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Frank Edelblut  
Commissioner

Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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August 18, 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 costs in the amount of \$2,191 as follows:

Institution:	University of Kentucky Graduate School, Ezra Gillis Building, 502 Administration Drive Lexington, KY 40506-0033 Distant Learning
Course Title(s):	Addiction and Substance Use Counseling
Course Date(s):	Oct 7, 2020 – Dec 4, 2020
Employee Name and Classification:	Ellen Gagnon, Rehabilitation Counselor I
Degree Program:	Master's Degree, Rehabilitation Counseling
Vendor Code:	# 171900
Funding Source:	06-56-56-565010-25380000-066-500543
Total Cost of Course:	Tuition amount \$2,191
State Share:	\$0
Source of Funds:	100% Federal-VR Field Programs

**EXPLANATION**

The course, *Addiction and Substance Use Counseling* will benefit the Department and the employee by increasing Ms. Gagnon's knowledge and understanding of the functions of an effective counselor, allowing her to gain the skills as well as the proficiency. The course is an online asynchronous format, and as such will not be on State time.

His Excellency, Governor Christopher T. Sununu  
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Page 2

The *Addiction and Substance Use Counseling*, course is designed to provide information about the disease concept, etiology of addiction and co-occurring disorders, as well as the behavioral, psychosocial, physiological effects of substances, screening, evaluation, assessment, diagnosis, treatment intervention, counseling strategies, and mental health counseling. In addition, ethical and legal considerations of addiction counseling, principles of self- help programs and identification community resources are discussed.

This courses will allow Ms. Gagnon to become a leader in the vocational rehabilitation department: someone who is able to provide and promote the top level of care, empowering individuals living with disabilities and their families to live fulfilling lives with successful transitions into the world of work.

Ellen Gagnon has been employed by the Department of Education's, Bureau of Vocational Rehabilitation for 4 years and is currently a Rehabilitation Counselor I. Duties of this position include: providing counseling and guidance to a wide-variety of individuals with disabilities; design interventions to mitigate environmental, employment, and attitudinal barriers; consult on regulatory issues and drawing on knowledge of legal requirements. In addition, Ms. Gagnon will make eligibility determination, as well as, developing an individual plan for employment and determining that the record of service of an individual who has achieved an employment outcome can be closed. She has been participating in coursework at the University of Kentucky's Graduate School of Counselor Education, which will lead to a Master's in Rehabilitation Counseling, where Ms. Gagnon has maintained a 3.4 GPA.

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 residents of New Hampshire.

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 4 day of Aug 2020 by and through the Department of Education (hereinafter referred to as the "State") and Ellen Gagnon (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 \$2191, which monies shall be used for the purpose of enrolling the Recipient in: Addiction and Substance Use Counseling (course name), which course(s) is being offered by Univ of KY and which course(s) shall commence on Oct 7 2020 and terminate on Dec 4 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) [Signature] (printed name) Ellen Gagnon

NOTARY State of New Hampshire, County of Rockingham

On this the 8 day of 4, 2020, before me, Ashley DeBonne, the undersigned officer, personally appeared, Ellen Gagnon (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.

[Signature]  
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE  
(signature) [Signature] (date) 8-20-20  
(printed name, title) Frank Edelblut, Commissioner of Education

ASHLEY N. DeBONNE, Notary Public  
State of New Hampshire  
My Commission Expires  
December 21, 2021