



**State of New
Hampshire
Department of
Education**

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Messages From the Department of Education

April 2016

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ACCOUNTABILITY, ASSESSMENT, INSTRUCTION, AND SCHOOL IMPROVEMENT

A. SAT Make Up Information

1. If your school was/did test on March 2nd and will be in session on April 12, 2016:
 - Your make-up session will be held on April 12th
 - Students do NOT have to re-register if they were absent or there was a weather delay
 - Students with 2 day extended time accommodation will test April 12th and April 13th
2. If your school was/did test on March 2nd and will NOT be in session on April 12, 2016:
 - Your make-up session will be held on April 27th
 - Students do NOT have to re-register if they were absent or there was a weather delay
 - Students with 2 day extended time accommodation will test April 27th and April 28th
3. If your school was not set as a testing site for the March 2nd assessment:
 - Your test date will be April 12, 2016
 - Your make-up date will be April 27, 2016
 - Students should have been registered by March 29, 2016 at 11:59 p.m.

Contact: Donna Dubey, (603) 271-3759, Donna.Dubey@doe.nh.gov or
Sandie MacDonald, (603) 271-3453, Saundra.MacDonald@doe.nh.gov

CERTIFICATION

A. Educators Not Employed under a PD Master Plan and Employed Superintendents

Educators who are not currently employed under a local PD master plan and those employed as superintendents who renew directly with the NH DOE are able to renew their certificates online. Choose the Professional Development icon under Educator Options in the Educator Information System. Superintendents should log in through SSO under their Educator user role in EIS. These educators are able to enter their completed learning activities directly into EIS. Information on the statewide PD plan is available at http://education.nh.gov/certification/prof_dev_master.htm. The paper option is still available if needed.

Contact: Julie Rich, (603) 271-0052, Julie.Rich@doe.nh.gov

B. Experienced Educator Certificate

In order to move from a Beginning Educator Certificate (BEC) to an Experienced Educator Certificate (EEC), the criteria include an evaluation component in addition to three years of teaching experience. The language to upgrade a credential in EIS includes an assurance that the educator has been evaluated under the local evaluation system as effective or above for two consecutive years.

Contact: Ginny Clifford, (603) 271 4196, Virginia.Clifford@doe.nh.gov

C. Online Renewal

Educators who are employed by NH school districts and are due to renew their certificates by June 30, 2016 are encouraged to renew on-line after being recommended by the SAU. Online renewal has a shorter turnaround time, saves paper, eliminates checks, and is more efficient.

Contact: Lisa Landenberger, (603) 271-0072, Lisa.Landenberger@doe.nh.gov

D. Renewal Late Fee

Please remind educators whose credentials expire June 30, 2016, that there is a \$50.00 late fee in effect. It applies to all employed educators whose transmittal form is postmarked or online renewal is received after June 30, 2016. The late fee had been suspended temporarily while we adjusted to the new online renewal process.

Contact: Lisa Landenberger, (603) 271-0072, Lisa.Landenberger@doe.nh.gov

E. Using Single Sign-On

Please log into single sign-on at <https://my.doe.nh.gov> to ensure that you have access to your Educator Information System account before it is time to renew. Instructions are available in the teacher certification brochure (<http://education.nh.gov/certification/documents/brochure.pdf>). If you create multiple accounts they will have to be merged by the department. If you do not have an accurate email address linked to SSO you'll need to call the NH DOE to reset the password.

Contact: Lisa Landenberger, (603) 271-0072, Lisa.Landenberger@doe.nh.gov

DATA AND DATA TRAINING SESSIONS

A. Evaluation of Staff Data Collections

The NH Department of Education is required to report aggregate staff evaluation data (teacher and principal) annually to the US Department of Education. There are two Evaluation of Staff Collections that will be released in the MyNHDOE Education Statistics System at the beginning of May and will be due on May 16th.

1. The Evaluation of Teachers Data Collection (waiver annual protocol requirement) needs to be completed by all public school principals and certified by the superintendents. Charter school data is certified by the school administrators.
2. The Evaluation of Principals Data Collection (waiver annual protocol requirement) needs to be completed by all Superintendents (not required for charter schools).

