

198 BJB

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



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

April 17, 2013

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

100% Federal Funds

REQUESTED ACTION

Authorize the New Hampshire Department of Education to amend the contract with no-cost extension with the Plymouth State University College of Graduate Studies (Vendor Code 177866) to replace the project end date of June 30, 2013 with the revised project end date of June 30, 2014. It was originally approved by Governor and Council on November 14, 2012 (item #122), to support Rural School Districts in NH. The amendment will be in the amount not to exceed the original contract, pending legislative approval of the next biennium budget. This contract will be upon Governor and Council approval for the period effective from 06/30/2013 through 06/30/2014. Source of funds is 100% Title II-A federal funds.

Funding is available in account, Title II Professional Development, as follows with the authority to adjust encumbrances in each of the State Fiscal Years through the budget office in needed and justified.

Account Number 06-56-56-563010-21830000-082-500599
Department of Education, Integrated Programs, Title IIA

EXPLANATION

State Agencies for Higher Education (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, instructional strategies and computer-related technology to ensure that highly qualified teachers, paraprofessionals and principals have a deep understanding of best practices to improve student achievement.

Three northern New Hampshire schools fulfill eligibility criteria for the SAHE grant. The districts are located in Stratford, Berlin, and Colebrook. At a meeting held on August 20, 2012, with members of the Department, superintendents from qualifying districts, and members from the Rural School Educator Effectiveness Collaborative (RSEEC), the following emergent needs became evident:

Her Excellency Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301
Page Two
April 17, 2013

- training in the implementation for College and Career Ready Standards (CCRS), Common Core State Standards (CCSS) and Response to Instruction (RtI);
- helping educators understand how to use formative assessment to inform instruction;
- continuing support for using technology to improve instruction, both for data and student use;
- having a dedicated curriculum coordinator to help foster the transition to implementing College and Career Ready Standards (CCRS) and the Common Core State Standards (CCSS) in the qualifying schools; and
- providing comprehensive administrator training for current leaders, with the goal of helping aspiring educational leaders. The needs listed will require intensive, high-quality professional development.

Plymouth State University will manage and direct the "Title IIA-State Agency for Higher Education (SAHE) Grant Project: Rural School Educator Effectiveness Collaborative (RSEEC)". The Collaborative is composed of Plymouth State University; Granite State College; Keene State College and the Southwestern NH Educational Support Center at KSC; New England College; the New Hampshire Department of Education; and North Country Education Services (NCES). This project has two major operational components one which will focus on initiatives to advance professional development related to the Response to Instruction (RtI) Multi-tiered System of Support (MTSS) for the implementation of the College and Career Ready Standards (CCRS) and Common Core State Standards (CCSS). The second component will focus on the design and deliver high quality professional learning opportunities for teachers in participating schools to develop highly effective teaching skills.

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:dc:rlk

**AMENDMENT #1 to
COOPERATIVE PROJECT AGREEMENT**

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

Plymouth State University of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

The Cooperative Project Agreement, approved by the State of New Hampshire Governor and Executive Council on 11/14/12, item # 122, for the Project titled "Title IIA SAHE Grant," Campus Project Director, Cheryl Baker, is and all subsequent properly approved amendments are hereby modified by mutual consent of both parties for the reason(s) described below:

Purpose of Amendment (Choose all applicable items):

- Extend the Project Agreement and Project Period end date, at no additional cost to the State.
- Provide additional funding from the State for expansion of the Scope of Work under the Cooperative Project Agreement.
- Other:

Therefore, the Cooperative Project Agreement is and/or its subsequent properly approved amendments are amended as follows (Complete only the applicable items):

- Article A. is revised to replace the State Department name of _____ with _____ and/or USNH campus from _____ to _____.
- Article B. is revised to replace the Project End Date of 6/30/2013 with the revised Project End Date of 6/30/2014, and Exhibit A, article B is revised to replace the Project Period of 6/30/2012 – 6/30/2013 with 7/01/2012 – 6/30/2014.
- Article C. is amended to expand Exhibit A by including the proposal titled, " _____," dated _____.
- Article D. is amended to change the State Project Administrator to _____ and/or the Campus Project Administrator to _____.
- Article E. is amended to change the State Project Director to _____ and/or the Campus Project Director to _____.
- Article F. is amended to add funds in the amount of \$ _____ and will read:
Total State funds in the amount of \$ _____ 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.
- Article F. is amended to change the cost share requirement and will read:
Campus will cost-share _____ % of total costs during the amended term of this Project Agreement.
- Article F. is amended to change the source of Federal funds paid to Campus and will read:
Federal funds paid to Campus under this Project Agreement as amended are from Grant/Contract/Cooperative Agreement No. _____ from _____ under CFDA# _____. 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 **revised** Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

- Article G. is exercised to amend 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, as follows:

Article is amended in its entirety to read as follows:
Article is amended in its entirety to read as follows:

- Article H. is amended such that:
 - 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.
- Exhibit A is amended as attached.
- Exhibit B is amended as attached.

