

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



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

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

June 24, 2015

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

REQUESTED ACTION

1. Authorize the Department of Education, Division of Educational Improvement to enter into a contract with the Plymouth State University College of Graduate Studies (Vendor Code 177866) in an amount not to exceed \$290,642.00, effective upon the date of Governor and Council approval through September 30, 2016, pending legislative approval of the next biennial budget, to support the Title IIA State Agency for Higher Education (SAHE) initiative for Improving Teaching Quality by providing Rural School Educator Institutes. 100% Federal Funds

Funding is available in the account titled Title II Prof Develop as follows:

FY 16

06-56-56-563010-21830000-082-500599 Education Grants \$290,642.00

2. Subject to Governor and Council approval, authorize the Department of Education to include a renewal option on this contract for up to one additional fiscal year, subject to the contractor's acceptable performance of the terms therein.

EXPLANATION

The *Rural School Educator Institutes* (RSEI) represents collaboration between the NH Impact Center (NHIC) and the National Writing Project in New Hampshire (NWPNH), both at Plymouth State University, and SAU #58, serving the towns of Groveton/Northumberland, Stark and Stratford. These Northern New Hampshire schools fulfill eligibility criteria for the SAHE grant. The superintendent's and the teachers' expressed needs led to the formation of the following goals: (a) Supporting educators in the implementation of the College and Career Ready Standard in English/Language Arts and Mathematics; (b) helping educators make effective use of authentic performance assessments; (c) helping educators to develop critical thinking and deeper comprehension skills in literacy and in mathematics; (d) supporting educators' use of writing in all subject areas to enhance learning; and (e) providing comprehensive training for teacher leaders, with the goal of creating a self-sustaining network of mutual support.

Her Excellency, Governor Margaret Wood Hassan

and the Honorable Council

June 24, 2015

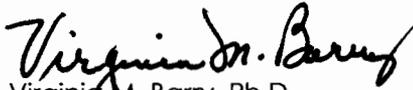
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SAHE projects must increase teachers' knowledge of core academic subjects and instructional strategies, to maximize achievement for all students. The Federal government has established strict criteria for awarding sub-grants to eligible partnerships. An eligible partnership must be comprised of at least (1) one institution of higher education (IHE) including its division that prepares teachers and principals, (2) one school of arts and sciences, and (3) one high-need local education agency (LEA). The partnerships must use the funds to conduct professional development activities in core academic subjects to ensure that teachers, highly qualified paraprofessionals, and principals have a deep understanding of content and computer-related technology to enhance instruction.

A Request for Proposals was developed and posted on the Department website on December 19, 2014 to January 20, 2015. The deadline for receipt of proposals was then extended to February 24, 2015. Two proposals were received, reviewed and rated using the attached scoring rubrics by an evaluation team (Attachment A). The team consisted of five Education Consultants and an Accountant from the Bureau of Integrated Programs. The team has recommended that Plymouth State University be brought forward for approval.

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

Respectfully submitted,



Virginia M. Barry, Ph.D.

Commissioner of Education

VMB:hg:emr

SAHE REVIEW PANEL SCORING RUBRIC

IHE: Plymouth State University

Project Title: Rural School Educator Institutes

Project Director: Dr. Meg Petersen
Dr. Natalya Vinogradova **email:**

Eligible Sponsoring Institutions..... yes/no

Eligible Disciplines..... yes/no

Consistent with Systemic Reform of Education

- 1. alignment with state core standards..... yes/no
- 2. improvement of instruction for subpopulations..... 5 pts (15)
- 3. collaboration among content specialists, teacher education specialists, and practicing teachers..... 5 pts (5)
- 4. literature citations demonstrate that activities and educational strategies are based on scientific research..... 10 pts (10)

Cooperative Planning and Collaboration

- 1. Collaboration with other programs..... 2 pts (2)
- 2. Participant input and involvement in planning..... 2 pts (2)
- 3. Joint effort within higher education institutions..... 2 pts (2)

NPO Demonstrated Effectiveness..... yes/no/NA

Sustained, Intensive Professional Development..... 2 pts (2)

Project Duration..... yes/no

Educational Technology and/or Distance Education 0 pts (1)

Quality of Personnel..... 6 pts (6)

Demonstrated Need and Improvement of Instruction..... 5 pts (5)

Plan of Operation..... 5 pts (5)

Evaluation Plan..... 5 pts (5)

Resources and Institutional Commitment..... 5 pts (5)

Budget and Cost Effectiveness (50% rule)..... 20 pts (25)

Overall Quality..... 8 pts (10)

Total..... 82 pts (100)

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(S)

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SAHE REVIEW PANEL SCORING RUBRIC