Contact: Gretchen Tetreault, (603) 271-5874, Gretchen.Tetreault@doe.nh.gov

B. i4see**a) Spring NECAP Labels**

The i4see workbench will be open for the second round of spring NECAP Science Labels from April 15 through April 27, 2016. These files only need to be batch verified. Certification of NECAPspr is not needed.

b) Submissions

Please do not forget to upload your SubmissionCourse and StudentClassSubmissions. In addition to many other uses, including teacher recertification, these submissions will

allow educators with access to PerformancePLUS to view the SBAC student results for their class(es), once the results are available.

i4see SubmissionCourse – this submission has a new field added to the end of the submission. SCEDCommonCourseCode can be used to map your courses to a national standard definition of courses. Learn more at the End of Year submission training, or email i4see.help@doe.nh.gov with questions. Please note, you can continue to submit SubmissionCourse without this field being included.

c) i4see Training

The i4see team will be conducting training at the department for the End of Year submissions on May 13th & May 18th. A webinar training will also be held on May 18th. The sessions will include a review of the following:

- Special Education public school data,
- Security processes for myNHDOE,
- Course/student class submissions,
- An explanation of the new submission being unveiled at the end of this school year called Home School Academic (HSA), and
- An explanation of a new process for schools that do not participate in the National School Lunch Program to report low income students.

Please note, we would appreciate any district that is willing to help pilot the new HSA program. If you are interested, please contact the i4see.help@doe.nh.gov mailbox.

Contact: Irene Koffink, (603) 271-3865, Irene.Koffink@doe.nh.gov

C. MS-22 Forms (Report of Appropriations Actually Voted)

A completed Form MS-22 (Report of Appropriations Actually Voted) for each school district must be forwarded to the Bureau of Data Management within 20 days of the close of the school district meeting as required by RSA 198:4-a, II.

Note: Copies of the school district meeting minutes, warrant articles, and the results of all votes taken should also be forwarded to the Bureau.

Contact: Ron Leclerc, (603) 271-3876, Ron.Leclerc@doe.nh.gov

D. School Board Members

In accordance with RSA 671:31, please update your School Board members in ESS (from myNHDOE). The updates are due by April 15, 2016. Please be sure to include the new term expiration dates, even for appointed positions.

Contact: Anne Hartshorn, (603) 271-2778, Anne.Hartshorn@doe.nh.gov

E. School District Calendars

Please be sure to enter your school district's 2016-2017 calendar into ESS (from myNHDOE) as soon as it is available. These are due by April 15, 2016.

Contact: Anne Hartshorn, (603) 271-2778, Anne.Hartshorn@doe.nh.gov

F. Teacher Salary Schedules

As soon as the teacher contract has been approved by the school district, this may also be entered into ESS (from my NHDOE). These are due by April 15, 2016.

Contact: Anne Hartshorn, (603) 271-2778, Anne.Hartshorn@doe.nh.gov

GRANTS and REQUESTS FOR PROPOSALS

ALL RFPs Can be Found on the Department Website at
www.education.nh.gov/rfp/index.htm

A. Career and Technical Student Organizations (CTSO) Support Grants

The New Hampshire Department of Education requests proposals from NH career and technical student organizations (CTSOs), as recognized by the National Coordinating Council for Career and Technical Student Organizations, to continue to support and develop the CTSOs available to NH's students. This funding opportunity is intended to provide successful applicants with the necessary resources to develop and improve the CTSOs in the state and provide students with another means of developing leadership skills. The deadline for submission of proposals is 3:00 PM EST June 1, 2016.

Contact: Jennifer Kiley, (603) 573-0600, Jennifer.Kiley@doe.nh.gov

B. Family Life Education Consultant

The New Hampshire Department of Education is seeking proposals for an organization or individual to assist the E³ Fatherhood Program in the area of Family Life Education. A successful applicant will provide a narrative and work plan detailing their expertise and approach to meeting the following priorities:

- Design a curriculum that addresses research-based family needs of adolescent fathers and their families.
- Implement curriculum with NH non-profits and social services.