All other terms and conditions of the Cooperative Project Agreement remain unchanged.

This Amendment, all previous Amendments, the Cooperative Project Agreement, and the Master Agreement constitute the entire agreement between State and Campus regarding the Cooperative Project Agreement, and supersede and replace any previously existing arrangements, oral and written; further changes herein must be made by written amendment and executed for the parties by their authorized officials.

This Amendment and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire or other authorized officials approve this Amendment to the Cooperative Project Agreement.

IN WITNESS WHEREOF, the following parties agree to this Amendment # to the Cooperative Project Agreement.

**By An Authorized Official of:
Plymouth State University**

Name: Stephen J. Taksar
Title: Vice President for Finance and Administration
Signature and Date: *[Signature]* 4/24/13

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

Name: *David Wheeler*
Title: *Civil Bureau - Attorney*
Signature and Date: *[Signature]* 5/30/13

**By An Authorized Official of:
NH Department of Education**

Name: Virginia M. Barry
Title: Commissioner
Signature and Date: *[Signature]* 5/21/13

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

Name:
Title:
Signature and Date:

EXHIBIT A

- A. Project Title:** Title IIA SAHE Grant
- B. Project Period:** July 1, 2012 through June 30, 2014.
- C. Objectives:**
- D. Scope of Work:**
- E. Deliverables Schedule:**
- F. Budget and Invoicing Instructions:**

Virginia M. Barry, Ph.D.
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*emailed
to PSU
& 11/30/12*

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

FOR INFORMATION ONLY

G & C Letter # _____

G & C Date 11-14-12

APPROVED: _____

Page # _____

Item # _____

October 22, 2012

*Log 48-13
11/14/12 G+C Approved
Item # 122*

His Excellency, Governor John H. Lynch
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the New Hampshire Department of Education to enter into a contract 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 Districts in NH. This contract will be in effect from the date of Governor and Council approval through June 30, 2013, in an amount not to exceed \$570,258.00. Source of funds is 100% Title II-A federal funds.

FY13

06-56-56-563010-21830000-082-500599
Department of Education, Integrated Programs, Title IIA

\$570,258.00

EXPLANATION

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.

Three northern New Hampshire schools fulfill eligibility criteria for the SAHE grant. The districts are located in Stratford, Berlin, and Colebrook. At a meeting held on August 20, 2012, with members of the Department, superintendents from qualifying districts, and members from the Rural School Educator Effectiveness Collaborative (RSEEC), the following emergent needs became evident:

- training in the implementation for College and Career Ready Standards (CCRS), Common Core State Standards (CCSS) and Response to Instruction (RtI);
- helping educators understand how to use formative assessment to inform instruction;

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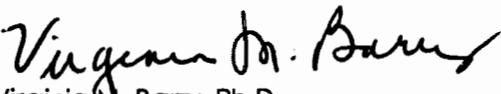
His Excellency, Governor John H. Lynch
and the Honorable Council
October 22, 2012

- continuing support for using technology to improve instruction, both for data and student use;
- having a dedicated curriculum coordinator to help foster the transition to implementing College and Career Ready Standards (CCRS) and the Common Core State Standards (CCSS) in the qualifying schools; and
- providing comprehensive administrator training for current leaders, with the goal of helping aspiring educational leaders. The needs listed will require intensive, high-quality professional development.

Plymouth State University will manage and direct the "Title IIA-State Agency for Higher Education (SAHE) Grant Project: Rural School Educator Effectiveness Collaborative (RSEEC)". The Collaborative is composed of Plymouth State University; Granite State College; Keene State College and the Southwestern NH Educational Support Center at KSC; New England College; the New Hampshire Department of Education; and North Country Education Services (NCES). This project has two major operational components one which will focus on initiatives to advance professional development related to the Response to Instruction (RtI) Multi-tiered System of Support (MTSS) for the implementation of the College and Career Ready Standards (CCRS) and Common Core State Standards (CCSS). The second component will focus on the design and deliver high quality professional learning opportunities for teachers in participating schools to develop highly effective teaching skills.

