



**STATE OF NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS  
DIVISION OF COMMUNITY CORRECTIONS**

**FY 2022-2023 Budget Impacts**

The proposed Governor budget cuts will result in the elimination of the Corrections Special School District. This will close our Granite State High School (NH RSA 194:60 – Corrections Special School District) and NHDOC will only be able to provide basic education support for students to test for their high school equivalency exam and special education (NH RSA 186-C:3-a).

**CAREER & TECHNICAL EDUCATION**

**IMPACT: Loss of the TI/College positions would eliminate the following programs:**

**AUTOMOTIVE PROGRAM**

Positions:

TI/College Assistant Professor #12937

TI/College Associate Professor #12949

Introduction to Automotive Technology

Engine Repair

Suspension and Steering Systems

Electrical Systems

Engine Performance

Automotive Bootcamp @ NHCF/W will be starting April 2021

Certificates: 1. Specialized Automotive skills necessary to become a Motor Vehicle State Inspector 2. Automotive Air Conditioning Service Technician

**The following Positions support the Business & Computer, Business Management, Marketing, Digital Literacy and Hospitality, and Tourism Programs:**

TI/College Professor #44334

TI/College Professor #42263 (NCF)

TI/College Professor #18854

TI/College Professor #18781

TI/College Professor #12901

**BUSINESS & COMPUTER EDUCATION PROGRAM**

Career Awareness

Personal Finance

Typing & Keyboarding

Computer Fundamentals

Business Communication

Computation for Business

Microsoft Advanced \* prep for certification (see Perkins)



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**BUSINESS MANAGEMENT & ADMINISTRATION**

(General Office Occupations and Clerical Services)

Business Management

Law for Business

(Accounting Technology/Technician & Bookkeeping)

Accounting I

Accounting II

**MARKETING, SALES & SERVICE**

Marketing I

Marketing II

Small Business Management

**DIGITAL LITERACY**

Technology for Business I

Technology for Business II

**HOSPITALITY & TOURISM**

Start I

Start II

Certificate: This course includes an internationally recognized line-level certification of the student's choice, once the work requirement has been met and completion of the exam through the American Hotel & Lodging Association.

Start I & II – National Certification from the American Hotel & Lodging Institute

Specify in areas:

Front desk rep

Reservationist

Bell attendant

Phone operator

Guestroom attendant

Maintenance

Laundry

**CULINARY ARTS PROGRAM**

Positions:

TI/College Professor #16922 (NHSP/M)

TI/College Professor #44329 (NHCF/W)

Food & Beverage Cost Control

Human Resource Management

Introduction to the Hospitality Industry

Nutrition for Food Services & Culinary Professionals

Professional Cooking & Basic Food Course/Lab



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Professional Baking  
Professional Table Service  
Purchasing  
Sanitation-ServSafe Essentials

Certificate: ServSafe certification means you have **passed an examination covering food safety** administered by the National Restaurant Association Educational Foundation, according to Mississippi State University. Gaining ServSafe certification can create opportunity for advancement in the food service industry.

ServSafe certification is valid for **five years**, with recertification requirements varying by region. Employers may also implement their own recertification conditions.

**BUILDING TRADES PROGRAM**

Positions: TI/College Assistant Professor #18857

Roofer  
Painter  
Tool Crib Attendant  
Laborer-Carpentry  
Rough Carpenter  
Methods of Construction I  
Methods of Construction II  
Carpentry  
Building Trades Bootcamp @ NHCF/W will be starting April 2021

**INTRODUCTION TO THE WORKFORCE PROGRAM**

Positions: TI/College Associate Professor #44335

Program designed through the Laaman Consent Decree (several iterations i.e. 1978 through 2003) and the Lepine Court Order (2000) – NHDOC will be in violation of these court documents.

Applied Communication  
Applied Math  
Career Awareness  
Computation for Business  
Energy, Power & Transportation  
Exploring Production  
Technology Practicum  
Understanding Technology



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**COSMETOLOGY**

New Hampshire Department of Corrections cosmetology program received a School License through Board of Barbering, Cosmetology and Esthetics: Lic# 46. In 2020 and began this program specifically for women at NHC FW during the pandemic.

Positions: TI/College Professor #40234

Introduction to Cosmetology  
Health & Science  
Hair Design  
Introduction to Haircutting/Hairstyling  
Chemical Hair Color & Texture Clinic  
Skin & Nail Service  
Business Skills

Certificate: Apprentice License when enrolled in the first class then once hours are completed, they can take the state test on site to receive a License of Cosmetology.

