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Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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Concord, NH 03301
TEL. (603) 271-3495
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May 17, 2021

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

REQUESTED ACTION

Authorize the Department of Education ("DOE") Division of Educator Support and Higher Education, to enter into a Cooperative Project Agreement with Granite State College ("GSC") (vendor code: 177491), in the amount of \$2,000,000.00, to provide virtual instruction professional development education to NH teachers, effective upon Governor approval through December 31, 2022. 100% Federal Funds.

Funds to support this request are available in the account titled ESSER II - CRRSA Act 2021 in FY21, FY22, and FY23 as follows:

| | <u>FY 21</u> | <u>FY22</u> | <u>FY23</u> |
|---|--------------|----------------|--------------|
| 06-56-56-562010-19580000-102-500731 Contracts for Program Services | \$500,000.00 | \$1,000,000.00 | \$500,000.00 |

EXPLANATION

The Department is requesting a Cooperative Project Agreement because Granite State College is an organization that is experienced in providing the services identified by the DOE as necessary for teaching virtual instruction methods. An RFP was published on January 22, 2021 and the DOE received a total of 10 responses. Those responses were scored according to the RFP scoring criteria by the DOE and Granite State College was found to have the highest score.

We all expect that we will continue to be back in school this fall, but we also know that the circumstances we all lived through this last year could happen again. The COVID-19 relief funds that we will be using in support of this program are designated to help build this type of capacity and resiliency into our education system.

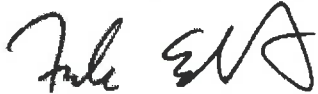
Granite State College will provide professional development education to teachers focused on adding virtual instruction capabilities to their knowledge base. The program will provide teachers

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with up to six subject matter expert badges as well as graduate level college credits and a stipend for attending. Teachers will be required to complete five badges in order to earn college credit and the stipend. The goal of the department is to offer at least four cohorts of up to 1000 teachers each in FY21. The program will provide teachers with the necessary tools to teach in a virtual environment should the need arise. The program will also integrate the statewide learning management system in all learning proving teachers with not only the theory but also the practical knowledge to teach in a remote or hybrid environment. Granite State College has decades of experience with both its State Board of Education approved Professional Educator Preparation Program as well as virtual instruction.

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

Respectfully submitted,



Frank Edelblut
Commissioner of Education

I hereby approve this request pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04 as extended by Executive Orders 2020-05 and 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17 and 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, 2021-02, 2021-04, 2021-05, 2021-06, and 2021-08 and suspend the Manual of Procedures 150, V., B., 1., requirement.

6.2.21
Date


Governor Christopher T. Sununu

Attachment A
Bid Summary Scoring Sheet
Equipping Educators RFP

Proposal Criteria in the RFP

| | |
|--|-----------|
| Project Approach | 20 |
| Implementation and Timeline | 5 |
| Recruitment and Participation plan | 10 |
| Proposed Micro-Credential | 10 |
| Transferability to College Credit | 5 |
| Track record of success in On-line Instruction | 15 |
| Experience in training Cohorts of Educators | 15 |
| Budget | 10 |
| Total | 90 |

Proposals Received

| | | | |
|---|---|----|---|
| 1 | Granite State College (GSC) | 6 | Forward Edge Cincinnati, OH (FE) |
| 2 | TNTP, Inc. New York, NY (TNTP) | 7 | SNHU Manchester, NH (SNHU) |
| 3 | New England College Henniker, NH (NEC) | 8 | Virtual Learning Academy Exeter, NH (VLACS) |
| 4 | NHTI Concord, NH (NHTI) | 9 | BloomBoard Inc. Pittsburgh, PA (BB) |
| 5 | NH Learning Initiative Hampton, NH (NHLI) | 10 | Setser Group Durham, NH (SG) |

Reviewer Scores

| | GSC | TNTP | NEC | NHTI | NHLI | FE | SHNU | VLACS | BB | SG |
|---------|-----|------|-----|------|------|----|------|-------|----|----|
| Average | 79 | 75 | 74 | 72 | 69 | 67 | 65 | 59 | 51 | 42 |

Review Process

Scoring for review occurred on March 16, 2021. The proposal review panel consisted of the following employees from the Department of Education:

Reviewer Qualifications

Laura S. Admin III Administrator of the Bureau of Professional Educator Preparation Programs has worked for the Department for over 2 years. Prior to joining the Department, Laura held a number of public education positions including teacher, assistant principal and principal.

