoming certified who are currently employed at one of 28 regional Career and Technical Education high school centers across the state of New Hampshire. Students are selected for the courses through recommendations made by their site-based certification coordinator.

Through this partnership with CCSNH, the N.H. Department of Education will provide high quality professional development to ensure working CTE professionals attain credit hours towards certification. The courses offered are designed to align with the N.H. Department of Education standards for Career & Technical Educator Certification. They allow students to work towards earning a credential to teach and are specific to CTE. Course outcomes include, but are not limited to, demonstrating learning facilitation strategies, creating inclusive learning environments, and leveraging resources through the development of communication skills with community members, families, students, and other education practitioners.

In the event Federal 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  
**COMMUNITY COLLEGE 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 **Community College System of New Hampshire** (hereinafter "CCSNH"), for the purpose of undertaking a project of mutual interest. This Cooperative Project, involving a consortium made up of the seven community colleges in CCSNH and the Thompson School of Applied Sciences at the University of New Hampshire, shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the Community College System of New Hampshire dated June 8, 2015, 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 **6/30/2022**. If the provision of services by CCSNH precedes the Effective date, all services performed by CCSNH shall be performed at the sole risk of CCSNH and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay CCSNH for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date, and within the grant period, 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: New Hampshire Career & Technical Education Instructor Certification Courses

- 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: Jeffry Beard  
Address: 21 South Fruit Street, Suite 20  
Concord, NH 03301  
Phone: 603-271-3729

**CCSNH Project Administrator**

Name: Beth Doiron  
Address: CCSNH  
26 College Dr.  
Concord, NH 03301  
Phone: (603) 235-3530

- 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: Jeffry Beard  
Address: 21 South Fruit Street, Suite 20  
Concord, NH 03301  
Phone: 603-271-3729

**CCSNH Project Director**

Name: Beth Doiron  
Address: CCSNH  
26 College Dr.  
Concord, NH 03301  
Phone: (603) 235-3530

F. Total Federal funds in the amount of \$34,830.00 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse CCSNH for costs exceeding the amount specified in this paragraph.

Check if applicable.

CCSNH will cost-share \_\_\_\_\_ % of total costs during the term of this Project Agreement.

Federal funds paid to CCSNH under this Project Agreement are from Grant Agreement No. V048A200029 from USDOE under CFDA# 84.048A. Federal regulations required to be passed through to CCSNH as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the Community College System of New Hampshire dated June 8, 2015, 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 Community College System of New Hampshire dated June 8, 2015 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 CCSNH 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 CCSNH 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 Community College System of New Hampshire and the State of New Hampshire, Department of Education have executed this Project Agreement.

By An Authorized Official of:  
Community College System of New Hampshire  
Name: Dr. Mark Rubinstein  
Title: Chancellor

Signature and Date: \_\_\_\_\_  
Dec 22, 2021

By An Authorized Official of: the New  
Hampshire Office of the Attorney General  
Name: Christopher Bond  
Title: Attorney

Signature and Date: \_\_\_\_\_  
1/10/2022

By An Authorized Official of:  
Department of Education  
Name: Frank Edelblut  
Title: Commissioner of Education

Signature and Date: \_\_\_\_\_  
1/7/2022

By An Authorized Official of: the New  
Hampshire Governor & Executive Council  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Signature and Date: \_\_\_\_\_



