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Frank Edelblut  
Commissioner

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Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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June 11, 2019

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

Requested Action

Authorize the Department of Education, Bureau of Instructional Support to hold the Every Student Succeeds Summer Leadership Summit on August 13-14, 2019 at Southern New Hampshire University, Manchester, NH, for a total conference cost not to exceed \$4,510.00, effective upon Governor and Council approval through September 30, 2019. 100% Federal Funds.

Funds to support this request are anticipated to be available in the accounts titled, Title IV-A 21<sup>st</sup> Century Student, Title IV-B 21<sup>st</sup> Century Community, Title V-B Rural/Low Income Schools, and Title II-A Professional Development as follows:

	<u>FY20</u>
06-56-56-562010-25180000-102-500731 Contracts for Program Services	\$1,127.50
06-56-56-562010-25190000-102-500731 Contracts for Program Services	\$1,127.50
06-56-56-562010-25110000-072-509073 Grants-Federal	\$1,127.50
06-56-56-562010-25100000-102-500731 Contracts for Program Services	<u>\$1,127.50</u>
Total	\$4,510.00

Explanation

The purpose of the Every Student Succeeds Summer Leadership Summit is to provide training for district administrators, superintendents, business administrators, and Federal grant directors in managing, directing, and sustaining student-centered educational initiatives with Federal funding streams. Workshops will address issues of compliance, fiscal management, programmatic requirements, sustainability, and systems thinking, with the goal of assisting local school districts in building and supporting programs with Federal funds.

The Department of Education will have up to 272 individuals participating in the conference. Four facilities were contacted for the purpose of hosting the Every Student Succeeds Summer

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Leadership Summit and were requested to submit a proposal. All facilities received the same information regarding conference needs. The contacts were made during the months of March and April. Southern New Hampshire University was selected based upon their low-cost and availability on the proposed dates. A list and itemization of the facilities contacted with associated cost is attached.

To measure the success of the conference, a post conference survey will be conducted and the Department will also collect and maintain a registration log of the event.

In the event that Federal Funds no longer become available, General Funds will not be requested to support this event.

Respectfully submitted,



Frank Edelblut  
Commissioner of Education

FE:ng:emr

Every Student Succeeds Summer Leadership Summit  
August 13-14, 2019

**Proposal Review Sheet of Written Proposals Obtained Via Email Request  
Generated by NH DOE**

Name	Facility Costs including food	Total Costs	Meets Conf. Needs
Southern NH University	\$4,210.00	\$4,210.00	Yes
NHTI	Not provided	Not provided	No
Plymouth State University	Not provided	Not provided	No
University of New Hampshire	\$15,440.00	\$15,440.00	Yes

**Conference needs include:**

1 General Session Large Room  
12 Breakout Rooms  
Able to accommodate 274 participants  
Audio Visual Services

Every Student Succeeds Summer Leadership Summit  
August 13-14, 2019

**Attachment A**  
**Total Meeting Costs**

**Facility Event Fee**

Facility Rental \$4,210.00

**Conference Supplies**

Conference Programs \$ 250.00  
Name Badges \$ 50.00

**Total Conference Cost \$4,510.00**

# Southern New Hampshire University

Conference & Event Services  
 2500 North River Road  
 Manchester, New Hampshire 03106  
 603.645.9612

DATE April 5, 2019  
 Event Date August 13th & 14th, 2019

TO New Hampshire Department of Education  
 From SNHU: Conference & Events Services

Contact Name	JOB	PAYMENT TERMS	DUE DATE
Ellen Desmond			

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
2.00	Dining Center Banquet Hall: Sides 1 & 2	\$ 1,025.00	\$ 2,050.00
24.00	Standard Classrooms	\$ 105.00	\$ 2,520.00
2.00	Audio Visual Services - Banquet Hall	\$ 150.00	\$ 300.00
24.00	Audio Visual Services - Classrooms	\$ 50.00	\$ 1,200.00
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
1.00	Facility Discount	\$ (1,260.00)	\$ (1,260.00)
1.00	Audio Visual Discount	\$ (600.00)	\$ (600.00)
			\$
			\$
			\$
			\$
Please make checks payable to Southern New Hampshire University			
<b>SUBTOTAL</b>			<b>\$ 4,210.00</b>
<b>SALES TAX</b>			
<b>TOTAL</b>			<b>\$ 4,210.00</b>

Every Student Succeeds Summer Leadership Summit  
August 13-14, 2019

### **List of Participants**

The registration is ongoing, and a list of those attending will be maintained at the NH Department of Education. Participants will include superintendents, business administrators, Federal grant directors, and other school personnel involved in the management, planning, and sustainability of Federal funding streams. In addition, the registration has been placed on the New Hampshire Department of Education website and communicated through various social media outlets to which the Department has access.

