0 JUL06'23 PM 3:22 RCV 62 mc

Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
25 Hall Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

June 21, 2023

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

REQUESTED ACTION

Authorize the Department of Education to enter into a Cooperative Project Agreement with Manchester Community College (MCC), Manchester, NH in an amount not to exceed $3,065.00 to provide the use of several meeting rooms, chairs, and tables for the statewide summer learning series conference effective upon Governor and Council approval through September 30, 2023. 100% Federal Funds

Funds to support this request are available in the account titled CTE Summer Learning Series - Federal, for FY 2024 as follows:

		FY 2024
06-56-56-562010-40260000-072-502649	Grants Federal	$3,065.00

EXPLANATION

The approval to hold the event for the New Hampshire Department of Education (NHED) Career and Technical Education (CTE) Summer Learning Series was submitted and approved by Governor and Council on February 22, 2023. At that time the location of the event was still to be determined. When choosing the venue for this event, NHED staff contacted nine other facilities to establish availability and price. It was determined after careful consideration of all 9 venues that Manchester Community College was the best option because it was available, offered a superior location, and had the best price. See Attachment A.

MCC is part of the Community College System of New Hampshire (CCSNH) facilities in New Hampshire and can provide a perfect venue for our summer learning conference. The New Hampshire Department of Education (NHED) receives an annual grant under the Strengthening Career and Technical Education of the 21st Century Act Section 124(1)(C) of the Act charges the

State with the responsibility of providing professional development opportunities for career and technical education administration and staff.

NHED will host a two-day professional development conference for Career and Technical Education (CTE) professionals and stakeholders. This event was approved by the Governor and Executive Council submitted on January 30, 2023, item #77. The CPA with MCC will include the venue rental fee and additional charges for required tables and chairs for attendees for the two-day event. The services provided by CCSNH support this charge by providing a forum for NH CTE professionals to participate in a collaborative professional development experience, hosted on the campus of Manchester Community College in Manchester, NH. This professional development opportunity will address diverse educator needs, including CTE professionals from secondary and post-secondary administrators, school counselors, and career development specialists. Content will include a collection of input relative to the development of a state plan in compliance with Perkins V: Strengthening Career and Technical Education for the 21st Century Act. The content of the event will include two days of onsite professional development at, Manchester Community College on August 7th and 8th, 2023, for all stakeholders within CTE. Additionally, it will provide veteran educators and administrators with content focused on program improvement and Federal compliance. Participants will receive professional development that support educator needs and knowledge of the Perkins V legislation as applicable.

This event will allow the NH Department of Education's Bureau of Career Development to collaborate with statewide CTE professionals in order to:

- Provide targeted professional development in order to increase retention and support the professional growth of CTE instructors.
- Collect public input for use in the development of the Perkins V: Strengthening Career and Technical Education for the 21st Century State Plan.
- Increase statewide understanding of the Federal requirements under Perkins V.
- Provide training relative to career and technical education (CTE) program improvement and integrations of equity best practices in CTE.

This contract puts the cumulative value of all of the agency's contract with this vendor in this fiscal year above the applicable threshold delineated in MOP 150; therefore, G&C approval of this contract is required.

Respectfully submitted,

Frank Edelblut
Commissioner of Education

Attachment A
Career and Technical Education (CTE) Summer Learning

Location	Availability on Dates Requested	Accommodations for 250 people	Price
Manchester Community College	Available	Yes	$3,065.00
The Margate	Not able to commit 2 days	N/A	N/A
NH Bankers Association	Not able to accommodate 250 participants.	No	N/A
The Grappone Center	Available	Yes	$30,000.00
Dartmouth Hitchcock	Cannot let to the public	No	N/A
Fidelity	Not able to commit 2 days	Yes	N/A
Lakes Region Community College	Not able to commit 2 days	Yes	N/A
Keene Public Library	Not able to accommodate 250 participants.	No	N/A
Alnoba	Not able to accommodate 250 participants.	No	N/A

