

2A [initials]



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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
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March 14, 2014

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Pursuant to MOP 1103-(G) Travel Reimbursement Policy, authorize the Department of Education to advance \$922.28 in cash to Melissa Ritchings, Program Assistant I, to cover anticipated expenses while traveling to Louisville Kentucky to attend the 2014 Joint OVAE Data Quality Institute - National Association of Career and Technical Education Information (NACTEI) Conference. This Conference will be held at the Marriott Louisville Downtown in Louisville, Kentucky from May 5, 2014 through May 8, 2014. 100% Federal Funds.

Funding is available in the account entitled Vocational Education-Federal for FY14 as follows:

06-56-56-562510-60320000-080-500713 \$922.28

**EXPLANATION**

The NACTEI will sponsor "Racing Toward the Future with CTE" in conjunction with the U.S. Department of Education's Office of Career Technical and Adult Education (now OCTAE; previously OVAE) 2014 Data Quality Institute (DQI) from May 5, 2014 through May 8, 2014 in Louisville, Kentucky. This conference will include sessions on the new Perkins legislation including OCTAE's anticipated data needs under that new legislation. Concurrent sessions throughout the three days will inform career and technical educators about best practices, current issues, rigorous programs of study, industry certifications, new directions in data and performance measurement and new consolidated annual reporting requirements.

The individual traveling, Melissa Ritchings, Program Assistant I in the Bureau of Career Development, is intimately involved in the data collection and data reporting requirements of the current Perkins legislation. Melissa will participate interactively throughout the three days of the event to gain a full understanding of the new data collection and reporting requirements of the pending Perkins reauthorization.

Respectfully submitted,

*Virginia M. Barry*  
Virginia M. Barry, Ph.D.  
Commissioner of Education

S:/dcta/bvr/vrco/common/G&C/NACTEI

# REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: 3/25/14

**TO THE HONORABLE GOVERNOR & COUNCIL:**

The Department of Education requests permission for 1 employees or their designees to travel to Louisville, KY for 4 days of out-of-state travel status from May 5, 2014 to May 8, 2014.

### Conference/Workshop/Seminar Title

34<sup>th</sup> Annual National Association of Career & Technical Education Information Conference

### Purpose of Travel

Per MOP 1103-(G) Travel Reimbursement Request Policy/Cash Advance we request Melissa Ritchings to attend the NACTEI conference which will include information on new Perkins Grant legislation and related data needs. Sessions will convey information on best practices, current issues, rigorous programs of study, data and performance measurement and new annual reporting requirements. Ms. Ritchings request an advance of \$922.28 in cash to cover anticipated expenses while traveling to Louisville, Kentucky to attend the 2014 Joint OVAE Data Quality Institute - National Association of Career and Technical Education Information Conference from May 5, 2014 through May 8, 2014.

### Attendees and their Titles

- |    |    |
|----|----|
| 1. | 3. |
| 2. | 4. |

### Fiscal Information - Summary

<u>Obit</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	\$ 1,510.68
0712	Meals	\$ 172.00	Available Balance	\$ 13,489.32
0713	Hotel	\$ 500.28	Amount requested this authorization	\$ 922.28
0714	Mileage	\$ 50.00	Estimated Balance Available	\$ 12,567.04
0715	Operation State Car	\$		
0717	Miscellaneous	\$ 100.00	Appropriation Code	<u>10</u> - <u>056</u> - <u>6032</u> - <u>080</u>
0719	Registration Fees	\$	Source of Funds	<u>100% Federal</u>
	Total:	\$ 922.28		

Authorized Signature



**Bos, Steve**

**From:** nbrooks@bruman.com on behalf of Brustein & Manasevit, PLLC  
<nbrooks@bruman.com>  
**Sent:** Thursday, January 02, 2014 11:43 AM  
**To:** Bos, Steve  
**Subject:** Attend NACTEI 2014 Pre-Conference Workshops

# M & B BRUSTEIN MANASEVIT, PLLC ATTORNEYS AT LAW

GREETINGS FROM KENTUCKY...



