



**STATE OF NEW HAMPSHIRE  
OFFICE OF THE GOVERNOR**

**CHRISTOPHER T. SUNUNU**  
Governor

January 30, 2021

Frank Edelblut  
Commissioner  
New Hampshire Department of Education  
101 Pleasant Street  
Concord, N.H. 03301

Dear Commissioner Edelblut,

Pursuant to my authority under RSA 21-P:43; RSA 4:45; RSA 4:47; and Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, and 2021-01 I have **amended** my approval of your written request, in attachment, to take the following actions related to the Coronavirus Aid, Relief, and Economic Security (CARES) Act Governor's Emergency Education Relief (GEER) Funds:

1. Authority for the Department of Education (DOE), Division of Learner Support to **amend** the accept and expend Coronavirus Aid, Relief, and Economic Security (CARES) Act Governor's Emergency Education Relief (GEER) item by adjusting the budget between class lines and fiscal years with no change to the total amount. Budgeted consistent with the request, in attachment, effective through September 30, 2022. (100% Federal Funds)
2. Authority for DOE, Bureau of Learner Support to establish a temporary full time position, consistent with the information and budget the request, in attachment. Effective through September 30, 2022. (100% Federal Funds)

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

A handwritten signature in blue ink that reads "Clitch T. Sununu".

Christopher T. Sununu  
Governor

CC: Charles Arlinghaus, Commissioner, Department of Administrative Services



Frank Edelblut  
Commissioner

Christine Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
TEL (603) 271-3495  
FAX (603)-271-1953  
Citizens Services Line 1-800-339-9900

January 29, 2021

His Excellency, Governor Christopher T. Sununu  
State House  
Concord, NH 03301

**REQUESTED ACTION UNDER RSA 4:45, RSA 21-P:43, AND SECTION 4 OF EXECUTIVE ORDER 2020-A4 AS EXTENDED BY EXECUTIVE ORDERS 2020-05 AND 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25 AND 2021-01 AND SUSPEND THE MANUAL OF PROCEDURES 150, V., B., 1., REQUIREMENT.**

1. Authorize the Department of Education, Division of Learner Support to amend the accept and expend CARES Act Governor's Emergency Education Relief item by adjusting the budget between class lines and fiscal years with no change to the total, effective upon approval by the Governor. Original accept and expend item approved by Governor Christopher T. Sununu on April 17, 2020, and amended on December 16, 2020, attached. 100% Federal Funds.
2. Authorize the Department of Education, Bureau of Learner Support to establish the following temporary full time position effective upon approval of the Governor through September 30, 2022. 100% Federal Funds.

<u>Title</u>	<u>Labor Grade</u>	<u>Salary Range</u>
Administrator I	27	\$55,556 - \$79,170

Funds to be budgeted in the account titled, as shown below and on the attached spreadsheet.

**CARES ACT#3 GOVERNORS ED FUND**  
Account: 06-56-56-562010-19120000  
Revenue Source Code: 400374

**EXPLANATION**

The New Hampshire Department of Education, through the New Hampshire Governor's Office, received a grant through new legislation, the CARES Act. This program allows the governor broad flexibility to expend funds to meet the pressing demands of New Hampshire's education systems created by the impact of COVID-19. This item will allow the department to amend the class lines of the budget to align to the needs of the department in administering this grant.

The Governor's funds under the CARES Act are to be used for emergency grants to New Hampshire education systems that are significantly impacted by the coronavirus as the Governor deems "essential for carrying out emergency educational services." LEAs, IHEs, and other education related entities can use these funds flexibly once received to provide educational services and to "support ongoing functionality." The state will not use the funds as replacement for its normal state aid formula. Instead, the state must decide which entities are most impacted by coronavirus, or are essential for carrying out emergency educational services, and allocate the funds there.

