

pl

LES JB

AUG12'20 PM 3:16 DAS



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

August 3, 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 |
| Course Title(s): | Leading Teams |
| Course Date(s): | September 21, 2020 – December 11, 2020 |
| Degree Program: | Master's Degree, Project Management |
| Graduation Date: (if applicable) | NA |
| Employee Name and Classification: | Katherine Page Program Specialist II |
| Vendor Code: | 315187 |
| Funding Source: | 06-56-56-560510-60030000-066-500544 |
| Total Cost of Course: | \$1,746 |
| State Share: | \$1,386 |
| Source of Funds: | 100% General |

EXPLANATION

Course number PM 804, Leading Teams, will benefit the Department and Katherine by increasing her knowledge and understanding of the many functions of an effective project manager, and it will assist her in gaining the skills and proficiency needed to be an innovative project leader. Leading Teams explores leadership theories and practices currently in use to motivate people to achieve project goals. Leading Teams applies to task that Katherine completes in her daily work for the department, including project planning, scheduling, managing resources, and motivating people. As well, as facilitate meetings and communicate with stakeholders' to effectively, manage expectations.

Excellency, Governor Christopher T. Sununu
and the Honorable Council

Page 2

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

Katherine Page has been employed by the Department of Education (DOE) for 2.5 years and is currently a Program Specialist II with the Bureau of Career Development (BCD). Duties include 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 of Findings, monitoring of Volunteer Compliance Plans, and submitting a Biennial Report and a State MOA Plan to the US-DOE. Additionally, Katherine administers the Career and Technical Education (CTE) Center's construction and renovation program, which consist of; providing technical assistance, reviewing application materials, monitoring project budgets, determining allowable expenses, processing reimbursement request and submitting capital budget updates.

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 20th day of July 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: Leading Teams (course name), which course(s) is being offered by Granite State College and which course(s) shall commence on September 21, 2020 and terminate on December 11, 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 23rd day of July, 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.

Kath Hamilton
 Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature) Frank Edelblut

(date) 8-7-20

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

KATHERINE M. HAMILTON, Notary Public
 State of New Hampshire
 My Commission Expires December 21, 2021