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Frank Edelblut  
Commissioner

Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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Concord, NH 03301  
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August 17, 2021

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 \$1,291.20 as follows:

Institution:	Granite State College 25 Hall Street Concord, NH 03301 Online Course
Course Title:	Cultivating Your Leadership Capabilities
Course Date:	September 20, 2021 through December 10, 2021
Degree Program:	Master's Degree
Graduation Date: (if applicable)	
Employee Name and Classification:	Katelyn Komisarek Program Specialist I
Vendor Code:	# 177491
Funding Source:	06-56-56-566510-90080000-066-500544
Total Cost of Course:	\$1,291.20
State Share:	\$1,291.20
Source of Funds:	100% Other Agency Income

EXPLANATION

The course LD 820 Cultivating Your Leadership Capabilities introduces a variety of unique perspectives about leadership, which are drawn from different traditions in the literature, and from which the student selects to develop their own model of leadership. As an action-based learning approach conducted by each student to connect personal experiences with the theoretical construct. In addition, the student will be able to assess personal leadership skills and develop an action plan for increased leadership competencies and capacities and learn to reflect on one's own leadership practice, and identify strengths and the potential challenges that you will face as a leader.

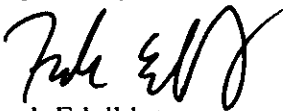
Katelyn has been employed by the Department of Education since February 2020. Katelyn began at the Department of Education in the Office of Career School Licensing. In July 2021, Katelyn began a new position within the division as Criminal Records Coordinator. In this new role responsibilities include to respond to inquiries from applications regarding criminal records checks and ensures timely responses, coordinate with the Department of Safety on running criminal records checks and related state and federal statutes, rules and policies, compare criminal background reports to state and federal regulations to determine eligibility, communicates decisions with applicants and gives guidance to applicants with questions related to the outcome of the background check, and other position related accountabilities.

The Department of Education encourages professional and personal growth, which will be beneficial to both the employee and to the Department.

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 11 day of August 2021 by and through the Department of Education (hereinafter referred to as the "State) and Katelyn Komisarek (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 \$1,291.20, which monies shall be used for the purpose of enrolling the Recipient in: (*course name*), which course(s) is being offered by Granite State College and which course(s) shall commence on September 20, 2021 and terminate on December 10, 2021.
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)

(printed name) Katelyn Komisarek

NOTARY State of New Hampshire, County of Merrimack:

On this the 11 day of August, 2021, before me, Brenda Higgins, the undersigned officer, personally appeared, Katelyn Komisarek (*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

THE STATE OF NEW HAMPSHIRE

(signature)

(date)

8-17-21

BRENDA L. HIGGINS - Notary Public  
State of New Hampshire  
My Commission Expires March 27, 2024

(printed name, title) Frank Edelblut, Commissioner of Education