



Frank Edelblut  
Commissioner

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Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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June 7, 2023

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

**REQUESTED ACTION**

1. Authorize the New Hampshire Department of Education, Bureau of Learner Support to hold an organized meeting on August 10, 2023 at Keene State College Keene, NH (vendor code 315187), for a total cost not to exceed \$25,000 to provide a one-day Summer Leadership Institute and concurrent New Teacher Retreat for Educators effective upon Governor and Council approval through September 30, 2023. 100% Federal Funds.
2. Authorize the New Hampshire Department of Education, Bureau of Learner Support to enter into a **sole source** Cooperative Project Agreement (CPA) with Keene State College (KSC), Keene, NH (vendor code 315187), in the amount of \$25,000 to provide a one-day Summer Leadership Institute and concurrent New Teacher Retreat for Educators on Thursday, August 10, 2023, entitled 'Igniting Your Why and Celebrating Our Profession' hosted by at the Southwest Center for Educator Support on the Keene State College campus. In addition to the intensive one-day institute, two follow-up virtual sessions will be offered to occur before September 30, 2023, effective upon Governor and Council approval through September 30, 2023. 100% Federal Funds.

Funds to support this request are anticipated to be available in the accounts titled Title II-A Professional Development and ESSER II-CRRSA Act of 2021 for FY24 upon the availability and continued appropriation of funds in the future operating budget as follows:

|  | FY24        |
|--|-------------|
| 06-56-56-562010-25100000-102-500731 Contracts for Program Services | \$16,000.00 |
| 06-56-56-562010-19580000-102-500731 Contracts for Program Services | \$9,000.00  |
| Total  | \$25,000.00 |

EXPLANATION

This request is **sole source** because the Southwest Center for Educator Support at Keene State College (KSC) is the only organization providing a summer education institute in this region of the state that specifically focuses on supporting new educators in New Hampshire. This will be the first in-person event the Southwest Center for Educator Support on the Keene State College campus is offering since 2019 (virtual summer institutes were offered in 2021 and 2022 due to the pandemic).

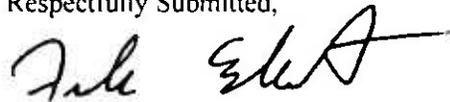
The content of the 2023 Summer Educators Institute exemplifies two of the major premises of Title II founding purposes: 1) To improve the quality and effectiveness of teachers, principals, and other school leaders 2) To increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools. Title II, Part A funds are also designated to attract and retain new teachers to the profession. A concurrent strand of the Summer Institute features a New Teachers Retreat (NTR). During this event early-career educators are nurtured and developed with workshops tailored to their unique needs in building skills, community, and confidence so that these teachers feel equipped and inspired to stay in the profession long-term.

The Southwest Center for Educator Support has a long history of providing high quality, sustained professional learning opportunities to for educators in the Southwest region of New Hampshire. One of the missions of the Southwest Center is to support districts through continuous professional development as a way to give back to those schools and educators who welcome Keene State College Educator Preparation Program preservice teachers into their classrooms for field experiences. In previous years, Title II funding enabled KSC to offer the annual summer institutes at no cost to participants. This one-day 2023 Summer Educators Institute with follow-up events is a powerful way to continue this support.

Keene State College is a public Institution of Higher Education and a member of the University System of New Hampshire. Keene State College has been a leader in offering professional development training and resource in secondary transition and special education.

In collaboration with the New Hampshire Department of Education, the Southwest Center for Educator Support at Keene State College shall provide the advertisement package for the conference, the administration of the conference, the conference space, the registration, along with the follow-up activities for the 2023 Summer Educators Institute.

Respectfully Submitted,



Frank Edelblut  
Commissioner of Education

**COOPERATIVE PROJECT AGREEMENT**  
 between the  
**STATE OF NEW HAMPSHIRE, Department of Education**  
 and the  
 Keene State College 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"). Department of Education and the University System of New Hampshire, acting through Keene State College, (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 Commissioner of Education of the State of New Hampshire approves this Project Agreement ("Effective date") and shall end on September 30, 2023. 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: Southwest New Hampshire Summer Educator's Institute: Igniting Your Why: Celebrating Our Profession

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  | Campus Project Administrator   |
|--|--|
| Jessica Lescarbeau   | Name: Noreen Norman  |
| Address: NH Department of Education<br>25 Hall Street<br>Concord, NH 03301 | Address: University of New Hampshire<br>Sponsored Programs Administration<br>51 College Road, Service Building<br>Durham, NH 03824 |
| Phone: 603-271-0058  | Phone: 603-862-2037  |

