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Frank Edelblut
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August 3, 2017

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

[Signature]
Approved by Fiscal Committee 8/25/17
Date

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to Chapter 156, Laws of 2017 and RSA 9:16-a Transfers, authorize the New Hampshire Department of Education (NH DOE) to transfer funds in and among accounting units in the amount of \$425,500. The adjustment is summarized below and detailed on the attached worksheet. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2019. 100% General Funds.

| <u>Bureau/Division</u> | <u>Account</u> | <u>FY18</u> | <u>FY19</u> |
|--------------------------|----------------|-------------|-------------|
| Commissioner | 60010000 | \$124,000 | (\$ 4,000) |
| Instructional Support | 25030000 | \$107,500 | \$121,500 |
| Educational Improv-State | 64010000 | \$ 12,000 | \$ 0 |
| Governance | 20220000 | \$ 0 | \$ 18,500 |
| Assessment - State | 25310000 | (\$243,500) | (\$136,000) |
| Total Transfers | | \$269,500 | \$156,000 |

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August 3, 2017
Page 2 of 3

EXPLANATION

This request will allow the Department to fund the Chartered Public School Program Officer position established in Chapter 156:209, Laws of 2017. This Administrator II position will administer the Department's Public Charter School Office and provide assistance to stakeholders in other public school choice opportunities by providing statewide administrative oversight, support and guidance to ensure the chartered public school education program complies with state and federal requirements. Duties include, but are not limited to:

- Preparing and providing ongoing technical assistance and professional development to schools, parents and the community in implementing laws and regulations related to public charter schools.
- Analyzing policies and providing leadership for innovative programs through sharing of best practices and encouraging new approaches to instruction and organizational management.
- Evaluating and interpreting program policies, procedures and guidelines for public charter schools in New Hampshire.
- Working with existing groups, such as professional associations, advisory groups and charter school organizations, to identify problems and help develop initiatives to address these problems.
- Developing processes for monitoring charter school approvals and renewals within the Department and drafting rules as appropriate.

In addition, the Department has analyzed expense accounts and based on the current rate of expenditures anticipate the need for additional appropriations in some expense accounts. Funds are available due to the Departments aggressive negotiations of new contracts. These transfers will allow the Department to fulfill the duties of the Chartered Public School Program Officer as outlined in RSA 21-N:4, XII; support website redesign and data management activities, and for continued efficient operations of the Department.

The following is the information specifically required when transfers are requested, in accordance with the Budget Officer's instructional memorandum dated April 17, 1985, to support the above requested actions.

- A. *Justification:* Since 2010, New Hampshire Chartered Public Schools have substantially grown to a population of over 3,500 students in 26 traditional charter schools. In addition, the Virtual Learning Academy offers courses to over 12,000 New Hampshire students, in addition to having over 400 fulltime enrolled students. It is critical for the Department to provide assistance to charter school stakeholders and provide statewide administrative oversight, support and

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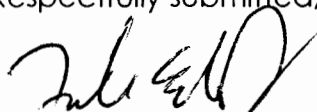
August 3, 2017

Page 3 of 3

guidance to ensure the program complies with state and federal requirements. This position will ensure the continued success and growth of New Hampshire Chartered Public Schools. Other transfers being requested are: to support website redesign, which was also requested during the budget process, but was only partially funded; to consolidate all Department data bases into a comprehensive data reporting system; to support continued efficient operations of the Department by transferring various expense classes, such as professional development, transcription services, travel, etc.

- B. *Does this transfer involve continuing programs or one-time projects?* These transfers include both continuing programs (the Administrator for Charter Schools, data management activities and continued efficient operations of the Department) and one-time projects (website redesign).
- C. *Is this transfer required to maintain existing program levels or will increase the program level?* This position is required to provide the support and oversight to charter schools as dictated in RSA 194-B and RSA 21-N:4, XII and PART Ed 318. The Department currently does not have a dedicated position to maintain the existing program requirements in law. This position will allow us to adequately comply with the law. Other transfers are to maintain existing program levels.
- D. *Cite any requirements which make this program mandatory.* RSA 21-N:4, XII Chartered Public School Program Officer outlines the duties of this position; and RSA 194-B Chartered Public Schools.
- E. *Identify the source of funds on all accounts listed on this transfer.* General Funds
- F. *Will there be any effect on revenue if this transfer is not approved.* No
- G. *Are funds expected to lapse if this transfer is not approved.* The Department expects to lapse some funds, whether this transfer is approved or not.
- H. *Are personnel services involved?* Yes, this transfer will support the funding of an existing position, as per Chapter 156, Laws of 2017.

