

20

1A B



Paul K. Leather
Acting 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

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 \$967.66 in cash to Jennifer Kiley, Education Consultant, to cover anticipated expenses while traveling to Little Rock, Arkansas to attend the National Association for Career and Technical Education Information (NACTEI) 2017 Conference. This conference will be held at the Little Rock Marriott Hotel in Little Rock, Arkansas from May 7, 2017 through May 11, 2017. 100% Federal Funds.

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

	<u>FY 2017</u>
06-56-56-565010-60320000-080-500717	\$967.66
Out of State Travel	

EXPLANATION

NACTEI will be holding their annual conference from May 7, 2017 to May 11, 2017 in Little Rock, Arkansas. The conference will focus on bringing career and technical education professionals from around the country together to share resources and innovations. This conference is an important resource for the Bureau of Career Development staff to remain current on changes in Federal legislation, as well as policies, practices, and initiatives in career and technical education.

The individual traveling, Jennifer Kiley, Education Consultant in the Bureau of Career Development, will participate throughout the event to gain a more thorough understanding of the different aspects of career and technical education, to become informed as to any changes in Federal legislation, as well as learn about any new resources, initiatives or innovations in the field. Participation of this individual is necessary to the Federal Award.

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 Little Rock, Arkansas for 5 days of out-of-state travel status from May 7, 2017 to May 11, 2017.

Conference/Workshop/Seminar Title

NACTEI 37th Annual National Conference

Purpose of Travel

To attend the National Association for Career and Technical Education Information's (NACTEI) 2017 Annual Conference on 5/8/17 through 5/11/17 in Little Rock, Arkansas.

The focus of this conference is on bringing together career and technical education around the country to share resources & innovations in the field, to keep current on changes to Federal legislation, and to discuss new practices and initiative in career and technical education.

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	\$ 40.00	Appropriation of Out-of-State Travel	\$ 15,000.00
0711	Per Diem in Lieu	\$	Amount Expended to date	\$ 8,533.51
0712	Meals	\$ 269.00	Available Balance	\$ 6,466.49
0713	Hotel	\$ 639.40	Amount requested this authorization	\$ 967.66
0714	Mileage	\$ 19.26	Estimated Balance Available	\$ 5,558.23
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 Employees: <u>2</u>		Little Rock, Arkansas		May 7-11, 2017	
Destination		Date(s)			
NAME OF EMPLOYEE(S) OR Account No. - Class	60320000-080	Jennifer Kiley	Regina Fiske		
Object Codes	Plane:	\$ 540.00	540		
	Bus:				
710 Common Carrier	Other: Airport Shuttle	\$ 40.00	40		
712 Meals		\$ 269.00	\$ 269.00		
713 Hotel: \$	4 nights @ \$157.50	\$ 639.40	\$ 639.40		
714 Mileage (# miles @.535		\$19.26	\$19.26		
717 Miscellaneous					
719 Registration Fees		\$395	\$395		
Total		\$1,902.66	\$1,902.66		

Less Funds Paid By (Name): _____ \$ () Number of hours of compensatory time expected to be earned: _____ 0

PURPOSE OF TRAVEL: Participation of this individual is necessary to the Federal Award. Employees listed above will attend the 2017 National Association for Career & Technical Education Information conference in Little Rock, AK.

Employee Signature: Jennifer Kiley 12/27/14
Regina Fiske 12/27/16

Approved: [Signature] 1/3/17
 Supervisor/Administrator Date

Approved: [Signature] 1/26/17
 Director Date

Approved: [Signature] 1/27/17
 Deputy Commissioner Date

Approved: _____
 Commissioner Date

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.