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:dc:emr

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 **9/30/13**. 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: Deborah Connell
Address: NH Department of Education
Integrated Program
101 Pleasant Street
Concord, NH 03301
Phone: 271-3769

Campus Project Administrator

Name: Jahnay Pickett
Address: Plymouth State University
Program Manager, OSP
17 High Street MSC 03
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: Deborah Connell
Address: NH Department of Education
Integrated Program
101 Pleasant Street
Concord, NH 03301
Phone: 271-3769

Campus Project Director

Name: Cheryl Baker
Address: Plymouth State University
College of Graduate Studies
17 High Street MSC 11
Plymouth, NH 03264
Phone: 535-2737

F. Total State funds in the amount of \$570,258.00 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 _____ under CFDA# _____. 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: [Signature] 10/2/12

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

Name: Patrick J. Queenan, Esq.
Title: Attorney
Signature and Date: [Signature] 10/24/12

**By An Authorized Official of:
Department of Education**

Name: Virginia M. Barry, Ph.D.
Title: Commissioner of Education
Signature and Date: [Signature] 10/17/12

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

Name: _____
Title: _____
Signature and Date: _____

- As to form, substance & execution

Campus Authorized Official [Signature]
Date 10/3/12

EXHIBIT A

- A. Project Title:** Title IIA-State Agency for Higher Education (SAHE) Grant Project: Rural School Educator Effectiveness Collaborative
- B. Project Period:** From the date of Governor & Council Approval through September 30, 2013. Authorize the New Hampshire Department of Education to exercise their renewal option 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 Districts in NH
- C. Objectives:** The Rural School Educator Effectiveness Collaborative (RSEEC) is composed of Institutions of Higher Education (IHEs) who have developed a model to provide integrated professional development to NH educators. The current partners include representatives and faculty from Plymouth State University (PSU); Granite State College; Keene State College (KSC) and Southwestern NH Educational Support Center at KSC; New England College; New Hampshire Department of Education; and North Country Education Services (NCES). This project has two major operational components which will focus on the NH Department of Education's initiative to advance professional development related to the Response to Instruction (RTI) multi-tiered system of support (MTSS) for the implementation of the Common Core State Standards (CCSS).

One operational component will be coordinated by KSC and will involve a train-the trainer approach using a core of faculty from NH's Institutions of Higher Education and other identified trainers. These trainers will provide workshops to instructional leaders across NH to advance the RTI/MTSS framework in the context of the CCSS.

Another operational component will be coordinated by PSU to advance the RTI/MTSS trainings described above in the North Country through a range of coaching and embedded professional development approaches. In collaboration with RSEEC partners, a curriculum coordinator will be hired to assist the qualifying districts to move toward implementation of the Common Core State Standards. In addition, content area instructional leaders and a technology integration specialist will provide professional development using research-based instructional strategies and differentiated instruction to enhance Response to Instruction strategies.

- D. Scope of Work:** First objective: to provide comprehensive training in the implementation of the Common Core State Standards (CCSS) and Response to Instruction (RtI). KSC, in collaboration with AIR, has piloted overview training with NH's institutes of higher education (IHE) and will continue this work with funding from the SAHE grant. It is anticipated that a robust train the trainer model will be implemented and disseminated through LESCEN.

Second Objective: Instructional coaches in North Country schools will participate in ongoing professional development providing direction in English/language arts and mathematics. This work is a continuation of work previously funded by SAHE and maintained through RSEEC. The focus, however, will change from providing the coaching to training local coaches. By training local coaches, long-term sustainability is more achievable. It is anticipated that instructional coaches will be identified by local administrators and provided with professional development and networking opportunities to assist in their professional learning. Mathematics

coaches will be provided the opportunity to attend the annual conference sponsored by the National Council of Teachers of Mathematics. PSU is spearheading this work through the continued use of instructional experts in English/language arts and mathematics.

Third Objective: Technology integration support through NCES will continue to take the lead in providing in-school support with an experienced technology integrator. The technology integrator, in collaboration with a newly hired curriculum coordinator, will perform needs assessments in each district, determine the areas for teacher improvement, and develop individualized plans to help educators improve their use of technology in the classroom.

Fourth Objective: NCES will provide the three eligible school districts with the services of a curriculum coordinator. A group composed of the three local superintendents (or their designees) and members from NCES and PSU will conduct the interviews. Although each of the three districts is in a different place in their planning for the CCSS and RtI, it is anticipated that this individual will be able to facilitate the change process through guidance, providing effective professional development, and leadership in committee work.