Respectfully submitted,



Frank Edelblut
Commissioner of Education

Transfer Request for FY18

| Co. | Ag. | Bur/Div | Description | Acct Unit | Class | Class Description | FY18 Current Adj Authorized | Amount to Transfer | FY18 Revised Adj Authorized |
|------|-----|---------|--------------|-----------|-------|-----------------------------|-----------------------------|--------------------|-----------------------------|
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 010 | PERSONAL SERVICES PERM CLAS | 112,905.00 | | 112,905.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 011 | PERSONAL SERVICES UNCLASSIF | 124,606.00 | (26,000.00) | 98,606.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 020 | CURRENT EXPENSES | 10,360.00 | | 10,360.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 026 | ORGANIZATIONAL DUES | 41,000.00 | | 41,000.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 028 | TRANSFERS TO GENERAL SERVIC | 122,387.00 | | 122,387.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 029 | INTRA-AGENCY TRANSFERS | 2,000.00 | | 2,000.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 030 | EQUIPMENT NEW REPLACEMENT | 2,000.00 | | 2,000.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 037 | TECHNOLOGY-HARDWARE | 2,000.00 | | 2,000.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 039 | TELECOMMUNICATIONS | 3,600.00 | | 3,600.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 047 | OWN FORCES MAINT BUILD-GRN | 500.00 | | 500.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 049 | TRANSFER TO OTHER STATE AGE | 7,929.00 | | 7,929.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 060 | BENEFITS | 91,428.00 | | 91,428.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 070 | IN STATE TRAVEL REIMBURSEME | 12,200.00 | | 12,200.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 071 | IN STATE TRAVEL STATE BOARD | 3,000.00 | | 3,000.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 080 | OUT OF STATE TRAVEL REIMB | 7,000.00 | | 7,000.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 102 | CONTRACTS FOR PROGRAM SERVI | 50,000.00 | 150,000.00 | 200,000.00 |
| | | | TOTAL | | | | 592,915.00 | 124,000.00 | 716,915.00 |

| | | | | | | | | | |
|------|-----|------|-----------------------|----------|-----|-----------------------------|-------------------|-------------------|-------------------|
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 010 | PERSONAL SERVICES PERM CLAS | 224,558.00 | 67,000.00 | 291,558.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 020 | CURRENT EXPENSES | 7,500.00 | 2,000.00 | 9,500.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 026 | ORGANIZATIONAL DUES | 5,000.00 | | 5,000.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 029 | INTRA-AGENCY TRANSFERS | 1,000.00 | | 1,000.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 039 | TELECOMMUNICATIONS | 5,000.00 | 2,500.00 | 7,500.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 057 | BOOKS PERIODICALS SUBSCRIPT | 1,000.00 | | 1,000.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 060 | BENEFITS | 123,775.00 | 34,000.00 | 157,775.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 070 | IN STATE TRAVEL REIMBURSEME | 2,500.00 | 2,000.00 | 4,500.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 080 | OUT OF STATE TRAVEL REIMB | 9,000.00 | | 9,000.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 230 | INTERPRETER SERVICE | 10,500.00 | | 10,500.00 |
| | | | TOTAL | | | | 389,833.00 | 107,500.00 | 497,333.00 |

