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Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144

Paul K. Leather
Deputy Commissioner
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
DIVISION OF CAREER TECHNOLOGY AND ADULT LEARNING
BUREAU OF CAREER DEVELOPMENT
21 South Fruit St., Suite 20
Concord, NH 03301
FAX 603-271-4079
Citizens Services Line 1-800-339-9900

May 9, 2013

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

100% Federal Funds

REQUESTED ACTION

Authorize the Department of Education to enter into a Memorandum of Agreement with the Community College System of New Hampshire (CCSNH) (Vender Code 216952) to improve Career and Technical Education programs upon Governor and Council approval for the period effective from 08/16/2013 through 08/15/2015 in an amount not to exceed \$2,761,000 pending legislative approval of the next two biennial budgets with authority to adjust between fiscal years if needed and justified through the Budget Office. These funds are 100% federal. Funding is available as follows

<u>Account No.</u>	<u>Amount</u>	<u>Fiscal Year</u>
06-56-566010-6032-072-2652 (100% Federal)	\$ 1,200,000	2014
06-56-566010-6032-072-2652 (100% Federal)	\$ 1,300,000	2015
06-56-566010-6032-072-2652 (100% Federal)	\$ 50,000	2016
06-56-566010-6032-072-2649 (100% Federal)	\$ 90,000	2014
06-56-566010-6032-072-2649 (100% Federal)	\$ 100,000	2015
06-56-566010-6032-072-2649 (100% Federal)	\$ 21,000	2016

EXPLANATION

This is to request approval to enter into a Memorandum of Agreement with the Community College System of New Hampshire based on application submitted to and approved by the Department of Education. The United States Department of Education approved the State of New Hampshire Five-Year Plan for 2008-2013. Current federal authorization has been extended through September 30, 2014 under the General Education Provisions Act. Section (B)(3) of the approved plan states Postsecondary funds will be allocated to a single eligible postsecondary recipient; a consortium formed among the institutions in the Community College System of New Hampshire. RSA 188 F: 17 "the state board of education, acting as the state board for technical education, shall be the primary recipient of federal funds provided under the Carl D. Perkins Vocational Act of 2006. The state board shall, each year, provide the community college system of New Hampshire with funds available under the Titles I-IV

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of the act and subsequent amendments to the act. The board of trustees of the community college system of New Hampshire shall jointly plan with the department of education for the expenditure of funds in the New Hampshire state plan for vocational education. The chancellor of the community college system of New Hampshire and the commissioner of education shall cooperate in the development of applications for such funds." The Community College System is the only state-wide system. This Memorandum of Agreement service area is statewide.

The Carl D. Perkins III Career and Technical Education Act was authorized by the federal government in 1998 and reauthorized in 2006. The Act supports and promotes offering quality career and technical education programs at the secondary and postsecondary levels. Successful completion of career and technical education in high school helps guarantee student success in college and career. The 330 high school programs are linked to the same programs at the seven community colleges in the Community College System of New Hampshire (CCSNH). CCSNH qualifies as the postsecondary education institute as outlined in the federal legislation, Section 3 (22):

(A) An institution of higher education that provides not less than a 2-year program of instruction that is acceptable for credit toward a bachelor's degree. Additionally NH state law outlines, 188-F:17 Federal Funds:

The state board of education, acting as the state board for technical education, shall be the primary recipient of federal funds provided under the Carl D. Perkins Vocational Educational Act. The state board, shall, each year, provide the community college system of New Hampshire with funds available under the Titles I-IV of the act and subsequent amendments to the act. The board of trustees of the community college system of New Hampshire shall jointly plan with the department of education for the expenditure of funds in the New Hampshire state plan for vocational education. The chancellor of the community college system of New Hampshire and the commissioner of education shall cooperate in the development of applications for such funds.

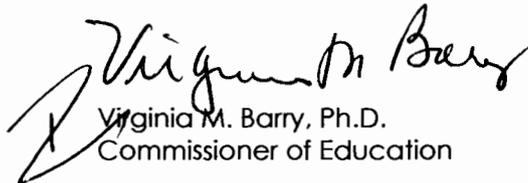
Students completing programs at the secondary and postsecondary level are the future workforce for New Hampshire. These federal Grant funds will be used to continue to improve these postsecondary programs as well as support leadership to ensure compliance with reporting.

The consortium represents a statewide system of certificate and degree programs at the postsecondary level with strong connections to the career and technical education programs at the secondary level.

Because the services provided under this Memorandum of Agreement are purchased from a third party or provided salaried staff that is dependent on the contract, withholding 25% of the contract costs would impede delivery of services under this agreement. It is therefore requested that the total payment of services be provided as services are delivered.

