



STATE OF NEW HAMPSHIRE  
**American Recovery  
 and Reinvestment Act**

**NHRECOVERY**  
 department of education

FIS 13 129

184  
 BB

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

STATE OF NEW HAMPSHIRE  
 DEPARTMENT OF EDUCATION  
 101 Pleasant Street  
 Concord, N.H. 03301  
 FAX 603-271-1953  
 Citizens Services Line 1-800-339-9900

Paul Leather  
 Deputy Commissioner of Education  
 Tel: 603-271-3801

April 9, 2013

The Honorable Mary Jane Wallner, Chairman  
 Fiscal Committee of the General Court  
 State House  
 Concord, NH 03301

*Dutton* 6/7/13  
 Approved by Fiscal Committee Date

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

100% Federal Funds  
ARRA

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorized the Department of Education to amend a Grant, approved by the Fiscal Committee on July 20, 2010 (item #FIS 10-237), and amended on September 14, 2012 (item #FIS 12-283), and by Governor and Council on July 28, 2010 (item #50), and amended on October 3, 2012 (Item #55), to transfer funding between classes in the amount of \$ 79,977 to maximize the use of federal grant funds and to extend grant period from June 30, 2013 to January 31, 2014. This action is to be effective upon Fiscal Committee and Governor and Council approval through January 31, 2014, with the budget as follows according to the State Fiscal Year with authority to adjust allotments through the Budget Office, if needed and justified, between the State Fiscal Year and the Federal Fiscal Year. Source of funds is 100% Federal American Recovery and Reinvestment Act (ARRA), State Improvement Grant.

06-56-569910-08100000 School Improvement

Class	Description	FY13 Current Appropriation with FY12 Bal. Frwd	Requested Change	Revised Appropriation
020	Current Expenses	9,003.14	(9,003.00)	0.14
040	Indirect Cost	3,762.67	4,811.00	8,573.67
041	Audit Fund Set Aside	4,763.35	0.00	4,763.35
042	Fringe Benefits	1,425.58	2,816.00	4,241.58
046	Consultants	47,314.00	(47,314.00)	0.00
059	Personal Service - Full Time Temp	31,440.94	42,350.00	73,790.94

The Honorable Mary Jane Wallner, Chairman  
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan  
And the Honorable Council  
April 9, 2013  
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060	Benefits	23,257.90	30,000.00	53,257.90
070	In-State Travel	7,979.65	(7,979.00)	0.65
072	Grants – Federal	4,610,885.18	0.00	4,610,885.18
080	Out-State Travel	15,681.00	(15,681.00)	0.00
	Grand Total	4,755,513.41	0.00	4,755,513.41

Source of Funds

000	4,755,513.41	0.00	4,755,513.41
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EXPLANATION

This requested action is being submitted due to the fact that this grant ends in fiscal year 2014. The NH Department of Education received an American Recovery and Reinvestment Act (ARRA) Title I, Part A, Section 1003 (g) School Improvement Grant from the US Department of Education to substantially raise the achievement of students attending Title I schools in improvement, corrective action, and restructuring, as well as some secondary schools that are eligible for, but do not participate, in the Title I grant. This grant requires that funds be awarded to the State's five percent persistently lowest-achieving schools and be used to support the implementation of a comprehensive school reform model.

The following represents appropriation balances after the approval of the requested changes:

1. Class 020 – Current Expense - \$0.14. Balance of appropriation is in excess of anticipated expenditures for this fiscal year.
2. Class 040 – Indirect Cost - \$8,573.67. Additional funds are needed due to anticipated increase in expenditures for this fiscal year.
3. Class 042 – Additional Fringe Benefits – \$4,241.58. Additional funds are needed due to anticipated increase in expenditures for this fiscal year.
4. Class 046 – Consultants - \$0.00. Balance of appropriation is in excess of anticipated expenditures for this fiscal year.
5. Class 059 - Personal Service – Full Time Temp - \$73,790.94. Additional funds are needed due to anticipated increase in expenditures for this fiscal year.
6. Class 060 – Benefits - \$53,257.90. Additional funds are needed due to anticipated increase in expenditures for this fiscal year.
7. Class 070 – In-State Travel – \$0.65. Balance of appropriation is in excess of anticipated expenditures for this fiscal year.
8. Class 080 – Consultants – \$0.00. Balance of appropriation is in excess of anticipated expenditures for this fiscal year.

