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Paul K. Leather  
Acting Commissioner  
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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
DIVISION OF CAREER TECHNOLOGY AND ADULT LEARNING  
BUREAU OF CAREER DEVELOPMENT  
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February 7, 2017

His Excellency, Governor Christopher T. 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 \$1,373.42 in cash to Courtney Ritchings, Education Consultant, to cover anticipated expenses while traveling to Washington, D.C. to attend the Brustein & Manasvit, PLLC Spring 2017 Forum. This conference will be held at the Washington Hilton Hotel in Washington, D.C. from May 9, 2017 through May 12, 2017. 100% Federal Funds.

Funds to support this request are available in the account entitled CTE Voc Ed-Federal:

06-56-56-565010-60320000-080-500717  
Out of State Travel

FY 2017  
\$1,373.42

**EXPLANATION**

Brustein & Manasavit, PLLC will be holding their Spring Forum from May 9, 2017 to May 12, 2017 in Washington, D.C. The conference will focus on Uniform Grant Guidance and any upcoming changes to Federal legislation. Particular attention devoted to federal requirements and federal grant management systems, as well as federal education program rules. This information imparted at this conference will allow Bureau of Career Development staff to remain current on changes in Federal legislation, policy and practice related to career and technical education.

The individual traveling, Courtney Ritchings, Education Consultant in the Bureau of Career Development, will participate throughout the event to gain a more thorough understanding of the requirements of federal grants management and any legislative changes. Participation of this individual supports the bureau's mission.

No state-issued credit card is available to support the anticipated expenses for this travel, and direct payment by the individual traveling will cause undue financial hardship.

Respectfully submitted,

Paul K. Leather  
Acting Commissioner of Education

**REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL**Date: 2/2/17**TO THE HONORABLE GOVERNOR & COUNCIL:**

The Department of Education requests permission  
 for 1 employees or their designees to travel to Washington, D.C.  
 for 4 days of out-of-state travel status from May 9, 2017 to May 12, 2017.

**Conference/Workshop/Seminar Title**Brustein & Manasevit, PLLC Spring 2017 Forum**Purpose of Travel**

To attend the Brustein & Manasevit, PLLC Spring 2017 Forum on 5/10/17 through 5/12/17  
in Washington, D.C. The focus of this conference is on Uniform Grant Guidance and expected  
changes to Federal legislation. Emphasis will be on federal requirements and grant  
management. This conference is key is keeping current on changes to Federal legislation, as  
Well learning about any new policies regarding career and technical education.

**Attendees and their Titles**

<u>1. Courtney Ritchings, Ed Consultant</u>	<u>5.</u>
<u>2.</u>	<u>6.</u>
<u>3.</u>	<u>7.</u>
<u>4.</u>	<u>8.</u>

**Fiscal Information - Summary**

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ <u>50.00</u>	Appropriation of Out-of-State Travel	\$ <u>15,000.00</u>
0711	Per Diem in Lieu	\$ <u>          </u>	Amount Expended to date	\$ <u>8,533.51</u>
0712	Meals	\$ <u>192.00</u>	Available Balance	\$ <u>6,466.49</u>
0713	Hotel	\$ <u>1,061.42</u>	Amount requested this authorization	\$ <u>1,373.42</u>
0714	Mileage	\$ <u>70.00</u>	Estimated Balance Available	\$ <u>5,093.07</u>
0715	Operation State Car	\$ <u>          </u>		
0717	Miscellaneous	\$ <u>          </u>	Appropriation Code	<u>10 - 056 - 6032 - 080</u>
0719	Registration Fees	\$ <u>          </u>	Source of Funds	<u>100% Federal</u>
		\$ <u>          </u>		

**Authorized Signature** \_\_\_\_\_

No. of Employees: <u>1</u>		Destination Washington D.C.		Date(s) 5/9/17-5/12/17
<b>NAME OF EMPLOYEE(S) OR</b>				
Account No. - Class	60320000-080			
Object Codes	Plane: \$ 250.00			
	Bus:			
710 Common Carrier	Other: \$ 50.00			
712 Meals	\$ 192.00			
713 Hotel: \$	3 nights @ \$309 \$ 1,061.42			
714 Mileage (# miles @ .565	123 miles 4 tolls \$70.00			
717 Miscellaneous				
719 Registration Fees	\$ 1,065.00			
	Total	\$2,688.42		

Less Funds Paid By (Name):

\$ ( ) Number of hours of compensatory time expected to be earned: 0

PURPOSE OF TRAVEL: To attend the Brustein & Manasevit PLLC Spring Forum that will focus on changes in federal legislation and grant management. Participation of this individual is necessary to the Federal Award.

AMT TO BE TAKEN FROM APPROPRIATION	\$
<input type="checkbox"/> Appropriation	\$
<input type="checkbox"/> Less Expenditures	\$ ( )
<input type="checkbox"/> Less Encumbrances	\$ ( )
<input type="checkbox"/> Less This Request	\$ ( )
Balance Available	\$

**For OBM Use Only**

Upon obtaining all authorized signatures forward original only to OBM for OST # assignment. A copy will be returned to division contact.

