

V.H.W

STATE OF NEW HAMPSHIRE

Honorarium or Expense Reimbursement Report (RSA 15-B)



Type or Print all Information Clearly:

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Office/Appointment/Employment held: Educational Consultant

List the full name, post office address, occupation, and principal place of business, if any, of the source of any reportable honorarium or expense reimbursement. When the source is a corporation or other entity, the name and work address of the person representing the corporation or entity in making the honorarium or expense reimbursement must be provided in addition to the name of the corporation or entity.

Source of Honorarium or Expense Reimbursement:

RECEIVED

Name of source: _____

Post Office Address: _____

Occupation: _____

Principal Place of Business: _____

AUG 28 2006

NEW HAMPSHIRE SECRETARY OF STATE

If source is a Corporation or other Entity:

Name of Corporation or Entity: Office of Vocational & Adult Education, US Dept of Ed.

Name of Corporate/Entity Representative: Len Hintner,

Work Address of Representative: Room 11056, 550 12th St., SW, Washington, DC 20202

Value of Honorarium: _____ Date Received: _____ If exact value is unknown, provide an estimate of the value of the gift or honorarium and identify the value as an estimate. [] Exact [] Estimate

Value of Expense Reimbursement: \$200.00 Date Received: 7/31/06 A copy of the agenda or an equivalent document must be attached to this filing. [] Exact [X] Estimate

Briefly describe the service or event this Honorarium or Expense Reimbursement relates to:

Preparing for US Dept. of Ed Monitoring Visit

"I have read RSA 15-B and hereby swear or affirm that the foregoing information is true and complete to the best of my knowledge and belief."

Signature of Filer: [Signature]

Date Filed: 7/28/06

RSA 15-B:9 Penalty. Any person who knowingly fails to comply with the provisions of this chapter or knowingly files a false report shall be guilty of a misdemeanor.

Part A: State Administration

SECTION	EVIDENCE	ISSUES	COMMENTS/CONCERNS
1. Section 121(a) - Eligible Agency Responsibilities	1.1 Policies and procedures for coordinating of the development, submission, and implementation of the state plan 1.2 Dated documentation of eligible agency consultation with the Governor and other agencies listed in section 121(a)(1)(B)		
2. Section 122(a) - State Plan Responsibilities	1.3 Policies and procedures for coordinating and implementing of state level activities under Section 111 of WIA 2.1 Copies of state plan and annual revisions 2.2 Copies of public hearings notice, including: a. Dated minutes of state plan hearings b. Documentation detailing public representation at the state plan public hearings		
3. Section 122(b) - State Plan Development	3.1 Documentation addressing state consultation with individuals listed in section 122(b)(1)		
4. Section 122(c)(3) - Consultation with State Agencies	4.1 Documentation showing eligible agency consultation with entities listed in section 122(c)(3) 4.2 Policies and procedures for handling state agency objections 4.3 Documentation showing the disposition of any objections filed by state agencies		
5. Section 124(b)(1-8) - State Leadership Activities	5.1 Report with findings from state assessment of vocational and technical education, including an assessment of the needs of special populations 5.2 Policies, procedures, and projects for developing, improving, or expanding the use of technology in vocational and technical education 5.4 Policies, procedures, and projects for the use of funds for state-sponsored professional development activities 5.5 Sample of state-sponsored projects that integrate vocational and academic subjects 5.6 Policies, procedures, and projects addressing nontraditional training and employment 5.7 Sample of funded projects supporting partnerships to enable students to achieve state academic and technical skill standards 5.8 Sample of funded projects supporting individuals in state institutions 5.9 Sample of funded projects for special populations that lead to high skill, high wage careers		

SECTION	EVIDENCE	ISS/NO	COMMENTS/CONCERNS
6. Section 135(b)(1-8) - Required Use of Formula Funds	6.1 Sample of approved local applications addressing integration of academics with vocational technical education		
	6.2 Sample of local applications addressing all aspects of the industry		
	6.3 Sample of local applications addressing the development, improvement, or expansion of use of technology in vocational education		
	6.4 Sample of local applications addressing professional development for teachers, counselors, and administrators		
	6.5 Sample of local applications addressing in-service and pre-service training in effective teaching skills		
	6.6 Sample of local applications addressing professional development for teachers re: "all aspects of the industry"		
	6.7 Sample of local applications addressing internship programs that provide business experience to teachers		
	6.8 Sample of local applications addressing training for teachers in the use and application of technology		
	6.9 Sample of local applications conducting evaluations of vocational and technical education programs, including an evaluation of the needs of special populations		
	6.10 Sample of local applications addressing the initiation, improvement, expansion, and modernization of vocational education programs		
	6.11 State criteria for programs, services, and activities that are of sufficient size, scope, and quality		
	6.12 Sample of local applications linking secondary and postsecondary vocational education programs		