COOPERATIVE PROJECT AGREEMENT
between the
STATE OF NEW HAMPSHIRE, **Department of Education**
and the
MANCHESTER COMMUNITY COLLEGE

A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Education**, (hereinafter "State"), and the **Community College System of New Hampshire, DBA Manchester Community College** (hereinafter "MCC"), for the purpose of undertaking a project of mutual interest. This Cooperative Project, involving MCC and the Thompson School of Applied Sciences at the University of New Hampshire, shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and MCC dated June 8, 2015, 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 **September 30, 2023**. If the provision of services by MCC precedes the Effective date, all services performed by MCC shall be performed at the sole risk of MCC and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay MCC for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date, and within the grant period, 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: NHED BCD CTE Summer Learning Series 2023

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: Jeffry Beard
Address: NH Department of Education
21 South Fruit St.
Concord, NH 03301
Phone: (603)271-3729

MCC Project Administrator

Name: Therese Potvin
Address: MCC
1066 Front Street
Manchester, NH 03102
Phone: (603)206-8000

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: Jeffry Beard
Address: NH Department of Education
21 South Fruit St.
Concord, NH 03301
Phone: (603)271-3729

MCC Project Director

Name: Kristine Dudley
Address: MCC
1066 Front Street
Manchester, NH 03102
Phone: (603)206-8000

MCC Authorized Official KD
Date 6/14/23

F. Total Federal funds in the amount of $3,065.00 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. The state will not reimburse MCC for costs exceeding the amount specified in this paragraph.

Check if applicable

☐ MCC will cost-share % of total costs during the term of this Project Agreement.

☒ Federal funds paid to MCC under this Project Agreement are from Grant Agreement No.**V048A170029** from USED under CFDA# 84.048A. Federal regulations required to be passed through to MCC as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and Manchester Community College dated June 8, 2015, 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 Manchester Community College dated June 8, 2015 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 MCC 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 MCC 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, Manchester Community College and the State of New Hampshire, **Department of Education** have executed this Project Agreement.

By An Authorized Official of:
Manchester Community College
Name: Dr.Brian Bicknell
Title: President, Manchester Community College
Signature and Date: 6/14/23

By An Authorized Official of:
Department of Education
Name: Frank Edelblut
Title: Commissioner of Education
Signature and Date:

By An Authorized Official of: the New Hampshire Office of the Attorney General
Name: Elizabeth Brown, Attorney
Title: Attorney
Signature and Date:

By An Authorized Official of: the New Hampshire Governor & Executive Council
Name:
Title:
Signature and Date:

MCC Authorized Official
Date 6/14/23

EXHIBIT A

A. Project Title: New Hampshire Department of Education (NHED) Bureau of Career Development (BCD) Career and Technical Education (CTE) Summer Learning Series 2023

B. Project Period: Effective upon Governor and Council approval through September 30, 2023

C. Objectives: To provide a two-day professional development program for New Hampshire's career and technical education professionals. Individuals to be included in the training include but are not limited to CTE administration, instructors, work-based learning coordinators, school counselors, and career development professionals from the secondary and post-secondary CTE programs throughout NH.

D. Scope of Work: MCC (Vendor Code: 216952) will provide the following services to the New Hampshire Department of Education:

1. MCC Manchester Community College Campus for provision of large room and classroom space for cluster meetings, main event space, chairs, tables, and AV equipment in which to support and facilitate the NH CTE professional development days of August 7th and 8th, 2023.

By September 30, 2023, the University System of New Hampshire will electronically submit all invoices to NH FIRST for payment from the NH ED.

E. Deliverables Schedule: Use of facilities, supplies, and services required to complete the scope of work outlined above and detailed within the budget plan below to be completed by September 30, 2023.

