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Caitlin D. Davis
Commissioner

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November 6, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education, Bureau of Instructional Support, Office of The Elementary and Secondary Education Act (ESEA) Title Programs to hold an organized event on March 25 and 26, 2026 at Southern New Hampshire University (SNHU) Manchester, NH, for a total event cost not to exceed \$7,930 for the purpose of the "2026 Spring ESEA Title Programs Conference" effective upon Governor and Council approval through June 30, 2026. 100% Federal Funds.

Funds to support this request are available in Fiscal Year 2026 as follows:

06-56-56-562010-25100000 TITLE II-A PROF DEVELOP

Fiscal Year	Class/Account	Class Title	Total Amount
2026	102-500731	Contracts for Program Services	\$7,930

EXPLANATION

To increase the annual Spring ESEA Title Programs conference attendance and serve more school leaders, the New Hampshire Department of Education (NHED) seeks approval to hold a two-day event at the SNHU campus providing school leaders with the opportunity to take part in exploring a broad array of session topics as they relate to ESEA Title Programs.

The Office of ESEA Title Programs strives to provide technical assistance, professional development and workshop-based learning to assist local educational agencies (LEAs) in the administration of specific federal grant programs authorized through the ESEA and amended by the Every Student Succeeds Act (ESSA); strengthening the capacity of the grant recipient and improving the performance of grant functions all while keeping in mind the needs of the student, educator support, student success, and assistance to our most at-risk youths.

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An invitation to submit a quote was sent electronically to the Grappone Center in Concord, SNHU in Manchester and the Edwards Cross Training Complex in Pembroke. These locations were selected to acquire quotes from as the Office preferred to keep the location near the center of the state to accommodate all traveling school leaders, making it easier for them and their school personnel to attend this event. The NHED received responses from 3 out of 3 locations and 2 of the replies had dates within NHED availability. The SNHU campus in Manchester has been selected because it is the best value, meets the required meeting space, and is available on the preferred date to accommodate this event. See Attachment A. The department will enter into a contract with SNHU, Manchester after this event request is approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Caitlin D. Davis". The signature is fluid and cursive, with the first name "Caitlin" being more prominent.

Caitlin D. Davis
Commissioner of Education

Attachment A

New Hampshire Department of Education (NHED) 2026 Spring ESEA Title Programs Conference

Location	Dates Available	Capacity	A/V	Room Rental	Total
Grappone Conference Center	Wednesday, March 25, 2026~Thursday, March 26, 2026	1,600	\$5,380	\$8,463	\$13,843
Southern New Hampshire University (SNHU)	Wednesday, March 25, 2026~Thursday, March 26, 2026	250	\$4,600	\$3,915	\$8,515
Edwards Cross Training Complex	Does not hold reservations until 90 days prior to event requested, and has a smaller capacity	168	N/A	\$200	\$200

List of Participants:

Registration will open once a location is approved and a list of those attending will be maintained at the NHED. Various people from across the state in the federal grants field (principals, superintendents, business administrators, assistant superintendents and other school leaders) will be invited. NHED will monitor registrations to assure no more than 200 people will attend.

Estimated Cost:

Description	Factor	Rate	Amount
Venue Space	Banquet Hall and Two Classrooms Wednesday, March 25, 2026~Thursday, March 26, 2026. Both Days	\$1,957.50 per day	\$3,915
A/V Labor	Banquet Hall and Two Classrooms Wednesday, March 25, 2026~Thursday, March 26, 2026. For 2 Technicians Both Days	\$125 per hour x 8 hrs = \$1,000 per day x 2 days x 2 Techs	\$4,000
Standard AV Fees	Banquet Hall and Two Classrooms Wednesday, March 25, 2026~Thursday, March 26, 2026. Both Days	\$150 per day x 2 rooms x 2 days	\$600
Sub Total Venue Costs			\$8,515
Nonprofit Discount			(\$585)
Total Venue Cost			\$7,930

Draft Agenda - all workshops and breakout sessions will be led by NHED's dedicated staff of Administrators and Specialists.

DAY 1 – Wednesday, March 25, 2026

9:00am – 9:30am **Welcome & Introductions**

9:30am – 10:45am **What is New - ESEA Title Program Changes**

Be a part of this session where the Administrators will guide attendees through recent, on-going and upcoming changes that effect Local Educational Agencies (LEAs). Attendees will dive into the ‘why, when, how, and who’ behind each change being implemented. LEAs will have a chance to ask clarifying questions while receiving a broader understanding of each change coming from the Office of ESEA Title Programs.

10:45am – 11:00am **BREAK**

11:00am – 12:30pm **Application Process**

During this session the Administrators will guide attendees through the newly developed online 2026-2027 ESEA Consolidated Application for Federal Programs to support the timely administration of programs to LEAs across the state of New Hampshire. Attendees will learn how the application is streamlined to focus on the fiscal and programmatic requirements of ESSA and the information and documentation requested in this application will allow NHED reviewers to ensure that all LEAs are fully prepared to effectively address key provisions of federal regulations.