**General Education Center – Granite State High School**

**Positions:**

Teacher I #18855 (social studies certification)  
Teacher I #44331 (Math Certification)  
Teacher III #12873 (English Certification)  
Teacher III # 19905 (Math Certification) (NCF)  
Teacher III #40233 (Math Certification)  
Teacher III #42252 (Science Certification)

**IMPACT:** Loss of the above positions would result in no longer being able to offer High School Diplomas. With the remaining positions, we would only offer High School Equivalency (HISET) test preparation courses and proctoring HISET tests.

Additionally, the following programs and initiatives would also be negatively impacted with reduced number of participants or loss of program.

**COLLEGE CORRESPONDENCE**

School district plays a mentor role and works directly with the schools for educational material and test materials.

**APPLICATION PROCESS**

1. CONTACT CTEC
2. FILL OUT APPLICATION FORM
3. RECEIVING COURSE MATERIALS
4. TAKING EXAMS
5. VERIFY



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**UNIVERSITIES WITH PRINT-BASED CORRESPONDENCE COURSES:**

Adams State University  
Louisiana State University  
Thomas Edison State University  
Ohio University

**COLLEGE PROGRAMS**

New England College – degree programs

Amherst College: Justice Political Science 135 Amherst College Course Description: This course will explore the meaning of justice and its realization in everyday life. We will consider individuals' perceptions of justice and the significance of the concept in the relationship between citizens and government. We will examine how social movements attempt to seek justice and how this quest for justice defines their strategies and goals and finally, we will consider how efforts to seek justice are realized, delayed, or blocked in institutional settings, such as in workplace organizations, prisons, state bureaucracies, and the courts.

MIT: Non-Violence is a way of life (MIT) Credits not available

**APPRENTICESHIP PROGRAM**

CSSD teaches the class required for Mentor and Journey Worker Apprentice called Teaching the Adult Learner.

**Course Description:** This course teaches the functional structure, organization, and educational issues of teaching the adult learner. It includes developing skills to teach students of all different age groups and educational level. Students will be introduced to the assessments, technology and discussions that will enable educational growth in a correctional setting. Classes will consist of the lectures, practical homework exercises (both individual and group), quizzes and exams. Power Point presentations, selected audio, video, and handout material will be utilized to supplement the course.

**GUIDANCE DEPARTMENT**

**Positions:**

Teacher III #42248 (Guidance Cert)  
Educational Corrections Counselor / Case Manager #42247  
Educational Corrections Counselor / Case Manager #42249

**IMPACT:** Loss of the above positions would eliminate the following Guidance department activities

The **Comprehensive Guidance Program** at the Corrections Special School District is a central component within the school's learning environment. The program provides not only the structure for all related activities and services, but for the planning and implementation that are required to serve students.

The Guidance Department offers educational counseling for course selection, pre-vocational needs, and close graduates. The program is inclusive, where all students are assisted as per their individual needs to make progress toward secondary school completion, participation in courses for enrichment purposes, vocational courses, and post-secondary education.



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**Guidance Activities:**

**Intakes**

Within 30 days of entry into the corrections system, residents meet with an Education Correctional Counselor/Case Manager to complete an Educational Intake covering educational history, high school information, completion status, career goals, vocational interests, and special education data. Information from this intake is stored within the educational database.

**Request of Transcript and/or Request of Records**

A request for the residents' high school transcript is completed at the Educational Intake. Consenting to this request is optional for the resident. The request is then forwarded to the records clerk for processing.

Upon receipt of the high school transcript, the records clerk will verify high school completion status, note the receipt of the transcript, and if the resident has completed high school, the records clerk will enter the status into the database.

**Transcript Entry**

If the resident has not completed high school, the transcript is forwarded to the Education Correctional Counselor/Case Manager for data input of all classes and grades received from their original high school. This transfer of grades allows for a clearer picture of what is needed to complete the residents' high school education.

**Request of HiSET/GED Transcript**

Students who disclose at intake the completion of a High School Equivalency Test (HiSET) or General Education Diploma (GED) will have the opportunity to sign a release of information for a copy of their HiSET/GED transcript. Upon receipt of the transcript, the records clerk will verify completion status and note the receipt of the transcript in the school database.

**Development of Graduation Worksheet**

For students who have not completed high school, a graduation worksheet is developed using the student's original transcript. This document is helpful to both staff and student in developing a clear plan to move toward secondary school completion status. Credit is transferred towards New Hampshire high school credit standards. Duplicate credits are not counted toward completion. This document is available to students upon request; however, students who have already completed high school will not be issued a graduation worksheet.

