



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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February 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 \$1,386 as follows:

Institution:	Granite State College, 25 Hall Street Concord, NH 03301. The course is being taken on-line.
Course Title(s):	Project Planning and Scheduling
Course Date(s):	April 6, 2020 – June 26, 2020
Employee Name and Classification:	Katherine Page Program Specialist II
Vendor Code:	177491
Funding Source:	06-56-56-560510-60030000-066-500544
Total Cost of Course:	\$1,665
State Share:	\$1,386
Source of Funds:	100% General

EXPLANATION

Katherine Page has been employed by the Department of Education (DOE) for two (2) years and is currently a Program Specialist II with the Bureau of Career Development (BCD). Duties entail managing the Civil Rights Methods of Administration Program, which consist of; conducting civil rights review (pre-visit overviews, desk reviews, on-site interviews and facility reviews) of secondary and post-secondary schools, data gathering and analysis, issuing of Letter

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2

of Findings, monitoring of Volunteer Compliance Plans, and submitting a Biennial Report and a Targeting Plan to the US-DOE. Additionally, Katherine manages the Career and Technical Education (CTE) Center Renovation Projects which consist of; providing technical assistance, reviewing application materials, monitoring project budgets, determining allowable expenses, processing reimbursement request and submitting capital budget updates. The course, Project Planning and Scheduling, will benefit the Department and Katherine by increasing her knowledge and understanding of the functions of an effective project manager, and will assist in gaining the skills and proficiency needed to be an innovative project leader. Project Planning and Scheduling explores key tools and methodologies currently in use to manage complex projects. The Project Planning and Scheduling applies to task that she completes in her daily work for the department, including scheduling project deliverables, milestones, and resources; as well as, conducting meetings and communicating with stakeholders' to effectively manage expectations.

Course content will give Katherine the formal education in project management that she lacks because she has only had on the job training and is seeking to enhance and deepen her knowledge of project management as well as learn about additional tools and best practices to bring to her work allowing her to improve in these areas.

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 students of New Hampshire.

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 19th day of February 2020 by and through the Department of Education (hereinafter referred to as the "State") and Katherine Page (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 \$1386, which monies shall be used for the purpose of enrolling the Recipient in: Project Planning and Scheduling (*course name*), which course(s) is being offered by Granite State College and which course(s) shall commence on April 6, 2020 and terminate on June 26 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) Katherine Page

(printed name) Katherine Page

NOTARY State of New Hampshire, County of Merrimack :

On this the 19th day of Feb., 2020, before me, Katherine Hamilton the undersigned officer, personally appeared, Katherine Page (*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.

Kathy Hamilton
 Notary Public/Justice of the Peace
 KATHERINE M. HAMILTON, Notary Public
 State of New Hampshire
 My Commission Expires December 21, 2021

THE STATE OF NEW HAMPSHIRE

(signature) Frank Edelblut

(date) 2-19-20

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