



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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June 18, 2024

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 with the Southwest Center for Educator Support at Keene State College (KSC), Keene, NH for a cost not to exceed \$29,508 to provide a one-day Summer Leadership Institute, and concurrent New Teacher Retreat, on July 31, 2024 and two follow up sessions online dates TBD, entitled 'Engaging and Connecting Students and Teachers in Learning', effective upon Governor and Council approval through September 30, 2024. 100% Federal Funds.
2. Authorize the New Hampshire Department of Education, Bureau of Learner Support to enter into to enter into a **sole source** Cooperative Project Agreement (CPA) with the Southwest Center for Educator Support at Keene State College (KSC), Keene, NH (vendor code 315187) in the amount of \$29,508 to provide a Summer Leadership Institute, concurrent New Teacher Retreat for Educators, and two follow up sessions online entitled 'Engaging and Connecting Students and Teachers in Learning' hosted by the Southwest Center for Educator Support on the Keene State College campus effective upon Governor and Council approval through September 30, 2024. 100% Federal Funds.

Funds to support this request are available in the following account in FY 2025, with the authority to adjust budget line items within the price limitation through the Budget Office if needed and justified.

06-56-56-562010-25100000 Title II-A Prof Develop

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts For Program Services	\$29,508

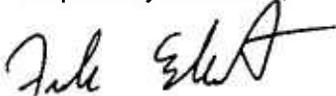
EXPLANATION

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. The content of the 2024 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 has a long history of providing high quality, sustained professional learning opportunities 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. This one-day 2024 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.

Respectfully Submitted,



Frank Edelblut
Commissioner of Education

F. Total State funds in the amount of \$29,508 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.

By An Authorized Official of:	By An Authorized Official of:
Keene State College	Department of Education
Name: Karen Jensen	Name: Frank Edelblut
Title: Director, Pre-Award Compliance	Title: Commissioner of Education
Signature and Date: <i>Karen Jensen</i> 6/14/24	Signature and Date: <i>Frank Edelblut</i> 6/25/2024

By An Authorized Official of:	By An Authorized Official of:
The New Hampshire Office of the Attorney General	The New Hampshire Governor & Executive Council
Name: Elizabeth Brown	Name:
Title: Assistant Attorney General	Title:
Signature and Date: <i>Elizabeth A. Brown</i> 6/25/2024	Signature and Date:

Campus Authorized Official KJ
Date 6/14/24

EXHIBIT A

A. Project Title: Southwest NH Summer Educators Institute at Keene State College (KSC): Engaging and Connecting Students and Teachers in Learning

B. Project Period: Upon Governor and Council approval through September 30, 2024.

C. Objectives:

1. To provide high quality, sustained professional learning opportunities to educators in the Southwest New Hampshire Region.
2. To reflect on the importance of building strong connections as a means to engage students in learning.
3. To integrate deep learning with the Science of Reading.
4. To promote inquiry, curiosity, and purposeful questioning in the classroom.
5. To explore adult social emotional learning and teacher resilience.
6. To utilize universal design for learning as a model to find engagement.
7. To consider the impact of Artificial Intelligence (AI) in educational settings.
8. To reflect on healthy boundary setting with students.
9. To foster diversity and belonging in special education through inclusion practices.

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

- A day long leadership workshop (Summer Educators 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 follow-up virtual sessions utilizing a book review format based on Brooklyn Raney's Book *One Trusted Adult* (being distributed to all participants at the institute) to sustain collaborative, job-embedded, data driven, and classroom-focused professional development.
- Services provided will be grouped in three deliverable categories:
 - Consultants / Presenters (Summer Educators Institute & New Teachers Retreat)
 - Materials & Supplies (books and conference supplies)
 - Service Providers (conference coordination & two follow up virtual 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 and New Teachers Retreat at KSC, including marketing, registration, and evaluation.