IHE: Southern New Hampshire University

Project Title: 1,000 Mentors

Project Director: Fred Brumante **email:**

Eligible Sponsoring Institutions.....yes no

Eligible Disciplines.....yes no

Consistent with Systemic Reform of Education

- 1. alignment with state core standards.....yes no
- 2. improvement of instruction for subpopulations..... 10 pts (15)
- 3. collaboration among content specialists, teacher education specialists, and practicing teachers..... 2 pts (5)
- 4. literature citations demonstrate that activities and educational strategies are based on scientific research..... 2 pts (10)

Cooperative Planning and Collaboration

- 1. Collaboration with other programs..... 1 pts (2)
- 2. Participant input and involvement in planning..... 0 pts (2)
- 3. Joint effort within higher education institutions..... 1 pts (2)

NPO Demonstrated Effectiveness.....yes no/NA

Sustained, Intensive Professional Development..... 1 pts (2)

Project Duration.....yes no

Educational Technology and/or Distance Education 0 pts (1)

Quality of Personnel..... 6 pts (6)

Demonstrated Need and Improvement of Instruction..... 2 pts (5)

Plan of Operation..... 4 pts (5)

Evaluation Plan..... 1 pts (5)

Resources and Institutional Commitment..... 3 pts (5)

Budget and Cost Effectiveness (50% rule)..... 0 pts (25)

Overall Quality..... 5 pts (10)

Total..... 38 pts (100)

The people responsible for the review of the proposals include the following individuals: Deb Fleurant, Education Consultant; Richard Feistman, Education Consultant; Andrea Somoza-Norton, Education Consultant; Katherine Nichol, Education Consultant; Jane Waterhouse, Education Consultant; and Matthew Welch, Accountant.

The role of the reviewers was advisory in nature. The reviewers scored the application and provided recommendations to the Commissioner of Education. The Commissioner of Education reviews the information provided and makes the final decision to bring forward for G&C approval.

COOPERATIVE PROJECT AGREEMENT

between the
STATE OF NEW HAMPSHIRE,
Department of Education
and the.

Plymouth State University of the UNIVERSITY 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 University System of New Hampshire, acting through **Plymouth State University**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, 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 **9/30/16**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date 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: **Title IIA-State Agency for Higher Education (SAHE) Grant Project: Rural School Educator Effectiveness Collaborative**

- 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: Mary Earick
Address: NH Department of Education
Integrated Programs
101 Pleasant Street
Concord, NH 03301
Phone: 271-6052

Campus Project Administrator

Name: Andrew Ines
Address: Plymouth State University
Grants & Contracts Administrator
17 High Street MSC 51
Plymouth, NH 03264
Phone: 535-3233

- 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: Ashley Frame
Address: NH Department of Education
Integrated Programs
101 Pleasant Street
Concord, NH 03301
Phone: 271-6579

Campus Project Director

Name: Meg J. Petersen
Address: Plymouth State University
College of Graduate Studies
17 High Street MSC 40
Plymouth, NH 03264
Phone: 535-2684

F. Total State funds in the amount of **\$290,642.00** have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share _____ % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. _____ from **U.S. Department of Education** under CFDA#**84.000**. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, 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 University System of New Hampshire dated November 13, 2002 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 Campus 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 Campus 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 University System of New Hampshire, acting through the **Plymouth State University** and the State of New Hampshire, **Department of Education** have executed this Project Agreement.

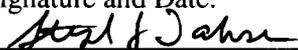
By An Authorized Official of:

Plymouth State University

Name: Stephen J. Taksar

Title: Vice-President Finance & Administration

Signature and Date:

 5/22/15

By An Authorized Official of: the New Hampshire Office of the Attorney General

Name: Brian Buonamano

Title: AAG

Signature and Date:



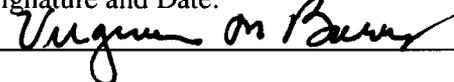
By An Authorized Official of:

Department of Education

Name: Virginia M. Barry, Ph.D.

Title: Commissioner of Education

Signature and Date:



By An Authorized Official of: the New Hampshire Governor & Executive Council

Name:

Title:

Signature and Date:

EXHIBIT A

- A. Project Title:** Title IIA-State Agency for Higher Education (SAHE) Grant Project: Rural School Educator Institutes
- B. Project Period:** From the date of Governor & Council Approval through September 30, 2016. Authorize the New Hampshire Department of Education to enter into a Cooperative Project Agreement with the Plymouth State University College of Graduate Studies (Vendor Code 177866) to support the New Hampshire Department of Education Title IIA State Agency for Higher Education (SAHE) initiative to support rural school educators in NH
- C. Objectives:** The Rural School Educator Institutes (RSEI) are a partnership between the NH Impact Center (NHIC) and the National Writing Project In New Hampshire (NWPNH), both based at Plymouth State University, and North Country Education Services (NCES). This project focuses on the NH Department of Education's initiative to advance professional development related to teacher content knowledge for the implementation of the Common Core State Standards (CCSS) and on improving teacher quality. The project focuses on improving the effectiveness of both teachers and school leaders with an emphasis on data use for instructional improvement and educator support.

