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Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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July 14, 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 \$3,000.00 as follows:

Institution:	New England College 98 Bridge Street Henniker, NH 03242 Online Course
Course Title:	Finance for Leaders & Project Management
Course Date:	August 22, 2022 through November 22, 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:	\$4,792.00
State Share:	\$3,000.00
Source of Funds:	100% General Funds

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EXPLANATION

The course FI 6310 Finance for Leaders equips students to more effectively and ethically lead and influence in situations where financial issues play a key role. Students examine tools available to assist with the understanding of the financial stability of the organization and the decision-making process in a public organization. Emphasis is placed on developing a core set of skills in financial modeling, risk management, financial reporting, and financial analysis.

The course MG 6110 Project Management will examine various techniques used to manage complex projects in the context of overall organizational goals and strategy. The course will examine the roles of team members as well as the impact of team building, planning, scope management, time management, and budgetary constraints. This course combines theory and practice by encouraging students to learn the fundamentals of Project Management, such as project planning and control, risk management and then to use them in practice on their own projects. Through a variety of readings, case studies, and exercises, students will explore the knowledge and skills required to successfully manage projects.

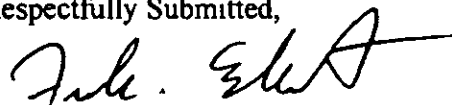
Whitney has been employed by the State of New Hampshire since July 2015 and began at the Department of Education in the Office of Business Management that very date. Since then, Whitney has transitioned to the division of Educator Support and Higher Education as the Higher Education Administrator. In this role she is responsible for development and monitoring of all division budgets, oversight of all expenditures, the onboarding of the Salesforce platform for the division, and an active member of the State Authorization Reciprocity Agreements State Portal Entity (NC-SARA SPE) leadership institute group which gathers data and supports SPE's professional development. Completion of these courses will enhance Whitney's ability to make managerial decisions regarding budgeting, projection analysis, accounting, decision making, and project management. Whitney will then apply this knowledge in the development of future budgets and projects for the Division as well as assist institutions of higher education and the New Hampshire Higher Education Commission.

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 06 day of July, 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 insitution the sum of \$3,000.00, which monies shall be used for the purpose of enrolling the Recipient in: Finance for Leaders FI6310 and Project Management MG6110, which course(s) is being offered by New England College and which course(s) shall commence on August 22, 2022 and terminate on November 22, 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

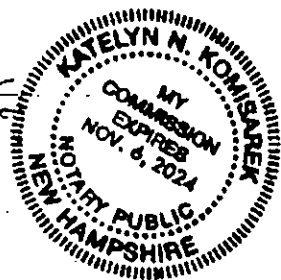
(signature) Whitney Vaillancourt (printed name) Whitney Vaillancourt

NOTARY State of New Hampshire, County of Merrimack:

On this the 06 day of July, 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 Justice of the Peace



THE STATE OF NEW HAMPSHIRE

(signature) Frank Edelblut (date) 07/14/2022

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