Fifth Objective: Examine leadership in the North Country and provide a strong emphasis on administrative training and developing the educational leadership skills of others. Since effective leadership is such an integral part of educational change, it has been determined that providing supplemental funding for NISL training and support to North Country administrators and those who aspire to be administrators would be a good use of SAHE funds.

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: 570,258.00. 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 no more frequently than monthly and no less frequently than quarterly. 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 75 days after the Project Period end date.

Invoices and report shall be submitted to: Deborah Connell, NH Department of Education, 101 Pleasant Street, Concord, NH 03301

G. Other:

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

State Agency for Higher Education Grant

Rural School Educator Effectiveness Collaborative

Plymouth State University – fiscal agent

Budge Summary Request 2012-2013

Detailed Budgets Follow For Plymouth State University and

Sub-recipients: Keene State College and North County Education Services

1. Salaries and Fringe Benefits	Request	SAHE Only
A. Professional	\$26,028.00	\$26,028.00
B. Classified	\$7,000.00	\$7,000.00
C. Student		
D. Consultant	\$20,200.00	\$20,200.00
E. Other (Explain) GA-Evaluation	\$10,000.00	\$10,000.00
F. Fringe Benefits	\$6,825.80	\$6,825.80
Total Personnel Costs	\$70,053.80	\$70,053.80
2. Travel		
A. In-State	\$10,000.00	\$10,000.00
B. Out-of-State	\$32,000.00	\$32,000.00
Total Travel Costs	\$42,000.00	\$42,000.00
3. Operating		
A. Office Copying/Supplies/ Expenses(for special purposes only)	\$1,721.68	\$1,721.68
B. Instructional	\$48,500.00	\$48,500.00
C. Equipment		
D. Printing		
E. Other		
Total Operating Costs	\$50,221.68	\$50,221.68
Subtotal	\$162,275.48	\$162,275.48
Indirect Costs 8%	\$12,982.04	\$12,982.04
TOTAL PSU COSTS	\$175,257.52	\$175,257.52
Keene State College subaward	\$200,000.00	\$200,000.00
North County Education Services subaward	\$195,000.48	\$195,000.48
TOTAL COSTS	\$570,258.00	\$570,258.00

**Plymouth State University
Proposed Budget
Rural School Educator Effectiveness Collaborative
2012-2013**

1. Salaries and Fringe Benefits	Request	SAHE Only
A. Professional	\$26,028.00	\$26,028.00
B. Classified	\$7,000.00	\$7,000.00
C. Student		
D. Consultant	\$20,200.00	\$20,200.00
E. Other (Explain) GA-Evaluation	\$10,000.00	\$10,000.00
F. Fringe Benefits	\$6,825.80	\$6,825.80
Total Personnel Costs	\$70,053.80	\$70,053.80
2. Travel		
A. In-State	\$10,000.00	\$10,000.00
B. Out-of-State	\$32,000.00	\$32,000.00
Total Travel Costs	\$42,000.00	\$42,000.00
3. Operating		
A. Office Copying/Supplies/ Expenses(for special purposes only)	\$1,721.68	\$1,721.68
B. Instructional	\$48,500.00	\$48,500.00
C. Equipment		
D. Printing		
E. Other		
Total Operating Costs	\$50,221.68	\$50,221.68
Subtotal	\$162,275.48	\$162,275.48
Indirect Costs 8%	\$12,982.04	\$12,982.04
TOTAL PSU COSTS	\$175,257.52	\$175,257.52

Plymouth State University Proposed Budget Narrative

1. Salaries and Fringe Benefits:

1A. The following professional staff are included in this line:

Staff Member	Assignment	Number of Days	Per Diem	Total
Cheryl Baker	Project Director	16 days	\$248	\$4,960
Natalya Vinogradova	Math Professor – Dr. Vinogradova will be spearheading the effort to provide opportunities to develop instructional coaches in participating school districts in the mathematics content area.	16 days	\$345	\$6,900
Eileen Leavitt	Adjunct Professor – Mrs. Leavitt will be providing support in elementary English/language arts to develop instructional coaches.	17days	\$600	\$10,200

1 B. Classified:

A part-time administrative assistant is included in the budget for 2 hours per week @ \$15.00 per hour for a total of 44 weeks. This administrative assistant will be responsible for providing support regarding programming, scheduling, and payments.

