

# NH Pre-Engineering and Technology Application

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For Curriculum and Program Development-  
Within NH Middle School and Secondary Schools,  
Including Career and Technical Education (CTE) Centers

New Hampshire Department of Education  
Bureau of Career Development  
21 South Fruit Street, Suite 20  
Concord, New Hampshire 03301

Revised June 2017

Funding provided under RSA 188-E:14, *Pre-engineering and Technology Curriculum*, in  
Accordance with the New Hampshire Code of Administrative Rules, ED 1407

# New Hampshire Department of Education

## Statement of Nondiscrimination

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices. This statement is a reflection of the Department of Education and refers to, but is not limited to, the provisions of the following laws:

- Titles IV, VI, and VII of the Civil Rights Act of 1964 – race, color, national origin
- The Age Discrimination in Employment Act of 1967
- The Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972 (Title IX) – sex
- Section 504 of the Rehabilitation Act of 1973 (Section 504) – disability
- The Americans with Disabilities Act of 1990 (ADA) - disability
- NH Law against discrimination (RSA 354-A)

The following individual has been designated to handle inquiries regarding the nondiscrimination policies and laws above:

ADA/Title IX Coordinator: Office of the Deputy Commissioner

Section 504 Coordinator: Lisa Hatz

NH Department of Education  
21 South Fruit Street, Suite 20  
Concord, NH 03301  
(603) 271-3471 (V/TTY)  
1-800-299-1647  
[Lisa.Hatz@doe.nh.gov](mailto:Lisa.Hatz@doe.nh.gov)

Inquiries regarding Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and/or Title II of the Americans with Disabilities Act of 1990 also, or instead, may be directed to:

### **U.S. Department of Education**

Office for Civil Rights  
33 Arch Street, Suite 900  
Boston, MA 02110-1491  
(617) 289-0111  
TTY (877) 521-2172

Additionally, inquiries may also be directed to the:

### **NH Commission for Human Rights**

2 Chenell Drive  
Concord, NH 03301-8501  
(603) 271-2767

# New Hampshire Pre-Engineering and Technology

## Curriculum and Program Development

| School Designation:                | Maximum Award: | Total Funding Requested by Applicant:<br>(do not include matching funds in this amount) |
|------------------------------------|----------------|---|
| Middle School                      | \$15,000.      |   |
| High School                        | \$25,000.      |   |
| Regional Career & Technical Center | \$50,000.      |   |

All distribution of grant funds for the Department of Education is done through the Grants Management System (GMS). The recipient, if approved, agrees to submit this application on-line through GMS within 10 days of grant approval.

\_\_\_\_\_  
1. School District Name

\_\_\_\_\_  
SAU #

\_\_\_\_\_  
2. Signature of Authorizing Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
3. Type or Print Name of Authorizing Agent

\_\_\_\_\_  
4. Type or Print Name of Program Manager

\_\_\_\_\_  
Program Manager's Title

5. Program Manager's address, phone number, and E-mail address:

\_\_\_\_\_  
Address Line 1

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address Line 2

\_\_\_\_\_  
E-mail address

### For PETAC Use Only Below This Line

Reviewed by the Pre-Engineering and Technology Advisory Council on \_\_\_\_\_

*Date*

\_\_\_\_\_  
Recommended to DOE for Funding

\_\_\_\_\_  
Returned to applicant for additional information

\_\_\_\_\_  
Signature, PETAC Chairperson

# NH Pre-Engineering and Technology Program Application

|                           |      |                 |           |
|---------------------------|------|-----------------|-----------|
| School District:          |      | Date submitted: |           |
| Name of School:           |      |                 |           |
| Contact's E-mail Address: |      |                 |           |
| School Street Address:    | City | State           | Zip Code: |

## I. Instruction

### A. Curriculum and Plan for Delivery

|    |   |
|----|---|
| 1. | <p>Applicants must specify the curriculum with which their Pre- Engineering and Technology program aligns. Curriculum may be one that has prior PETAC approval (see list of PETAC approved curricula below) <i>or</i> the applicants may choose to present an alternative pre-engineering curriculum to PETAC for approval. See the document titled "<a href="#">Overview of the NH Pre-Engineering and Technology Fund Program</a>" for more information about the curriculum and grant review process. Please mark the box(es) below, that correspond(s) to the curriculum choice relative to the proposed project.</p> <p><input type="checkbox"/> Applicant will be aligning their Pre-Engineering and Technology Project with a PETAC approved curricula:</p> <div style="margin-left: 100px;"> <input type="checkbox"/> Project Lead the Way<br/> <input type="checkbox"/> Engineering by Design™<br/> <input type="checkbox"/> University of New Hampshire- Manchester's Computer Science<br/> <input type="checkbox"/> Mechatronics<br/> <input type="checkbox"/> Nashua School District's: Middle School Pre-Engineering Explorations Curriculum         </div> <p style="text-align: center;"><b>~OR~</b></p> <p><input type="checkbox"/> Applicant chooses to present a new curriculum to the PETAC committee.<br/>         Title of proposed curriculum: _____</p> <p>Identify the curriculum to be used (if project is aligning with a curriculum that is not presently approved by PETAC). Projects presenting a new curriculum must provide a master copy of the proposed curriculum along with the grant application. Electronic copies in a PDF or Word format are preferred. Curriculum will be disseminated to the PETAC committee, for review, prior to the establishment of a curriculum presentation meeting being scheduled.</p> |
| 2. | <p>Give an overview of your program delivery plan. Will it be delivered in quarters, semesters, trimesters, year-long or multi-year courses/programs? Is it part of required coursework or elective programming? How many credits per course/program?</p>   |

|    |  |
|----|--|
| 3. | Identify the CTE center(s) associated with the proposed program; describe how this project will connect to the respective CTE center(s) within your region.              |
| 4. | Describe links to the program (i.e., prerequisites, postsecondary links such as dual credit) and identify the next steps for students once they complete this program.   |
| 5. | Identify the end of course(s) assessment that will be used.  |
| 6. | Provide a statement that identifies the grading criteria for projects, individual and group, and give examples of academic highlights (language arts, math and science). |