Employee Signature: Courtney Ritchings Date: 4/13/17  
 Approved: [Signature] Date: 1/17/17  
 Supervisor/Administrator  
 Approved: [Signature] Date: 1/26/17  
 Director  
 Approved: [Signature] Date: 1/26/17  
 Deputy Commissioner  
 Approved: [Signature] Date: 1/26/17  
 Commissioner

Date: \_\_\_\_\_ Disapproved: \_\_\_\_\_

# **Education: The New Federalism**

**Brustein & Manasevit, PLLC's Spring 2017 Forum**  
Washington Hilton, Washington, D.C.

**Tuesday, May 9, 2017**

**4:00 – 7:00pm Early Forum Check-In**

## **Concurrent Pre-Sessions Wednesday, May 10, 2017**

**7:00 – 8:30 Pre-Session Registration Opens (for Pre-Session attendees only)**

**7:00 – 8:30 Breakfast (for Pre-Session attendees only)**

**8:30 – 11:00 Pre-Session 1: Preparing For the Future Under ESSA**  
Leigh Manasevit, Tiffany Kessler and Bonnie Graham, Brustein & Manasevit, PLLC

On July 1, 2017 the Every Student Succeeds Act (ESSA) goes into effect. This pre-session will review all of the major compliance sections and discuss the new and changed legal requirements, including final and draft regulations, updated guidance documents and best practices for transitioning between NLCB to ESSA.

**8:30 – 11:00 Pre-Session 2: Breakfast with EDGAR**  
Michael Brustein and Steve Spillan, Brustein & Manasevit, PLLC

This pre-session is an opportunity to get intimate with EDGAR. 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 May forum.

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

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

*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.*

**Brustein & Manasevit, PLLC's Spring 2017 Forum**  
**Washington Hilton, Washington, D.C.**

**Wednesday, May 10, 2017**

- 10:00**                    **General Forum Check-In Begins**
- 1:00- 1:15**            ***Introduction***  
Tiffany Kessler, Brustein & Manasevit, PLLC
- 1:15- 2:15**            ***Education and First 100 Days of the Trump Administration***  
Julia Martin, Brustein & Manasevit, PLLC
- 2:15- 3:00**            ***The Future of the UGG***  
Gil Tran, Senior Policy Analyst, Office of Management and Budget (OMB), Office  
of Federal *(invited)*
- 3:00- 3:15**            **Break**
- 3:15- 4:15**            ***Detecting and Deterring Fraud***  
Ken Dieffenbach, Office of Inspector General, U.S. Department of Justice
- 4:15- 4:45**            ***Ensuring Your Policies and Procedures are Compliant***  
Bonnie Graham, Brustein & Manasevit, PLLC
- 4:45- 6:00**            **Networking Reception Provided by Brustein & Manasevit, PLLC**

**Thursday, May 11, 2017**

<b>7:00- 8:30</b>	<b>Continental Breakfast Provided by Brustein &amp; Manasevit, PLLC</b>
<b>8:30- 9:15</b>	<b><i>Shift to Greater State/Local/Postsecondary Flexibility under Federal Grants</i></b> Michael Brustein, Brustein & Manasevit, PLLC
<b>9:15-10:15</b>	<b><i>An Update on ED's OIG Workplan and Initiatives</i></b> Rich Rasa and Keith Cummins, Office of Inspector General, U.S. Department of Education
<b>10:15-10:30</b>	<b>Break</b>

## CONCURRENT BREAK-OUT SESSIONS

	<b>ESSA Compliance</b>	<b>Postsecondary/ Perkins/AEFLA/ WIOA</b>	<b>Grants Management</b>	<b>Special Populations</b>
<b>10:30 – 11:45</b>	<b>Providing Equitable Services Under ESSA Title I and Title VIII</b> Leigh Manasevit and Jen Castillo	<b>Fifty Days and Counting: Are you Ready for WIOA?</b> Michael Brustein and Steve Spillan	<b>Grants Management Test</b> Bonnie Graham and Megan Passafaro	<b>Top IDEA Due Process Findings</b> Jennifer Mauskapf and Mike Bender
<b>11:45 – 1:00 Lunch</b>				
<b>1:00 – 2:15</b>	<b>21<sup>st</sup> CCLC Programs Under ESSA</b> Steve Spillan and Megan Passafaro	<b>Perkins V</b> Michael Brustein and Mike Bender	<b>Top Findings in Property Management</b> Tiffany Kessler	<b>MFS, MOE, Excess Costs and IDEA Allowability</b> Bonnie Graham Jen Castillo
<b>2:15 – 2:30 Break</b>				
<b>2:30- 3:45</b>	<b>Teacher Preparation Regs and the Effect on IHEs and SEAs</b> Julia Martin and Kelly Christiansen	<b>Title IV Programs Under the HEA</b> TBD	<b>Indirect Cost Rate Development and Oversight</b> Frances Outland, Indirect Cost Group, U.S. Department of Education <i>(invited)</i>	<b>Title III Allowability Changes Under ESSA</b> Jennifer Mauskapf

**Friday, May 12, 2017**

- 7:00-8:30**                    **Continental Breakfast Provided by Brustein & Manasevit, PLLC**
- 8:30-9:30**                    ***Panel on SEA Risk Based Monitoring***  
State Education Agency Representatives  
Moderator: Michael Brustein
- 9:30-9:45**                    **Break**
- 9:45-10:30**                  ***Updates and Initiatives by Risk Management Services***  
Phil Maestri, Director, Risk Management Service, U.S. Department of Education
- 10:30-11:00**                ***Time, Effort and Flexibilities under the UGG***  
Tiffany Kessler, Brustein & Manasevit, PLLC
- 11:00- 11:45**                ***Appealing State Eligible Agency Decisions***  
Leigh Manasevit and Bonnie Graham, Brustein & Manasevit, PLLC
- 11:45- 12:00**                ***Questions and Answers Panel***  
Panel of Brustein & Manasevit Attorneys