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Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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March 11, 2020

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education, to enter into an educational tuition agreement and pay said costs in the amount of \$1881.00 as follows:

Institution:	Southern New Hampshire University 2500 North River Road Manchester NH 03106
Course Title(s):	Online Learning
Course Date(s):	Intergovernmental Relations
Degree Program:	Start Date 22 June 2020 End Date 30 August 2020
Graduation Date:	Certificate in Public Administration
Employee Name and Classification:	NA
Vendor Code:	Pamela Comeau
Funding Source:	Education Consultant
Total Cost of Course:	295565
State Share:	06-56-56-566510-90080000-066-500544
Source of Funds:	\$1881.00
	\$1881.00
	100% Other Funds, Agency Income

EXPLANATION

Pamela Comeau has been employed at the New Hampshire Department of Education (NHDOE) for almost 2 years and is currently employed as an Educational Consultant. Her duties include the analysis and interpretation of federal and state regulations for the purpose of implementing educational programs. She also is required to review summaries and reports to make decisions to achieve work objectives and organizational goals. The coursework in Intergovernmental Relations progressively builds upon the learning from preceding administrative courses she has taken. Pamela has gained insight into the depths of the educator and administrative credentialing process for the State of New Hampshire and around the country.

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This course is designed to demonstrate the challenges and strategies for governance and administration in an institutional environment of fragmented authority and dispersed power. It defines the balance of shared powers between the layers and institutions of government poses and the considerable challenges to policymakers and administrators. Major dimensions of intergovernmental relations: the vertical dimension of federal, states, and local governments, that cooperate, coordinate, and compete for shares of power, and the horizontal dimensions in which sub-governments interact with one another. The course will also examine the structure of American political institutions, the nature of complex policymaking, governance by networks, and the consequences of competition between governments.

This course will provide Pamela added skills for achieving major aspects of long-range agency objectives by planning for short-term and long-term organizational goals, reviewing recommendations for procedural changes, and developing or revising program policies. This will aid in correct decisions in an overall evaluation process. This course will give Pamela the needed content knowledge to help her to be part of a productive and collaborative team in the credentialing office. The course content will further help her learn to analyze and interpret federal and state legislation and regulation for the purpose of implementing educational programs and to ensure compliance with accepted state and agency policies and regulations.

The Department of Education encourages professional growth which will be advantageous to both the employee and to the NHDOE along with the educators of New Hampshire. This additional collegiate coursework along with Pamela's current educational background will be beneficial to the DOE now and into the future.

If Other Funds become no longer available, General Funds will not be requested to support this agreement.

This course will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully Submitted,



Frank Edelblut
Commissioner of Education



THE STATE OF NEW HAMPSHIRE
 EDUCATIONAL TUITION AGREEMENT
 DEPARTMENT OF EDUCATION

Agreement dated this 20 day of February 2020 by and through the Department of Education (hereinafter referred to as the "State) and Pamela Comeau (hereinafter referred to as the "Recipient"). The State and the Recipient do hereby mutually agree as follows:

1. The State shall pay to the named institution the sum of 1881, which monies shall be used for the purpose of enrolling the Recipient in: PAD -633 Intergovernmental Relations, which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on June 22 2020 and terminate on August 30 2020.
2. The Recipient shall complete and achieve a passing grade in each course named in paragraph 1.
3. Should the Recipient fail to complete or achieve a passing grade in each course named in paragraph 1, the Recipient shall pay to the State the sum set forth in paragraph 1, provided, however, that if more than one course is named in paragraph 1, the amount which shall be paid to the State shall be calculated on a pro rata basis.
4. Upon the satisfactory completion of the courses named in paragraph 1, the Recipient shall continue in the employ of the State in his/her current position (or in such other position, at equal or greater compensation, to which he/she may be assigned) for a period of six (6) months.
5. The Recipient shall work in any area of the State to which he/she may be assigned, provided that such assignment will not constitute a severe hardship to said Recipient.
6. Should the Recipient breach any of the conditions set forth in paragraphs 4 and 5, the Recipient shall pay to the State a sum equal to all monies previously paid by the State for the Recipient pursuant to the Agreement, provided, however; that the Recipient shall receive a credit for each month in which he/she is employed by the State subsequent to the date upon which the named course(s) are satisfactorily completed, the value of said credit to be calculated on a pro rata basis.
7. The Recipient shall not raise any setoff or counterclaim against the State in any action brought by the State to collect any amount due under this agreement.
8. Should any amount be found to be due the State in any action brought against the Recipient pursuant to this Agreement, the State shall, in addition to said amount, be entitled to an award of costs and a reasonable amount in "attorney" fees.

IN WITNESS WHEREOF the representatives of the State, in his/her official capacity only, and without personal liability, and the Recipient, have hereunto set their hands on the date first above written.

RECIPIENT

(signature)

Pamela Comeau

(printed name)

PAMELA COMEAU

NOTARY

State of New Hampshire, County of Merrimack:

On this the 20th day of Feb, 2020, before me, Dawn Laflam, the undersigned officer, personally appeared, Pamela Comeau (recipient) known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes herein contained.

In witness whereof I hereunto set my hand and official seal.

Dawn M. Laflam
 Notary Public/Justice of the Peace

DAWN M. LAFLAM

Justice of the Peace

State of New Hampshire

My Commission Expires March 7, 2023

THE STATE OF NEW HAMPSHIRE

(signature)

Frank Edelblut

(date)

4/11/2020

(printed name, title)

Frank Edelblut, Commissioner of Education