



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, NH 03301
TEL. (603) 271-3495
FAX (603) 271-1953

March 23, 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 \$604.00 as follows:

Institution:	New England College 98 Bridge Street Henniker, NH 03242 Online Course
Course Title:	Managerial Accounting
Course Date:	May 16, 2022 through July 3, 2022
Degree Program:	Master's Degree
Graduation Date: (if applicable)	N/A
Employee Name and Classification:	Whitney Vaillancourt Administrator I
Vendor Code:	# 177176
Funding Source:	06-56-56-560510-60030000-066-500544
Total Cost of Course:	\$2,396.00
State Share:	\$604.00
Source of Funds:	100% General Funds

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

Page 2

EXPLANATION

The course AC 5250 Managerial Accounting equips students to more effectively and ethically lead and influence in situations where financial issues play a key role. Students examine the economic concepts, accounting processes and financial tools used by leaders to assess conditions and take action to influence performance. This course serves as an introduction to the concepts and principles of managerial accounting and will cover budgeting, budget variant analysis, responsibility accounting, program financial analysis and decision-making, and their relationship to leadership and the strategic decision making process.

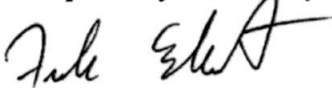
Whitney has been employed by the State of New Hampshire since July 2015 and began at the Department of Education in the Office of Business Management that very date. Since then, Whitney has transitioned to the division of Educator Support and Higher Education as the Higher Education Administrator. In this role she is responsible for development and monitoring of all division budgets and oversight of all expenditures. Completion of this course will enhance Whitney's ability to make managerial decisions in regards to budgeting, projection analysis, accounting and decision making. Whitney will then apply this knowledge in the development of future budgets for her Bureau and the Division.

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 the 28 day of March, 2022 by and through the Department of Education (hereinafter referred to as the "State") and Whitney Vaillancourt (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 \$604.00, which monies shall be used for the purpose of enrolling the Recipient in: Managerial Accounting AC5250, which course(s) is being offered by New England College and which course(s) shall commence on May 16, 2022 and terminate on July 3, 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) Whitney Vaillancourt

(printed name) Whitney Vaillancourt

NOTARY State of New Hampshire, County of Merrimack:

On this the 28 day of March, 2022, before me, Katelyn Komisarek, the undersigned officer, personally appeared, Whitney Vaillancourt (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.

Katelyn Komisarek
Notary Public/Notary of the Peace



THE STATE OF NEW HAMPSHIRE

(signature) Frank Edelblut

(date) 4/5/2022

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