The Honorable Mary Jane Wallner, Chairman  
Fiscal Committee of the General Court

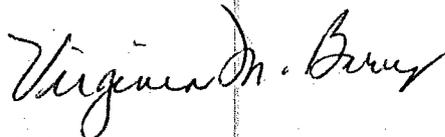
Her Excellency, Governor Margaret Wood Hassan  
And the Honorable Council  
April 9, 2013  
Page Three

FISCAL SITUATION

FY 2011 Appropriation	\$2,645,092.00
Less FY 2011 Expenditures	<u>(\$1,092,263.09)</u>
FY11 Carry Forward	\$1,552,828.91
Plus FY 2012 Appropriation	<u>\$5,943,121.00</u>
FY 2012 Appropriation	\$7,495,949.91
Less FY 2012 Expenditures	<u>(\$2,740,436.50)</u>
FY12 Carry Forward	\$4,755,513.41

In the event that the Federal funds become no longer available, General funds will not be requested to support this program. Your approval of the action requested is appreciated.

Respectfully submitted,



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

VMB: rlk



STATE OF NEW HAMPSHIRE  
**American Recovery  
 and Reinvestment Act**

**NH RECOVERY**  
 department of education

Virginia M. Barry, Ph.D.  
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Paul Leather  
 Deputy Commissioner of Education  
 Tel: 603-271-3801

July 25, 2012

Representative Ken Weyler, Chairman  
 Fiscal Committee of the General Court  
 State House  
 Concord, NH 03301

His Excellency, Governor John H. Lynch  
 And the Honorable Council  
 State House  
 Concord, New Hampshire 03301

FISCAL 9-14-12  
 FOR INFORMATION ONLY  
 G & C Letter # FIS 12-283  
 G & C Date 10-3-12  
 APPROVED:  
 Page #  
 Item #

*newest  
 copy  
 9/18/12*

**REQUESTED ACTION**

Pursuant to RSA 14:30-a, VI, authorized the Department of Education to amend a Grant, approved by the Fiscal Committee on July 20, 2010 (item #FIS 10-237), and by Governor and Council on July 28, 2010 (item #50), to transfer carry-forward grant funds between classes in the amount of \$4,552.00, to maximize the use of federal grant funds and to also retroactively extend the grant period from July 1, 2012 to June 30, 2013. This action is to be effective upon Fiscal Committee and Governor and Council approval through June 30, 2013, with the budget as follows according to the State Fiscal year with authority to adjust through the Budget office, if needed and justified, between the State Fiscal Year and the Federal Year. Source of funds is 100% Federal American Recovery and Reinvestment Act (ARRA) School Improvement Grants.

**06-56-569910-08100000 School Improvement**

Class	Description	FY13 Current Appropriation with FY12 Bal. Frwd	Requested Change	Revised Appropriation
020	Current Expenses	9,003.14		9,003.14
040	Indirect Cost	558.67	3,206.00	3,762.67
041	Audit Fund Set Aside	4,763.35		4,763.35
042	Fringe Benefits	79.58	1,346.00	1,425.58
046	Consultants	81,866.00	(4,552.00)	77,314.00
059	Personal Service - Full Time Temp	21,440.94		21,440.94
060	Benefits	3,257.90		3,257.90
070	In-State Travel	7,979.65		7,979.65
072	Grants - Federal	4,610,885.18		4,610,885.18
080	Out-State Travel	15,681.00		15,681.00
	Grand Total	4,755,513.41	0.00	4,755,513.41

Source of Funds

000	4,755,513.14	0.00	4,755,513.41
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EXPLANATION

The requested action is being submitted retroactively due to the fact that the final figures were not available until we had completely the year end process. The NH Department of Education received an American Recovery and Reinvestment Act (ARRA) Title I, Part A, Section 1003 (g) School Improvement Grant from the US Department of Education to substantially raise the achievement of students attending Title I schools in improvement, corrective action, and restructuring, as well as some secondary schools that are eligible for, but do not participate, in the Title I grant. This grant requires that funds be awarded to the State's five percent persistently lowest-achieving schools and be used to support the implementation of a comprehensive school reform model. These funds will assist in the creation of new and retention of previously federally funded jobs within the school districts.

The following represents appropriation balances after the approval of the requested changes:

1. Class 040 - Indirect Cost - \$3,762.67. Appropriation is needed to meet the required expenses for this fiscal year.
2. Class 042 - Additional Fringe Benefits - \$1,425.58. Appropriation is needed to meet the required expenses for this fiscal year.
3. Class 046 - Consultants - \$77,314.00. The balance is in excess of anticipated obligations for this fiscal year.