In the event that Federal funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



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

S:/dcta/bvr/vrco/common/g&c/CCSNH 2014

Memorandum of Agreement

Between

New Hampshire Department of Education

And

Community College System of New Hampshire

This is a Memorandum of Agreement between NH Department of Education (DoE), Career Development Bureau and the Community College System of NH (CCSNH), defining the general arrangements for the implementation of the Carl Perkins Grant beginning on August 16, 2013 – August 15, 2015. The total cost for all services provided under this contract agreement shall not exceed \$2,761,000.

In accordance with the Carl D. Perkins Act of 2006, the Community College System of NH (CCSNH) will:

1. Strengthen the academic and career and technical skills of students participating in career and technical education programs, by strengthening the academic and career and technical education components of such programs through the integration of academics with career and technical education programs through a coherent sequence of courses;
2. Link career and technical education at the secondary level and career and technical education at the postsecondary level, including by offering the relevant elements of not less than 1 career and technical program of study;
3. Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences;
4. Develop, improve, or expand the use of technology in career and technical education;
5. Provide professional development programs that are consistent with section 122 to secondary and postsecondary teachers, faculty, administrators, and career guidance and academic counselors who are involved in integrated career and technical education programs, including;
6. Develop and implement evaluations of the career and technical education programs carried out with funds under this title, including an assessment of how the needs of special populations are being met;
7. Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology;
8. Provide services and activities that are of sufficient size, scope, and quality to be effective;

9. Provide activities to prepare special populations, including single parents and displaced homemakers who are enrolled in career and technical education programs, for high skill, high wage, or high demand occupations that will lead to self-sufficiency.

Other permissible uses of funds:

1. Involve parents, businesses, and labor organizations as appropriate, in the design, implementation, and evaluation of career and technical education programs authorized under this title, including establishing effective programs and procedures to enable informed and effective participation in such programs;
2. Provide career guidance and academic counseling, which may include information described in section 118, for students participating in career and technical education programs;
3. Support local education and business (including small business) partnerships;
4. Provide programs for special populations;
5. Assist career and technical student organizations;
6. Mentor and support services;
7. Lease, purchase, upgrade or adapt equipment, including instructional aides and publications (including support for library resources) designed to strengthen and support academic and technical skill achievement;
8. Support teacher preparation programs that address the integration of academic and career and technical education and that assist individuals who are interested in becoming career and technical education teachers and faculty, including individuals with experience in business and industry;
9. Develop and expand postsecondary program offerings at times and in formats that are accessible for students, including working students, including through the use of distance education;
10. Develop initiatives that facilitate the transition of sub-baccalaureate career and technical education students into baccalaureate degree programs;
11. Provide activities to support entrepreneurship education and training;
12. Improve or develop new career and technical education courses, including the development of new proposed career and technical programs of study for consideration by the eligible agency and courses that prepare individuals academically and technically for high skill, high wage, or high demand occupations and dual or concurrent enrollment opportunities by which career and technical education students at the secondary level could obtain postsecondary credit to count towards an associate or baccalaureate degree;
13. Develop and support small, personalized career-themed learning communities;

14. Support family and consumer sciences programs;
15. Provide career and technical education programs for adults and school dropouts to complete the secondary school education, or upgrade the technical skills, of the adults and school dropouts;
16. Assist individuals who have participated in services and activities under this Act in continuing their education or training or finding an appropriate job;
17. Support training and activities (such as mentoring and outreach) in non-traditional fields;
18. Provide support for training programs in automotive technologies;
19. Support other career and technical education activities that are consistent with the purpose of this Act.

Other Services required by this agreement include:

1. Conducting an assessment of the career and technical education programs funded under Perkins IV.
2. Developing, improving, or expanding the use of technology in career and technical education;
3. Offering professional development programs, including providing comprehensive professional development (including initial teacher preparation) for career and technical education teachers, faculty, administrators, and career guidance and academic counselors at the secondary and postsecondary levels;
4. Providing support for career and technical education programs that improve the academic and career and technical skills of students through the integration of academics with career and technical education;
5. Providing preparation for non-traditional fields in current and emerging professions, and other activities that expose students, including special populations, to high skill, high wage occupations, except that one-day or short-term workshops or conferences are not allowable;
6. Supporting partnerships among local educational agencies, institutions of higher education, adult education providers, and, as appropriate, other entities, such as employers, labor organizations, intermediaries, parents, and local partnerships, to enable students to achieve state academic standards, and career and technical skills, or complete career and technical programs of study;
7. Providing support for programs for special populations that lead to high skill, high wage and high demand occupations; and
8. Offering technical assistance for eligible recipients.