Part B: Fiscal Program Responsibility

SECTION	EVIDENCE	MISNO	COMMENTS/CONCERNS
<p>1. Section 131(a-b,d-e, g-h) – Local Education Agency (LEA) Fund Allocation Procedures</p>	<p>1.1 State Board policies and procedures for approval and funding of vocational education programs in LEAs 1.2 State allocation formulas for federal funds to LEAs 1.3 Statistical data showing LEA population, ages 5-17 1.4 Statistical data showing LEA population, ages 5-17, from families with incomes below the poverty lines 1.5 Ledger of LEA allocations 1.6 List of LEAs consisting of only elementary schools 1.7 Worksheets illustrating the application of LEA funding formulas 1.8 State policies and procedures for waiving minimum grant award 1.9 List of LEAs receiving grant awards of less than 15K 1.10 Documentation demonstrating the inability of LEAs to form a consortia 1.11 State Board policies and procedures for the use of funds and the establishment of consortia 1.12 Sample of approved consortia agreements 1.13 Documentation of services provided to all members of consortia</p>		
<p>2. Section B 131(c) - Alternative Allocation Procedures for LEAs (Waiver Formula)</p>	<p>2.1 Alternative formula to allocate federal funds to LEAs 2.2 Documentation showing the numbers of economically disadvantaged individuals in each LEA 2.3 Statistical data used as a basis for alternative LEA formula factors</p>		
<p>3. Section 131(f) – Area Vocational and Technical Education Schools (AVTES) Fund Allocation Procedures</p>	<p>3.1 State Board policies, criteria, and procedures for approval and funding of AVTES applications 3.2 Ledger of AVTES allocations 3.3 Worksheets illustrating the application of AVTES funding formulas 3.4 Sample of consortia or cooperative agreements used to fund AVTES</p>		
<p>4. Section 132 – Postsecondary Fund Allocation Procedures</p>	<p>4.1 State Board policies and procedures for approval and funding of vocational programs at the postsecondary level 4.2 State allocation formulas for funds at the postsecondary level 4.3 Statistical data showing Pell grant and Bureau of Indian Affairs (BIA) assisted recipients for the previous year 4.4 Ledger of allocations to postsecondary institutions 4.5 List of postsecondary consortia 4.6 State policies and procedures for waiving minimum grant awards 4.7 List of postsecondary institutions receiving a grant award of less than 50,000 4.8 Appropriate data upon which to base a waiver (if applicable) 4.9 Documentation demonstrating the inability of a postsecondary institution to form a consortia</p>		

SECTION	EVIDENCE	YES/NO	COMMENTS/CONCERNS
	<p>4.10 State Board policies and procedures for the use of funds and the establishment of a postsecondary consortia</p> <p>4.11 Sample of approved consortia agreements</p> <p>4.12 Documentation of services provided to all participants of a postsecondary consortia</p>		
<p>5. Section 132(b) - Alternative Allocation Procedures for Postsecondary Institutions (waiver formula)</p>	<p>5.1 Alternative postsecondary institution's formula used to allocate federal funds (if applicable)</p> <p>5.2 Documentation showing the numbers of economically disadvantaged individuals in each postsecondary institution</p> <p>5.3 Statistical data used as the basis for alternative postsecondary institution's formula factors (if applicable)</p>		
<p>6. Section 133(a) - Waiver of Distribution Requirements (Note: This only applies if either secondary or postsecondary receives 15% or less of section 112(9)(1) flow thru dollars)</p>	<p>6.1 State Board policies and procedures addressing the fund allocation process for secondary and postsecondary</p> <p>6.2 Ledger of expenditures for secondary and postsecondary institutions</p> <p>6.3 Number of economically disadvantaged individuals served by a competitive process for secondary and postsecondary</p> <p>6.4 Listing of allocations derived from the alternative distribution process for secondary and postsecondary</p>		
<p>7. Section 133(b) - Reallocation of Unobligated Funds</p>	<p>7.1 State Board policies and procedures for reallocating unobligated federal funds for secondary and postsecondary</p> <p>7.2 Worksheets for reallocation of unobligated funds for secondary and postsecondary</p>		
	<p>7.3 Spreadsheets showing end of year carryover of unobligated funds for secondary and postsecondary</p> <p>7.4 Federal fund allocation worksheets showing funding pools composed of new and carryover federal funds for secondary and postsecondary</p>		
<p>8. Section 112 - Determination of Title I Funding Pools</p>	<p>8.1 Notification of current year grant award for secondary and postsecondary</p> <p>8.2 Ledger of expenditures for current year Title I programs for secondary and postsecondary (Note: This should be for the 27 month grant period)</p> <p>8.3 Financial Status Reports (FSR) for current year</p> <p>8.4 Policies and procedures governing the 10% reserve funding for secondary and postsecondary</p> <p>8.5 List of eligible recipients and the funding criteria met by each recipient for secondary and postsecondary for the 10% reserve</p> <p>8.6 List of funded entities under the 10% reserve for secondary and postsecondary</p>		