Proposals are due by 4:30 p.m. on April 15, 2016.

Contact: Richard Feistman, Ph.D., (603) 271-8315, Richard.Feistman@doe.nh.gov

C. Institute of Higher Education Consultant

The New Hampshire Department of Education is seeking proposals for an organization or individual to assist the E³ Fatherhood Program in the area of Institute of Higher Education (IHE) transition. A successful applicant will provide a narrative and work plan detailing their expertise and approach to meeting the following priorities:

- Explore and establish relationships with IHEs in New Hampshire in order to institute best methods to address the needs of teen fathers.
- Establish relationships between NH IHEs and the E³ Fatherhood Program, establishing procedures for enrolling fathers into IHEs and preparing them on the processes of successfully completing an advanced degree.

Proposals are due by 4:30 p.m. on April 15, 2016.

Contact: Richard Feistman, Ph.D., (603) 271-8315, Richard.Feistman@doe.nh.gov

D. State Institutions Serving Incarcerated Youth and Young Adults (Ages 14-24)

The New Hampshire Department of Education requests proposals from agencies and organizations that serve individuals with disabilities or incarcerated populations, ages 14-24. This funding opportunity is intended to provide successful applicants with the necessary resources to support and improve career and technical education (CTE) opportunities for incarcerated youth and young adults or young adult offenders (ages 14-24). The deadline for submission of proposals is 3:00 PM EST June 1, 2016.

Contact: Jennifer Kiley, (603) 573-0600, Jennifer.Kiley@doe.nh.gov

HEARINGS

Ed 507.19 and Ed 614.08 Specialist in Assessment of Intellectual Functioning (SAIF)

There will be a public hearing on May 26, 2016 at 11:00 a.m. at Northeast Delta Dental, Two Delta Dental Drive, Concord, NH 03301.

INNOVATIONS/INITIATIVES

A. NH Governor's Summit on Substance Misuse – Save the Date

The first ever NH Governor's Summit on Substance Misuse aims to inform and foster a continued collective response through prevention, intervention, treatment, and recovery supports. The event will encourage participants to reach beyond their professions and understand and learn from their peers in other sectors to develop an environment of understanding and establish a strong network of resources for the individuals they serve. The summit will be held May 10th from 9:00 a.m.-4:00 p.m. at the Radisson Hotel Manchester, with one plenary session, and three blocks of concurrent sessions of either one-hour or one-hour and fifteen minutes. Registration and additional details will be available soon.

SPECIAL RECOGNITION

A. Class Act Video Awards

Mr. Garrett Ferguson's fourth grade class at Lafayette Regional School in Franconia won Grand Prize in the 2016 Class Act Video Awards. The Class Act Video Awards challenge fourth graders to create 60 second videos using their imagination, as well as what they've learned about the state, to show visitors how much fun it would be to visit New Hampshire. The winning class receives a field trip up the Mount Washington Cog Railway, one of New Hampshire's oldest attractions, with luxury transportation provided by Premier Coach. The Class Act Video Awards, an initiative of the New Hampshire Division of Travel and Tourism Development (DTTD) is in its fifth year. To view the winning videos and all the entries visit: NH DTTD's official YouTube Channel at:

<https://www.youtube.com/playlist?list=PLAHwVKNjzrhJFkmdPYbnWFUxkAW1CjG1>.

PROFESSIONAL DEVELOPMENT

A. NH ConnectED Professional Development Calendar

NH ConnectEd is a project of the NH Society for Technology in Education (www.NHSTE.org). Events from participating educational organizations are posted on this calendar for your convenience. NHSTE is connecting with a variety of professional organizations to develop

their collaborative professional development calendar. If your educational organization would like to participate in NH ConnectEd, contact the Office of Educational Technology for details. Professional development opportunities are also shared on the NH ConnectED Listserv. Join at <http://mylist.net/listinfo/nhconnected>. View the NH ConnectED calendar at <https://nhoetnews.wordpress.com/events-calendar/>.

