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Frank Edelblut  
Commissioner

Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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February 10, 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 \$417.00 as follows:

Institution:	Granite State College 25 Hall Street Concord, NH 03301.
Course Title(s):	Change Management and Communication
Course Date(s):	April 4, 2022 – June 24, 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:	\$1,291.20
State Share:	\$417.00
Source of Funds:	100% General

EXPLANATION

Katherine Page has been employed by the Department of Education (DOE) 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, Change Management and Communication will benefit the Department and Katherine by increasing her knowledge and

understanding of the functions of an effective project manager, and will assist in gaining the skills and proficiency needed to be an innovative project/change leader. Change Management and Communication provides students with an understanding of the principles of assessing change, managing change and the communication tools necessary to implement change effectively. Issues regarding client satisfaction, vendor satisfaction, morale and relationships will be explored. This course develops a thorough understanding of strategic change within organizations. Change Management and Communication applies to tasks that Katherine is responsible for in her daily work for the department, including project planning, communication, scheduling, and managing changing conditions. As well, as effective management strategies and communicate with stakeholders' to effectively adapt and manage expectations.

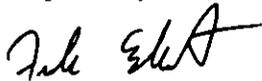
Course content will give Katherine the formal education in project management, negotiations, and contracts that she is seeking to enhance and deepen her knowledge of project management as well as learn about additional tools and best practices to bring to her work allowing her to improve in these areas.

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 10<sup>th</sup> day of February 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 \$417.00, which monies shall be used for the purpose of enrolling the Recipient in: Change Management and Communication, which course(s) is being offered by Granite State College and which course(s) shall commence on April 4, 2022 and terminate on June 24, 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 Katherine A. Page  
(printed name) Katherine Page

NOTARY State of New Hampshire, County of \_\_\_\_\_:

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_, 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.

N/A COVID  
Notary Public/Justice of the Peace

THE STATE OF NEW HAMPSHIRE  
(signature) Frank Edelblut  
Frank Edelblut, Commissioner of Educations

(date) 2/17/2022