One operational component will be coordinated by NHIC and the NWPNH to provide intensive summer institutes for teachers in the summer of 2015 and 2016. Another operational component will be coordinated by NCES through the National Institute for School Leadership (NISL) to offer an intensive 25-day Executive Development for School Leaders Program to develop the knowledge and skills of area school leaders and principals to become more effective in their leadership roles.

- D. Scope of Work:** First Objective: Support educators in the implementation of the Common Core State Standards (CCSS) in English Language Arts, Content Area Literacy and Mathematics - Educators in these districts have developed priority standards and units aligned with the CCSS. Through intensive one-week institutes in the summer of 2015, teachers will increase knowledge related to the standards, experience writing and mathematical activities aligned to the units and standards, refine their practices related to the standards, and reflect on their learning. This will be followed by classroom-based coaching in the 2015-2016 school year.

Second Objective: Help educators make effective use of authentic performance assessments in English/Language Arts and Mathematics - Educators will carefully analyze student work derived from these assessments. Educators will practice translating performance task assessment data into plans for further instruction. This data will also be used to refine the performance tasks themselves.

Third Objective: Help educators develop critical thinking skills and deeper understanding in the areas of literacy and in mathematics - Educators will examine their curriculum and instructional tasks, with the goal of increasing the level of cognitive demand and building in appropriate supports and multiple points of entry, to enable all students to deepen their understanding of concepts and build a foundation for further learning.

Fourth Objective: Support educators' use of writing in all subject areas to deepen understanding and encourage reflection - Educators will experience the use of writing in their own learning and reflection throughout the professional development programming. Through guided practice and examination of their curriculum, they will infuse writing activities and examine their purpose, as well as the resulting student work.

Fifth Objective: Provide comprehensive preparation for teacher leaders, with the goal of creating a network of mutual support - The end goal of this professional development is to create structures within which teachers can offer mutual support and critical feedback, and to create mechanisms for

continuous examination of student work to inform instruction. Educators will be prepared to act as “thinking partners” and facilitators for each other in order to sustain a professional learning community beyond the scope of the grant.

Sixth Objective: Provide comprehensive professional development for area school leaders and principals through a 25-day institute in collaboration with NCES and NISL - A new cohort will be created and an institute provided beginning in May 2015 and continuing through July of 2016.

- E. Deliverables Schedule:** The Project Director will submit monthly financial reports for reimbursement to the Department of Education, quarterly reports of activities completed to the NH DOE Project Director and an evaluation upon completion of the grant.
- F. Budget and Invoicing Instructions:** Grand Total: \$290,642.00. The Project Director will submit monthly invoices to the Department of Education. See attached budget narrative and breakdown.

Method of Payment: Campus will submit invoices to State on regular Campus invoice forms monthly. Invoices will be based on actual project expenses incurred during the invoicing period and shall show current and cumulative expenses by major cost categories. State will pay Campus within 30 days of receipt of each invoice along with progress report of the activities during the invoice period. Campus will submit its final invoice and report not later than 60 days after the Project Period end date.

Invoices and reports shall be submitted to: Ashley Frame, NH Department of Education, 101 Pleasant Street, Concord, NH 03301

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: None or **2 CFR 200 OMB Uniform Administrative Requirements (Guidance)**.

**BUDGET
SUMMARY**

2015-2016

	Request	Literacy, Writing only	Math only
1. Salaries and Fringe Benefits			
A. Professional	\$37,260	\$4,500	\$32,760
B. Classified	\$9,000	\$4,500	\$4,500
C. Student			
D. Consultant	\$32,000	\$32,000	
E. Other (explain)			
F. Fringe Benefits	\$6,026	\$3,157	\$2,869
Total Personnel Costs	\$84,286	\$44,157	\$40,129
2. Travel			
A. In-State	\$18,780	\$14,960	\$3,820
B. Out of State			
Total Travel Costs	\$18,780	\$14,960	\$3,820
3. Operating			
A. Office Copying/Supplies Expenses (for special purposes only)	\$500	\$400	\$100
B. Instructional	\$1,400		\$1400
C. Equipment			
D. Printing			
E. Other (Explain)	\$78,000	\$44,000	\$34,000
Total Operating Costs	\$79,900.00	\$103,517	\$79,449
Subtotal	\$182,966.00		
NCES Subaward	\$81,254.00		
Total	\$264,220		
Indirect Costs	\$26,422		
Grand Total Costs	\$290,642		

