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

Paul K. 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

May 16, 2014

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

REQUESTED ACTION

Pursuant to MOP 1103-(G) Travel Reimbursement Policy, authorize the Department of Education to advance funds in cash to a Bureau of Special Education Staff Member to attend the Office of Special Education Programs (OSEP) 2014 Project Director's Conference, effective upon Governor & Council approval. This conference will be held at the Washington Marriott Wardman Park Hotel in Washington, D.C., from July 20, 2014 through July 23, 2014. 100% Federal funds.

Funding for this request is available in Account, State Personnel Development Grant:

	<u>Amount</u>
06-56-56-562510-41070000-080 Out of State Travel FY'15	\$1,320.98

Explanation

Donna Couture, Program Specialist III, Bureau of Special Education, will be attending the conference for the period July 20th, July 21st, July 22nd and July 23rd and staying for three (3) nights:

The OSEP Project Directors' Conference brings together OSEP-funded projects to explore issues regarding preparation, research, technical assistance, technology, and policy and their implications for improving results for children with disabilities. The conference will address current issues and concerns in the field, share information and knowledge across projects, and provide an opportunity for project directors and staff to network and form alliances.

Her Excellency, Governor Margaret Wood Hassan
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Page Two

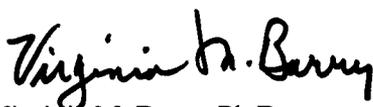
The New Hampshire Department of Education received funding for the \$3.85 million SPDG grant in 2012 with the provision that the Director and Coordinator of the project attend the yearly OSEP Project Director's Conference. The SPDG proposal is targeted to increase the number of students with disabilities graduating from high school who are college and career ready, through the implementation of evidence based transition practices. The proposal targets four strategies to achieve this goal: (1) increasing student competency through increased use of Extended Learning Opportunities (ELOs), (2) enhanced transition planning and increased transition planning opportunities/practices, (3) greater family – school engagement, and (4) sustaining practices through our state Institutes of Higher Education (IHEs), regional education intermediaries, a transition Community of Practice, and the use of technology. These strategies are aimed at school districts, parents, regional professional development intermediaries, Vocational Rehabilitation, IHEs, and other community members.

This year's OSEP Project Director's Conference will provide opportunities to explore issues regarding:

- Strategies to evaluate and track teacher performance
- Implementing and sustaining evidence based practices that lead to improved outcomes for children with disabilities
- Innovative strategies for turning around low performing schools
- Preparing students for college and career, and
- Using data for instructional programming and program improvement

This conference will include keynote plenary sessions, numerous large panel and small concurrent breakout sessions, as well as discussion groups, a poster session, and networking opportunities.

Respectfully submitted,



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

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: April 15, 2014

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Education, Bureau of Special Education requests permission for 1 Employees* or their designees to travel to Washington, DC for 4 days of out-of-state travel status from July 20, 2014 to July 23, 2014 for days of out-of-state travel status from to

Conference/Workshop/Seminar Title

Office of Special Education Programs (OSEP) 2014 Project Director's Conference

Purpose of Travel

Staff will be representing the State of New Hampshire at the OSEP Project Director's Conference. The OSEP Project Directors' Conference brings together OSEP-funded projects to explore issues regarding preparation, research, technical assistance, technology, and policy and their implications for improving results for children with disabilities. The conference will address current issues and concerns in the field, share information and knowledge across projects, and provide an opportunity for project directors and staff to network and form alliances.

This year's OSPE Project Director's Conference will provide opportunities to explore issues regarding:

- Strategies to evaluate and track teacher performance
- Implementing and sustaining evidence based practices that lead to improved outcomes for children with disabilities
- Innovative strategies for turning around low performing schools
- Preparing students for college and career, and
- Using data for instructional programming and program improvement