- Rental of 15 rooms for two days
- Multipurpose room rental for two days
- Rental of 25 round tables, 10 rectangular tables, 200 chairs, 4 trash cans, AV equipment, and one podium for two days.
- Processing fee

F. Budget and Invoicing Instructions: FY 2024

Facilities—MCC—Rental of Manchester Community College	Price
Multipurpose Room	1,500.00
Chairs	200.00
Rectangle tables	50.00
Round Tables	125.00
Classrooms	3,600.00
Promotional table in thoroughfare	150.00
Conference Room (6 hours)	210.00
Conference Room (7 hours)	245.00
Sub Total	**6,080.00**
50% Discount	**(3,040.00)**
Room Rental processing fee	25.00
Total Cost	**3,065.00**

MCC Authorized Official [signature]
Date 6/14/23

Limitation on Price: Upon mutual agreement between the state contracting officer and the contractor line items in this budget may be adjusted to one another, but in no case shall the total budget exceed the price limitation of $3,065.00.

Source of Funding: Funds to support this request are anticipated to be available in FY 2024 in the account titled CTE VOC ED - FEDERAL, upon the availability and continued appropriation of funds in the future operating budget as follows:

		FY 2024
06-56-56-562010-40260000-072-502649	Grants Federal	$3,065.00

Method of Payment: Payment is to be made upon completion on the basis of an invoice which is supported by a summary of activities that align to the scope of services and in accordance with the terms of the contract. If otherwise correct and acceptable, a one-time payment of $3,065.00 will be made 30 days from the date the invoice is processed. The total cost for all services provided under this CPA shall not exceed $3,065.00. Payment shall be made through the NH Department of Education's NH FIRST system upon electronic submission of an invoice by MCC to:

Kathryn Maffei
Bureau of Career Development
NH Department of Education.
Kathryn.F.Maffei@doe.nh.gov (Please submit all invoices electronically)

EXHIBIT B

This Project Agreement is funded under a Grant Agreement to New Hampshire from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant Agreement are hereby adopted in full force and effect to the relationship between State and MCC, 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 MCC; 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 **Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above.**

MCC Authorized Official BB
Date 6/14/25

Frank Edelblut
Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, NH 03301
TEL. (603) 271-3495
FAX (603) 271-1953

Christine M. Brennan
Deputy Commissioner

January 30, 2023

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

REQUESTED ACTION

Authorize the Department of Education Bureau of Career Development to hold an organized meeting on August 7th and 8th 2023, at a conference center to be determined for a total conference cost not to exceed $50,000.00 to provide a statewide summer learning series for Career and Technical Education (CTE) educators and administrators, effective upon Governor and Council approval through September 30, 2023. 100% Federal Funds

Funds to support this request are available in the account titled CTE Summer Learning Series - Federal, for FY 2023 as follows:

		FY 2023
06-56-56-562010-40260000-072-502649	Grants Federal	$50,000.00

EXPLANATION

The New Hampshire Department of Education (NHED) receives an annual grant under the Strengthening CTE of the 21st Century Act Section 124(1)(C) of the Act charges the State with the responsibility of providing professional development opportunities for CTE administration and staff. The Bureau of Career Development (BCD) at the NHED has New Hampshire CTE educators in sixteen career clusters, aligned with secondary and postsecondary CTE program areas.

The NHED will host a two-day professional development event for CTE professionals and stakeholders. The training will include two days of onsite professional development on August 7th and 8th, 2023, for all stakeholders within CTE. Additionally, it will provide educators and administrators with content focused on program improvement and Federal compliance. During

the event CTE educators and administrators will convene to hear from national and New Hampshire thought leaders about developments and innovations in CTE.

This professional development opportunity will address diverse educator needs and include secondary and post-secondary CTE professionals, administrators, school counselors, and career development specialists. Content will include a collection of input relative to the development of a state plan in compliance with Perkins V: Strengthening Career and Technical Education for the 21st Century Act. Participants will also receive professional development that supports educator needs and knowledge of the Perkins V legislation as applicable.

Participants will also meet as professional learning communities (PLCs), to reflect on the work completed during the 2022-2023 school year and to plan for 2023-2024. CTE educators who have formed PLCs meet routinely to discuss effective teaching strategies for CTE, developments in their respective industries, and the needs of employers in continuing to grow the economy of the State of New Hampshire.

