



Frank Edelblut  
Commissioner

Paul K. Leather  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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August 29, 2017

His Excellency, Governor Christopher 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 \$1,029.38 in cash to Jennifer Kiley, Education Consultant, to cover anticipated expenses while traveling to Las Vegas, Nevada to attend the Brustein & Manasevit Fall Forum 2017. This conference will be held at the Cosmopolitan Hotel in Las Vegas, Nevada from Tuesday November 28, 2017 through Friday, December 1, 2017. 100% Federal Funds.

Funds to support this request are available in the accounts titled CTE Voc Ed-Federal as follows:

	<u>FY 2018</u>
06-56-56-565010-60320000-080-500717 Out-of-State Travel	\$1,029.38

**EXPLANATION**

The law firm of Brustein & Manasevit will sponsor the 2017 Fall Forum from November 28, 2017 to December 1, 2017 in Las Vegas, Nevada. This Forum will include presentations by our knowledgeable attorneys on topics such as the new flexibilities afforded under federal law, supplement not supplant, cash management, time and effort, subrecipient monitoring, handling due process complaints, and property management. In addition, the nation's leading expert on education indirect costs and cost allocation plans, Ted Mueller, will speak on the impact of the UGG on indirect costs. The forum will also include a panel of state and local representatives to discuss single audits, findings and corrective actions as well as a panel of State Ombudsmen discussing their roles over the provision of equitable services.

The individual traveling, Jennifer Kiley, Education Consultant II in the Bureau of Career Development, has included continued professional development regarding career and technical education and the Carl D. Perkins Career and Technical Education Act of 2006 as part of her goals in her most recent annual review. Jennifer will participate interactively throughout the three days of the event to gain a more thorough understanding of the different aspects of career and technical education as well as changes on Federal legislation.

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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,

A handwritten signature in black ink, appearing to read "Frank Edelblut". The signature is stylized and cursive.

Frank Edelblut  
Commissioner of Education

# REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: 7/21/17

**TO THE HONORABLE GOVERNOR & COUNCIL:**

The Department of Education requests permission for 1 employees or their designees to travel to Las Vegas, Nevada for 4 days of out-of-state travel status from 11/28/17 to 12/1/17.

### Conference/Workshop/Seminar Title

Brustein & Manasevit Fall Forum 2017

### Purpose of Travel

To attend the Brustein & Manasevit Fall Forum 2017 in Las Vegas, Nevada.

The focus of this conference is on changes to the Carl D. Perkins Act of 2006.

### Attendees and their Titles

- |   |    |
|---|----|
| 1. Jennifer Kiley, Education Consultant | 5. |
| 2.                                      | 6. |
| 3.                                      | 7. |
| 4.                                      | 8. |

### Fiscal Information - Summary

<u>Objt</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	\$ 816.78
0712	Meals	\$ 192.00	Available Balance	\$ 14,183.22
0713	Hotel	\$ 718.12	Amount requested this authorization	\$ 1,029.38
0714	Mileage	\$ 19.26	Estimated Balance Available	\$ 13,153.84
0715	Operation State Car	\$		
0717	Miscellaneous	\$	Appropriation Code	<u>10</u> - <u>056</u> - <u>6032</u> - <u>080</u>
0719	Registration Fees	\$	Source of Funds	<u>100% Federal</u>
		\$		

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

No. of Employee 2 Destination: Las Vegas, NV Date(s): 11/28/17 - 12/1/17

NAME OF EMPLOYEE(S)	1) Jennifer Kiley	2) Jeffrey Beard	3)
Accounting Unit # / Class:	60320000-080		
SOA Available Balance:	\$ 14,475.71		
CAN #:	715 SL		
Objct Code:	Description:		
0710	Common Carrier:	\$ 698.59	\$ 698.59
0712	Meals:	\$ 192.00	\$ 192.00
0713	Hotel:	\$ 718.12	\$ 718.12
0714	Mileage:	\$ 19.26	\$ 21.83
0717	Miscellaneous:		
0719	Registration Fees:	\$ 1,065.00	\$ 1,065.00
<b>Total:</b>		\$ <b>2,692.97</b>	\$ <b>2,695.54</b>

Less Funds Paid By (insert Name): \$ ( ) \$ ( ) \$ ( )

Purpose of Travel: To attend the Brustein & Manasevit Fall Forum 2017 which will focus on providing information and updates on Federal legislation, regulations and rules under the new administration. Participation of these individuals is necessary to the Federal award.

Employee Signature: Jennifer H. Kiley Date: 8/8/17 Supervisor Signature: [Signature] Date: 8/8/2017  
 Employee Signature: [Signature] Date: 8/8/17 Administrator Signature: [Signature] Date: 8-15-17  
 Employee Signature: [Signature] Date: [Signature] Commissioner Signature: [Signature] Date: 8-25-17

**General Guidelines for Approval:**

1. Prior approval required.
  2. Must be the most cost effective way to accomplish trip objectives.
  3. Original form must be approved and submitted to OBM prior to travel taking place.
- \*Administrator's signature confirms availability of GF/FF/Other Funds as well as approval of travel.  
 \*Commissioner's signature required only if:  
 - Employee reports directly to the Commissioner; and/or,  
 - The amount is equal to or greater than \$1,500/pp or \$2,500 in total.