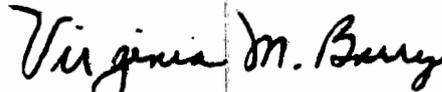
FISCAL SITUATION

FY 2011 Appropriation	\$2,645,092.00
Less FY 2011 Expenditures	<u>(\$1,092,263.09)</u>
FY11 Carry Forward	\$1,552,828.91
Plus FY 2012 Appropriation	<u>\$5,943,121.00</u>
FY 2012 Appropriation	\$7,495,949.91
Less FY 2012 Expenditures	<u>(\$2,740,436.50)</u>
FY12 Carry Forward	\$4,755,513.41

Representative Ken Weyler, Chairman  
Fiscal Committee of the General Court  
State House  
His Excellency, Governor John H. Lynch  
And the Honorable Council  
July 25, 2012  
Page Three

In the event that the Federal funds become no longer available, General funds will not be requested to support this program. Your approval of the action requested is appreciated.

Respectfully submitted,

A handwritten signature in cursive script that reads "Virginia M. Barry".

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

VMB: rtk



# American Recovery and Reinvestment Act

NH RECOVERY  
Department of Education

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

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
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Citizens Services Line 1-800-339-9900

Paul Leather  
Deputy Commissioner of Education  
Tel: 603-271-3801

*Fiscal-*  
FOR INFORMATION ONLY  
G & C Letter # \_\_\_\_\_  
G & C Date \_\_\_\_\_  
APPROVED:  
Page # \_\_\_\_\_  
Item # \_\_\_\_\_

June 28, 2010

The Honorable Marjorie K. Smith, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, NH 03301

His Excellency, Governor John H. Lynch  
And the Honorable Council  
State House  
Concord, New Hampshire 03301

## REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorized the Department of Education to budget and expend American Recovery and Reinvestment Act (ARRA) Stimulus funds in account number 06-56-569910-08100000 Title I, Part A, Section 1003 (g) School Improvement Grant in the amount of \$8,588,214.00, and effective the date of Fiscal Committee and Governor and Council approval through June 30, 2012, with the budget as follows according to the State Fiscal year with authority to adjust through the Budget office, if needed and justified, between the State Fiscal Year and the Federal Year.
2. Pursuant to RSA 124:15, authorized the Department of Education to establish a class 059 (Personal Service- Full Time Temp) position for two Program Specialist III and establish a class 046 for consultants in Account No. 06-56-569910-08100000 for the period of Fiscal Committee and Governor and Council approval through June 30, 2012. Source of Funds: 100% Federal Funds.

Class	Description	06-56-569910-08100000 School Improvement		
		2011 Appropriation	2012 Appropriation	New Appropriation
020	Current Expenses	1,000.00	9,350.00	10,350.00
040	Indirect Cost	6,713.12	8,285.47	14,998.59
041	Audit Fund Set Aside	2,645.13	5,943.09	8,588.22
042	Fringe Benefits	6,049.22	6,319.05	12,368.27
046	Consultants	57,727.10	57,727.10	115,454.20
059	Personal Service - Full Time Temp	85,683.00	89,505.00	175,188.00
060	Benefits	31,634.08	37,148.56	68,782.64
070	In-State Travel	2,000.00	6,000.00	8,000.00
072	Grants - Federal	2,447,640.90	5,711,162.10	8,158,803.00
080	Out-State Travel	4,000.00	11,681.08	15,681.08
	Grand Total	2,645,092.55	5,943,121.45	8,588,214.00

His Excellency, Governor John H. Lynch  
And the Honorable Council  
June 28, 2010  
Page Two

Source of Funds

000                                      2,645,092.55                                      5,943,121.45                                      8,588,214.00

EXPLANATION

The NH Department of Education received an American Recovery and Reinvestment Act (ARRA) Title I, Part A, Section 1003 (g) School Improvement Grant from the US Department of Education to substantially raise the achievement of students attending Title I schools in improvement, corrective action, and restructuring, as well as some secondary schools that are eligible for, but do not participate, in the Title I grant. This grant requires that funds be awarded to the State's five percent persistently lowest-achieving schools and be used to support the implementation of a comprehensive school reform model. These ARRA funds must be awarded to school districts prior to the start of the 2010-2011 school year. However, districts with eligible schools that choose to participate will be able to use the funds for implementation over the course of the next two school years (ending in the summer of 2012). To allow for the two years of funding, the US Department of Education included a waiver within the State application (please see waiver documentation attached). These funds will assist in the creation of new and retention of previously federally funded jobs within the school districts.