37th Annual NACTEI Conference
"CTE Rocks!"
Program at a Glance

Sunday, May 7

11:30-4:00	Executive Committee Meeting	Lafayette
4:30-8:00	NACTEI Full Board Meeting	Lafayette

Monday, May 8

8:30-9:00	Conference Welcome & Introductions	Salon AB
------------------	---	-----------------

9:00-10:30	Opening General Session	Salon AB
Keynotes: Alysa Hyslop, ACTE & Kim Green, NASDCTEc/NCTEF		

10:45-11:45	Current Issues	
Continuation talk with Alysa Hyslop and Kim Green		Salon AB
Question and Answer Session Follow-up		
National Workgroup Discussions		Manning

1:15-2:15	Concurrent Sessions	
New to Perkins/Beginning The Journey		Salon AB
Presenter:		

Tour –Continued through next session



2:30-4:00

Concurrent Sessions

Perkins 101: Beginner's Session

Salon AB

Presenters:

Perkins 202: Intermediate Session

Salon C

Presenters:



Tuesday, May 9

8:00-9:30

Opening General Session

Savannah Ballroom A

Keynote: TBA

9:45-11:45

Concurrent Session

Title for Presentation

**Presenters: Alysa Hyslop, ACTE
& Kim Green, NASDCTEc/NCTEF**

Session Title

Presenter:

1:30-3:00

Common Interests Discussion Groups

Share new and innovative ideas, best practices, challenges, and network with colleagues in lateral positions and employment levels. This is a rare opportunity to share with peers from different states who work in the same type educational institutions.

State – Hoffman

Post-Secondary – Salon AB

Secondary - Manning

3:15-4:30

NACTEI Regional Meetings

Region I – White Oak Lecture Hall

Region II – Hoffman

Region III – Harris Brake

Region IV – Salon AB

Region V – Manning

5:00-7:00

Cultural Event

Wednesday, May 10

8:00-9:15

General Session

Salon AB

Session Title
Keynotes: TBA

9:15-9:30

Beverage Break

9:30-10:30

Concurrent Sessions

Session Title	Salon AB
Presenter:	
Session Title	Manning
Presenters:	
Session Title	Hoffman
Presenter:	
Session Title	White Oak
Presenters:	
Session Title	Conway
Presenter:	
Session Title	Harris Brake
Presenters:	

10:45-11:45

Concurrent Sessions

Session Title	Salon AB
Presenter:	
Session Title	Manning
Presenters:	
Session Title	Hoffman
Presenter:	
Session Title	White Oak
Presenters:	
Session Title	Conway
Presenter:	
Session Title	Harris Brake



Thursday, May 11

8:00-9:15

General Session

Keynote: John Haigh, OCTAE

Savannah Ballroom A

9:30-10:30

Concurrent Sessions

<i>Session Title</i>	Salon AB
Presenter:	
<i>Session Title</i>	Manning
Presenters:	
<i>Session Title</i>	Hoffman
Presenter:	
<i>Session Title</i>	White Oak
Presenters:	
<i>Session Title</i>	Conway
Presenter:	
<i>Session Title</i>	Harris Brake
Presenters:	

10:45-11:45

Concurrent Sessions

<i>Session Title</i>	Salon AB
Presenter:	
<i>Session Title</i>	Manning
Presenters:	
<i>Session Title</i>	Hoffman
Presenter:	
<i>Session Title</i>	White Oak
Presenters:	
<i>Session Title</i>	Conway
Presenter:	
<i>Session Title</i>	Harris Brake
Presenters:	



Presenters:

1:45-2:45

Concurrent Sessions

Session Title

Salon AB

Presenter:

Session Title

Manning

Presenters:

Session Title

Hoffman

Presenter:

Session Title

White Oak

Presenters:

Session Title

Conway

Presenter:

Session Title

Harris Brake

Presenters:

3:00-4:00

Concurrent Sessions

Session Title

Salon AB

Presenter:

Session Title

Manning

Presenters:

Session Title

Hoffman

Presenter:

Session Title

White Oak

Presenters:

Session Title

Conway

Presenter:

Session Title

Harris Brake

Presenters:



Thursday, May 11

2:00-6:00

NACTEI Full Board Meeting

Lafayette