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   | Campus Project Director  |
|--|--|
| Name: Kathryn J. Nichol  | Name: Steve Bigaj  |
| Address: NH Department of Education<br>25 Hall Street<br>Concord, NH 03301 | Address: Keene State College<br>229 Main Street<br>Keene, NH 03435 |
| Phone: 603-491-0719  | Phone: 603-358-2750  |

Campus Authorized Official   KI    
 Date   6/7/23

F. Total State funds in the amount of \$25,000.00 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 0 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. S367A220028 from U.S. Department of Education, Supporting Effective Instruction under CFDA# 84.367A and from Grant/Contract/Cooperative Agreement No. S425D210017 from U.S. Department of Education, Elementary and Secondary School Emergency Relief Fund under CFDA# 84.425D. 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:  
Click here to enter text.

H.  State has chosen not to take possession of equipment purchased under this 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 Keene State College and the State of New Hampshire, Department of Education have executed this Project Agreement.

|   |   |
|---|---|
| <b>By An Authorized Official of:</b>  | <b>By An Authorized Official of:</b>  |
| Keene State College   | Department of Education   |
| Name: Karen M. Jensen   | Name: Frank Edelblut  |
| Title: Director, Pre-Award Compliance   | Title: Commissioner of Education  |
| Signature and Date: Karen Jensen<br><small>Digitally signed by Karen Jensen<br/>Date: 2023.06.07 12:49:43 -0400</small> | Signature and Date:  06/09/2023 |

|   |  |
|---|--|
| <b>By An Authorized Official of:</b>  | <b>By An Authorized Official of:</b>           |
| The New Hampshire Office of the Attorney General  | The New Hampshire Governor & Executive Council |
| Name:   | Name:  |
| Title: Assistant Attorney General   | Title:   |
| Signature and Date:  6/12/23 | Signature and Date:                            |

Campus Authorized Official KJ  
Date 6/7/23

## EXHIBIT A

**A. Project Title:** Southwest NH Summer Educators Institute at Keene State College (KSC): Igniting Your Why and Celebrating Our Profession

**B. Project Period:** Upon Governor and Council approval through September 30, 2023.

**C. Objectives:**

1. To provide high quality, sustained professional learning opportunities to educators in the Southwest New Hampshire Region.
2. To reflect on connecting to passion and purpose.
3. To introduce effective teaming practices through focusing on the collective “why”.
4. To explore adult social emotional learning and teacher resilience.
5. To develop strategies for creating a safe remote learning environment.
6. To learn reflective practice techniques to overcome reflection roadblocks.
7. To acquire the skills needed to cultivate self-compassion and combat perfectionism.

**D. Scope of Work:** Keene State College (KSC) (vendor code 315187) shall provide all the planning, organization, implantation, facilitation, space, and equipment needed for:

- A day long leadership workshop (Summer Institute) combined with a second concurrent instructional track (New Teachers Retreat) geared toward new teacher support and mentoring.
- All meeting space, classroom space, and electronic equipment for Keynote and breakout sessions
- Speakers/facilitators for Keynote & breakout sessions
- Lunch will not be provided during the workshop; attendees will have a break time for ‘lunch on your own’.
- Two virtual follow-up sessions will be scheduled to sustain intensive, collaborative, job-embedded, data driven, and classroom -focused professional development.
- Services provided will be grouped in three deliverable categories:
  - Consultants / Presenters (summer institute & New Teacher Retreat)
  - Materials & Supplies (books and conference supplies)
  - Service Providers (conference coordination & two follow up sessions)
- Analyze the effectiveness of the programs through exit surveys.
- Report survey results to NHED

**E. Deliverables Schedule:**

**Objective 1**

- Organize and implement the Southwest NH Summer Educators Institute at KSC, including marketing and registration.

**Objective 2**

- One-day Summer Leadership Institute for Educators, Thursday, August 10, 2023 7:45am-4:00pm - keynotes and breakout sessions:
  - Igniting Your Why ~ Connecting to Passion and Purpose (keynote presentation)
  - Return to Center: How to find the way back to your “WHY%”
  - Effective Teaming Practices
  - Overcoming Reflection Roadblocks
  - Confident in the Virtual Classroom: Creating a Safe Remote Learning Environment
  - Leading Together: The Collective Why
  - Universal Design for Learning
  - Taking the Time: Reflecting on Our Practice

Campus Authorized Official   KJ    
Date   6/7/23

- Redefine Success: Cultivating Self Compassion & Combating Perfectionism
- Teacher Resilience & Adult Social Emotional Learning provided by NH Office of Social Emotional Wellness.