The following changes in appropriation authority are being requested:

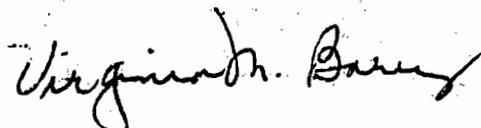
1. Class 020 – Current Expenses - \$10,350.00. This is sufficient appropriation to meet the required expenses, for instance, phone and supplies for professional development program needs through FY 2012.
2. Class 040 - Indirect Cost - \$14,998.59. This is sufficient appropriation to meet the required expenses such as indirect costs through 2012.
3. Class 041 – Audit Fund Set Aside – \$8,588.22. This is sufficient appropriation to meet the required expenses such as audit fund set aside through 2012.
4. Class 042 – Additional Fringe Benefits – \$12,368.27. This is sufficient appropriation to meet the required expenses additional fringe benefits for new two positions through 2012.
5. Class 046 – Consultants – \$115,454.20. This is sufficient appropriation to meet the required expenses for this fiscal year 2012.
6. Class 059 – Personal Service-Temp – \$175,188.00. This is sufficient appropriation to meet the cost of two full-time temporary positions through 2012 that will support existing Title I staff in overseeing grant implementation, monitoring, technical assistance, data collection and evaluation.
7. Class 060 – Benefits - \$68,782.64. This is sufficient appropriation to meet the cost of two full-time temporary positions' benefits through 2012.
8. Class 070 – In-State Travel - \$8,000.00. This is sufficient appropriation to meet the required expenses through 2012. The expenses for on-site district and school visits related to ARRA Title I, Part A, Section 1003 (g) project and travel for regional Title I, Section 1003 (g) Project Manager Meetings.

His Excellency, Governor John H. Lynch  
And the Honorable Council  
June 28, 2010  
Page Four

- 7 Estimate the funds required to continue the position? There is no plan to continue funding this position beyond the duration of the Title I, Part A, Section 1003 (g) School Improvement Grant - ARRA/Stimulus.

In the event that the Federal funds become no longer available, General funds will not be requested to support this program. Your approval of the action requested is appreciated.

Respectfully submitted,



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

VMB: RLK

His Excellency, Governor John H. Lynch  
And the Honorable Council  
June 28, 2010  
Page Three

9. Class 072 – Grants - Federal - \$8,158,803.00. This is sufficient appropriation to meet the required expenses such as allocations to the participating school districts through 2012.
10. Class 080 – Out-State Travel - \$15,681.08. This is sufficient appropriation to meet the required expenses through 2012. These funds will be used for expenses associated with attendance at out – of – state meetings related to ARRA Title I, Part A 1003 (g) including the State Director Annual Summer Meeting with the US Department of Education Washington DC (4 days) and annual National Title I Conference (5 days).

#### POSITION EXPLANATION

##### Two New Full - Time Temporary

Federal funds will provide for all costs associated with two full-time positions to provide technical assistance to districts/schools receiving ARRA Title I, Part A, Section 1003 (g) School Improvement Grant funds. These individuals will support existing Title I staff in overseeing ARRA funded School Improvement Grant implementation, monitoring, technical assistance, professional development, data collection, reporting and evaluation to ensure compliance with state and federal regulations. The reform models included in this grant are comprehensive and require dedicated Title I staff to focus all attention on the implementation and tracking of these funds and plan objectives. The participating schools will be among the lowest-achieving five percent of NH schools and therefore require specific improvement strategies and monitoring to ensure that these plans will be more successful than previous improvement plans implemented in these schools. These individuals will also be responsible for sharing promising practices from these schools with other districts and schools throughout the state, allowing for the impact of these funds to be broadened.