12:30pm – 1:30pm **LUNCH ***on own***

1:30pm – 2:30 pm **BREAKOUT SESSIONS**

Parent and Family Engagement

This interactive breakout session will explore ways to enhance parent involvement in your schools. Research tells us that students perform better academically when their parents are a vital part of their child’s education. The presenters, focusing on Title I and the Office of Student Wellness, will share ways to put the energy back into current parent involvement programs. Time will be allotted to share ideas with the other participants, please come prepared to share!

Title IV, Part A

The purpose of the Title IV, Part A Program is to improve students' academic achievement by increasing the capacity of the schools, and communities to provide all students with access to a well-rounded education; improve school conditions for student learning; and improve the use of technology and digital literacy of all students. During this session, the NHED Title IV, Part A Program Coordinator will guide attendees through the Title IV, Part A program development process, demonstrate the guidance and resources available, and engage in an open forum for questions and discussion of topics of interest to those in attendance.

Title IV, Part B

In this session we will briefly discuss the purpose of 21st Century Learning Centers, the populations they serve, and the value they add to a school community. It will review the competitive grant application process, features of a successful program, and some of the most common activities that Title IV, Part B funds are used for.

Academics – English Language Arts

The session will cover essential subjects including evidence-based decision-making, data-driven decision-making, coaching methodologies, and sustainable practices. Furthermore, it will explore the strategic leverage of Title funding to facilitate systemic improvements. This session is dedicated to addressing the organization's specific literacy transformation needs, and it will allocate time for a professional Q&A session to respond to any inquiries or concerns that may arise.

2:30pm – 2:45pm **BREAK**

2:45pm – 3:45pm **Title I, Part A**

The purpose of Title I, Part A is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, a minimum, proficiency on challenging State academic achievement standards and state academic assessments. This discussion of Title I, Part A, will provide guidance on accessing fund allocations, maximizing the allocations, and staying within compliance. There will be space for questions and discussion with peers about best practices.

3:45pm – 4:00pm **Wrap-up**

DAY 2 – Thursday, March 26, 2026

9:00am – 9:30am **Welcome & Introductions**

9:30am – 10:45am **Grants Management System 101**

During this session an overview of the Grants Management System (“GMS”) will be provided by the ESEA Title Programs Accountant. Topics include how to find help, tips to prevent a grants from being returned, flex/transfers guidance, and a preview of the new features.

10:45am – 11:00am **BREAK**

11:00am – 12:30pm **Equitable Services**

Join us to learn more about equitable services, where the Administrators will talk through the most common misperceptions and questions related to the provision of equitable services to non-public schools. Since the initial passage of the Elementary and Secondary Education Act of 1965 (ESEA), private school students and teachers have been eligible to participate in certain ESEA programs, including Title I, Part A. The reauthorization of the ESEA by the ESSA continues the requirement that a State educational agency (SEA), LEA, educational service agency, consortium of those agencies, or another entity that receives funds under a Title VIII covered program or Title I Part A provide equitable services to eligible nonpublic school children and educators.

12:30pm – 1:30pm **LUNCH **on own**

1:30pm – 2:30 pm **BREAKOUT SESSIONS**

Title II, Part A

Most schools use their Title II allocations to provide professional development for their paraprofessionals, teachers, principals, and other school leaders. There are many other ways to use these federal funds to the schools' best advantage. Join this workshop to discover some additional ways to use Title II money to improve the quality and the effectiveness of paraprofessionals, teachers, principals, and other school leaders.

Title III, Part A and Migrant Education

In this session, the English Learner and Title III consultant will discuss who is eligible for Title III funds and what the funds can be spent on. As part of this discussion, we will overview the federal and state mandates of districts to identify, serve, and assess English Learners. The Migrant Education Program Consultant will also share eligibility criteria for identifying migrant students, and the benefits of doing so.

McKinney Vento

This session will provide information about the McKinney-Vento Act, Education for Homeless Children and Youth (EHCY) Program. This workshop will focus on what the definition of homelessness is within McKinney-Vento, how to identify students who might be experiencing homelessness, and what services can be provided to those who are eligible. Additionally, discussion will touch on how Title I, Part A set aside funds can be used to provide supplies and services for McKinney-Vento students. Finally, there will be scenarios of commonly seen situations to test your knowledge, with room for questions at the end.

Academics - Mathematics

This workshop will focus on how Title monies can be used to provide development for and support of mathematics and STEM learning and teaching. Areas to be explored may include opportunities for students to receive an equitable and high-quality education (Title I, Part A), for developing and increasing the content, pedagogical knowledge, and effectiveness of educators (Title II, Part A), for English-language acquisition (Title III, Part A), and for student supports and enrichment (Title IV, Part A).

2:30pm – 2:45pm **BREAK**

2:45pm – 3:45pm **Evidence Based Supports**

ESEA has consistently directed educators to implement interventions grounded in research. Under the newer ESSA law, there is a shift to “evidence-based interventions”. This change is designed to help increase the impact of educational investments and effectively implement evidence-based interventions, which lead to desired outcomes, specifically an increase in academic achievement. The ESSA Tiers of Evidence provide states, districts, and schools with a framework for determining which programs, practices, strategies, and interventions work in which contexts and for which students. During this session NHED ESEA Program Specialists will guide attendees through the four tiers of evidence and the factors that define them. Support and guidance will be offered for using evidence to support both the programs a school may choose to implement and the plans that are developed to evaluate them.

3:45pm – 4:00pm **Wrap-up**