The full costs for the event will include rental fees for the two-day event and the costs associated with the creation and facilitation of the event. The vendors will be selected through a request for quotes (RFQ) process. The Bureau of Career Development has contacted several potential venues for this event and are awaiting their reply.

Respectfully submitted,

Frank Edelblut
Commissioner of Education

Estimate of Costs

Budget

Key Events Activity, Deliverable or Milestone	Estimate Cost
• Speakers	$10,000
• Payment for venue space	$20,000
• Food costs 2 days	$10,000
• Supplies	$2,500
• Facilitator stipends	$2,500
• Registration/attendance data/coordinate lodging	$2,500
• Evaluation tool	$2,500
Total	$50,000

NH Department of Education

Bureau of Career Development

2023 Tentative Summer Learning Series Schedule

Monday, August 7th from 9 a.m. - 3 p.m. and Tuesday, August 8th from 9 a.m. - 4 p.m.

2023 NH CTE Summer Learning Series at TBD

Day 1 -- Monday, August 7th, 2023

9:00 a.m. - 9:30 a.m. Welcome and Opening Remarks

NH CTE Teachers:

9:30 a.m. - 11:30 a.m. NH CTE Teacher Cluster Time

NH CTE Administrators:

9:30 a.m. - 10:30 a.m. Guided Facilities Tour

10:30 a.m. - 11:30 a.m. NH CTE Administrative Collaboration Time

11:30 a.m. - 12:30 p.m. Lunch for all attendees

12:30 p.m. - 1:00 p.m. TBD

1:00 p.m. - 3:00 p.m. Problems of Practice-Peer to Peer learning

Professional Development Topics	Description
Work Based Learning (WBL)	Ways to enhance, expand, and improve WBL, including details about insurance, partnering with employers, and NH State regulations
Classroom Management for CTE Administrators	Tips and techniques to enhance classroom management for CTE, presented by a CTE Director
Collecting Evidence of Competencies Through Portfolios	CTE teachers presenting information on how to create portfolios and other innovative ways to show evidence of competency and proficiency.
Accommodations for CTE Learners	Strategies to ensure CTE learners with disabilities have the maximum opportunity to work and learn in CTE spaces, including physical accommodations and strategies to access curriculum.
Classroom Management-From Classroom to Lab	Transitions from classroom instruction to applied practice in shops/labs can be time-consuming and challenging. Learn strategies to manage this CTE challenge.

3:00 p.m. -- Event concludes

Day 2 -- Tuesday, August 8th, 2023

9:00 a.m. - 9:30 a.m. Welcome and recap of day one

NH CTE Teachers:
9:30 a.m. - 11:30 a.m. NH CTE Teacher Cluster Time

NH CTE Administrators:
9:30 a.m. - 11:30 a.m. TBD

11:30 a.m. - 12:30 p.m. Lunch for all attendees
12:30 p.m. - 1:00 p.m. TBD
1:00 p.m. - 3:00 p.m. Problems of Practice-Peer to Peer learning
3:00 p.m. - 4:00 p.m. Open Feedback and Sharing, Followed by CEU Certificates Pick-Up

Professional Development Topics	Description
Work Based Learning (WBL)	Ways to enhance, expand, and improve WBL, including details about insurance, partnering with employers, and NH State regulations
NH CTE Competencies	Information around the new overarching NH CTE Competencies
Classroom Management --classroom routines for all CTE programs	Tips and techniques to enhance classroom management for CTE, presented by a CTE teacher
Enrollment Promotions and Strategies	CTE Ambassador and CTE Alumni programs to promote student interest in CTE
Building Partnerships with Employers	Hear about success stories with CTE programs partnering with employers to enhance instruction, facilitate equipment purchases, and collaborate on CTE outcomes

4:00 p.m. -- Event Concludes

*Professional Development Certificates for 13 hours will be handed out at the end of the 2023 NH CTE Summer Learning Series, August 8th.