Contact: Stan Freeda, (603) 271-5132, or Stanley.Freeda@doe.nh.gov

B. School Discipline Guidance Event – Live Stream

The Office of Student Wellness in partnership with the New England Equity Assistance Center of Brown University will offer a day-long conference on School Discipline Guidance. The conference will target NH Educators in leadership roles and will provide a technical assistance and networking session on the U.S. Department of Education and the U.S. Department of Justice's Discipline Guidance to assist schools in meeting their school discipline obligations required by federal law and discussion of related issues. Although registration for this event is full, there is an opportunity to view the presentations via live stream on April 12th at 9:00 a.m. To register for this live streaming professional development opportunity, please register on the NH Student Wellness mobile app. Download it today from the App Store or Google Play - Search NH Student Wellness.

Contact: Kelly Untiet, (603) 271-2295, Kelly.Untiet@doe.nh.gov

C. Self-Paced Tutorials Available Online From OPEN NH

In an effort to assist schools in providing training for ALL school related employees, volunteers, substitute teachers and others, NH e-Learning for Educators Project offers short online tutorial training on a variety of subjects. Each tutorial will earn professional development hours upon successful completion that can be used for re-certification and licensing continuing education units.

- **Bullying Awareness and Prevention**, a 3-hour self-paced tutorial, \$10.00
- **The NH 3 Tiered Bullying Prevention and Intervention Model**, a 5-hour self-paced tutorial, \$25.00
- **Substitute Teaching: Tools and Tips for Success**, a 5-hour self-paced tutorial, \$25.00
- **Ten Technology Skills for Learning and Teaching**, a 15-hour self-paced tutorial, \$75.00
- **Developing Successful Online Teaching and Learning Practices**, a 10-hour self-paced tutorial, \$50.00

Other tutorials are currently in development. For more information about the tutorials and online registration, visit <http://nheon.org/opennh/tutorials/index.html>.

Contact: Stan Freeda, (603) 271-5132, Stanley.Freeda@doe.nh.gov

DEPARTMENT STAFF UPDATES

The Department would like to welcome **Sandie MacDonald** as the Administrator for the Bureau of Accountability & Assessment. Sandie brings to the Department more than twenty

years of field experience including K-12 classroom teaching, building and district level leadership, and post-secondary advising. Most recently Sandie was an Assistant Superintendent in SAU 16 where she was the Superintendent designee responsible for the Stratham School District, the SAU Technology Director, a project and grants manager, and a leader in areas of curriculum, instruction, assessment, and professional development. She can be reached at (603) 271-3453 or Saundra.MacDonald@doe.nh.gov.

RESOURCES

A. The Student Wellness Mobile app

The Office of Student Wellness is pleased to announce the arrival of this innovative new tool! The NH Student Wellness app provides a centralized hub of information and training for NH school personnel, emergency first responders, and other adults who interact with school-aged youth. The resources and events contained within this app are meant to support the development of the whole child including mental and behavioral health, resilience, and cultural identity. Working in collaboration with local communities, school districts, and individuals, The Office of Student Wellness and the NH Department of Education are committed to supporting students as they become fully productive members of society. Download it today from the App Store or Google Play - Search NH Student Wellness.

Contact: Kelly Untiet, (603) 271-2295, Kelly.Untiet@doe.nh.gov

OTHER

Distinguished Educators Talent Pool

The NH DOE is seeking recommendations through April 25 for the 2016 NH Educator Talent Pool. These distinguished educators may be considered for membership on local and state advisory boards and task forces, as well as be candidates for special recognition through the Department. We are very fortunate to have a rich base of veteran educators represented in our current talent pool. They have been and continue to be a valuable resource in our state efforts. What is particularly lacking at this time is representation from educators relatively new to the profession who demonstrate unusual instructional and leadership ability. Such persons exhibit strong potential for professional leadership and inspiring presence that impacts students, colleagues and community. As a result, the Department is currently seeking elementary educators (grades K-5) relatively new to the profession (five to 18 years of experience) who demonstrate a one-of-a-kind instructional ability; inspire their students, colleagues and community members; and have strong leadership potential. Candidates are building-level personnel and typically classroom teachers who are recognized by peers and supervisors as unique in their leadership and results with students. Occasionally a principal or specialist is considered. Of special interest are educators who are outstanding but have not received other recognition. Recommendation forms are available at www.education.nh.gov/recognition.

