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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER
BUREAU OF HUMAN RESOURCE MANAGEMENT

Jeffrey A. Meyers
Commissioner

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June 11, 2018

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, to enter into an educational tuition agreement and to pay said costs in an amount of \$3,570.00 as follows:

Institution:	Rivier University, 420 South Main Street Nashua, NH 03060-5086
Course Title(s):	Curriculum Development/Professional Development & Evaluation
Course Date(s):	Begin: 09/04/2018 End: 12/14/2018
Employee:	Candace Puchacz
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$3,570.00
State Share:	\$3,570.00
Source of Funds:	Employee Training, 100% General

EXPLANATION

The Department of Health and Human Services encourages and supports employees who wish to further their professional growth through continuing education in disciplines that are mutually advantageous.

Ms. Puchacz has been employed by the Department for ten years and is currently a Juvenile Probation and Parole Officer for the Division of Children, Youth & Families (DCYF) and is responsible for the supervision of offending juveniles, and monitors and reviews cases to ensure that Solution Based community supervision and placement case plans are developed with the youth and the family to ensure that objectives and tasks are being achieved and that court orders are being complied with in accordance with State and Federal Statutes.

This course: Curriculum Development, offered by Rivier University, focuses on a thorough examination of student learning styles, modes of teaching, computer-assisted instruction, readability, and techniques for identifying, selecting, installing, and evaluating curriculum materials. Students will learn how to investigate, identify and use appropriate methodologies to assess the effectiveness of curriculum by reviewing and analyzing student performance data.

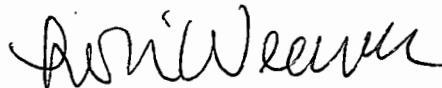
This course: Professional Development and Evaluation, offered by Rivier University, is a review of supervision and evaluation theories and their application in schools and an exploration of best-practices in staff development and evaluation. Students will examine a variety of techniques for implementing effective clinical supervision methods through analysis of videotapes, review of current literature about staff development and staff evaluation.

Completion of these courses will increase the employee's ability to work collaboratively and effectively with youth and families from various cultural backgrounds, as well as their involvement in the juvenile justice system. These courses will also allow Ms. Puchacz to be a better advocate for the youths and families she works with as she can be more involved in their education plans, while also allowing her to promote staff development throughout the office. Successful completion of the program will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

The course will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Lori Weaver
Associate Commissioner, Operations

Approved by:



Jeffrey A. Meyers
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 1st day of June, 2018 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Candace Puchacz (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 \$3,570.00, which monies shall be used for the purpose of enrolling the Recipient in: Curriculum Development and Professional Development and Evaluation(course name), which course(s) is being offered by Rivier University and which course(s) shall commence on September 4, 2018 and terminate on December 14, 2018.
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) Candace Puchacz (printed name) Candace Puchacz

NOTARY State of New Hampshire, County of Rockingham:

On this the 6 day of June, 2018, before me, C. Scott [Signature] the undersigned officer, personally appeared, Candace Puchacz (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.

Notary Public/Justice of the Peace:

Comm Exp 1/15/2019

THE STATE OF NEW HAMPSHIRE

(signature) Lori Weaver (date) 6-19-18

(printed name, title) Lori Weaver Associate Commissioner