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Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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September 26, 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 \$1,291.20 as follows:

Institution:	Granite State College 25 Hall Street Concord, NH 03301 Online Course
Course Title:	IDIS805 Evidence-Based Decision- Making
Course Date:	January 3 rd , 2023, through March 24 th , 2023
Degree Program:	Master's Degree
Graduation Date: (if applicable)	Spring 2023
Employee Name and Classification:	Katelyn Komisarek Agency Audit Manager
Vendor Code:	# 177491
Funding Source:	06-56-56-565610-60030000-066-500544
Total Cost of Course:	\$1,291.20
State Share:	\$1,291.20
Source of Funds:	100% Other Funding Source

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EXPLANATION

This course will guide students to develop the necessary skills to identify, access, and incorporate the best available evidence using valid and reliable sources to make informed decisions. Students will explore the process of developing knowledge, innovation, and quality improvement principles of evidence-based decision-making. Ethical standards for protecting human subjects are integrated throughout the course.

Katelyn has been employed with the state, by the Department of Education since February 2020. In July 2022, Katelyn transitioned from her role as Criminal Records Coordinator into the Agency Audit Manager position with the Division of Education Analytics and Resources. In this position, Katelyn will provide technical and training assistance to school districts, review internal controls of the department's various bureaus/districts to ascertain compliance, and present findings of audits to appropriate agency officials, including school administrators, school boards, and members of legislators. With this course, Katelyn will learn to evaluate appropriate sources to make informed decisions, apply principles of evidence-based practice to informed decision-making, and integrate valid and reliable information as the basis for evidence-based decision-making. This course will also study the ethical requirements to implement and translate evidence in decision-making including the ethics of conducting research and examine how evidence-based decision-making provides a framework for effective planning.

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 19 day of September 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 \$1,291.20, which monies shall be used for the purpose of enrolling the Recipient in: IDIS805 Evidence-Based Decision-Making, which course(s) is being offered by Granite State College and which course(s) shall commence on January 3, 2023 and terminate on March 24, 2023.
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)

(printed name) Katelyn Komisarek

NOTARY State of New Hampshire, County of Merrimack:

On this the 19 day of September, 2022, before me, Allison Blodgett, the undersigned officer, personally appeared, Katelyn Komisarek (recipient) known to me, 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



THE STATE OF NEW HAMPSHIRE

(signature)

(date) 9/26/2022

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