Objective 2

- One-day Summer Educators Institute: Wednesday, 7/31/24, 8:00 AM – 3:30 PM
- Institute schedule to include:
 - KEYNOTE ADDRESS: Be Who You Needed: Building Stronger Connections & Healthier Boundaries with Students - Brooklyn Raney

Campus Authorized Official KJ
Date 6/14/24

- Morning Breakout Sessions
 - o Language of Inclusion: Fostering Diversity & Belonging in Special Education – Kate Adams
 - o Finding Engagement with Universal Design for Learning – Greg Amend
 - o Essential Role of Student Agency – Josh Cabral
 - o Avoiding Burnout ~ Embracing Balance – Kelly Lynn Driscoll
 - o Integrating Deep Learning with the Science of Reading – Kate McCaffery
 - o Designing School Experiences that Promote Healthy Connection – Brooklyn Raney
 - o Introduction to the Discovery Education Experience with a focus on supporting Reading and Literacy across the grade levels – Nancy Rose
 - o Impact of AI on the Field of Education – Mike Wakefield
 - o Problem Solving, Purposeful Questioning, and Discussion in the Mathematics Classroom - Anne Wallace

- Afternoon Breakout Sessions
 - o Language of Inclusion: Fostering Diversity & Belonging in Special Education - Kate Adams (repeat session)
 - o Finding Engagement with Universal Design for Learning – Greg Amend (repeat session)
 - o The Input is Compelling for Students, but What About the Output? – Josh Cabral
 - o Literacy as a Human Right: Ensuring Scientifically Backed Reading Instruction for all Students – Liz Cannon
 - o Adult Social and Emotional Learning (SEL) and Resilience – Stefanie King
 - o Boundary Setting for the COURAGEOUS Educator! – Kelly Lynn Driscoll
 - o Integrating Deep Learning with the Science of Reading – Kate McCaffery (repeat session)
 - o Discovery Education – Bring SEL, UDL and ELL Resources to Your Classroom – Nancy Rose
 - o Inquiry, Curiosity, and Students’ Search for Meaning in Our Classrooms – Mike Smith
 - o Problem Solving, Purposeful Questioning, and Discussion in the Mathematics Classroom – Anne Wallace (repeat session)

- Closing Session
 - o Closing statements, information on follow-up virtual book review sessions, book distribution

Objective 3

- New Teachers Retreat (running concurrently on 7/31/24)
 - o The New Teachers Retreat is an organization dedicated to the development and retention of young talent in the teaching profession in community with other teachers. The organization runs an annual retreat each summer as an opportunity for teachers in their first 5 years to gain perspective, knowledge, and skills in order to improve their practice with a positive impact for their students in the coming school year.

• Tentative Schedule

7:45 - 8:45 AM	Registration
9:00 - 10:15 AM	Summer Educators Institute Keynote Presentation
10:30 - 11:45 AM	NTR Introduction & Session #1
11:45 AM - 12:45 PM	LUNCH
12:45 - 2:00 PM	Session #2: Math or Literacy
2:00 - 2:45 PM	Session #3: Classroom Management
2:45 - 3:30 PM	Session #4: Family Engagement & Communication
3:30 - 4:30 PM	Reflection & Closing

Campus Authorized Official KJ
 Date 6/14/24

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, 2024.

Objective 5

- Plan, advertise, and conduct the two virtual follow-up sessions to occur before September 30, 2024.
- 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	FY25
Consultants /Presenters (summer institute and new teacher retreat)	\$16,553
Materials & Supplies (books and conference supplies)	\$3,155
Service Providers (conference coordination and follow up sessions)	\$9,800
	\$29,508

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 \$29,508.

Source of Funding: Funds are available in the following account for Fiscal Year 2025 with authority to adjust budget lines items within the price limitation through the Budget Office, if needed and justified.

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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 shall be submitted electronically to:

Kathryn "Joey" Nichol Education Consultant III
Kathryn.J.Nichol@doe.nh.gov

Campus Authorized Official KJ
 Date 6/14/24

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 Uniform Guidance). 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 6/14/24