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**Frank Edelblut**  
Commissioner

**Christine M. Brennan**  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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April 18, 2022

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 \$3,000 as follows:

Institution:	Saint Cloud State University Department of Community Psychology, Counseling and Family Therapy, Rehabilitation Counseling (M.S.) 720 4 <sup>th</sup> Avenue South St. Cloud, MN 56301-4498
Course Title(s):	1. CEEP 530 54-Advanced Human Growth and Development, 3 credits 2. RHAB 629 54-Vocational Evaluation and Placement, 3 credits 3. CEEP 669 - Supervised Practicum, 4 credits
Course Date(s):	May 16, 2022 – August 4, 2022
Employee Name and Classification:	Crystal Vaughan-Gagnon Rehabilitation Counselor I
Degree Program:	Master's Rehabilitation Counseling
Graduation Date:	June 2024
Vendor Code:	#204495
Funding Source:	06-56-56-565010-25380000-066-500543
Total Cost of Courses:	\$6,800, \$680/credit
State Share:	\$3,000
Source of Funds:	100% Federal-VR Field Programs

EXPLANATION

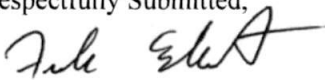
Crystal Vaughan-Gagnon has been employed by the Department of Education's Bureau of Vocational Rehabilitation for over a year, and is currently a Rehabilitation Counselor I. Duties entail: providing counseling and planning to a wide-variety of individuals with disabilities; design interventions to mitigate environmental, employment, and attitudinal barriers; consult on regulatory issues, drawing on her knowledge of legal requirements. In addition, Ms. Vaughan-Gagnon will make eligibility determinations, as well as, determining that the record of service of an individual who has achieved an employment outcome can be closed. She has been participating in coursework, outside of state time, at Saint Cloud State University Graduate School of Rehabilitation Counseling, which will lead to a Master's in Rehabilitation Counseling where Ms. Vaughan-Gagnon has maintained a 3.75 GPA.

1. The course *CEEP 530 54-Advanced Human Growth and Development* will benefit the Department and the employee by increasing Ms. Vaughan-Gagnon's knowledge and understanding of an advanced developmental psychology course. Ms. Vaughan-Gagnon will learn about different disorders and diseases that affect individuals through the lifespan, coping strategies throughout the lifespan, and how the brain changes throughout the lifespan. This course will allow Ms. Vaughan-Gagnon the skills as well as the proficiency needed to be an innovative rehabilitation counselor.
2. The course *RHAB 629 54-Vocational Evaluation and Placement* will benefit the department and the employee by increasing Ms. Vaughan Gagnon's overall knowledge about vocational evaluation and placement strategies. This course will give advanced and comprehensive knowledge about various evaluation and job placement strategies not necessarily having occurred in her current position.
3. The course *CEEP 669 -Supervised Practicum* will benefit the department and the employee by increasing Ms. Vaughan-Gagnon's overall knowledge by putting her acquired knowledge and skills into practice. Ms. Vaughan-Gagnon will be supported by an academic advisor that will provide feedback to help develop Ms. Vaughan-Gagnon's rehabilitation counseling and leadership skills. The VR Supervisor will share competency and counseling skill feedback with the Saint Cloud State University program advisor. She can provide services and promote the top level of care, by empowering individuals living with disabilities and their families, to live fulfilling lives and successfully transition into the world of work.

The Department of Education encourages and supports employees who wish to further their professional growth through continuing education in disciplines that are mutually advantageous. Successful completion of the program will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

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 \_\_\_ day of \_\_\_\_\_ by and through the Department of Education (hereinafter referred to as the "State) and Crystal Vaughan-Gagnon (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 \$3,000.00, which monies shall be used for the purpose of enrolling the Recipient in: Supervised Counseling Practicum, Advance Human Growth & Development, Vocational Evaluation and Placement \_\_\_\_\_ (course name), which course(s) is being offered by Saint Cloud State University and which course(s) shall commence on May 16<sup>th</sup>, 2022 and terminate on August 4, 2022.
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) [Signature] (printed name) Crystal Vaughan-Gagnon

NOTARY State of New Hampshire, County of Rockingham

On this the 14<sup>th</sup> day of April, 2022, before me, Anthony M. Conchiglia, the undersigned officer, personally appeared, Crystal Vaughan-Gagnon (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. [Signature]  
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE  
(signature) [Signature] (date) 4-19-22  
(printed name, title) Frank Edelblut, Commissioner of Education