**THE FORK IN THE ROAD...**  
**Aligning "New Flexibility" with Federal Education  
Grant Requirements**

**Brustein & Manasevit, PLLC's Fall Forum 2017**

**Cosmopolitan Hotel – Clark County, NV  
November 29 – December 1, 2017**

**Tuesday, November 28, 2017**

**3:30 – 6:00pm Early Forum Check-In (All Attendees)**

**Wednesday, November 29, 2017**

**7:00 – 8:30am Pre-Session Registration (Pre-Session Attendees ONLY)**

**7:00 – 8:30 Breakfast (Pre-Session Attendees ONLY)**

**8:30 – 11:00 Pre-Session 1: ESSA Implementation – Now What?**

Leigh Manasevit, Jennifer Mauskapf and Bonnie Graham, Brustein & Manasevit, PLLC

On July 1, 2017 the Every Student Succeeds Act (ESSA) went into effect! Since then regulations, guidance and recent changes have affected the way this law must be implemented. This pre-session will review all of the major compliance sections and discuss implementation challenges since its enactment.

**8:30 – 11:00 Pre-Session 2: EDGAR – A Tutorial on Navigating 245 Pages of Federal Administrative Rules.**

Michael Brustein and Steven Spillan, Brustein & Manasevit, PLLC

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 forum.

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

*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.*

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

# **Brustein & Manasevit, PLLC's Fall Forum 2017**

**Wednesday, November 29, 2017**

- 10:00am**     **Fall Forum Check-In (All Attendees)**
- 1:00 – 1:30**     **Introduction**  
Bonnie Graham, Brustein & Manasevit, PLLC
- Welcome**  
Sylvia Verdugo, Nevada State Deputy Superintendent (*invited*)
- 1:30 – 2:15**     **How Deregulation Will Impact Compliance**  
Michael Brustein, Brustein & Manasevit, PLLC
- 2:15 – 3:15**     **Legislative Panel on Funding and Policy Implementation**  
Steven Spillan, Emily Fridman and Kelly Christiansen, Brustein & Manasevit, PLLC  
Moderated by Michael Brustein
- 3:15 – 3:30**     **Break**
- 3:30 – 4:15**     **How To Detect and Deter Fraud**  
Leigh Manasevit, Brustein & Manasevit, PLLC
- 4:15 – 5:00**     **Understanding Supplement Not Supplant Under ESSA, IDEA and Perkins**  
Bonnie Graham, Brustein & Manasevit, PLLC
- 5:00 – 6:30**     **Networking Reception**

# Brustein & Manasevit, PLLC's Fall Forum 2017

**Thursday, November 30, 2017**

**7:00 – 8:30 Continental Breakfast**

**8:30 – 9:15 The Importance of Subrecipient Monitoring**  
Steven Spillan, Brustein & Manasevit, PLLC

**9:15 – 10:15 State Panel Auditing Findings and Successful Corrective Actions**  
Panelists TBD  
Moderated by Michael Brustein

**10:15 – 10:45 Break**

## **CONCURRENT BREAKOUT SESSIONS**

	<b>Grants Management</b>	<b>Postsecondary/ Perkins/AEFLA/ WIOA</b>	<b>ESSA Compliance</b>	<b>Special Education</b>
<b>10:45 – 12:00</b>	<i><b>Federal Grants Management Test</b></i> Bonnie Graham and Emily Fridman	<i><b>WIOA</b></i> Michael Brustein and Steven Spillan	<i><b>State Ombudsmen Panel</b></i> Moderated by: Leigh Manasevit	<i><b>How to Avoid Common Due Process Complaints</b></i> Jennifer Mauskapf and Monica Munin
<b>12:00 – 1:30 Lunch</b>				
<b>1:30 – 2:45</b>	<i><b>Time and Effort – From the Beginning to New Flexibility</b></i> Steven Spillan and Megan Passafaro	<i><b>Perkins V and Federal Monitoring</b></i> Michael Brustein and Andrew Johnson, Office of Career, Technical and Adult Education, USED (invited)	<i><b>The Community Eligibility Program Under the Current Administration</b></i> Kelly Christiansen and Leigh Manasevit	<i><b>Allowability Hot Topics Under IDEA</b></i> Bonnie Graham and Jennifer Castillo
<b>2:45 – 3:15 Break</b>				
	<b>Grants Management</b>	<b>ESSA Compliance</b>	<b>ESSA Compliance</b>	<b>Special Education</b>
<b>3:15- 4:30</b>	<i><b>Indirect Cost Rate Development and Oversight</b></i> Ted Mueller, Formerly of the USDE Indirect Cost Group	<i><b>Serving English Learners with Federal Funds</b></i> Jennifer Mauskapf	<i><b>21<sup>st</sup> CCLC Programs Under ESSA</b></i> Steven Spillan and Megan Passafaro	<i><b>How to Defend Against Section 504 Complaints</b></i> Jennifer Castillo and Monica Munin

# **Brustein & Manasevit, PLLC's Fall Forum 2017**

**Friday, December 1, 2017**

- 7:00 – 8:30 Continental Breakfast**
- 8:30 – 9:15 Updates and Initiatives by Risk Management Services**  
Phil Maestri, Director, Risk Management Service, U.S. Department of Education  
*(invited)*
- 9:15 – 9:45 The Administration's Efforts to Reduce OCR Efforts**  
Jennifer Mauskopf, Brustein & Manasevit, PLLC
- 9:45 – 10:00 Break**
- 10:00 – 10:45 Blending and Braiding of Federal Funds**  
Leigh Manasevit, Brustein & Manasevit, PLLC
- 10:45 – 11:30 How to Avoid Property Management Pitfalls**  
Bonnie Graham, Brustein & Manasevit, PLLC
- 11:30 – 12:00 Questions and Answers Panel**  
Brustein & Manasevit Attorneys