Stephen A. Director Division of Educator Support and Higher Education, has worked with the Department for over 3 years. Prior to joining the Department, Stephen spent over twenty years in adult education and was a member of the State Higher Education Commission.

Sue B. Admin III Administrator of the Bureau of Credentialing has worked at the Department for a little over a year. Prior to joining the Department, Sue held a number of senior positions in operations and human resources.

COOPERATIVE PROJECT AGREEMENT
 between the
STATE OF NEW HAMPSHIRE, Department of Education
 and the
 Granite 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 Granite 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 12/31/2022. 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: Virtual Instruction Professional Development

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.

| <u>State Project Administrator</u> | <u>Campus Project Administrator</u> |
|---|---|
| Name: Stephen Appleby | Name: Nicholas Marks |
| Address: NH Department of Education 101 Pleasant Street Concord, NH 03301 | Address: Granite State College 25 Hall Street Concord, NH 03301 |
| Phone: 603-271-2408 | Phone: 603-822-5431 |

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.

| <u>State Project Director</u> | <u>Campus Project Director</u> |
|---|---|
| Name: Laura Stoneking | Name: Nicholas Marks |
| Address: NH Department of Education 101 Pleasant Street Concord, NH 03301 | Address: Granite State College 25 Hall St Concord, NH 03301 |
| Phone: 603-271-4196 | Phone: 603-822-5431 |

Campus Authorized Official lgg
 Date 05-18-02

F. Total State funds in the amount of \$2,000,000.00 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 Click here to enter text. % 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. S425D210017 from the US Department of Education 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 **Choose an item.** and the State of New Hampshire, **Department of Education** have executed this Project Agreement.

| | |
|---|---|
| By An Authorized Official of: | By An Authorized Official of: |
| Granite State College | Department of Education |
| Name: Lisa Shawney | Name: Frank Edelblut |
| Title: Vic President for Finance & Administration | Title: Commissioner of Education |
| Signature and Date: <i>Louisa Griffin</i> 05/19/21 | Signature and Date: <i>Frank Edelblut</i> 5-2-21 |

| | |
|--|--|
| 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: Christopher Bond | Name: |
| Title: Attorney | Title: |
| Signature and Date: <i>Chris Bond</i> 6/1/21 | Signature and Date: |

Campus Authorized Official *egg*
Date 05/19/21

EXHIBIT A

A. Project Title: Virtual Instruction Professional Development

B. Project Period: From execution until December 31, 2022, if funding is available, subject to one consecutive two year renewal exercisable at the option of the State, as set forth in Section F of this Exhibit A.

C. Objectives: To provide New Hampshire educators with five-week summer micro-credential program to model best practices for facilitating remote instruction (the "Micro-Credential"). The Micro-Credential shall consist of three pedagogical and two content area badges that together comprise a micro-credential in facilitating online instruction. The Micro-Credential will be administered via Granite State College's (GSC's) Canvas Learning Management System ("LMS") over the course of five weeks, during which participants will engage in both synchronous and asynchronous learning experiences. These experiences will provide models of effective online classrooms and real examples of effective strategies for translating great face-to-face instruction to an online classroom.

D. Scope of Work: Granite State College (GSC) (vendor code 315187) shall provide the Micro-Credential based upon Universal Design for Learning Guidelines (UDL), which outline specific strategies for ensuring that all learners have equitable access to lesson content and learning experiences.

The content and structure of the Micro-Credential will incorporate best practices for teaching online including online course structure, accessibility of resources and content, and how to create a positive virtual classroom climate. The GSC Micro-Credential will require one badge in each of the following areas:

- *Multiple Means of Engagement*
 - Collaboration;
 - Student Choice; and
 - Total Participation Techniques
- *Multiple Means of Representation;*
 - Access;
 - Equity; and
 - Proactive Considerations
- *Multiple Means of Action & Expression*
 - Differentiated Instruction & Assessment;
 - Assistive Learning Tools; and
 - Self-Reflection

and two additional badges, which participants may self-select from the following areas:

- English Language Arts
- Mathematics
- Science & Social Studies
- Special Education & Assistive Technology
- Early Childhood Education
- Secondary Education
- Building a Virtual Classroom Community

During participation in the micro-credential, participants will have the option to connect with one another in a professional learning community outside of the Learning Management System. This group, organized on a

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platform like Slack or LinkedIn, will provide a space for all participants (cross-district and cross-cohort) to connect regarding the implementation of the concepts learned throughout the credential. This group will serve as a place for educators to connect long after the micro-credential is complete.