**Budget Narrative - Literacy, Writing
Salaries and Fringe Benefits**

1A. Dr. Meg Petersen 5 days/summer, (x2 summers) @ \$450/day = \$4,500

1B. Project Manager 300 hours @ \$15/hour = \$4,500

1D. Consultants – PSU adjunct staff: Gail Bourn, Gretchen Draper, Ann Moller, Arlene Taranow
5 planning days each @ \$300/day (x2) = \$12,000; 5 days/summer each @ \$300/day (x2) = \$12,000;
16 consulting days during the academic year @ \$500/day = \$8000 - Total \$32,000

1F. Fringe benefits on \$41,000 @ 7.7% = \$3,157

Travel

2A. Housing for consultants - Summer institute 20 nights/summer @ \$250/night = \$5,000; consulting 20
nights @ \$250/night = \$5,000; per diem 30 days @ \$46/day = \$1,380; 30 trips @ \$80/trip (roundtrip
mileage from Plymouth) = \$2,400; 14.75 trips estimated at \$80/trip = \$1,180 - Total \$14,960

Operating

3A. Copying and preparation of instructional materials \$400

3E. Other: Professional services (1) Program Evaluator @ \$4,000; Educator Stipends for institute
participation 40 teachers @ 10 days each, (2 summers) @ \$100/day participant support stipend =
\$40,000 – Total \$44,000

**Budget Narrative - Math
Salaries and Fringe Benefits**

IA. Dr. Natalya Vinogradova 30 days/summer (x2 summers) @ \$364/day = \$21,840; 30 days @
\$364/day throughout the school year = \$10,920 – Total \$32,760

IB. Project Manager 300 hours @ \$15/hour = \$4,500

1F. Fringe benefits on \$37,260 @ 7.7% = \$2,869

Travel

2A. Travel (estimated travel) 30.5 trips @ \$80/trip (roundtrip mileage from Plymouth) = \$2,440; per diem
at \$46/day @ 30 days = \$1,380 – Total \$3,820

Operating

3A. Copying and preparation of instructional materials \$100

3B. \$500/year x2 registration for Mathematical Knowledge Test for Teachers = \$1,000; online training fee
for test = \$150; Books for facilitator use in program planning = \$250 – Total \$1,400

Rural School Educator Institutes

3E. Other: Professional services (1) Program Evaluator @ \$4000; Educator Stipends for institute participation 30 teachers @ 10 days each, (2 summers) @ 100/day participant support stipend = \$30,000
– Total \$34,000

Rural School Educator Institutes

Budget Narrative, 25 person NISL Cohort					Breakdown		
		Units	Rate	Total Program	SAHE	District Funds	In-Kind
Lead Facilitator	25	days	\$ 750	\$ 18,750		\$ 18,750	
Co-Facilitator	25	days	\$ 500	\$ 12,500		\$ 12,500	
NISL Tuition	25	people	\$ 5,250	\$ 131,250	\$ 55,556	\$ 75,694	
Math/Science Specialist	3	days	\$ 1,200	\$ 3,600		\$ 3,600	
Math/Science Specialist Travel			\$ 600	\$ 600		\$ 600	
ELA Specialist	2	days	\$ 1,000	\$ 2,000		\$ 2,000	
ELA Specialist Travel (includes flight)			\$ 1,000	\$ 1,000		\$ 1,000	
Food (25 meals @ \$18)	27	people	\$ 450	\$ 12,150		\$ 12,150	
Facility	25	days	\$ 150	\$ 3,750			\$ 3,750
Supplies				\$ 500		\$ 500	
NCES Coordination	4	days	\$ 649	\$ 2,596		\$ 2,596	
Subtotal				\$ 188,696	\$ 55,556	\$ 129,391	\$ 3,750
NCES Indirect 8% (excluding in-kind)				\$ 14,796	\$ 4,444	\$ 10,352	
Total NISL project				\$ 203,492	\$ 60,000	\$ 139,742	\$ 3,750

Budget Narrative, Hosting of PSU ELA & Math Summer Courses					Breakdown		
		Units	Rate	Total Program	SAHE	District Funds	In-Kind
Facility rental	40	days	\$ 150	\$ 6,000	\$ 6,000		
Refreshments/meals, 20 pp/day	760	meals	\$ 18	\$ 13,680	\$ 13,680		
Subtotal				\$ 19,680	\$ 19,680		
NCES Indirect 8%				\$ 1,574	\$ 1,574		
Total hosting cost				\$ 21,254	\$ 21,254		

APPENDIX A
Key Personnel

Meg Petersen
Natalya Vinogradova
Angelique Brown
Lorna Holcombe
Carl Ladd
Gail Bourn
Gretchen Draper
Arlene Taranow
Ann Moller
Dr. Andrew Chen
Dr. Carla Dearman
David Backler
Paul Bousquet