...HOME OF THE THIS YEAR'S

## NACTEI 2014 Pre-Conference Workshops

### When

Monday, May 5, 2014 from 8:30  
AM to 4:30 PM EDT

[Add to Calendar](#)

### Cost

Attending both Session 1 (AM)  
and Session 2 (PM) – \$350

Attending either Session 1  
(AM) or Session 2 (PM) – \$195

### Announcing Two NACTEI Pre-Conferences

The National Association of Career Technical Education Information (NACTEI) will conduct its annual conference in Louisville the week of May 5. Once again, Michael Brustein, Esq. will conduct two pre-conference sessions, both on May 5. The first workshop will profile the December 19, 2013 "Omni Circular" issued by OMB, which substantially revises the administrative cost and audit requirements for all non-federal entities. The second workshop will focus specifically on Perkins implementation issues. Information on both program content and registration is set forth in this email.

**Session 1: *Throw Out the Old EDGAR and Get Ready for the New Omni Circular: An In-Depth Workshop on the New OMB***

## Where

**Marriott Louisville Downtown**  
280 West Jefferson  
Louisville, KY 40202



## Driving Directions

### *Rules on Allowable Costs, Administrative Requirements, and Audit Principles* **(May 5th 8:30am - 12:00pm)**

On December 19, 2013, OMB released the final rules which rewrites A-87, A-21, A-102, A-110 and A-133. The Education Department has six months to align EDGAR with the Omni-Circular. These Changes will significantly alter the systems and procedures that you used to administer all federal grants. Are you prepared?

This first morning session will explain in detail these new rules. Each attendee will receive a copy of the Omni Circular. Discussion will include:

- 1) The Focus on Performance Rather Than Compliance
- 2) Risk Assessment for All Non-Federal Entities
- 3) New Requirements for Written Procedures on Allowable Costs and Cash Management
- 4) New Requirements on Time and Effort Reporting
- 5) New Requirements on Use of Federal Grant Dollars for Conferences, Travel and Meals
- 6) New Requirements on Direct Charging Administrative Salaries
- 7) New Requirements on Procurement, Conflicts and Wrong Doing
- 8) New Requirements on Audit Resolution
- 9) New Monitoring Responsibilities for Pass Through Agencies Based on Risk
- 10) New Requirements on Computing Devices

### *Session 2: NACTEI Pre-Conference on Federal Issues Impacting Perkins* **(May 5th 1:00pm - 4:30pm)**

This second afternoon session will discuss key issues faced by CTE administrators. This session will offer an opportunity to have all your questions answered. Each attendee will receive a copy of the updated "EDGAR." Topics covered will include:

- \* Federal Funding
- \* Sequestration Deferral
- \* OVAE Monitoring - Risk Management Service
- \* Programs of Study
- \* Student Organization Costs
- \* OIG Targeting Perkins
- \* Non-Supplanting
- \* OCR Guidelines
- \* Special Conditions on Grant Awards
- \* Maintenance of Effort
- \* EDGAR Roadmap Tutorial

The registration fee for these sessions will be \$350.\* If registering for one of the two sessions, the fee will be \$195 per session.

To register please click the "Register Now!" link below.

National Association of Career & Technical Education Information

- [Home](#)
- [About Us](#)
- [Conference](#)
- [Call for Presenters](#)
- [Sponsors](#)

## 2014 NACTEI Conference

The 34th Annual Conference will be held in Louisville, Kentucky at the Marriott Louisville Downtown Hotel from May 6-8, 2014.

For more information on the conference, view the [2014 Program at a Glance](#).

**Registration OPEN!**  
**Register now for NACTEI 2014**

Presenters receive a \$50 discount. To sign up to be a 2014 Conference Presenter, [click here](#).



### Rates & Fees

Attendee Registration Fee - \$395  
Attendee & Presenter Registration Fee - \$345  
Attendee Guest (Spouse/Friend-Not another attendee) Registration Fee - \$50

Hotel Information  
Marriott Louisville Downtown  
280 West Jefferson  
Louisville, Kentucky 40202

Phone: 1-502-627-5045  
Fax: 1-502-627-5044  
Toll-free: 1-800-533-0127

Conference rate of \$145/night which includes complimentary internet access  
Conference rate applicable 3 nights pre and post conference date, based on availability.  
You must call the hotel directly in order to receive the reduced rate and mention the NACTEI Conference.