The Micro-Credential will achieve the specific outcomes as set forth on the attached Schedule 1.

The Micro-Credential will follow the structure set forth in the attached Schedule 2.

E. Deliverables Schedule: Preparations for educator recruitment and the pre-credential workshop will begin immediately upon award with the pre-credential workshop. New cohorts of participants will begin the five badge micro-credential each week from May 31 – June 26, 2021. The start date for participants will be flexible because several sections of the credential will be offered each week based on interest level. Once in the Micro-Credential, participants will complete the first three weeks (encompassing the 3 required UDL badges) synchronously with others in their cohort. Once these badges are complete, participants will have 3 additional weeks to complete the remaining two participant choice badges. These choice badges will be self-paced, and competency based. The micro-credential's virtual professional learning community on Slack, LinkedIn or a similar platform, will begin with the start of the first cohort, growing in number as more educators move through the micro-credential. The professional learning community will continue through the 2021/2022 PK-12 school year as a resource for credential completers as they begin to implement the ideals of the Micro-Credential in their individual classrooms.

F. Budget and Invoicing Instructions:

Limitation on Price: This agreement shall not exceed \$2,000,000.00

Source of Funding: Funds to support this request are available in the account titled ESSER II-CRRSA Act of 2021 in FY21, FY22 and FY23 upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified.

| | <u>FY21</u> | <u>FY22</u> | <u>FY23</u> |
|-------------------------------------|--------------|----------------|--------------|
| 06-56-56-562010-19580000-102-509073 | \$500,000.00 | \$1,000,000.00 | \$500,000.00 |
| Contracts for Program Services | | | |

Method of Payment: State shall make an initial payment of \$101,901 to GSC for fixed costs/startup costs ("Program Initiation Payment") State shall make payments to GSC for students who complete the micro-credential on the following per-student basis ("Micro-Credential Payments"):

| | |
|-------------------------------------|----------------------|
| First 1000 students | \$618.20 per student |
| Second 1000 students | \$418.20 per student |
| Third & Fourth 1000 students | \$218.20 per student |
| 5 th and beyond students | \$118.20 per student |

The per-student amounts reflected here are inclusive of the stipend referenced in Section 4 of Schedule 2, which shall be paid to the student by GSC. State shall pay GSC the Program Initiation Payment within 30 days of the contract affective date. Micro-Credential Payments shall be made monthly upon receipt of invoices from GSC detailing the number of students who have completed the Micro-Credentialing program.

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EXHIBIT B

This Project Agreement is funded under a Grant 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 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 or

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Schedule 1

Outcomes

As a result of completing this micro-credential, participants will achieve the following outcomes:

| <i>Short-term</i> | <i>Medium-term</i> | <i>Long-term</i> |
|--|--|--|
| <p>Completers of the pre-credential workshop will be able to navigate the technological platforms and learning management system utilized within the micro-credential.</p> <p>Micro-credential completers will be able to build effective virtual classrooms (on any platform) that provide access to high quality learning materials and opportunities to all learners.</p> | <p>Pre-credential workshop completers will gain the confidence and technological skill needed to successfully navigate and complete the micro-credential.</p> <p>Micro-credential completers will be able to deliver accessible and differentiated remote lessons, effectively transferring high quality F2F pedagogy to an online learning community.</p> | <p>Pre-credential and micro-credential workshop completers will gain the confidence, knowledge, and skill to build successful virtual classrooms and to facilitate effective online instruction to supplement or replace in- person instruction.</p> <p>All micro-credential participants will become part of an ongoing online professional learning community that will serve as a resource for continued exchange of ideas and best</p> |
| | | <p>Practices for facilitating online learning experiences.</p> |

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Schedule 2

Structure of the program overall:

1. *Recruitment:* Beginning with a statewide recruitment effort in early spring 2021, Granite State College will reach out to all teachers in public, charter, and nonpublic schools to generate awareness, of and interest in, the program. This will include a video trailer that will be circulated to all districts, and to all teachers through school administrators. It will also include a social media campaign on the channels most frequently used by teachers. Both efforts will include direct links to online registration materials.
2. *Pre-Credential Workshop:* Also in the spring, an optional, face-to-face (if the College is open; online if not), pre-credential workshop will be offered to a maximum of 100 teachers whose low technological skills (as self-assessed through a personal questionnaire) would make it difficult for them to access the micro-credential content without coaching.
3. *5 Badge Micro-Credential:* Most teachers will enter directly into the micro-credential program that awards badges for successful completion of each topic. Upon completion of the five badges detailed below, participants will earn a micro-credential in "Virtual Instruction Techniques for PK-12".
4. *Incentive:* Micro-credentials will equate to 3 credits toward a GSC certificate program. Since teachers may not be immediately interested in earning credit toward a future certificate or degree and considering the immense demand the sudden shift from in-person to online instruction has placed on classroom teachers the certificate program will include a financial stipend for program participants as follows:

| | |
|------------------------------------|---------------|
| First 1000 program completers | \$500 stipend |
| Second 1000 program completers | \$300 stipend |
| Subsequent 2000 program completers | \$100 stipend |

GSC's Micro-Credential in "Virtual Instruction Techniques for PK-12":

The learning experiences within each micro-credential badge will help teachers learn how to structure an online course in such a way that the content and experiences are accessible to all learners. The six-week online micro-credential facilitated through Canvas will model the key components of a successful online classroom (including tips for the overall structure and organization, clarity and flow, and terminology) and include self-reflection tasks to help teachers understand how these elements positively impact student outcomes. Participants will also see modelling of impactful online course facilitation and participate in collaborative learning tasks that allow them first-hand experience with effective techniques for online instruction.

Ultimately, the micro-credential badges will support Universal Design for Learning's goal which is to empower and create learners (in this case, both micro-credential participants and their PK-12 students) that are "purposeful & motivated, resourceful & knowledgeable, and strategic & goal-directed". (CAST, 2021)

Required UDL Badges (3)

The micro-credential will begin with three required badges, each one week in length. These badges will include both synchronous and asynchronous learning experiences facilitated by an instructor. The learning tasks and content for these required badges will be applicable to all educators, regardless of grade level or

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discipline. These three initial badges will target each of the UDL guideline areas and include learning experiences that target the following content: *Multiple Means of Engagement*

- Collaboration
- Student Choice
- Total Participation Techniques *Multiple Means of Representation*
- Access
- Equity
- Proactive Considerations

Multiple Means of Action & Expression

- Differentiated Instruction & Assessment
- Assistive Learning Tools
- Self-Reflection

Participant Choice Badges (2)

After participants complete the 3 initial required badges, they will immediately move into two additional badges (in a focus area of their choice) to be completed during the remaining weeks of the micro-credential. Because these remaining badges will occur asynchronously, participants may move through the choice badges at their desired pace. For instance, some participants may choose to complete one full badge before moving into their other choice badge while others may choose to complete their remaining two badges concurrently. To be eligible for the full micro-credential, GSC course credit, and award, participants will be required to complete the remaining two choice badges (in addition to the three preceding required badges) before the close of their six-week micro-credential cohort.

These participant choice badges will include learning activities that provide participants various learning experiences in the technologies, learning tasks, and considerations specific to accessing specific content areas in an online environment. These badges, designed by a subject matter expert in that discipline, will further develop teachers' skills in designing and delivering online instruction in specific topical areas. Participants will select two of the following focus areas for their final choice badges:

- English Language Arts
- Mathematics
- Science & Social Studies
- Special Education & Assistive Technology
- Early Childhood Education
- Secondary Education
- Building a Virtual Classroom Community

Micro-Credential: Completion of the requisite badges associated with the training program will result in the earning of a micro-credential at Granite State College. This non-degree academic distinction will be documented for each completer as 12 earned CEUs in "Virtual Instruction Techniques PK-12". Documentation will note the specific badges completed. These CEUs are not a degree credential but earned CEUs which could be utilized as three graduate credits for the GSC graduate certificate.

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As detailed previously, the badges and micro-credential recognize focused study of various aspects of online instruction, and concentrated study of two topic areas. The competencies learned through the badge system will mimic that of a 3-credit course and represent significant achievement beyond that of a typical professional development workshop.

Transferability of Training to Post-secondary Credit(s): Completion of the micro-credential will provide participants with three graduate-level credits, to be applied to GSC's "Administration of Online Programs" graduate certificate. These credits will be transcribed as institutional credits and can be counted toward the residency requirement of the graduate program.

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