**APPROPRIATION EXPLANATION**

<b><u>Class</u></b>	<b><u>Class Description</u></b>	<b><u>Explanation</u></b>
020	Current Expenses	Appropriation to cover materials and supplies that will be used by staff.
027	Transfers to DOIT	Appropriation to cover required IT support.
028	Transfers to General Services	Appropriation for staff work areas.
029	Intra-Agency Transfers	Appropriation to internal program support.
030	Equipment	Appropriation to provide new equipment to staff hired under the grant.
037	Technology Hardware	Appropriation for new computer hardware.
038	Technology Software	Appropriation for new computer software.
039	Telecommunications	Appropriation to provide VOIP and other telecommunications services.
040	Indirect Costs	Appropriation to meet the State of NH Statewide Cost Allocation Plan obligations.
041	Audit Fund Set Aside	Appropriation is based on .1 percent of the grant.
042	Post-Retirement	Appropriation to cover post retirement costs at the current rate of 10.43 percent.
050	Part Time Salaries	Appropriation to cover cost allocation of salary.
059	Personal Service Temp	Appropriation to fund requested positions in support of the grant activities.
060	Benefits	Appropriation to cover Health, Dental, Life, Medicare, FICA and Retirement Contributions for full time and cost allocated positions.
070	In-State Travel	Appropriation to cover travel for in state meetings, presentations and technical assistance.
072	Grants -- Federal	Appropriation for the distribution of funds to grant sub-recipients.
080	Out of State Travel	Appropriation to cover staff travel to attend out of state meetings and presentations.
102	Contracts for Program Services	Appropriation to contract with providers of evaluation services, technical assistance and trainings.

His Excellency, Governor Christopher T. Sununu  
January 29, 2021

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981:

1. List All Personnel involved:

New Positions:

- Administrator I

The Department is requesting authorization to use a portion of additional grant funds to support two existing positions to provide leadership and support for the grant:

- Business Administrator II
- Accountant III

2. Nature, Need, and Duration:

- As stated above, the primary goals of the CARES act is to provide funding for emergency support to LEAs, IHEs or education related entities within the state that provide educational services and to support ongoing functionality. This position will work within the State and the DOE to ensure compliance with those goals. This grant will be available until September 30, 2023.

3. Relationship to Existing Agency Programs:

This grant will work cooperatively with other existing grant programs in the State by increasing flexibility in the use of funds in several programs.

4. Has a Similar Program been Requested of the Legislature and Denied?

No.

5. Why wasn't this Funding Included in the Agency's Budget Request?

At the time that the State's Biennial Budget was being prepared, the Grant Award Letter had not been received. The Department was not awarded the funds until April 2020.

6. Can any Portion of the Grant Funds Be Utilized?

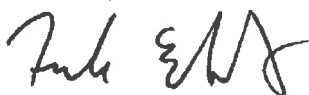
No. The positions requested are necessary to fulfill the intent of the grant.

7. Estimate the Funds Required to Continue the Position:

Salary and benefits for the full-time temporary position is expected to be approximately \$99,375 for FY22.

In the event Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Frank Edelblut  
Commissioner of Education