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**\*\*Please note: the NACTEI Conference requires a separate registration. Please refer to [www.nactei.org](http://www.nactei.org) for more information.\*\***

## **Register Now!**

I can't make it

If you have any questions, please call 1-800-914-8212.

Thank you and we look forward to seeing you in Louisville!

**Sincerely,**

Nicole Brooks  
Brustein & Manasevit, PLLC  
[nbrooks@bruman.com](mailto:nbrooks@bruman.com)  
202-965-3652

**Forward email**

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Brustein & Manasevit, PLLC 3105 South Street NW Washington DC 20007

# NACTEI-DQI 2014 NATIONAL CONFERENCE

LOUISVILLE, KENTUCKY

May 5 – 8, 2014

## *Racing Toward The Future With CTE!*

TIME	Sun, May 4	Mon, May 5	Tues, May 6	Wed, May 7	Thurs, May 8
7:30 - 8:00 AM		NACTEI Registration 11:30 AM - 5:00 PM	Continental Breakfast 7:30-8:00 AM Registration open Sponsor booths open	Continental Breakfast 7:30-8:00 AM Registration open Sponsor booths open	Continental Breakfast 7:30-8:00 AM Registration open Sponsor booths open
8:00 - 8:30 AM			2014 NACTEI Conference Opening Session 8:00 – 9:15 AM  <b>Keynote:</b> Dr. Dale Winkler, Assoc. Commissioner, Office of CTE Kentucky Dept of Education  <b>Special Remarks:</b> John Haigh, OCTAE, US DOE Melvin D'Souza, NACTEI Program Chair	<b>NACTEI General Session 2</b>  8:00 – 9:15 AM  <b>Presenter:</b> John Haigh Office of Career Technical and Adult Education (OCTAE), US DOE  <b>Moderator:</b> Dennis Fiscus NACTEI President	<b>NACTEI-DQI General Session 1:</b>  <u>Certification Data Exchange Project</u>  8:00 – 9:15 AM
8:30 - 8:45 AM					
8:45 - 9:00 AM					
9:00 - 9:15 AM					
9:15 - 9:30 AM					
9:15 - 9:30 AM		<i>Pre-Conference Workshop I: (separate registration required)</i>	<i>Break</i> 9:15 - 9:30 AM	<i>Break</i> 9:15 - 9:30 AM	<i>Break</i> 9:15 - 9:30 AM
9:30 - 9:45 AM					
9:45 - 10:00 AM		8:30 AM – 12:00 PM		<b>Concurrent Session 3</b>	<b>NACTEI-DQI General Session 2:</b>
10:00 - 10:15 AM		Throw Out the Old EDGAR and Get Ready for the New Omni Circular	<i>Concurrent Session 1</i>	9:30 – 10:30 AM	<u>Getting the Most out of the New Perkins Web Portal</u>
10:15 - 10:30 AM		(Federal Compliance Issues)	9:30 AM – 12:00 PM		9:30 – 10:30 AM
10:30 - 10:45 AM		<i>Michael Brustein Brustein &amp; Manassevill, PLLC</i>	Perkins 101 (Best Practices from States/OCTAE)	<i>Break</i> 10:30 – 10:45 AM	<i>Break</i> 10:30 – 10:45 AM
10:45 - 11:00 AM			Or		
11:00 - 11:15 AM				<b>Concurrent Session 4</b>	<b>NACTEI-DQI General Session 3:</b>
11:15 - 11:30 AM				10:45 – 11:45 AM	<u>Economic Development and Employer Planning System (EDEPS)</u>
11:30 - 11:45 AM					10:45 – 11:45 AM
11:45 AM - 12:00 PM					<i>Break: 11:45 – 12:00 PM</i>
12:00 - 12:15 PM				<b>NACTEI Business Meeting Lunch</b>	<b>NACTEI-DQI Working Lunch:</b>
12:15 - 12:30 PM	NACTEI Executive Board Meeting	<i>Lunch on your own</i>	<b>NACTEI Networking Lunch</b>	11:45 AM - 1:00 PM	<u>New Directions in Data and Performance Measurement</u>
12:30 - 12:45 PM	12:00 noon – 4:00 PM	12:00 - 1:00 PM	12:00 - 1:00 PM		12:00 – 1:05 PM
12:45 - 1:00 PM					