Contact: Lori Kincaid, (603) 271-6646, Lori.Kincaid@doe.nh.gov

Representing Real People Scholarship

Patrick Malone & Associates is offering two scholarships of \$5,000 each to law students committed to a career representing individuals serving in legal career paths such as elder

law, immigration law, disability rights, and more. One of the two scholarships is designated for students attending law school in or near the District of Columbia, the law firm's home base. The other can be used at any law school in the United States. You can find more information about the scholarship at <http://www.patrickmalonelaw.com/patrick-malone-associates-scholarship>.

Scholarships For Children of Former Members of the Armed Forces

Warrior Thunder Foundation, Inc. has two scholarships to offer children of Veterans in New England. The Warrior Thunder Foundation (J.H. Sanderson) Children's Scholarship Fund and the Warrior Thunder (TJX) Children's Scholarship Fund. The goal of these scholarships is to assist a Veteran's child in their educational desires to serve their Nation or community and/or to provide assistance to our military Veterans. It is a one-time, \$1000 scholarship to cover tuition, room, board, books and supplies. Applications must be submitted, in accordance with the instructions, by May 1, 2016. To apply or for more information go to www.warriorthunderfoundation.org/wtfd-scholarships.html.

New Balance Foundation Billion Mile Race

The Billion Mile Race is challenging America's schools to walk, jog, and run one billion miles. Participation is free and easy, and schools have the opportunity to win grants and prizes when they contribute miles to the national goal. Your school could win fresh New Balance kicks for every kid (and the grown-ups too). Joining the Billion Mile Race is simple - by April 30th, complete these three easy steps:

1. Register your school in the Billion Mile Race (it's free, simple, and takes about five minutes)
2. Get students running and walking more then contribute to the billion-mile goal by posting miles to your school's profile at least twice during the month of April
3. Share a photo or video on Twitter or Instagram that shows the Billion Mile Race in action at your school

At the end of the month the Billion Mile Race will choose a winning school that best captures the spirit of the Race. To register or for more information go to www.billionmilerace.org/about.

Rosenthal Prize for Innovation in Math Teaching

Designed to recognize and promote hands-on math teaching in upper elementary and middle school classrooms, the Rosenthal Prize carries a cash award of \$25,000 for the single best activity, plus up to five additional monetary awards for other innovative activities. The winning teacher(s) will have the opportunity to share their innovative activities with educators across the country. Preliminary applications are due no later than Tuesday, May 31, 2016. For more information go to <http://momath.org/rosenthal-prize>.

Go! Grants

GO! Grants are \$1,000 to \$5,000 grants to elementary schools to spark and sustain physical activity programs that take place before, during or after the school day. The funds may be used for equipment, facilities, professional development for adults and programs that increase students' physical activity to the recommended 60 minutes or more per day. Grants are available in all states and the District of Columbia. The application deadline for the 2016-2017 school year is June 1, 2016. For more information go to <https://www.kidsinthegame.org/go-grant-school-activity-grants>.

New Hampshire Construction Career Days

This 8th annual FREE event will be held on Sept 22nd and 23rd, from 8:30 a.m-12:30 p.m. at the Hillsboro County Youth Center Foundation, 4H grounds in New Boston, NH. The electronic school registration form will be available at www.nhccd.weebly.com after April 15th, Space is limited. New Hampshire Construction Career Days (NHCCD) exposes NH high school students to possible career paths in both the construction and transportation industries through a hands-on experience with heavy equipment, welding, small tools, plumbing, electrical wiring, surveying, waste water management, bridge construction, land clearing, underground utilities, and other construction related jobs. Several secondary educational resources and career training pathways are available for students to learn about. If you have any questions please contact Catherine Schoenenberger at (866) 692-2114 or staysafetraffic@aol.com.