##### Consultants

Consultant funds will be used to hire consultants to serve as school improvement coaches to the participating five percent lowest-achieving schools, assisting with the implementation of reform plans. They will also assist in the facilitation of NH Department of Education professional development workshops for participating districts.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

- 1 List of personnel involved: Two new full-time temporary 100% federally funded position is being requested, as well as class 046 for consultants.
- 2 Nature, Need and Duration: The new positions and consultants are needed to assist the NH DOE in coordinating and evaluating LEA/district applications, waivers and data for ARRA Title I Section 1003 (g) School Improvement funds and providing technical assistance. The positions and consultants will last for 2 years and is 100% federally funded.
- 3 Relationship to existing agency programs: The purpose of these temporary positions and consultants are to provide additional assistance to LEAs in order to process the ARRA federal funds, collect required additional data, monitor LEA spending and provide technical support. Adding these positions and consultants will assist in redistributing the added responsibilities throughout the Title I program staff due to the added ARRA funds and fulfill new reporting requirements.
- 4 Has a similar program been requested of the legislature and denied? No.
- 5 Why wasn't funding included in the agency's budget request? The American Recovery and Reinvestment Act of 2009 (ARRA) has doubled the current responsibilities of the Title I consultants and LEA project managers. The ARRA funds were unanticipated, allocated separately by the US Department of Education (US ED) and therefore not included in our normal Title I Section 1003 (g) School Improvement budget.
- 6 Can portions of the grant funds be utilized? The positions will be 100% federally funded for the duration of the grant.



# STATE OF NEW HAMPSHIRE American Recovery and Reinvestment Act

NH RECOVERY  
Department of Education

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

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX: 603-271-1953  
Citizens Services Line 1-800-339-9500

<p>APPROVED <i>Karen D. Hutchins</i></p> <p>JUL 01 2010</p> <p>DIRECTOR OF PERSONNEL</p> <p>BY <i>Jennifer A. Elberfeld</i></p>
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June 29, 2010

Ms. Jennifer Elberfeld  
Supervisor, Classification  
NH Division of Personnel  
25 Capitol Street  
Concord NH 03301

Subject: Request to Establish Two (2) New Full-time Temporary Program Specialist III positions

Dear Ms. Elberfeld:

The Department of Education is requesting your consideration and approval to create two (2) new full-time temporary Program Specialist III, (LG 23) positions within the Division of Instruction, Bureau of Integrated Programs. Funding for this position is from the American Recovery and Reinvestment Act of 2009 (ARRA), Education for the Disadvantaged – Title I, account # 06-56-569910-08100000, 100% federal funds.

The proposed positions would assist the NH Department of Education Title I, Part A staff in overseeing the federally funded American Recovery and Reinvestment Act (ARRA) Title I, Part A, Section 1003 (g) School Improvement Grant. The goal of this grant is to substantially raise the achievement of students attending Title I schools in improvement, corrective action, and restructuring, as well as some non-Title I secondary schools. The grant requires an intensive reform model (outlined by the US Department of Education) to be implemented in New Hampshire's five percent lowest-achieving schools. This grant requires the addition of staff to directly oversee the execution of the comprehensive improvement plans, as the scope of monitoring, technical assistance and professional development for participating districts/schools exceeds the current capacity of the New Hampshire Title I, Part A office. These positions would be temporary, based on the specific grant funds available.

Attached are the proposed supplemental job description and current and proposed organizational chart. If you have questions or need further clarification, please contact me at X3743. Thank you for your consideration and continued efforts on our behalf.

Sincerely,

Brenda Cochrane  
Human Resources Administrator

Attachments



RECEIVED

AUG 05 2010

# GRANT AWARD NOTIFICATION

STATE DEPARTMENT OF EDUCATION

<b>1</b> RECIPIENT NAME: NH State Department of Education 101 Pleasant Street Concord, NH 03301	<b>5</b> AWARD INFORMATION PR/AWARD NUMBER S388A090030A ACTION NUMBER 02 ACTION TYPE Revision AWARD TYPE Formula
<b>2</b> PROJECT DESCRIPTION 84.388A SCHOOL IMPROVEMENT GRANTS, RECOVERY ACT	<b>6</b> AWARD PERIODS FEDERAL FUNDING PERIOD 02/17/2009 - 09/30/2010
<b>3</b> EDUCATION STAFF RECIPIENT STATE DIRECTOR Stephanie R. Lefreniere (603) 271 - 3301 EDUCATION PROGRAM CONTACT Gary Rutkin (202) 260 - 4412 EDUCATION PAYMENT CONTACT GAPS PAYEE HOTLINE (888) 336 - 8930	<b>7</b> AUTHORIZED FUNDING CURRENT AWARD AMOUNT \$8,158,803.00 PREVIOUS CUMULATIVE AMOUNT \$429,411.00 CUMULATIVE AMOUNT \$8,588,214.00
<b>4</b> KEY PERSONNEL N/A	<b>8</b> ADMINISTRATIVE INFORMATION DUNS/SSN 808590277 REGULATIONS CFR PART . EDGAR AS APPLICABLE ATTACHMENTS N/A