# NACTEI-DQI 2014 NATIONAL CONFERENCE

LOUISVILLE, KENTUCKY

May 5 – 8, 2014

## *Racing Toward The Future With CTE!*

TIME	Sun, May 4	Mon, May 5	Tues, May 6	Wed, May 7	Thurs, May 8						
1:00 – 1:15 PM	<p>NACTEI Executive Board Meeting</p> <p>12:00 – 4:00 PM</p>	<p><i>Pre-Conference Workshop II: (separate registration required)</i></p> <p>1:00 – 4:30 PM</p> <p><b>Federal Issues Impacting Perkins</b></p> <p><i>Michael Brustein</i> <i>Perkins &amp; Associates, PLLC</i></p>	<p><b>Concurrent Session 2</b></p> <p>1:30 – 3:15 PM</p> <p>Perkins 202 (Best Practices from States)</p> <p>Or</p> <p>OCTAE and the Perkins' Calendar <u>OCTAE Guidance for State and Local Agencies</u></p>	<p><b>NACTEI General Session 3</b></p> <p>1:00 – 2:00 PM</p> <p>Moderator: Lyn Velle, NACTEI Past-President</p> <p>Speakers: Alysha Hyslop, ACTE Kim Green, NASDCTEC</p>	<p>Break: 1:05 – 1:15 PM</p>						
1:15 – 1:30 PM				<p><b>NACTEI-DQI Concurrent Session 1</b></p> <p>1:15 – 2:15 PM</p>	<p>Break: 2:00 – 2:15 PM</p>	<p>Break: 2:00 – 2:15 PM</p>					
1:30 – 1:45 PM				<p><b>NACTEI-DQI Concurrent Session 5</b></p> <p>2:15 – 3:15 PM</p>			<p>Break: 3:15 – 3:30 PM</p>				
1:45 – 2:00 PM			<p>NACTEI Registration</p> <p>4:30 – 5:00 PM</p>	<p>NACTEI Regional Meetings</p> <p>3:30 – 4:45 PM</p>	<p>Break: 3:15 – 3:30 PM</p>	<p>Break: 3:30 – 3:45 PM</p>					
2:00 – 2:15 PM					<p><b>Concurrent Session 6</b></p> <p>3:30 – 4:30 PM</p>		<p>Break: 4:30 – 5:00 PM</p>				
2:15 – 2:30 PM					<p>NACTEI Board Meeting (all members)</p> <p>5:00 – 8:00 PM</p>	<p>Opening Reception/ Cultural Event/ Awards/ NACTEI Sponsor Highlights Kentucky Derby Museum</p> <p>5:00 – 7:00 PM</p>		<p>Break: 3:15 – 3:30 PM</p>	<p><b>NACTEI-DQI General Session 4:</b> <u>Financial Pitfalls to Avoid</u></p> <p>3:45 – 4:45 PM</p>		
2:30 – 2:45 PM							<p>Break: 4:45 – 5:00 PM</p>	<p><b>End of Conference</b> 4:30 – 5:00 PM</p>			
2:45 – 3:00 PM							<p>NACTEI Full Board Meeting</p> <p>5:15 – 7:00 PM</p>		<p>OCTAE Session CTE Best Practices &amp; Program Evaluation – Meet with OCTAE Regional Accountability Specialists</p> <p>5:00 – 6:00 PM</p>	<p>Break: 4:30 – 5:00 PM</p>	
3:00 – 3:15 PM								<p>Break: 4:30 – 5:00 PM</p>			
3:15 – 3:30 PM											<p>Break: 4:30 – 5:00 PM</p>
3:30 – 3:45 PM											
3:30 – 3:45 PM											<p>Break: 4:30 – 5:00 PM</p>
3:45 – 4:00 PM											
4:00 – 4:15 PM	<p>Break: 4:30 – 5:00 PM</p>										
4:15 – 4:30 PM											
4:30 – 4:45 PM	<p>Break: 4:30 – 5:00 PM</p>										
4:45 – 5:00 PM											
5:00 – 7:00 PM	<p>Break: 4:30 – 5:00 PM</p>										

### Legend

NACTEI Board meetings	
General sessions	
Perkins 101 & 202	
Breaks	
Brustein Pre-conference sessions	
Regional Meetings	
Cultural Event	
Concurrent Sessions	