SECTION	EVIDENCE	ESNO	COMMENTS/CONCERNS
9. Sections 112(b) & 323 - State Administration Matching and Hold Harmless	9.1 Ledgers of federal and non-federal expenditures for state administration for the current and previous year for secondary and postsecondary		
10. Section 311(b) - Maintenance of Fiscal Effort	10.1 Ledger sheets for total non-federal expenditures for previous and second previous years to the current year for secondary and postsecondary		
	10.2 Annual state vocational education enrollment reports for previous and second previous years to the current year for secondary and postsecondary (if maintenance of effort is calculated on a per pupil basis)		
11. Section 133(c-d) - Funding for Charter Schools	11.1 List of secondary and postsecondary charter schools funded with Perkins funds		
12. Sections 122(c)(10,11) and 311(a) - Audit and Fiscal Requirements	12.1 State policies and procedures for the audit of Perkins funds for secondary and postsecondary		
	12.2 Sample of completed audit reports for Perkins funds for secondary and postsecondary		
	12.3 State policies and procedures for the purchase of equipment with Perkins funds for secondary and postsecondary		
	12.4 State policies and procedures addressing supplanting for secondary and postsecondary		

Part C: Local Applications

SECTION	EVIDENCE	YES/NO	COMMENTS/CONCERNS
<p>1. Section 134(b)(1-10) - Requirements for Local Applications</p>	<p>1.1 State policies and procedures for use of funds to improve vocational and technical education programs</p> <p>1.2 Copies of local applications for LEAs, AVTESs, and postsecondary institutions</p> <p>1.3 Sample of completed application review instruments addressing LEAs, AVTESs, postsecondary institutions, and secondary and postsecondary consortia</p> <p>1.4 Related sample of approved applications from LEAs, AVTESs, postsecondary institutions, and secondary and postsecondary consortia</p> <p>1.5 Related sample of final reports from completed projects</p> <p>1.6 Sample of approved local applications addressing comprehensive professional development (including initial teacher preparation) for vocational and technical, academic, guidance, and administrative personnel</p> <p>1.7 Sample of approved local applications addressing the promotion of nontraditional employment and training</p> <p>1.8 Sample of approved local applications addressing the identification and adoption of strategies to overcome barriers faced by special populations</p> <p>1.9 Sample of approved local applications with programs designed to enable special populations to meet the state adjusted levels of performance</p> <p>1.10 Copy of the state standards for determining that eligible recipients are of sufficient size, scope, and quality</p> <p>1.11 Copies of completed instruments used by the state to evaluate and improve the performance of eligible recipients</p> <p>1.12 Documentation linking the funding of eligible recipients with their performance relative to the state adjusted levels of performance</p> <p>1.13 Sample of approved programs addressing integration and "all aspects of the industry"</p> <p>1.14 Documentation addressing the assurance that vocational and technical students are taught the same challenging academic proficiencies as all other students</p> <p>1.15 Sample of approved applications addressing the parental and community involvement in the development, implementation, and evaluation of vocational and technical programs</p>		
<p>2. EDGAR 34 CFR 80.40</p>	<p>2.1 Evidence of grant and sub-grant monitoring of supported activities to assure compliance with federal requirements</p>		

