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Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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April 13, 2023

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 \$3,000.00 as follows:

Institution:	Plymouth State University 17 High Street Plymouth, NH 03264
Course Title(s):	Curriculum and Instruction Capstone
Course Date(s):	May 15, 2023 – August 11, 2023
Degree Program:	Masters in Curriculum and Instruction
Graduation Date: (If applicable)	December 22, 2023
Employee Name and Classification:	Stephanie Gray-Lemay Education Consultant
Vendor Code:	177866
Funding Source:	06-56-56-560510-60030000-066-500544
Total Cost of Course:	\$3,900.00
State Share:	\$3,000.00
Source of Funds:	100% General

EXPLANATION

Stephanie Gray-Lemay has been employed by the New Hampshire Department of Education (NHED) for a year and two months and is currently an Education Consultant with the Bureau of Career Development (BCD). Her duties consist of monitoring and implementing the regulations governing Career and Technical Education (CTE) programs for CTE educators, CTE directors, school administrators, other CTE stakeholders as well as the general public. Conducts CTE center application reviews and evaluations to ensure compliance with state law and regulations.

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Plans, coordinates, and conducts professional development for CTE educators. Coordinates with other departments and local school districts to ensure that credentialing rules and regulations are updated and enforced. Provides subject matter expertise to relevant internal and external stakeholders such as educational agencies, businesses, and professional associations. Represents the Bureau at conferences, workshops, and committees to provide information on CTE requirements, program policies and procedures. Recommends changes to current regulations, policies, procedures, laws, and administrative rules to the Bureau Administrator. Supervises the preparation of publications and the distribution of appropriate reports, studies, and curriculum bulletins, as well as the collection, analyzation, and preparation of data for state and federal reports.

The course, Curriculum and Instruction Capstone will benefit the Department and Stephanie by enhancing her knowledge and capabilities as an effective education consultant for the Bureau of Career Development and will assist her in gaining the skills and proficiency needed to be an innovative advocate for Career and Technical Education (CTE). This is the first part of the final course in the Master of Curriculum and Instruction program, and it will allow her to analyze and defend methodologies, techniques, and processes used on work-related assignments while also understanding the principles of assessing and managing change and the communication tools required to effectively implement change. This course will give her the opportunity to apply the principles learned in the entire program of study and will demonstrate competence by integrating and applying those skills to a real-world scenario. Curriculum and instruction apply to tasks that Stephanie is responsible for in her daily work for the department, including monitoring, technical assistance, communicating, scheduling, and managing changing conditions. This knowledge allows for her to be more effective and efficient on future projects within the department as well as gain continuous improvement of processes and procedures.

Course content will give Stephanie the formal education in curriculum and instruction, risk management, and leadership knowledge that she is seeking to enhance and deepen her capabilities to bring to her work and department for ongoing enhancement.

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 29th day of March 2023 by and through the Department of Education (hereinafter referred to as the "State) and Stephanie Gray-Lemay (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 \$3,000.00, which monies shall be used for the purpose of enrolling the Recipient in: Curriculum and Instruction Capstone which course(s) is being offered by Plymouth State University and which course(s) shall commence on May 15, 2023 and terminate on August 11, 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) Stephanie Gray-Lemay (printed name) Stephanie Gray-Lemay

NOTARY

State of New Hampshire, County of Grafton :

On this the 29th day of March, 2023, before me, Heidi M. Gwynn, the undersigned officer, personally appeared, Stephanie Gray-Lemay (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.

Heidi M. Gwynn
Notary Public/Justice of the Peace



THE STATE OF NEW HAMPSHIRE

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

(date) 4/13/2023