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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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June 27, 2014

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

REQUESTED ACTION

- 1. Authorize the Department of Education to utilize the services of trained and qualified online course facilitators and developers in an amount not to exceed \$195,000; effective July 16, 2014 or upon Governor and council approval, whichever is later, through June 30, 2016. These funds are 50% Federal Funds and 50% Other Funds.

Funding is available in the following accounts titled e-Learning and Program Services – Nutrition, contingent upon legislative approval of the next biennial budget:

	FY15	FY16
06-56-56-563010-61080000-068-500578 Remuneration	\$60,000.00	\$60,000.00
06-56-56-564010-30020000-102-500578 Contracts for Program Svcs	\$50,000.00	\$25,000.00

- 2. Subject to Governor and Council approval and the contractor’s acceptable performance of terms herein, authorize the Department of Education an option to exercise annual negotiated renewals pending legislative approval of future biennial budgets.

EXPLANATION

The Division of Instruction uses trained and qualified online course facilitators and developers to assist its NH eLearning for Educators program in the development and delivery of cost-effective, interactive professional development an online format. These courses are available for New Hampshire teachers to use in earn continuing education units (CEUs) as part of their three-year recertification process, Food Service Professionals to ensure all regulations for the NSLP are followed. For the first five years of the program, courses cost \$100.00. In year six, the cost was increased to \$130.00. Districts have the ability to register cohorts at reduced rates which depend on the size of the cohort. Over the initial five years of the project, 158 online courses were delivered to 1555 NH educators, earning 46,650 professional development hours. The average number of teachers in any given course is 10, with the maximum of 25 teachers to consider a course filled.

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Due to inadvertent communication issues regarding the approval process the Division of Instruction continued the practice of using these facilitators and developers during Fiscal Year 2014; without seeking Governor and Council approval. This request will allow the Division to continue to provide this ongoing training service without interruption.

The Division needs the services of trained facilitators and developers to continue offering engaging and effective online courses. These features of high quality online learning require the expertise of individuals specifically trained and tasked with developing and delivering the courses in the program. Courses were specifically designed to address needs within New Hampshire's community of K-12 educators.

Course facilitators and developers assigned to courses according to their qualifications and availability, earn stipends of up to \$1,500.00 per course, dependent on the extent of the work and number of participants. Instructors earn a stipend of \$90.00/teacher registered in the course to deliver the course up to a maximum of \$1,500.00 and developers earn a stipend of \$1,500.00 per course created, as shown in *Attachment B*.

The program uses only certified and highly qualified NH educators to develop and deliver professional development courses. Over the past five years of the program, facilitator and developer training was delivered to 71 NH educators by EdTech Leaders Online, a group within the Education Development Center. Each facilitator applicant must have a master's degree and be vetted and approved through Plymouth State University for adjunct instructor status because the program has a partnership with Plymouth State, who offers graduate credit for all online courses delivered by the e-Learning for Educators program. In order to qualify for selection into the training program, New Hampshire educators first applied for either online facilitation or development through an online application. Potential trainees were selected from the pool of applicants based on their prior online experience, philosophy of online learning, and content expertise and skills. In order to be considered a trained facilitator or developer, trainees successfully completed a 10 week online training course in their respective area. Facilitators took Facilitating and Implementing Online Professional Development and developers took Online Course Design and Delivery. There were 18 NH educators who participated in both facilitator and developer training opportunities, albeit in different years. Advanced courses in facilitation and development were also offered through EdTech Leaders Online and eleven of our already trained facilitators and developers participated in that additional training.

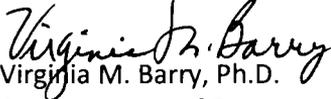
Due to fluctuating enrollments, course offerings, and facilitator availability throughout the year, it is not possible to pre-determine facilitator assignments for a twelve month period. Thus, individual facilitators and developers may be needed for multiple assignments during the year, creating the possibility that an individual may be assigned work for more than \$2,499.99 in a twelve month period. The assigned duties and responsibilities of Department of Education employees do not typically include online course facilitation and/or course development. However, those employees trained as facilitators and/or developers by the program were trained outside of their normal work hours. When needed to provide such services, those employees are paid stipends according to the program's normal procedure of invoices with documentation of work completed.