Transfer Request for FY18

| Co. | Ag. | Bur/Div | Description | Acct Unit | Class | Class Description | FY18 Current Adj Authorized | Amount to Transfer | FY18 Revised Adj Authorized |
|------|-----|---------|--------------------------|-----------|-------|-----------------------------|-----------------------------|--------------------|-----------------------------|
| 0010 | 056 | 5620 | EDUCATIONAL IMPROV-STATE | 64010000 | 010 | PERSONAL SERVICES PERM CLAS | 110,981.00 | | 110,981.00 |
| 0010 | 056 | 5620 | EDUCATIONAL IMPROV-STATE | 64010000 | 011 | PERSONAL SERVICES UNCLASSIF | 100,035.00 | | 100,035.00 |
| 0010 | 056 | 5620 | EDUCATIONAL IMPROV-STATE | 64010000 | 020 | CURRENT EXPENSES | 7,000.00 | | 7,000.00 |
| 0010 | 056 | 5620 | EDUCATIONAL IMPROV-STATE | 64010000 | 026 | ORGANIZATIONAL DUES | 5,250.00 | | 5,250.00 |
| 0010 | 056 | 5620 | EDUCATIONAL IMPROV-STATE | 64010000 | 029 | INTRA-AGENCY TRANSFERS | 500.00 | | 500.00 |
| 0010 | 056 | 5620 | EDUCATIONAL IMPROV-STATE | 64010000 | 030 | EQUIPMENT NEW REPLACEMENT | 4,000.00 | | 4,000.00 |
| 0010 | 056 | 5620 | EDUCATIONAL IMPROV-STATE | 64010000 | 037 | TECHNOLOGY-HARDWARE | 2,000.00 | | 2,000.00 |
| 0010 | 056 | 5620 | EDUCATIONAL IMPROV-STATE | 64010000 | 038 | TECHNOLOGY-SOFTWARE | 200.00 | 12,000.00 | 12,200.00 |
| 0010 | 056 | 5620 | EDUCATIONAL IMPROV-STATE | 64010000 | 039 | TELECOMMUNICATIONS | 4,500.00 | | 4,500.00 |
| 0010 | 056 | 5620 | EDUCATIONAL IMPROV-STATE | 64010000 | 050 | PERSONAL SERVICE TEMP APPOI | 65,600.00 | | 65,600.00 |
| 0010 | 056 | 5620 | EDUCATIONAL IMPROV-STATE | 64010000 | 060 | BENEFITS | 89,830.00 | | 89,830.00 |
| 0010 | 056 | 5620 | EDUCATIONAL IMPROV-STATE | 64010000 | 066 | EMPLOYEE TRAINING | 3,500.00 | | 3,500.00 |
| 0010 | 056 | 5620 | EDUCATIONAL IMPROV-STATE | 64010000 | 070 | IN STATE TRAVEL REIMBURSEME | 4,000.00 | | 4,000.00 |
| 0010 | 056 | 5620 | EDUCATIONAL IMPROV-STATE | 64010000 | 080 | OUT OF STATE TRAVEL REIMB | 8,000.00 | | 8,000.00 |
| 0010 | 056 | 5620 | EDUCATIONAL IMPROV-STATE | 64010000 | 102 | CONTRACTS FOR PROGRAM SERVI | 90,000.00 | | 90,000.00 |
| | | | TOTAL | | | | 495,396.00 | 12,000.00 | 507,396.00 |

| | | | | | | | | | |
|------|-----|------|--------------------|----------|-----|-----------------------------|---------------------|---------------------|---------------------|
| 0010 | 056 | 5635 | ASSESSMENT - STATE | 25310000 | 010 | PERSONAL SERVICES PERM CLAS | 220,618.00 | | 220,618.00 |
| 0010 | 056 | 5635 | ASSESSMENT - STATE | 25310000 | 020 | CURRENT EXPENSES | 9,000.00 | | 9,000.00 |
| 0010 | 056 | 5635 | ASSESSMENT - STATE | 25310000 | 026 | ORGANIZATIONAL DUES | 5,000.00 | | 5,000.00 |
| 0010 | 056 | 5635 | ASSESSMENT - STATE | 25310000 | 029 | INTRA-AGENCY TRANSFERS | 2,750.00 | | 2,750.00 |
| 0010 | 056 | 5635 | ASSESSMENT - STATE | 25310000 | 030 | EQUIPMENT NEW REPLACEMENT | 2,000.00 | | 2,000.00 |
| 0010 | 056 | 5635 | ASSESSMENT - STATE | 25310000 | 039 | TELECOMMUNICATIONS | 4,000.00 | | 4,000.00 |
| 0010 | 056 | 5635 | ASSESSMENT - STATE | 25310000 | 060 | BENEFITS | 133,370.00 | | 133,370.00 |
| 0010 | 056 | 5635 | ASSESSMENT - STATE | 25310000 | 066 | EMPLOYEE TRAINING | 1,000.00 | | 1,000.00 |
| 0010 | 056 | 5635 | ASSESSMENT - STATE | 25310000 | 067 | TRAINING OF PROVIDERS | 1,500.00 | | 1,500.00 |
| 0010 | 056 | 5635 | ASSESSMENT - STATE | 25310000 | 070 | IN STATE TRAVEL REIMBURSEME | 3,000.00 | | 3,000.00 |
| 0010 | 056 | 5635 | ASSESSMENT - STATE | 25310000 | 102 | CONTRACTS FOR PROGRAM SERVI | 5,000.00 | | 5,000.00 |
| 0010 | 056 | 5635 | ASSESSMENT - STATE | 25310000 | 612 | STATE TESTING | 2,176,010.00 | (243,500.00) | 1,932,510.00 |
| | | | TOTAL | | | | 2,563,248.00 | (243,500.00) | 2,319,748.00 |
| | | | TOTAL FY18 | | | | 4,041,392.00 | - | 4,041,392.00 |