**Test of Adult Basic Education (TABE testing)**

The Test of Adult Basic Education is mandatory for students who plan to become a student with Corrections Special School District. This assessment measures grade level equivalency for reading, math, and language. The assessment is used to determine placement within specific core courses, the need for remediation, and is a factor for prevocational planning.

**Prevocational Planning**

A pre-vocational plan may be needed to assist residents who do not possess the appropriate skill sets to succeed in the CSSD career and technical education curriculum. The necessity for prevocational planning is identified through the CSSD intake process. It is further acknowledged by the resident, with assistance of guidance personnel, in order to determine the course of education to best suit his needs upon release. The resident is then assigned a curriculum to assist him in achieving the necessary pre-requisite skills sets needed to succeed in a vocational program of his choice. Residents who are assigned a prevocational plan will meet with guidance staff once per quarter to review progress and to plan for the following quarter.



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**Job Fair**

Job fair is held on a quarterly basis and is an opportunity for students to meet with instructors, sign up for classes, and meet with other departments within the facility. Job Fair is announced to the residents several weeks before the event through job fair posters within the units and by announcement on Channel 99. Job fair posters include the upcoming academic schedule, and date, time, and place of the job fair.

**Close Graduate Counseling**

Students who are within four (4) mandatory credits of graduation meet with the guidance staff on a quarterly basis. This is an opportunity to discuss their program, plan for the upcoming semester, sign up for classes, and discuss plans for post-graduation. This may include continuing in a vocational or industry program, continuing in classes with education for the purpose of enrichment, or exploring post-secondary options.

**HiSET (High School Equivalency Testing)**

Corrections Special School District is a designated testing site for the HiSET exam. This exam consists of five subject areas: Reading, writing, math, science and social studies. Students may opt to participate in any one of the exams or the full battery. Students who successfully complete the full battery exam will be awarded a certificate from the State of New Hampshire, Department of Education. Preparation for the exam is highly recommended through HiSET Prep courses, English courses in both literature and writing, and math courses such as Algebra 1A and 1B and geometry. Students are responsible for the cost of the exam. Exams are offered at a reduced price in comparison to other adult education locations within the state.

**Add/Drop classes**

Students who wish to add a class have an opportunity to do so during the first week of classes. Students will request to meet with guidance to discuss options and opportunities for adding classes. Instructors are informed of the request and have the option of adding the student based on varying factors such as seat availability and meeting pre-requisites. If the student is added to the class, this will be entered into the school database by guidance staff.

Students who request to drop a class must meet with the instructor and a member of the guidance staff to discuss the reason for the request. Data is entered for the drop into the school database by the guidance staff.

**Resident Job Change, North Yard Clearance, Payroll**

Residents who attend two or more classes per semester may opt to become a paid full time student. Residents should initiate a job change request. On this form, basic resident information is required, signature of current supervisor, signature of proposed supervisor (education), and the unit manager signature. The form is then sent to classifications who will perform a job check and either approves or deny the request. North Yard Clearance, for students who have requested a class in the

North Yard, is included on this form. Pay will begin once approved as a full-time student. Payroll is processed and issued once weekly by the guidance staff.



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**Graduation**

CSSD hosts graduation once per year during the summer months, barring unforeseen circumstances. Students who have met the requirements for completion of their high school diploma are invited and encouraged to participate in the graduation ceremony. Official diplomas, if not already issued, will be handed to the student during the ceremony.

**Post-secondary School Counseling**

Residents who have an interest in attending post-secondary school shall make an inquiry with guidance, and a copy of the Post-Secondary Options Handbook sent to the student. This handbook explains the policy and procedure for gaining entry to a post-secondary school, communication from the resident regarding each course to be taken, the procedure for ordering exams, and how to request an exam proctor. Cost of the post-secondary courses are at the residents' expense. Residents are not eligible for federal grants or loans to cover tuition or other costs.

**Test Proctoring**

Test proctors are assigned through the guidance department for students attending a post-secondary school and must be a member of the CSSD staff. Proctors include guidance staff and instructors (if needed and available).

**Response to Resident Request Slips**

Residents who have an inquiry regarding education or who wish to meet with the guidance staff may send a resident request slip to the education department. Guidance staff will respond to the request and log the information into the DOC CORIS system.

