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Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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February 9, 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 \$854.40 as follows:

| | |
|-----------------------------------|---|
| Institution: | Granite State College 25 Hall Street Concord, NH 03301 Online Course |
| Course Title: | LD804 Leading Teams |
| Course Date: | April 4, 2022 to June 24, 2022 |
| Degree Program: | Master's Degree |
| Graduation Date: (if applicable) | Spring 2023 |
| Employee Name and Classification: | Katelyn Komisarek Program Specialist II |
| Vendor Code: | # 177491 |
| Funding Source: | 06-56-56-565610-90080000-066-500544 |
| Total Cost of Course: | \$854.40 |
| State Share: | \$854.40 |
| Source of Funds: | 100% Other Agency Income |

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EXPLANATION

This course examines leadership as the process of motivating people to achieve project goals. The success or failure of the project, and by extension the manager, is dependent upon the manager's ability to assess the team as a whole, (strengths and weaknesses), and to then apply that analysis to the individual team members. Within the course, students will survey and discuss multiple methodologies used to evaluate teams. The course will analyze how organizational dynamics and structure impact the manager, limit or increase their power, and their ability to perform their job.

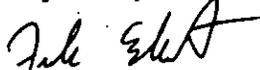
Katelyn has been employed by the Department of Education since February 2020. Katelyn began at the Department of Education in the Office of Career School Licensing. In July 2021, Katelyn began a new position within the division as Criminal Records Coordinator. With this course, Katelyn will be able to analyze organizational dynamics and structure impact and apply the analysis to assess the whole team as well as individual team members. In this new role responsibilities include to respond to inquiries from applications regarding criminal records checks and ensures timely responses, coordinate with the Department of Safety on running criminal records checks and related state and federal statutes, rules and policies, compare criminal background reports to state and federal regulations to determine eligibility, communicates decisions with applicants and gives guidance to applicants with questions related to the outcome of the background check, and other position related accountabilities.

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 9 day of February 2022 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 \$854.40, which monies shall be used for the purpose of enrolling the Recipient in: LD804 Leading Teams, 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

(signature)

[Handwritten Signature]

(printed name) Katelyn Komisarek

NOTARY

State of New Hampshire, County of Merrimack:

On this the day of , 22, before me, , 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.

N/A covid

Notary Public

THE STATE OF NEW HAMPSHIRE

(signature)

[Handwritten Signature]

(date) 2/17/2022

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