**CARES ACT #3 Governors Ed Fund**

**AU #19120000**

Class	Object	Description	FY21 Adjusted Authorized	FY21 Requested Change	FY21 Revised Adjusted Authorized	FY22	FY23
020	500200	Current Expenses	\$ -	\$ 400.00	\$ 400.00	\$ 850.00	\$ 250.00
027	582703	Transfers to DOIT	\$ -	\$ 1,800.00	\$ 1,800.00	\$ 3,600.00	\$ 900.00
028	582814	Transfers to General Serv	\$ -	\$ 1,350.00	\$ 1,350.00	\$ 2,700.00	\$ 675.00
029	500290	Intra-Agency Transfers	\$ -	\$ 9,150.00	\$ 9,150.00	\$ 13,300.00	\$ 3,075.00
030	500301	Equipment New Replacement	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 100.00	\$ 100.00
037	500173	Technology Hardware	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 100.00	\$ 100.00
038	500175	Technology Software	\$ -	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
039	500191	Telecommunications	\$ -	\$ 659.00	\$ 659.00	\$ 1,318.00	\$ 341.00
040	500800	Indirect Costs	\$ -	\$ 3,054.00	\$ 3,054.00	\$ 9,171.00	\$ 2,228.00
041	500801	Audit Fund Set Aside	\$ 8,891.00	\$ -	\$ 8,891.00	\$ -	\$ -
042	500620	Additional Frindge Benefits	\$ -	\$ 1,050.00	\$ 1,050.00	\$ 2,958.00	\$ 799.00
050	500109	Personal Service Temp Appoi	\$ -	\$ 7,309.00	\$ 7,309.00	\$ 11,432.00	\$ 3,136.00
059	500117	Temp Full Time	\$ -	\$ 21,216.00	\$ 21,216.00	\$ 68,953.00	\$ 18,564.00
060	500601	Benefits	\$ -	\$ 13,735.00	\$ 13,735.00	\$ 50,514.00	\$ 10,506.00
070	500704	In State Travel Reimbursement	\$ -	\$ 200.00	\$ 200.00	\$ 750.00	\$ 200.00
072	500557	Grants Federal	\$ 7,882,579.00	\$ (1,426,265.00)	\$ 6,456,314.00	\$ -	\$ -
080	500710	Out of State Travel Reimb	\$ -	\$ 750.00	\$ 750.00	\$ 2,500.00	\$ -
102	500731	Contracts for Program Services	\$ 1,000,000.00	\$ 1,152,447.00	\$ 2,152,447.00	\$ -	\$ -
		<b>FY TOTAL</b>	<b>\$ 8,891,470.00</b>	<b>\$ (209,470.00)</b>	<b>\$ 8,682,000.00</b>	<b>\$ 168,421.00</b>	<b>\$ 41,049.00</b>

---

## (PROPOSED) SUPPLEMENTAL JOB DESCRIPTION

Classification: Administrator I

Function Code: 6900-056

Position Title: Learning Management System Coordinator

Date Established:

Position Number: 9T TBD

Date of Last Amendment: 1-20-21

**SCOPE OF WORK** Oversees training needs for department and the field. Plans, coordinate and monitors Learning Management System.

### **ACCOUNTABILITIES:**

- Analyzes and monitors trainings in the department and in the field. Coordinates, collaborates and facilitates professional development for local educators and educator associations including the Department of Education on the Learning Management System
- Provides professional leadership and training for the improvement of quality digital curriculum, training, and using the statewide learning management system
- Reviews, analyzes and monitors high quality digital learning experiences, digital resources, and monitors online access designed by effective teachers
- Coordinates the collection and compilation of courses designed by local educators, educator associations, and Department of Education staff. Analyzes trends and provides reports and technical assistance as needed
- Visits schools to provide technical assistance and monitoring of programs, including reviewing data to recommend approval and suggest program improvement. Written reports are prepared as required and necessary.
- Promotes effective practices for educationally disadvantaged children and youth and recommends changes in direction for existing programs to assist local education agencies, business and professional associations in meeting community needs.
- Supervises the preparation of publications and the distribution of appropriate reports and guidance documents to stakeholders.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in Business Management, Education or related field.

**Experience:** Six years' experience in an educational field three years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or Learning Management Systems.

**Preferred Qualifications:** 3 years' experience in Learning Management Systems in an instructional design role for grades K-12.

**License/Certification:** Eligibility for NH educational certification and must have a valid driver's license or access to statewide transportation

---

---

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:**

**The above is an accurate reflection of the duties of my position.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Reviewed

**The above description accurately measures this employee's job duties.**

**Supervisor's Title and Position #:** Director, Division of Educator Support and Higher Education, #9U569

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

**Division Director's Position #:** #9U569

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date Reviewed

**Department Approval Title and Position #:** Human Resources Administrator, Position #13105

\_\_\_\_\_  
Department Approval

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date Approved

---