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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

July 25, 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 \$1,398.00 as follows:

Institution:	Granite State College 25 Hall Street Concord, NH 03301.
Course Title(s):	Project Management Capstone
Course Date(s):	September 19, 2022 – December 9, 2022 - Online
Degree Program:	MS Project Management
Graduation Date: (If applicable)	December 2022
Employee Name and Classification:	Katherine Page Program Specialist III
Vendor Code:	177491
Funding Source:	06-56-56-560510-60030000-066-500544
Total Cost of Course:	\$1,398.00
State Share:	\$1,398.00
Source of Funds:	100% General

EXPLANATION

Katherine Page has been employed by the New Hampshire Department of Education (NHED) for 4 years and is currently a Program Specialist III with the Bureau of Career Development (BCD). Duties entail managing the Civil Rights Methods of Administration Program and the Administration of Career and Technical Education (CTE) Center Renovation Projects. The course, Project Management Capstone will benefit the NHED and Katherine by enhancing her

His Excellency, Governor Christopher T. Sununu
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knowledge and capabilities as an effective project manager. It will assist her in gaining the skills and proficiency needed to be an innovative change leader. This course, Project Management Capstone is based on hands-on project management that will provide her the opportunity to create, evaluate, and assess project plans to ensure desired outcomes. She will learn strategies for managing difficult conversations with various stakeholders. She will learn to proactively manage cross-functional environments to ensure effective communication and realization of project goals. Katherine will learn to analyze, and defend methodologies, techniques, and processes used on her projects.

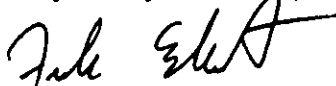
This course will benefit both Katherine and NHED as it directly applies to tasks that she is responsible for in her daily work for the department, including project planning, communicating, scheduling, and managing changing conditions in her role as the State Methods of Administration Coordinator. Course content will give Katherine the formal education in project management, risk management, and leadership that she is seeking to enhance and deepen her capabilities to bring to her work.

The NHED 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 6th day of July 2022 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 \$1,398.00, which monies shall be used for the purpose of enrolling the Recipient in: Project Management Capstone which course(s) is being offered by Granite State College and which course(s) shall commence on September 19, 2022 and terminate on December 9, 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) Katherine Page

(printed name) Katherine Page

NOTARY

State of New Hampshire, County of Rockingham:

On this the 7th day of July, 2022, before me, Katherine Page the undersigned officer, personally appeared, (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.

Kari Boducate
Notary Public/Justice of the Peace

(signature) Kari Boducate

(printed name, title) Kari Boducate
NOTARY PUBLIC

State of New Hampshire

My Commission Expires 8/28/2025

Educational Tuition Agreement, DOE, November 2019.docx

STATE OF NEW HAMPSHIRE

7/7/2022

Frank Edelblut
Frank Edelblut, Commissioner Date

8/10/22