**Parole Hearing Requests for Information**

The Education Record Clerk completes requests for parole hearing information regarding the educational history of the student. Records may include a cover sheet stating "Records Attached" or "No Records Found", transcripts of classes, verification of Career and Technical Education Certificates, and verification of HiSET or GED certificates completed while incarcerated. The packet is forwarded to the assigned case counselor/case manager.

**Earned Time Credit verification**

The Director of Education or the Guidance Coordinator verifies earned time credit verification forms. Verification may include transcripts showing classes taken and graduation date, and career and technical education certificates. Earned time credit is documented in the NHDOC CORIS program for reference.

**Grant Management**

CSSD manages grants awarded to the education department. Staff are assigned various tasks dependent upon their role within the department. Grants have included an additional instructor, case management duties, data entry duties, attendance at trainings, and evaluation of the grant.





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**RECORDS CONTROL CLERK**

**Position:** Records Control Clerk #41315

The Education Records Clerk manages confidential educational records such as requesting high school transcripts and entering the request into the school database, entering received transcripts within the school database, enters received verified high school diplomas into CORIS, and follow-up on school records. The clerk manages the parole hearing report and submits educational records to the requesting official (CC/CM or District Office), supplies CC/CMs with records needed to complete the AHC applications, retrieves and sends records to Offender Records when requested, and responds to IRS'. The clerk is also a trained TABE examiner and assists with testing. In addition, the clerk completes data entry for college database. The clerk also supports the library with supervision of residents in the librarian's absence, assists with the check-in and check-out of materials as well as disinfecting books returned from the residential units. The clerk is responsible for retrieving reports, PPDs and other documents and completes online research for responding to IRS', maintains a working relationship with the State Law Library, and manages the requests for inter-library loans.

**Commercial Driver's License Preparation Program / Special Education**

**Position:** Teacher II #41455

**IMPACT:** Will no longer be able to run CDL Prep program.

Plans, outlines and teaches a range of academic subjects within his/her special education certification area(s) at levels required for successful remediation of low functioning adult learners while meeting Department of Education standards for high school curricula.

Adapts classroom and/or lab activities, teaching methods and academic materials to meet the special individualized needs of educationally disabled and/or educationally disadvantaged resident students. Meets with educators regarding necessary accommodations to the needs of special education resident students, solving problems and monitoring progress and submits progress reports on each resident student in the special education program with identification of strengths, weaknesses, objectives met and recommendations for further development and IEP structure.

Currently, this individual also instructs the CDL Course – Duties Include:

- Conducts Intakes of potential CDL students.
- Proctors TABE 11/12 and accesses Pre/Post Test results for CDL students.
- Develops lesson plans for CDL course.
- Provides classroom instruction for CDL with embedded Adult Ed content.
- Instructs CDL students using the CDL simulator
- Prepares learning packets for CDL Remote Learning.
- Maintains attendance records.



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**INITIATIVES in varying phases of progress and implementation will end-**

**Vera Institute of Justice-** NHDOC Education Director Laura Hardwick was selected to participate in the Vera's corrections Education Leadership Academy (CELA) program. This will provide professional development opportunities that will help corrections education leaders expand and develop educational programs.

**Universal Design for Learning**

In order to help understand student's barriers to engaging in education while incarcerated and improve effectiveness in the classroom, the NHDOC applied and was selected to participate in the NH UDL Innovation network. A team of CSSD teachers is currently involved in UDL training through CAST, INC. (Started in Aug. 2020)

Universal Design for Learning (UDL) draws upon both neuroscience and education research to design learning environments that offer options for diverse learner needs. Many students at CSSD encounter barriers to their education, impeding their ability to make optimal progress and develop as educated and productive citizens. The practice of UDL respects these barriers by offering lessons focused on multiple means of engagement, representation, action and expression. Lesson are built around the needs of the student and how the student learns best (written form, visual, auditory, hands-on) using resources that are accessible within the district.

**Smart & Connected Communities**

NHDOC is working with the Education Development Center (EDC) on a planning grant to the National Science Foundation in the Smart and Connected Communities (SC&C) program. The primary goal of the planning grant is to build and submit a full proposal to the program in the year following the award. Each partner organization will be engaging in a similar range of activities, though precisely how these activities will be carried out will be determined by the partner.

**Re-Think Challenge**

NHDOC was selected to advance to Phase two of the Re-THINK challenge to help move forward apprenticeship and pre-apprenticeship programs and opportunities. Apprenticeships expand career opportunities, but many adult learners face barriers to accessing them. Pre-apprenticeships break down these barriers by helping adults enter, prepare for, and succeed in apprenticeships and other industry roles.