# Every Student Succeeds School Leadership Summit

STRAND	Block 1 (Day 1, 9:30-10:30)	Block 2 (Day 1, 10:45-11:45)	Block 3 (Day 1, 1:15-2:15)	Block 4 (Day 1, 2:30-3:30)	Block 5 (Day 2, 9:30-10:30)	Block 6 (Day 2, 10:45-11:45)
<b>Funding</b>						
A - Funding 101	Title I 101 (Julie)	Title II 101 (Joey)	Title IVa 101	Title IVb (21C) 101 (Kathy)	Title V (REAP) 101 (Ashley Frame and Penny)	Title III 101 (Aaron Hughes)
B - Federal Compliance	Compliance 101 (FC)	Uniform Grant Guidance (FC)	Time & Effort Tracking (FC)	Procurement (FC)	Inventory Tracking (FC)	Fiscal Monitoring Visit 101 (FC)
C - GMS/State Fund Mgmt	GMS 101 (Elizabeth)	Comprehensive Needs Assessments (Nate)	Writing Effective Grant Activities	Finding Evidence Based Programs (Ashley Frame)	Defining Performance Measures and Outcomes (Ashley Frame and Joey)	Program Monitoring Visits (Nate)
D - Grantwriting	How to Find Grants (OSEW)	Grant Alignment (OSEW)	How to Structure a Grant Application (OSEW)	Project Timelines (OSEW)	Sustainability (OSEW)	Evaluation Plan (AUNE?)
E - Funding Repeats						
F - Funding Repeats						
<b>Systems Thinking</b>						
G - Exploration	Environmental Scan and Gaps Analysis	Financial Mapping	Staff Buy-In/How to Market Your Strategy	Communicating Your Strategy to Parents, Community, etc.	Student Voice	Blending & Braiding Funding
H - Implementation	Data Collection (Tools, Approaches)	Using Eval Data	Community Resources (CMT)	CLC		
I - Systems Thinking Repeats						
<b>Whole Child Education</b>						
J - Wellness	Training and TA	What is MTSS-B	Infrastructure	Tier 1	Tier 2	Tier 3/Wrap
K - Academics	Wow, now that's a good Title IV A Idea (Marcia)	Professional Development Strategies	Supporting Transliteracy for students in the Digital Age (Stan)	Title I Strategies	Working with High Need Stakeholders - Homeless Youth and Families (Ashley Greene)	Equitable Services for Private Schools (Nate)
L -						
<b>Funding</b>	4 sessions/block		<b>August 13</b>		<b>August 14</b>	
<b>Systems Thinking</b>	4 sessions/block		8:00-9:30	Registration/Coffee	8:00-9:30	Registration/Coffee
<b>Whole Child Education</b>	4 sessions/block		8:30-9:45	Welcome	8:30-9:45	Welcome
			9:45-9:55	Keynote	8:45-9:15	School Huddle
Max capacity = 272	Southern NH University		9:15-9:30	Passing time	9:15-9:30	Passing time
			9:30-10:30	Block 1	9:30-10:30	Block 6
Superintendents			10:30-10:45	Passing time	10:30-10:45	Passing time
Asst. Superintendents			10:45-11:45	Block 2	10:45-11:45	Block 6
Principals			11:45-12:00	Passing time	11:45-12:00	Passing time
Business Administrators			12:00-1:00	Lunch & School Huddle	12:00-1:00	Lunch with Affinity Groups
Grants Managers			1:00-1:15	Passing time	1:00-1:15	Passing time
Title Programs Directors			1:15-2:15	Block 3	1:15-2:30	Keynote
			2:15-2:30	Passing time	2:30-3:00	Wrap-Up
			2:30-3:30	Block 4		
			3:30-3:45	Passing time		

STRAND	Block 1 (Day 1, 9:30-10:30)	Block 2 (Day 1, 10:45-11:45)	Block 3 (Day 1, 1:15-2:15)	Block 4 (Day 1, 2:30-3:30)	Block 5 (Day 2, 9:30-10:30)	Block 6 (Day 2, 10:45-11:45)
			3:45-5:00	<i>Paradigm Spark Listening Session</i>		