Transfer Request for FY19

| Co. | Ag. | Bur/Div | Description | Acct Unit | Class | Class Description | FY19 Current Adj Authorized | Amount to Transfer | FY19 Revised Adj Authorized |
|------|-----|---------|--------------|-----------|-------|-----------------------------|-----------------------------|--------------------|-----------------------------|
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 010 | PERSONAL SERVICES PERM CLAS | 115,206.00 | | 115,206.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 011 | PERSONAL SERVICES UNCLASSIF | 124,605.00 | (20,000.00) | 104,605.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 020 | CURRENT EXPENSES | 10,360.00 | | 10,360.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 026 | ORGANIZATIONAL DUES | 40,000.00 | 2,000.00 | 42,000.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 028 | TRANSFERS TO GENERAL SERVIC | 123,941.00 | | 123,941.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 029 | INTRA-AGENCY TRANSFERS | 2,000.00 | | 2,000.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 030 | EQUIPMENT NEW REPLACEMENT | 0.00 | | - |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 037 | TECHNOLOGY-HARDWARE | 0.00 | | - |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 039 | TELECOMMUNICATIONS | 3,600.00 | | 3,600.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 047 | OWN FORCES MAINT BUILD-GRN | 500.00 | | 500.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 049 | TRANSFER TO OTHER STATE AGE | 8,340.00 | | 8,340.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 050 | PERSONAL SERVICE-TEMP | 10,000.00 | | 10,000.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 060 | BENEFITS | 96,058.00 | | 96,058.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 070 | IN STATE TRAVEL REIMBURSEME | 3,200.00 | 9,000.00 | 12,200.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 071 | IN STATE TRAVEL STATE BOARD | 3,000.00 | | 3,000.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 080 | OUT OF STATE TRAVEL REIMB | 2,000.00 | 5,000.00 | 7,000.00 |
| 0010 | 056 | 5600 | COMMISSIONER | 60010000 | 102 | CONTRACTS FOR PROGRAM SERVI | 0.00 | | - |
| | | | TOTAL | | | | 542,810.00 | (4,000.00) | 538,810.00 |

| | | | | | | | | | |
|------|-----|------|-----------------------|----------|-----|-----------------------------|------------|-----------|------------|
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 010 | PERSONAL SERVICES PERM CLAS | 225,551.00 | 70,000.00 | 295,551.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 020 | CURRENT EXPENSES | 7,500.00 | 2,000.00 | 9,500.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 026 | ORGANIZATIONAL DUES | 5,000.00 | | 5,000.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 029 | INTRA-AGENCY TRANSFERS | 1,000.00 | | 1,000.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 039 | TELECOMMUNICATIONS | 5,000.00 | 2,500.00 | 7,500.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 057 | BOOKS PERIODICALS SUBSCRIPT | 2,000.00 | | 2,000.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 060 | BENEFITS | 129,391.00 | 37,000.00 | 166,391.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 066 | EMPLOYEE TRAINING | 500.00 | | 500.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 070 | IN STATE TRAVEL REIMBURSEME | 3,500.00 | 4,000.00 | 7,500.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 080 | OUT OF STATE TRAVEL REIMB | 4,000.00 | 6,000.00 | 10,000.00 |
| 0010 | 056 | 5620 | INSTRUCTIONAL SUPPORT | 25030000 | 230 | INTERPRETER SERVICE | 10,500.00 | | 10,500.00 |