**B. Student Portfolios and Engineering/Technology Notebooks**

|    |  |
|----|--|
| 1. | Describe the plan for implementation and maintenance of individual engineering/technology notebooks. |
| 2. | Describe the plan for implementing student portfolios.   |

**C. Software, Equipment, and Resources**

|    |   |
|----|---|
| 1. | Describe the internet access available for research purposes and for communication with mentors, teachers and advisors. |
| 2. | Identify the space and physical arrangement of the classroom. (Attach charts as necessary for clarity.)                 |

|    |   |
|----|---|
| 3. | List the equipment, furniture, tools, material and supplies that are available for this course/program. (Applicant may expand this cell or choose to attach a list in an appendix.) |
| 4. | List the software that will be used to achieve the project goals.   |

**II. Professional Development/ Instruction**

| List Names of all Pre-Engineering and Technology teachers | Course(s) Currently Teaching | Attach evidence of documents indicated below |                |        |
|---|------------------------------|--|----------------|--------|
|   |                              | B.A. degree                                  | Teaching Cert. | Resume |
|   |                              |  |                |        |
|   |                              |  |                |        |
|   |                              |  |                |        |
|   |                              |  |                |        |
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|   |                              |  |                |        |

**III. Advisory Committee**

| <b>A. Committee Membership Roster</b>   |            |                               |
|---|------------|-------------------------------|
| Member's Name   | Title/Role | Business or Organization Name |
|   |            |                               |
|   |            |                               |
|   |            |                               |
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|   |            |                               |
|   |            |                               |
| <b>B. Frequency of meetings/Minutes</b>   |            |                               |
| Identify the frequency of advisory committee meetings, both completed and planned. Attach copies of minutes for any meetings that have taken place to date. |            |                               |

#### IV. Student Enrollment Data

| Current Year           | Building Enrollment ↓ | INDICATE COURSE NAMES/ABBREVIATIONS |  |  |  |  |  |  |  |
|------------------------|-----------------------|-------------------------------------|--|--|--|--|--|--|--|
|                        |                       |                                     |  |  |  |  |  |  |  |
| # Sections             |                       |                                     |  |  |  |  |  |  |  |
| <b>Gender</b>          |                       |                                     |  |  |  |  |  |  |  |
| Females                |                       |                                     |  |  |  |  |  |  |  |
| Males                  |                       |                                     |  |  |  |  |  |  |  |
| <b>Course Totals</b> → |                       |                                     |  |  |  |  |  |  |  |

#### V. Administrative Support/Sustainability

| <b>A. Equipment/Program Expansion</b> |  |
|---------------------------------------|--|
| 1.                                    | Identify the computer equipment that will be provided by the district for teachers and students.   |
| 2.                                    | Describe the district plan to support this program as well as the plans to continue to develop and expand the program.   |
| <b>B. Funding and Budget</b>          |  |
| 1.                                    | Certify that there is local district funding available for the teachers, counselors and administrators associated with the program to attend professional development.   |
| 2.                                    | Attach documentation of the local public and/or private fund match meeting the requirements outlined in the NH Code of Administrative Rules <a href="#">ED 1407.02</a> (3). (Match must at a minimum be equal to the state funding request.) See <a href="#">sample budget</a> . |
| 3.                                    | Attach a budget narrative detailing each budget line item, the amount of that line, the source of funds proposed to support that line item, and the logic used to determine the need for each item within the budget.  |

#### VI. Communication and Outreach

| <b>A. Awareness &amp; Equitable Practices</b> |   |
|---|---|
| 1.  | Explain the target audience and student recruitment for this program.   |
| 2.  | Describe what will be done to attract all students to this program, especially female students, students with disabilities, and students considered economically disadvantaged. |

|    |  |
|----|--|
| 3. | Describe how the school counselors, administrators, teachers, and partnership team members will make the community aware of the program.                                   |
| 4. | Describe how the administrators and teachers will inform school faculty of the program.  |
| 5. | Attach copies of information extended to families, explaining the requirements and rigor of the program, along with links to local career and technical education centers. |

**VII. Reporting Requirements**

**Final Funding Report**

|    |   |
|----|---|
| 1. | <p>All funding recipients must agree to attach a final report, explaining the results of the grant, when submitting the final financial report in the Department of Education’s Grant Management System (GMS). The final report must include a completed <u>program self-assessment</u> and a two page narrative, on school district letterhead, providing the following information:</p> <ul style="list-style-type: none"> <li>• Outcomes and key achievements;</li> <li>• Number of students served, disaggregated by gender (See Student Enrollment Data Table, Sec. IV above);</li> <li>• Impact/benefits of course/program; and</li> <li>• District plan for sustainability of the course/program.</li> </ul> |
|----|---|

**VIII. Additional Comments**

**Please provide any additional pertinent information in the space below.**

Please return completed application to: Nicole Bellabona, Education Consultant  
 Bureau of Career Development  
 New Hampshire Department of Education  
 21 South Fruit Street, Suite #20  
 Concord, NH 03301

If there are any questions, do not hesitate to contact the Career Development Bureau:

- Nicole Bellabona, Education Consultant | [Nicole.Bellabona@doe.nh.gov](mailto:Nicole.Bellabona@doe.nh.gov) or 603-271-3535