Attendees and their Titles

1. Donna Couture, Program Specialist III

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	\$ 350.00	Appropriation of Out-of-State Travel	\$ 3,600.00
0711	Per Diem in Lieu	\$ -	Amount Expended to date	\$ 0.00
0712	Meals	\$ 267.00	Available Balance	\$ 3,600.00
0713	Hotel	\$ 573.64	Amount requested this authorization	\$ 1,320.98
0714	Mileage	\$ 20.34	Estimated Balance Available	\$ 3,600.00
0715	Operation State Car	\$ -		
0717	Miscellaneous	\$ 110.00	Appropriation Code	<u>010</u> <u>056</u> <u>4107</u> <u>080</u>
0719	Registration Fees	\$ -	Source of Funds	<u>Federal Funds</u>
		\$ -		

Authorized Signature



Form #A-24 - Fiscal Information Detail > 1 Appropriation Code (08/30/95)

Fiscal Information - Detail #1

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 350.00	Appropriation of Out-of-State Travel	\$ 3,600.00
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0719	Registration Fees	\$ -	Source of Funds	<u>Federal Funds</u>
		\$ -		

Raymond, Barbara

From: osep-meeting@air.org
Sent: Tuesday, April 15, 2014 12:42 PM
To: Couture, Donna
Cc: osep-meeting@air.org
Subject: Registration Confirmation: Donna Couture 2014 OSEP Project Directors' Conference



Donna Couture:

This email serves as a receipt for your registration. Please print this as proof of registration.

Thank you for registering for the 2014 OSEP Project Directors' Conference to be held at the Marriott Wardman Park Hotel in Washington, DC on July 21-23, 2014.

You may pick up your conference information at the OSEP Conference registration desk. Please refer to the Agenda at <http://www.osep-meeting.org/agenda.aspx> for information on the start of each day's events. The Agenda will be revised as we get closer to the meeting date; please return to www.osep-meeting.org for future updates.

You have registered as State Personnel Development Grant Project Directors .

You have provided the following special needs: None specified.

Hotel Contact Information:

Marriott Wardman Park Hotel

2660 Woodley Road NW

Washington, DC 20008

Phone: 202-328-2000; Toll free: 1-877-212-5752

Internet Reservations: https://resweb.passkey.com/Resweb.do?mode=welcome_gi_new&groupID=21636129

If you have any questions regarding logistics, please contact us at osep-meeting@air.org.

We look forward to seeing you in July!



Agenda

The agenda is subject to change. Please check back for updates.

[Sunday](#) | [Monday](#) | [Tuesday](#) | [Wednesday](#)

Sunday, July 20, 2014

3:00 p.m. – 7:00 p.m. **Registration/Pick Up Conference Materials**

Monday, July 21, 2014

7:00 a.m. – 8:30 a.m. **Registration/Pick Up Conference Materials**

8:00 a.m. – 8:30 a.m. **Interactive Small Breakout Session for First-Time Conference Attendees**

8:30 a.m. – 9:25 a.m. **Welcome and Opening Remarks**

9:25 a.m. – 10:45 a.m. **Keynote Presentation**

10:45 a.m. – 11:15 a.m. **Break**

11:15 a.m. – 12:00 p.m. **Project Officer Meetings**

12:00 p.m. – 1:00 p.m. **Break for Lunch (*on your own*)**

1:00 p.m. – 2:00 p.m. **Poster Session A**

2:00 p.m. – 2:15 p.m. **Break**

2:15 p.m. – 3:45 p.m. **Large Group Panels**

3:45 p.m. – 4:00 p.m. **Break**

4:00 p.m. – 6:00 p.m. **Program Area Meetings**

Tuesday, July 22, 2014

- 8:30 a.m. – 9:00 a.m. **Welcome and Remarks from OSEP/OSERS**
- 9:00 a.m. – 10:15 a.m. **Keynote Presentation**
- 10:15 a.m. – 10:30 a.m. **Break**
- 10:30 a.m. – 12:00 p.m. **Large Group Panels**
- 12:00 p.m. – 1:00 p.m. **Break for Lunch (*on your own*)**
- 1:00 p.m. – 2:00 p.m. **Poster Session B**
- 2:00 p.m. – 3:00 p.m. **Small Breakout Sessions**
- 3:00 p.m. – 3:30 p.m. **Break**
- 3:00 p.m. – 5:00 p.m. **Large Group Panels**