1 D. Consultant:

Ann Spencer will be working 17 days @ \$600 per day in the North Country to provide opportunities for instructional coaches to be developed at the secondary level.

1 E. Other: Two graduate assistants will be employed to continue the program evaluation. Each will be paid \$500/month for 10 months to conduct the ongoing evaluation.

1 D. Fringe Benefits:

This amount represents the amount of benefits that are required for Cheryl Baker and Natalya Vinogradova when working for the SAHE grant.

2. Travel:

Rural School Educator Effectiveness Collaborative – Budgets & Narratives 20

2A. In-state:

Each round trip to the North Country from Plymouth State averages \$65.00 in travel reimbursement at the IRS level. In addition, it is estimated that hotel accommodations will need to be acquired for at least half of the work conducted in the North Country. This will allow more time for consultants to be working within the school districts rather than traveling long distances.

2B. Out-of-State:

Sixteen math teacher leaders will be traveling to the National Council for Teachers of Mathematics annual conference scheduled for Denver Colorado in April, 2013. This event will be part of a multitiered series of workshops to help develop participants' instructional coaching skills as well as their understanding of CCSS and RtI. Dr. Natalya Vinogradova will be supervising the experience and providing guidance for mathematics instructional coaching during the conference. Participants will be required to develop professional development opportunities for their school districts based on what has been learned at the national conference.

3. Operating:

3A. Supplies:

Supplies include books, math manipulatives, and other items as deemed necessary for this work.

3B. Instructional:

This line includes funding for training aspiring administrators through the National Institute for School Leadership. Also included is training for the train the trainer model in affiliation with the work that KSC is completing in collaboration with AIR. It is anticipated that Cheryl Baker, Eileen Leavitt, and Natalya Vinogradova will participate in training. This money covers their per diem rates. Ann Spencer will be participating in the training through another venue.

3E. Other:

This amount represents the 8% indirect costs that are allowed through the grant.

**Keene State College
Proposed Budget
Rural School Educator Effectiveness Collaborative
2012-2013**

	Request	SAHE Only
1. Salaries and Fringe Benefits		
A. Professional (Steve Bigaj--4% calendar year effort)	\$4,500.00	\$4,500.00
B. Classified	\$	-
C. Student	\$	-
D. Consultant (Winsome Waite)	\$60,000.00	\$60,000.00
E. Other (Trainer Stipends-10@\$7,000 each)	\$70,000.00	\$70,000.00
F. Fringe Benefits	\$8,255.00	\$8,225.00
Total Personnel Costs	\$142,755.00	\$142,755.00
2. Travel		
A. In-State	\$2,680.00	\$2,680.00
B. Out-of-State	\$	-
Total	\$2,680.00	\$2,680.00
3. Operating		
A. Office Copying/Supplies/ Expenses (for special purposes only)	\$189.00	\$189.00
B. Instructional:	\$	-
(SW Center 37 days @\$660/day)*	\$24,420.00	\$24,420.00
Food (training; \$15/day/5 days/20 people)	\$1,500.00	\$1,500.00
Facilitation Fees (\$300/session for 50 sessions)	\$15,000.00	\$15,000.00
C. Equipment	\$	-
D. Printing	\$	-
E. Other (Payment to schools for substitute teachers)	\$450.00	\$450.00
Total	\$41,559.00	\$41,559.00
Indirects 8% of MTDC (exclusive of SW Center line)*	\$13,006.00	\$13,006.00
TOTAL COSTS	\$200,000.00	\$200,000.00

Project Narrative:

1. To provide training to a cadre of statewide trainers on the Response to Instruction (RtI) multi-tiered system of support (MTSS) for implementation of the Common Core State Standards (CSS):
 - Create a cadre of trainers to provide training related to the RtI/MTSS and CCS. The Southwestern NH Educational Support Center at KSC (SW Center), in collaboration with the American Institute of Research (AIR), will coordinate a sequential series of trainings offered to a cadre of higher education faculty members and other experienced trainers to create a sustainable Train-the-Trainer model. The SW Center will build upon prior work where they have established job

requirements for the trainers that address communication and technology skills. RtI and Common Core knowledge, worked out preliminary logistics, and obtained willingness from potential trainers to commit to the proposed project.