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In the event that an individual employee's services are required during his or her regular workday, an invoice for payment would not be submitted and no course stipend would be issued. In all cases, facilitators and developers must submit a Memorandum of Understanding to the NH e-Learning for Educators program in order to be assigned course facilitation or development opportunities.

Facilitator and Developer payments are supported by registration fees from the NH e-Learning for Educators Program. General Funds will not be requested to support this program.

Respectfully submitted,


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

Attachment A

Trained and Qualified Candidates for Course Facilitation

Facilitators		Vendor Codes
Jo-Ann	Albert	220838
Marianne	Bees	
Jodi	Bergen	161063
JoLynn	Bonin	254145
Jennifer	Bourgeault	130096
Lee	Brazell	217924
Tammy	Carnevale	150640
Lori	Collins	151271
Kate	Coltin Callahan	219213
Deborah B.	Cooper	218875
Deborah P.	Cooper	219214
Gale	Cossette	160146
Misty	Crompton	229546
Karen	Deighan	220831
Heather	Dubois	248030
Jean	Fahey	163086
Catherine	Fox	220004
Stanley	Freeda	221355
Robert	Gadomski	221899
Ethel	Gaides	152796
Suzan	Gannett	219832
Katrina L.	Hall	218917
Scott	Johnson	177681
Nancy	Keane	153692
Lauren	Kenney Benson	218879
Susan	Kessler	218394
Carol	Lincoln	220865
Susan	MacNicoll	219829
Tracy A.	McCaffrey	218931
Lori	McGuinley	202435
Jan	McLaughlin	130033
Peter	Monether	218884
Patricia	Moriarty	151522
Bonnie	Morrisette	219778
Meg	Morse-Barry	153918
Mary Ellen	Pantazis	218898
Nicole	Pease	220877
Cheryl	Pinette	219830
Linda	Quimby	258080
Marsha	Rich	219838
Denise	Richter	228883
Melissa	Rivet	152485

TDD Access: Relay NH 711

EQUAL OPPORTUNITY EMPLOYER- EQUAL EDUCATIONAL OPPORTUNITIES

Joanne	Roberts	164039
Stephanie	Savoy	217851
Robin	Scott	218885
Kim	Severance Smith	252013
Sharon	Silva	129830
Judith	Silverberg	219294
Mitzi	Sinclair	218880
Pauline	Soucy	219867
Kelly	St. Cyr	150735
Lynn	Stanley	224196
Lauren	Stutzman	219209
Lynda	Thistle-Elliott	220887
Jack	Timmons	170036
Tracy	Vorel	218932
Janet	Youkeles	227514

Trained and Qualified Candidates for Course Development

Developers	Vendor Codes	
Suzanne	Birdsall	220619
Lee	Brazell	217924
Paula	Churchill	131521
Deborah B.	Cooper	218875
Gale	Cossette	160146
Christina	Durkee	189776
Mary Ellen	Pantazis	218898
Stanley	Freeda	221355
Ethel	Gaides	152796
Cathy	Higgins	196696
Scott	Johnson	177681
Nancy	Keane	102087
Lauren	Kenney	218879
Susan	Kessler	218394
Carol	Lincoln	220865
Barbara	Lopez-Mayhew	217888
Lori	McGuinley	202435
Lori	McIntosh	131421
Jan	McLaughlin	130033
Patricia	Moriarty	151522
Bonnie	Morrisette	219778
Meg	Morse-Barry	153918
Linda	Quimby	258080
Denise	Richter	228883
Robin	Scott	218885
Linda	Sellner	131418
Judith	Silverberg	219294
Tammy	Tallman Carnevale	150640
Lynda	Thistle-Elliott	220887
Heather	Wood	131419
Amy	Yeakel	
Laura	Zahn	131420

Attachment B

Course Facilitator Stipend: \$90 per course participant up to a maximum of \$1,500 per course

Course Developer Stipend: \$1,500 per course

Tutorial Developer Stipend: \$ 200 per module/unit