Wednesday, July 23, 2014

- 8:30 a.m. – 9:30 a.m. **Small Breakout Sessions and Discussion Sessions**
- 9:30 a.m. – 9:45 a.m. **Break**
- 9:45 a.m. – 10:45 a.m. **Small Breakouts**
- 10:45 a.m. – 11:00 a.m. **Break**
- 11:00 a.m. – 11:30 a.m. **Department Update & OSEP Research to Practice Director's Address**

[Back to Top](#)

Page last updated: 2/21/14 11:00 am

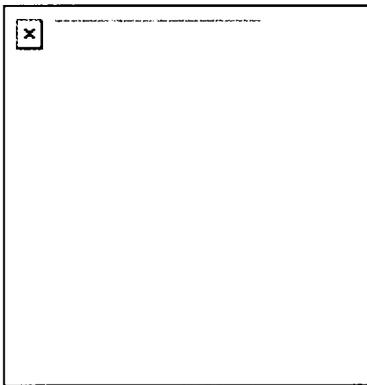
Raymond, Barbara

From: The Washington Marriott Wardman Park Hotel Team
<groupcampaigns@pkghlrss.com>
Sent: Tuesday, April 15, 2014 11:54 AM
To: Couture, Donna
Subject: The Washington Marriott Wardman Park Hotel Reservation Update Confirmation



Washington Marriott Wardman Park Hotel

2660 Woodley Road, NW
Washington, DC 20008 US
Phone: +1(202) 328-2000 Fax: (202) 324-0015



Reservation for DONNA COUTURE

Online Confirmation Number: 327XP5MM
Marriott Confirmation Number: 80905280
Check-in: 20-Jul-2014 (Check-in time: 4:00 PM)
Check-out: 23-Jul-2014 (Check-out time: 12:00 PM)



 [View Hotel Website](#)

 [Maps & Transportation](#)

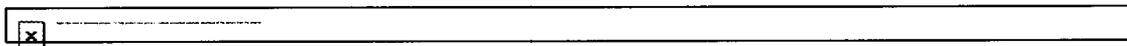
Dear DONNA COUTURE,

We look forward to welcoming you to Washington Marriott Wardman Park Hotel for 2014 OSEP Project Directors' Conference. The below confirms recent changes made to your reservation.

Washington Marriott Wardman Park Hotel

Planning Your Trip

- [Visit Washington area](#)



Reservation Details

Confirmation number: 327XP5MM
Your hotel: Washington Marriott Wardman Park Hotel
Check-in: 20-Jul-2014 (Check-in time: 3:00 PM)

Check-out: 23-Jul-2014 (Check-out time: 12:00 PM)

Room type: Standard Guest Room

Number of rooms: 1

Guests per room: 1

Guest name: DONNA COUTURE

Reservation confirmed: 03-Apr-2014

Guarantee method: Credit card

Summary of Room Charges	Cost per night per room (USD)
20-Jul-2014 - 23-Jul-2014	167.00
Estimated taxes and fees	Room Rates shown do not include 14.50% City Tax (subject to change). Total room charges presented on the website will include all room fees and taxes.
Total for stay (for all rooms) not including applicable taxes/fees	501.00
Washington Marriott Wardman Park Hotel will make every effort to accommodate the below requests, however they are not guaranteed.	
<ul style="list-style-type: none">K1; ++4/15: Name of primary guest changed from 'Donna M Couture' to 'DONNA COUTURE'--	

Canceling your Reservation

Cancellation policy is 6 pm day of arrival, hotel time, in order to avoid one nights room and tax to the credit card.

You may modify or cancel your reservation [here](#) or call 1-877-212-5752 in the US and Canada. Elsewhere, call 1-202-328-2000. Contact us if you have any questions about your reservation.

Travel Alerts

Please Note: All Marriott hotels in the USA and Canada, are committed to a smoke-free policy.

[Learn More](#)

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This email was sent by Passkey International, Inc.

On behalf of:

Washington Marriott Wardman Park Hotel