



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

January 4, 2021

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 \$999 as follows:

Institution:	College for America, Southern New Hampshire University 2500 North River Road, Manchester, NH 03106 Online course
Course Title:	Public Administration
Course Date:	March 1, 2021 through June 20, 2021
Degree Program:	Bachelor's Degree
Graduation Date: (if applicable)	July 2021
Employee Name and Classification:	Katelyn Komisarek Program Specialist I
Vendor Code:	# 177206 (B009)
Funding Source:	06-56-56-565665-18590000-066-500544
Total Cost of Course:	\$999
State Share:	\$999
Source of Funds:	100% Other Agency Income

EXPLANATION

The course PAD-30175 Public Administration explores the role of policy in public administration, how the public influences policy, the impact of policy on decision-making and to develop techniques for interacting with the public. The course will also review U.S. Politics to gain insight into the structure and function of the U.S. political system, including roles played in the policy-making and electoral processes by various branches and levels of government. Lastly, the class analyses to understand the basics of public administration in the context of contemporary political, social, economic and administrative realities and examine essential competencies, values and issues important to public policy at the local, state, national and international levels. This class is one of Katelyn's second term at the College for America, SNHU Bachelor program.

Katelyn Komisarek has been employed by the Department of Education since February 2020, almost one year and is currently in the position of Program Specialist I, Office of Career School Licensing within the Division of Educator Support and Higher Education. Katelyn's responsibilities include to coordinate, approve and manage the yearly licensure for existing career schools, evaluate and determine licensure eligibility for new school applications, implement administrative rules and statute as they apply to licensed and future licensed schools and to research, develop and maintain functional reports that include school data, surety bond and filings due to the office.

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 22 day of Dec. 2020 by and through the Department of Education (hereinafter referred to as the "State") and Katelyn Komisarek (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 \$999, which monies shall be used for the purpose of enrolling the Recipient in: Public Administration (course name), which course(s) is being offered by CfA, SNHU and which course(s) shall commence on March 1 2021 and terminate on June 20, 2021.
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)

[Handwritten Signature]

(printed name) Katelyn Komisarek

NOTARY

State of New Hampshire, County of Merrimack

On this the 22nd day of Dec., 2020, before me, Allison Marston, the undersigned officer, personally appeared, Katelyn Komisarek (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.

Notary Public
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE

(signature)

[Handwritten Signature]

(date)

12/22/20

(printed name, title)

Allison Marston