- Upon grant approval, the SW Center will develop contracts with service providers and trainers, secure a Train-the-Trainer training location and arrange other logistics.
 - An AIR consultant will be hired to customize five training modules to meet the needs of NH educators, and deliver them in the Train-the-Trainer sessions. Modules will be both face-to-face and in webinar format.
2. To implement Year 2 of the New Hampshire RtI Technical Assistance Plan written by AIR for NHDOE:
- Contract with AIR to finalize the NHDOE RtI/MTSS implementation plan:
 - AIR will provide five days to complete this objective as part of their contract.
 - AIR will continue working with NH Steering Committee to provide technical assistance.
 - AIR will continue training and support of NH RtI pilot sites.
3. Implement statewide RtI/MSS and CSS training for local educators:
- SW Center will facilitate site-based training, delivered by the cadre of trainers, for each module in several locations around NH, up to 50 sessions. The NHDOE will identify schools/districts for the focused training, but the training will be open to all interested educators. The SW Center will work with the trainers to establish training dates, locations, and facilitation of training for school leaders, including the recruitment of district and school staff. The SW Center will maintain a common cloud-based calendar for the training schedule.
 - SW Center will provide ongoing coaching to the cadre of trainers in the use of data management technology.
4. Assure collaboration and continuity with Plymouth State University and other partners in the Rural School Educator Effectiveness Collaborative (RSECC):
- KSC and SW Center staff will attend the meetings of the RSECC steering committee, will respond promptly and thoughtfully to any activities of the collaborative, and will participate in common evaluative processes developed by the collaborative.
5. Create opportunities for IHE faculty to attend RtI/MTSS and Common Core trainings so that faculty can share information with their teacher training programs:
- SW Center will offer limited seats for higher education faculty to participate in training sessions that are offered to school district staff. No stipends will be provided to the IHE faculty for their attendance.

**North Country Education Services
Proposed Budget
Rural School Educator Effectiveness Collaborative
2012-2013**

	Request	SAHE Only
1. Salaries and Fringe Benefits		
A. Professional		
B. Classified		
C. Student		
D. Consultant	\$169,459.00	\$169,459.00
E. Other (Explain)		
F. Fringe Benefits		
Total Personnel Costs	\$169,459.00	\$169,459.00
2. Travel		
A. In-State	\$9,926.00	\$9,926.00
B. Out-of-State		
Total	\$9,926.00	\$9,926.00
3. Operating		
A. Office Copying/Supplies/ Expenses (for special purposes only)	\$675.00	\$675.00
B. Instructional		
C. Equipment		
D. Printing		
E. Other (Explain) Indirect Advertising	\$460.00	\$460.00
Total	\$1,135.00	\$1,135.00
Subtotal	\$180,556.00	\$180,556.00
Indirects 8%	\$14,444.48	\$14,444.48
TOTAL COSTS	\$195,000.48	\$195,000.48

NCES Proposed Budget Narrative:

	Days	Rate	Total
Contracted Services			
Technology Integration Specialist for North Country schools	80	649	\$1,920
65 days through June 30, 2013: to work in classrooms on technology integration. This includes both instructional approaches and technology use in student learning. Includes time for lesson preparation, planning, researching and designing activities as necessary.			
Summer 2013, 3 Tech Camps: 4 day intensive hands-on technology boot-camps (1 day planning/follow-up) for up to 20 staff in each of SAUs 3, 7 & 58			
Common Core State Standards Curriculum Implementation Coordinator for SAUs 3, 7 & 58	165	649	\$107,085
4 days/wk, 41 weeks Nov-Sept to provide services as described in the job description. Both remote and in-district work			

Project Coordination			
Project oversight, hiring, assisting coordination and communication of tech integrator and curriculum coordinator with district leaders, participation in SAHE project meetings, documentation and info for evaluation.	10	649	\$6,490
Trainers, consultants for professional development			\$4,000
At the discretion of the Curriculum Coordinator, to contract for identified professional development needs in relation to the Common Core Implementation but not available through IHE content specialists in the SAHE project. For example, training in utilizing Professional Learning Communities or in specialized software such as Milepost or curriculum mapping.			
Travel			
Tech integrator & CC travel to schools; project coordinator to meetings @IRS mileage rate			\$9,926
Supplies			
Refreshments – For meetings of districts for collaborative work and/or professional development sessions sponsored by the SAHE project.			\$675
Advertising			\$460.00

APPENDIX A
Key Personnel

Cheryl B. Baker, Ed.D.
Stephen J. Bigaj, Ph.D.
Paula Churchill
Carlton Fitzgerald
Mary J. Ford, Ed.D.
G. Raymond Healey
Lori Langlois
Eileen B. Leavitt
Ann Spencer, Ed.D.
Beverly S. Straneva
Natalya Vinogradova
Winsome Waite