Part D: Accountability

SECTION	EVIDENCE	ESNO	COMMENTS/CONCERNS
1. Section 113(b) – State Performance Measures	<p>1.1 Documentation of policies and procedures implemented to ensure input from all eligible recipients in establishing performance measures.</p> <p>1.2 Documentation of how the state collects data on each of the core indicators and additional indicators from eligible recipients</p> <p>1.3 Documentation of continual progress toward the improvement of performance of vocational and technical education students</p> <p>1.4 Documentation of changes to agreed-upon state adjusted levels of performance</p>		
2. Section 113(c) – Data Collection and Analysis	<p>2.1 Documentation of the state's process for ensuring that sub-recipients' performance measures are aligned with the state's Perkins III performance measures</p> <p>2.2 Description of the major limitations and weaknesses in the statewide system for collecting, analyzing, and reporting Perkins III performance data</p>		
3. Section 122(c)(12)(20) – Procedures for Local Reporting	<p>3.1 Documentation of processes and procedures for eligible agencies to report data to the state</p> <p>3.2 Documentation of how eligible agencies ensure that the data reported to the state and the data then reported to the Secretary of Education are complete, accurate, and reliable</p>		
4. Management Controls	<p>4.1 Policies and procedures for maintaining and storing data, along with security controls to ensure the integrity and reliability of data</p> <p>4.2 Established state data standards and documentation of scheduled data reviews to ensure continuous improvement</p> <p>4.3 Evidence of the extent, content, and frequency of training provided for state and local accountability</p> <p>4.4 Evidence of monitoring local grantees to ensure that the data being collected are complete, accurate and reliable</p> <p>4.5 Evidence that the state's data are used for program improvement</p>		

Part E: Tech-Prep Programs

SECTION	EVIDENCE	USING	COMMENTS/CONCERNS
1. Section 204(a) – General Tech-Prep Program Requirements	1.1 State Board policies and procedures for administering tech-prep programs 1.2 Sample of documents, including: a. List of funded tech-prep consortia b. Completed tech-prep application review instruments c. Samples of approved tech-prep applications d. Final reports from completed tech-prep projects e. Dated copies of the articulation agreement from each funded tech-prep consortium f. In-service training materials and counselor training materials from completed tech-prep projects		
2. Section 205(c-e) – Administration of Tech-Prep Programs	2.1 Organizational chart of agency administering the state's tech-prep education program 2.2 Ledger of expenditures for state administration of tech-prep education 2.3 Documentation of formula or competitive process used to allocate federal funds for state administered tech-prep programs		
3. Section 206 - State Plan Guide, Program Memorandum, and Question and Answer Guide	3.1 Documentation of policies and procedures to collect and aggregate complete, reliable, and accurate data on tech-prep students from both secondary and postsecondary programs		

Part F: Special Populations

SECTION	EVIDENCE	YES/NO	COMMENTS/CONCERNS
1. Section 122 & EDGAR State Policies and Procedures --	<p>1.1 Policies and procedures ensuring equal access and non-discrimination in all vocational programs and services for all special population students</p> <p>1.2 Monitoring instruments, policies, and procedures in place for local grantees to monitor ensuring that all legislative requirements regarding all special populations are addressed</p> <p>1.3 State Board policies and procedures addressing the needs of all students in alternative education programs, state institutions, and in tech-prep programs</p>		
2. Sections 204(c)(6), & 206 - Academic Achievement, Enrollment, Retention, and Placement Data	2.1 Enrollment and placement data for all special populations		
3. Sections 134, 135, 124 & 204(e)(6) - Local Applications	<p>3.1 Sample of local applications addressing the provision of services to all students, including:</p> <ul style="list-style-type: none"> a. Students with disabilities b. Students with limited-English proficiency c. Displaced homemakers d. Individuals from economically disadvantaged families e. Individuals preparing for nontraditional training and employment f. Economically disadvantaged students, including foster children g. Single parents and single pregnant women h. Displaced homemakers i. Individuals with other barriers to educational achievement j. Individuals in state institutions <p>3.2 Sample of approved tech-prep consortium applications addressing the needs of special populations</p>		
4. Sections 113, 123, 124, 134 & 135 -- Additional Material	<p>4.1 Results of performance for all special populations on the core indicators of performance</p> <p>4.2 Copies of completed local improvement plans addressing the needs of special populations</p> <p>4.3 Copy of the state assessment that specifically addresses the needs of special populations</p> <p>4.4 Copies of funded state leadership projects that address the needs of special populations</p>		

Part G: Effective Practices (Note: This section is not being reviewed for compliance purposes.)

FOCUS	EVIDENCE	YES/NO	COMMENTS/CONCERNS
1. General Policies and Procedures	1.1 State criteria for defining and identifying effective practices in vocational education 1.2 Example of review forms used in the identification process 1.3 Description of how effective practices are gathered (e.g., through a state solicitation process, through monitoring, through evaluations) 1.4 Description of where effective practices are housed, and how they are maintained and updated		
2. Examples of Effective Practices	2.1 Examples of programs/services/activities that have been identified as effective, along with supporting data		
3. Replication/Dissemination	3.1 Description of the process for disseminating effective practices 3.2 Description of any sessions that have been held to train individuals in the use of one or more of the effective practices		