Leading the Way to More Effective K-12 Grading Policies and Practices

On May 20th, NHASCD welcomes Dr. Thomas Guskey. Dr. Guskey will help participants grapple with questions such as, "What are the most important agreed-upon purposes of grading in your school or district?" "What is the relationship between assessment and grading?" "How might grades communicate accurate, accessible, and complete information?" "How can grades and grading serve as an incentive for improved student learning?" "What are some practical solutions to the challenges of standards-based grades and report cards?" "What are some helpful, practical examples of leaders and school leadership teams that have achieved uncommon success in significantly improving grading and reporting practices in schools?" This conference is being held from 8:30 a.m. - 3:30 p.m. at the Grappone Conference Center in Concord. To register or for more information go to <http://www.cvent.com/events/may-20th-2016-nhascd-conf-with-dr-tom-guskey/event-summary-77b30bd30df644969a43f06188900b5f.aspx>.

Manufacturing Week 2016 – Save the Date October 10th – 14th

This year's event has expanded to include the opportunity for middle schools to participate. Middle schools & secondary schools may tour manufacturing sites, visit postsecondary manufacturing programs, and learn about career & technical education opportunities as well. The Governor's Advanced Manufacturing Summit is a highlight of the week's events. For more information contact Jill Duddy at (603) 226-3200 or jilliand@nhmep.org.

Summer Poetry Programs for Educators

The Frost Place is offering two professional development opportunities this summer.

- The Conference on Poetry and Teaching is a unique opportunity for teachers to work closely with both their peers and a team of illustrious poets who have particular expertise in working with teachers at all levels: K–12, graduate and undergraduate, and nontraditional and community-based instructors. For more information go to <http://frostplace.org/cpt/>.
- The Writing Intensive is a day-and-a-half reading and writing workshop that directly follows the Conference on Poetry and Teaching. Led by renowned poet-teacher Afaa M. Weaver, it gives teachers the opportunity to focus entirely on their own creative growth. For more information go to <http://frostplace.org/writing-intensive/>.

Understanding Adverse Childhood Experiences and Working With Complex Trauma

The NH Alcohol and Drug Abuse Counselors Association is offering a free training for Student Assistant Professionals. The training, Understanding Adverse Childhood Experiences and Working with Complex Trauma, will cover the basics of trauma definition and symptomology, with special focus the impact of multiple adverse childhood experiences (ACES) on brain process and its impact on coping and substance use. The training will be held on April 14th. For more information, please visit:

<http://www.nhadaca.org/events/60/understanding-adverse-childhood-experiences-and-working-with-complex-trauma>.

Boys State

The NH American Legion will hold its 68th annual Boys State program from June 26 to July 1, 2016. Boys State is a six-day “learn-by-doing” experience in the American way of government. The delegates to Boys State will convene at Rivier University in Nashua to apply the principles of democracy in the mythical fifty-first state - “Granite Boys State.” Boys State is an opportunity made available to high school juniors annually by the American Legion. Application deadline is June 3, 2016. For more information go to <http://www.nhboysstate.org>.

Discover WILD New Hampshire Day

The event is set for Saturday, April 16, from 10 a.m. to 3 p.m. on the grounds of the Fish and Game Department at 11 Hazen Drive in Concord, N.H. Admission is free. Discover WILD New Hampshire Day is a fun way for the whole family to explore New Hampshire’s wildlife resources and legacy of outdoor traditions. Browse exhibits presented by more than 60 outdoor and conservation organizations from throughout the state. See live animals, big fish and trained falcons. Try your hand at archery, casting, fly-tying and air rifle. Watch retriever dogs in action. Get creative with hands-on craft activities for the kids. Plus, check out the latest hunting and fishing gear and gadgets. For more information go to www.wildlife.state.nh.us/events/dwnh.html.

Teacher Appreciation Week is May 2-6th