The Rethink Adult Ed Challenge invites AEFLA-funded adult education providers to design innovative and high-quality pre-apprenticeship programs — in any industry, anywhere in the United States.

**GRANT OPPORTUNITIES**

**Perkins**

This project, "Enhancing Career readiness", developed by the Corrections Special School District (CSSD) Career and Technical Education Center (CTEC), will focus on several of the priorities listed by the New Hampshire Department of Education. This project will, create a new CTE program, provide greater access to updated materials as well as providing updated computers and software to create updated classrooms so that we can provide students with valuable and marketable workplace competencies and job readiness.



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**WIOA**

Through the Workforce Innovation and Opportunity Act (WIOA) grant, Corrections Special School District (CSSD), through classroom instruction and distance learning, provides adult basic literacy instruction in reading, language arts and mathematics. In addition, the instructor offers career readiness programming consisting of embedded content relative to prepare for the Commercial Drivers' License (CDL) written exam and Specialized Automotive skills necessary to become a Motor Vehicle State Inspector and/or an Automotive Air Conditioning Service Technician. This includes training in vocabulary skills, career preparation, interviewing skills, and resume completion.

**OUTREACH COORDINATOR -**

Teacher III – Outreach Coordinator #42250

This position is tasked with creating better partnerships and connections between NHDOC and employers and that skills and competencies that employers are looking for are being taught through education, career and technical education and industries programs.

Additionally, this position has a certification in Comprehensive Family & Consumer Science Education; these classes help teach students more life skills.

Additional tasks and responsibilities:

- Develops and maintains relationships with workforce, industry, and high education partners for the purpose of developing, implementing, monitoring, and evaluating a comprehensive career and technology education (CTE) work-based learning program. Also, teaches classes that promote successful reintegration into employment and the community.
- Facilitates career exploration sessions with students and works with students and instructors by providing knowledge in resume writing and interview skills.
- Recruits new business partnerships to provide better learning opportunities for students; collects and analyzes career pathways and reports findings to community partners; and works with CTE leaders and teachers and industry experts to coordinate services and align required industry recognized competencies with classroom competencies to better prepare resident students for release.

**Career and Technical Education Director –**

TI/College Professor Career and Technical Education (CTE) Director #12959

This position is tasked with developing and implementing industry recognized certificate-training programs for the incarcerated students. Plans short and long-term organizational goals to ensure all programs are maintained in compliance with the state and federal standards for approval of CTE. Fosters partnerships with community educational organizations and employers.

Additional tasks and responsibilities:

- Development of competency-based vocational education and training for Correctional Industries (CI) apprentice and certificate programs and services.
- Participates in the development, adoption and implementation of curricula for CTE and CI programs. Reviews all career and technical education curriculum and materials to ensure consistency and conformance with overall agency objectives and policies and all relevant laws and administrative rules.



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- Interfaces with post-secondary institutions to coordinate programs, develop articulation agreements, implement dual credit opportunities (e.g., Running Start) and expand the opportunities for all learners to access appropriate learning opportunities

**Educational Director #12875**

The Educational Director (Principal) provides oversight of Corrections Special School District (CSSD), Career and Technical Education (CTE), Recreational & Law services, College Correspondence Courses, College Degree Programs, Certificate Programs and all other educational services provided within the NHDOC. Analyzes and develops policies and procedures that address accreditation, compliance, and short and long-term educational, vocational, academic, special education and workforce development objectives/needs for the Correctional Special School District. Evaluates operations to ensure current and future programs meet state and federal regulations and mandated standards. Creates and maintains reports to be used by DOC administration and NH Department of Education. Oversees educational grants and maintains required data and metrics on those grants, providing information to the Director of Community Corrections. Analyzes and evaluates all educational programs to determine their effectiveness in improving resident students' abilities and achieving correctional goals so that administrators may be informed and programs modified as needed to meet changing needs of resident students. Coordinates, consults and guides subject area teachers at NHDOC facilities to ensure educational competencies, quality in design, continuity with CSSD standards, and delivery of established curriculum, to include all curriculum related content areas within the Corrections Special School District, i.e. Granite State High School and the Career and Technical Education Center including the Introduction to the Workforce Program. Collaborates and maintains relationships with New Hampshire Department of Education (NHDOE), NH Community Colleges and Universities, federal officials, and other stakeholders and representatives to ensure educational compliance and standards to provide further educational and vocational opportunities for residents. Ensures that appropriate accreditations, industrial certifications, governing regulations and compliance standards are in place for a multitude of education and vocational programs.