**Objective 3**

- Concurrent full day session, 9:00am-4:00pm, New Teachers Retreat (NTR) - keynotes and breakout sessions:
  - Keynote presentation
  - Classroom management
  - Teacher evaluation and supervision
  - Balance and sustainability in the teaching profession
  - Family and community engagement.

**Objective 4**

- Conduct an evaluation of both the Summer Institute and New Teachers Retreat: analyze data to determine the effectiveness of the events and identify the topics for the two follow-up sessions to occur before September 30, 2023.

**Objective 5**

- Plan, advertise, and conduct the two virtual follow-up sessions to occur before September 30, 2023.
- Collaborate with the New Hampshire Department of Education staff contact.

**Objective 6:**

- Analyze the effectiveness of the program through exit surveys.

**F. Budget and Invoicing Instructions:**

| Deliverable  | Objective   | FY24            |
|--|-------------|-----------------|
| Consultants / Presenters (summer institute & new teacher retreat)    | 2 & 3       | \$12,000        |
| Materials & Supplies (books and conference supplies)                 | 2 & 3       | \$3,500         |
| Service Providers (conference coordination & two follow up sessions) | 1, 4, 5 & 6 | \$9,500         |
| <b>Total FY24</b>  |             | <b>\$25,000</b> |

**Price Limitation:** Upon mutual agreement between the state contracting officer and the contractor, line items in this budget may be adjusted one to another, but in no case shall the total budget exceed the price limitation of \$25,000.

**Source of Funding:** Funds to support this request are anticipated to be available in the accounts titled Title II-A Professional Development and ESSER II-CRRSA Act of 2021 for FY24 upon the availability and continued appropriation of funds in the future operating budget as follows:

|  | FY24     |
|--|----------|
| 06-56-56-562010-25100000-102-500731 Contracts for Program Services | \$16,000 |
| 06-56-56-562010-19580000-102-500731 Contracts for Program Services | \$9,000  |
| Total  | \$25,000 |

**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 as shown below. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 60 days after the Project Period end date. Invoices and receipts shall be submitted electronically to:

Kathryn "Joey" Nichol Education Consultant III  
[Kathryn.J.Nichol@doe.nh.gov](mailto:Kathryn.J.Nichol@doe.nh.gov)

Campus Authorized Official   KJ    
 Date   6/7/23

## 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 Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above..

Campus Authorized Official   KJ    
Date   6/7/23

**Southwest NH Summer Educators Institute at Keene State College**  
*Igniting Your Why & Celebrating Our Profession*  
**Thursday, August 10<sup>th</sup>, 2023**  
Keene State College • Norma Walker Hall, Alumni Center • Keene, NH

**INSTITUTE SCHEDULE**

**THURSDAY, AUGUST 10TH**

**7:45 – 9:00 AM                      REGISTRATION**

**9:00 – 10:00 AM                      WELCOME & KEYNOTE ADDRESS – Igniting Your Why ~ Connecting to Passion and Purpose – Kelly Lynn,**

**10:15 AM – 12:15 PM                      AM BREAKOUT SESSIONS**

- Return to Center: How to find the way back to your "WHY" when it seems lost in the chaos! – Kelly Lynn
- Effective Teaming Practices – Maura Hart & Lynne Howard
- Adult Social Emotional Learning (SEL) – Molly White, NH Office of Social Emotional Wellness
- Overcoming Reflection Roadblocks – Sam Harlow & Anne Louise Wagner, High 5 Adventure Learning Center

**12:15 – 1:15 PM                      LUNCH ON YOUR OWN**

**1:15 PM – 3:15 PM                      PM BREAKOUT SESSIONS**

- Redefine Success: Cultivating Self-Compassion & Combating Perfectionism – Kelly Lynn
- Effective Teaming Practices – Maura Hart & Lynne Howard (repeat session)
- Teacher Resilience Adult SEL – Molly White, NH Office of Social Emotional Wellness
- Overcoming Reflection Roadblocks – Sam Harlow & Anne Louise Wagner, High 5 Adventure Learning Center (repeat session)
- Universal Design for Learning – Greg Amend, NH UDL Scholar, Keene School District

**3:30 – 4:00 PM                      CLOSING SESSION – Kelly Lynn**

**CONCURRENT FULL DAY SESSION**

**9:00 AM – 4:00 PM                      NEW TEACHERS RETREAT (separate track)**

- Keynote presentation
- Classroom management
- Teacher evaluation and supervision
- Balance and sustainability in the teaching profession
- Family and community engagement
- Closing session

**Contact Lizabeth Buoro at [lizabeth.buoro@keene.edu](mailto:lizabeth.buoro@keene.edu) if you have any questions**