Other permissible uses of funds:

1. Improving career guidance and academic counseling programs;
2. Establishing agreements, including articulation agreements, between secondary school and postsecondary career and technical education programs to provide postsecondary education and training opportunities for students;
3. Supporting initiatives to facilitate the transition of sub baccalaureate career and technical education students into baccalaureate programs;
4. Supporting career and technical student organizations;
5. Supporting public charter schools operating career and technical education programs;
6. Supporting career and technical education programs that offer experience in, and understanding of, all aspects of an industry for which students are preparing to enter;
7. Supporting family and consumer sciences programs;
8. Supporting partnerships between education and business, or business intermediaries, including cooperative education and adjunct faculty arrangements at the secondary and postsecondary levels;
9. Supporting the improvement or development of new career and technical education courses and initiatives, including career clusters, career academies, and distance education;
10. Awarding incentive grants to eligible recipients for exemplary performance or for use for innovative initiatives;
11. Providing activities to support entrepreneurship education and training;
12. Providing career and technical education programs for adults and school dropouts to complete their secondary school education;
13. Providing assistance to individuals who have participated in Perkins assisted services and activities in continuing their education or training or finding appropriate jobs;
14. Developing valid and reliable assessments of technical skills;
15. Developing or enhancing data systems to collect and analyze data on secondary and postsecondary academic and employment outcomes;
16. Improving the recruitment and retention of career and technical education teachers, faculty, administrators, or career guidance and academic counselors, and the transition to teaching from business and industry, including small business;
17. Supporting occupational and employment information resources.

REPORTING REQUIREMENTS

The New Hampshire Community College System will provide the following reports to the New Hampshire Department of Education:

Reports	Program Year	Due Date
Consolidated Annual Report (CAR): Narrative and quantitative accountability data as required by the U.S. Department of Education, Office of Vocational and Adult Education	PY 2013-2014 8/16/2013-8/15/2014	12/1/14
	--- PY 2014-2015 (8/16/2014 –8/15/2015)	--- 12/1/15
Final Report : Narrative as required by the New Hampshire Department of Education, Career Development Bureau	PY 2013-2014 8/16/2013-8/15/2014	12/15/14
	--- PY 2014-2015 (8/16/2014 –8/15/2015)	--- 12/15/15

ESTIMATED BUDGET

	FY 14	FY15	FY 16
Administrative Salary	57,000	64,000	14,000
Administrative Benefits	28,710	31,230	6,000
Program Support	5,000	6,000	0
Program Improvement-Equipment	271,000	280,000	0
Consultants	15,000	15,000	0
Personnel Salary and Benefits	198,000	205,000	14,000
Student Learning and Support	90,000	110,000	0
Professional Development	150,000	180,000	19,100
Grants to Students	277,200	300,000	10,000
Program Improvement-Technology	150,000	160,000	0
Library	20,000	17,000	5,000
Indirect Costs	28,090	31,770	2,900
TOTAL	1,290,000.00	1,400,000.00	71,000.00

TOTAL FUNDS: \$2,761,000

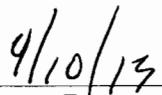
This budget may be adjusted between fiscal years and line items but in no case can the total budget exceed the price limitation. The contractor must receive the Department of Education's approval prior to transferring from one fiscal year to another and one line item to the other.

The New Hampshire Department of Education will:

1. Provide payment monthly on the basis of electronic financial reports submitted by the Community College System of New Hampshire to the Department of Education.
2. Continue to provide consultation and technical assistance of grant administration to the Community College System of NH.



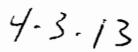
Virginia Barry, Commissioner
NH Department of Education



Date



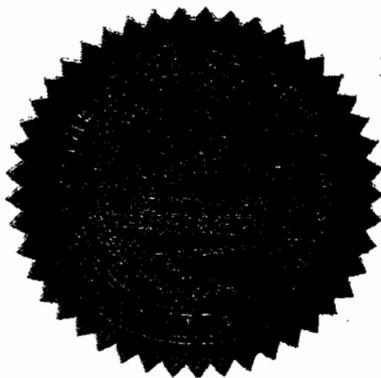
Dr. Ross Gittel, Chancellor
Community College System of New Hampshire



Date

State of New Hampshire
Department of State

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE was established, and made a body corporate and politic under the laws of 2007, Chapter 361.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 10th day of April, A.D. 2013

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State