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William L. Wrenn
Commissioner

Bob Mullen
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

P.O. BOX 1806
CONCORD, NH 03302-1806

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September 5, 2012

Representative Ken Weyler, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1. Pursuant to RSA 124:15, authorize the NH Department of Corrections to establish one part-time temporary Teacher III, Labor Grade 22, in class 050, account 02-46-46-460510-5962, effective upon Fiscal Committee and the Governor and Executive Council approval through June 30, 2013. 100% Agency Income. (Federal Funds at origin)

2. Authorize the NH Department of Corrections to accept and expend Federal Adult Basic Education sub-grant funds in the amount of $49,351.00 from the NH Department of Education (NHDOE Project #37017), which will be utilized for a part time GED/Special Education instructor, effective upon approval of the Governor and Executive Council through June 30, 2013. 100% Agency Income. (Federal Funds at origin)

Funds are to be budgeted in an account, Adult Basic Ed Grant: 02-46-46-460510-5962 Department of Corrections, Corrections Grant, Adult Basic Ed Grant, as follows.

Project Name: Adult Basic Education At Granite State High School
Grant Title: Adult Basic Ed

Account:	Description:	SFY 2013 CURRENT	SFY 2013 CHANGE	SFY 2013 ADJUSTED
020-500200	Current Expense	0.00	5,654.00	5,654.00
050-500109	Part Time Salaries	0.00	40,592.00	40,592.00
060-500611	FICA (Temporary)	0.00	3,105.00	3,105.00
			49,351.00	49,351.00

Source of Funds:

009-408153	Agency Income	49,351.00

EXPLANATION

The NH Department of Corrections (NHDOC) applied for, and was subsequently awarded, an Adult Basic Education Grant administered through the NH Department of Education. The NH Department of Corrections did not budget the Adult Basic Education grant in the SFY 2013 budget because NHDOC was not notified of the SFY 2012 award until July 1, 2012. During the 2011-2012 program year, the Corrections Special School District evaluated its various Adult Basic Education programs and discovered a need for more remedial and special needs supports for the lower level learners. This need for educational services was discovered not only at the New Hampshire State Prisons facilities, but more importantly at the Transitional Work Center (TWC) for men and Shea Farm for women locations. It should be noted, the purpose of TWC and Shea Farm educational services is to allow inmates to finish refining their educational skills needed for positive re-entry into the community.

As a result, the Corrections Special School District is focused on improving the effectiveness of instruction, which will, in turn, enhance student achievement. These resources, in the form of staffing and materials, are needed in order to achieve that purpose. With the ability to employ the part-time teacher and provide additional resource material, the Corrections Special School District will be able to meet the need of an under serviced population at both the men's and women's transitional facilities.

Also, as relates to the mission of the Granite State High School, Corrections Special School District, it is via the availability of educational opportunities for incarcerated individuals, that the New Hampshire Department of Corrections hopes to reduce recidivism within the State of New Hampshire. Therefore, this project will benefit not only the community within the prison, but the community at large as well.

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

1. List of personnel involved: One part-time temporary Teacher III, LG 22, pay schedule A234.

2. Nature, Deed, and Duration: The part-time GED/Remedial Teacher will be responsible for implementing a NH Department of Education standards based curriculum to NHDOC inmates. This teaching position will be funded through the Adult Basic Education grant for SFY 2013.

3. Relationship to existing agency programs: This position will be part of the Granite State High School, Corrections Special School District, whieh exists within the NH Department of Corrections facilities.

4. Has a similar program been requested of the legislature and denied? No, the Adult Basic Edueation grant funded part-time teacher position which was requested and approved in SFY 2012.

5. Why wasn't funding included in the agency's budget request? NHDOC was not notified of the grant award until July 1, 2012.

6. Can portions of the grant funds be utilized? The Adult Basic Education grant funds can only be utilized to fund approved program expenditures. The SFY 2013 grant award has been approved to fund a part-time teacher position as well as some resource materials related to the program.

Estimate the funds required to continue this position: This part-time position is fully funded by the Adult Basic Education grant. The approximate cost of funding this position for SFY 2013 is $43,697.00.

Funds are to be expended as follows:

Class 020 – Supplies - $5,654.00 total

· Various GED prepartion Materials and Student Calculators	5,654.00

Class 050 – Part Time Salaries - $40,592.00 total

· Salaries for Part Time GED/Special Ed Instructor	40,592.00

Class 050 funds will be used for a part-time temporary Teacher III (position #9TEMP).

Class 060 – Benefits - $3,105.00 total

· Benefits (FICA) for Part Time GED/Special Ed Instructor	3,105.00

The NH Department of Corrections Adult Basic Education grant award budget does not include Indirect Costs as this cost is not identified as part of the sub-grant award. Audit Fee Set Aside is not included in the grant budget as it is the responsibility of the direct recipient of the federal grant (NHDOE) to include Audit Fee Set Aside as part of their agency's budget. A Post Retirement class is not included in the NHDOC budget as personnel for this grant is a part time position and as such, a retirement pension is not a fringe benefit.

Source of Funds: 100% Agency Income - Pass-through grant from NH Department of Education.

In the event that these grant funds no longer become available state general funds will not be requested to support this program. A copy of the Grant Approval Memo is attached.

Respectfully Submitted,

William L. Wrenn
Commissioner

Establish – Part-time Position

Date: **August 24, 2012**

To: **Lisa Currier**
HR Admin
Corrections

From: Heidi Brobst
Classifications Section 271-4100
Division of Personnel

POSITION # 9TEMP Part-time Teacher III (22)

☒ The approved Supplemental Job Description **(SJD)** is:

☒ 1. Attached for your agency records.
☐ 2. Being forwarded to your Human Resources Section.

☒ Please send a copy of the approved stamped letter along with a Personnel Action Form to Candy Burke at the Division of Personnel when you have filled the position.

☒ The effective date of this established position will be 8-23-12.

☐ Other

Rev: 05/03/10

AUG 27 2012

Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144

Paul Leather
Deputy Commissioner of Education
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900
Bureau of Adult Education
Tel. 603-271-6698

GRANT APPROVAL MEMO

DATE: July 1, 2012

SAU/RA#: 517 CFDA#: 84.002/State PROJECT #: 37017

TO: NH Department of Corrections
105 Pleasant Street, 3rd Floor
PO Box 1806
Concord, NH 03302-1806

FROM: Bureau of Adult Education
21 South Fruit Street, Suite #20
Concord, NH 03301

PROJECT TITLE: ADULT BASIC EDUCATION AT GRANITE STATE HIGH SCHOOL

PROJECT PERIOD: JULY 1, 2012 through JUNE 30, 2013

APPROVED AMOUNT: $49,351.58

ART ELLISON, ADMINISTRATOR
BUREAU OF ADULT EDUCATION

Please enter the narrative and budget on the Grants Management System.

If you have any questions please do not hesitate to call.

AE:jc