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STATE OF NEW HAMPSHIRE
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November 15, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the NH Department of Education to hold a meeting entitled "New Hampshire Leadership in Education Awards Ceremony", on December 15, 2016 at the Holiday Inn, Concord, NH, in an amount not to exceed \$3,889.66, effective upon Governor and Council approval. 100% Other Funds. (Hannaford Brothers Grant).

Funding for this request is available from account titled Teacher of the Year:

	<u>FY2017</u>
06-56-56-560510-41320000-067-500557 Training of Providers	\$3,889.66

EXPLANATION

The Department of Education administers and presents awards to recognize excellence in education. These awards build community awareness of our state's finest educators, while providing positive messages about the teaching profession. The Department of Education hopes that by recognizing the state's many excellent educators, more people will consider a career in education, and local communities will invest enough resources to attract the highest caliber professionals. It is only with such educators that our children will learn the skills so necessary to succeed. Nothing touches more lives, or gives more promise to the future than education.

By honoring outstanding educators, the Department strives to attract, motivate, and retain talented people to the challenges and adventures of teaching. It is encouraging to be able to honor educators who are working to provide a quality education to each student in New Hampshire. Properly guided, awards programs can reach out to stake holders and strengthen positive messages about the teaching profession.

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October 21, 2016

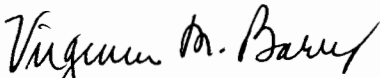
The NH Teacher of the Year Program is made possible by a grant from Hannaford Brothers Company. Since Hannaford Brothers Company understands the importance of recognizing our excellent educators they have sponsored the NH Teacher of the Year Program for over eleven years.

A Request for Proposals (RFP) was e-mailed to the Common Man Inn, Inc., Plymouth; Courtyard Marriott Grappone Conference Center, Concord; Holiday Inn, Concord; Inn & Spa at Mill Falls, Meredith; Radisson, Manchester and posted on the Department's Web site from September 28, 2016 through October 12, 2016 and ran in the Union Leader October 3, 4, and 5, 2016.

The Department received proposals from: The Common Man Inn, Inc, Plymouth, in the amount of \$4,287.30; The Courtyard Marriott Grappone Conference Center, Concord in the amount of \$5,890.00; the Holiday Inn, Concord in the amount of \$3,889.66; The Inn & Spa at Mill Falls, Meredith, in the amount of \$4,125; the Manchester Country Club in the amount of \$5,985.00, and The Radisson, Manchester in the amount of \$4,591.00. See Attachment A. The Holiday Inn, Concord, NH, was selected since it offered the lowest price and met the required meeting space to accommodate the program.

In the event Other funds become no longer available, general funds will not be requested to support this event.

Respectfully submitted,


Virginia M. Barry, Ph.D.
Commissioner of Education

Attachment A

Item	Common Man Inn & Spa, Plymouth	Courtyard Marriott Grappone Conference Center	Holiday Inn	Inn & Spa at Mill Falls	Manchester Country Club	Radisson, Manchester
Reception Hors D'Oeuvres (cheese & fruit and vegetable crudites)	449.00	287.50	295.00		237.50	complimentary
Plated Pork Dinner	2,998.75	4,125.00	2618.75		4,250.00	4,375.00
Event Room Rental	150.00	500.00	300.00		600.00	
Riser, Podium and Microphone		95.00				216.00
Projector and Screen						
Gratuity	689.55	882.50	675.91		897.50	
	4,287.30	5890.00	3,889.66	4,125.00 (all inclusive)	5,985.00	4,591.00

NH Department of Education

Cost Estimate

Leadership in Education Banquet

December 2016

Available Dates: *Thursday, 12/15/16*

Function Room/Equipment: *Ballroom (3524 sq ft). Room Rental includes tables, chairs, white floor length table linen, house centerpieces, podium, riser for podium, corded microphone, screen, extension cord, LCD Projector, complimentary Wi-Fi.*

Rental: *\$300*

Catering:

Cheese & Cracker Display - \$2.95 per person – 50 people = \$187.33 inclusive

Crudite Display - \$2.95 per person – 50 people = \$187.33 inclusive

Plated Dinner (Pork) - \$20.95 per person - \$25.72 inclusive for 125 people = \$3215

Total Food = \$3589.66

Grand Total: \$3889.66*

**includes gratuity only – NH State Tax will not apply if paid by a state check or credit card)*



Holiday Inn

172 North Main Street

Concord NH

Presented by: Deb Pepka – Deborah@chartwellhotels.com – 603-573-4037

New Hampshire Department of Education
Leadership in Education Awards Ceremony
December 15, 2016

DRAFT Program

4:30 p.m. to 5:30 p.m.	Welcome Reception
5:35 p.m. to 5:40 p.m.	Emcee opens program
5:40 p.m. to 5:50 p.m.	Welcome Virginia M. Barry Commissioner of Education
5:50 p.m. to 6:00	Remarks on Behalf of Senator Shaheen and Behalf of Senator Ayotte
6:00 p.m. to 6:10 p.m.	Remarks on Behalf of Congressman Guinta and Congresswoman Kuster
6:10 p.m. to 6:30	Remarks by Ashley Preston, 2016 NH Teacher of the Year
6:30 p.m. to 7:30 p.m.	Dinner
7:30 p.m. to 7:45 p.m.	Presidential Award for Excellence in Mathematics and Science Teaching
7:45 p.m. to 8:00 p.m.	Remarks by Hannaford Supermarkets
8:00 p.m. to 8:15 p.m.	New Hampshire Teacher of the Year Semi-Finalists, Finalists and Teacher of the Year
8:15 p.m. to 8:30 p.m.	Remarks by Tate Aldrich 2017 NH Teacher of the Year
8:30 p.m.	Close

**New Hampshire Department of Education
Leadership in Education Awards Ceremony
December 15, 2016
4:30 p.m. – 8:30 p.m.
List of Participants**

Registration is ongoing and a list of those attending will be maintained at the NH Department of Education. Various people from across the state in the education field (educators, school board members, educational organizations, and legislators) have been invited.