<b>9</b> LEGISLATIVE AND FISCAL DATA									
AUTHORITY: PL 107-110 ELEMENTARY AND SECONDARY EDUCATION ACT, AS AMENDED AND THE AMERICAN RECO'									
PROGRAM TITLE: SCHOOL IMPROVEMENT GRANTS, RECOVERY ACT									
CFDA/SUBPROGRAM NO: 84.388A									
FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT
0901M	2009	2009	ES000000	B	PP1	000	388	4101A	\$8,158,803.00



# GRANT AWARD NOTIFICATION

10

PR/AWARD NUMBER: S388A090030-09A

RECIPIENT NAME: NH STATE DEPARTMENT OF EDUCATION

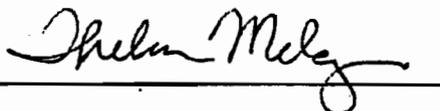
### TERMS AND CONDITIONS

- (1) THIS ACTION IS TO INCREASE THE GRANT AWARD IN THE AMOUNT SHOWN IN BLOCK 7.
- (2) This grant award is subject to the provisions of all applicable statutes, regulations, and other legal requirements.

Pursuant to a waiver of the "Tydings Amendment," section 421(b) of the General Education Provisions Act (20 U.S.C. 1225(b)), as approved in the application to the U.S. Department of Education for this grant, any funds, including those awarded on December 3, 2009, that are not obligated at the end of the Federal funding period specified in Block 6 shall remain available for obligation until September 30, 2013.

This grant award is subject to the terms and conditions identified in Attachment T.

This award is subject to the terms and conditions identified in Attachment U and Attachment V.



AUTHORIZING OFFICIAL

AUG 02 2010

DATE

**Classification:** Program Specialist III

**Function Code:** 7125-056

**Position Title:** School Improvement Grant Specialist

**Date Established:** 7/01/10

**Position Number:** 9T

**Date of Last Amendment:**

**SCOPE OF WORK:** To provide technical assistance to districts/schools receiving American Recovery and Reinvestment Act (ARRA) Title I, Part A, Section 1003 (g) School Improvement Grant funds. Support Title I staff in overseeing the implementation, monitoring, technical assistance, professional development, data collection, reporting and evaluation to ensure compliance with state and federal regulations under the ARRA Title I School Improvement Grant.

**ACCOUNTABILITIES:**

- Prepares grant application and progress report templates and resources to support the implementation of the School Improvement Grant.
- Reviews and processes American Recovery and Reinvestment Act (ARRA) Title I, Part A, Section 1003 (g) School Improvement Grant applications.
- Monitors the implementation, provides technical assistance and professional development to participating districts and schools.
- Monitors involvement of external providers work with districts/schools in creation and facilitation of the school reform process.
- Researches, develops, and drafts grant policies relative to federal and state guidance to ensure financial and programmatic compliance.
- Collects and analyze data required by the state and federal requirements.
- Assists department staff and program sub-grantees regarding federal and state financial and programmatic reporting requirements.
- Consults with the NH Statewide System of Support, sharing promising practices from these schools with other districts/schools throughout the state, allowing for the impact of grant funds to be broadened.
- Reviews and presents program grant status reports and other informational reports for use in decision-making pertaining to the grant and impact of the grant reform plan on other programs associated with the participating districts.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in education. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Four years' professional or paraprofessional experience in education, with responsibility for program implementation, direct service delivery, planning or program evaluation. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Must be eligible to hold a NH driver's license and/or have access to transportation for use in statewide travel.

**DISCLAIMER STATEMENT:**

The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:**

The above is an accurate reflection of the duties of my position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Reviewed

Supervisor's Name, Title & Position #:

Stephanie Lafreniere  
Title I, Administrator II  
#13294

The above job description accurately measures this employee's job duties.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

Division Director's Name & Position #:

Kathleen Murphy  
Division Director  
#9U309

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date Reviewed

I have reviewed this job description for content.

Dept. Approval Name, Title & Position #:

Brenda Cochrane  
Human Resources Administrator  
#18339

\_\_\_\_\_  
Department Approval

\_\_\_\_\_  
Date Approved

*Jennifer J. Elberfeld*

7/1/10

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date Approved