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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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Citizens Services Line 1-800-339-9900

July 14, 2015

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

REQUESTED ACTION

1. Authorize the New Hampshire Department of Education, Division of Higher Education, Veterans Education Services to hold an annual School Certifying Officials Conference on November 4-5, 2015 at the Puritan Restaurant (Vendor Code 154221) in Manchester, NH for a total meeting cost not to exceed \$4,881.60, effective upon Governor & Council approval for the period of November 4, 2015 through November 5, 2015. This is 51% Federal Funds, 49% Other Funds.

Funds to support this request are anticipated to be available in the following accounts in FY 2016 upon the availability and continued appropriation of funds in the future operating budget, Veterans Education Services, Administration Fees, and Career School Licensing:

	<u>FY 2016</u>
06-56-56-566510-18600000-020-500244 Promotional	\$2,500.00
06-56-56-566510-67770000-020-500244 Promotional	\$1,381.60
06-56-56-566510-29960000-020-500244 Promotional	\$1,000.00

2. Further, authorize the Department to make an advance payment, by August 10, 2015, in the amount of \$1,000, made payable to the Puritan Restaurant (Vendor Code 154221), as a deposit to secure the quoted price for the venue.

EXPLANATION

The purpose of the annual conference is to provide training for school certifying officials statewide in one location. The Veterans Education Services office is required by the U.S. Department of Veterans Affairs to ensure that certifying officials, at the facilities approved for student benefit eligibility under the GI Bill Program, are kept up to date and adequately trained. The training will improve the certifying officials' knowledge and understanding of recent changes to the program and lead to improved services for GI Bill students at their respective facilities.

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
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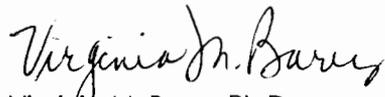
The Veterans Education Services will have up to 200 (100 per day) participants at the conference. Based upon the size of the conference, the Department solicited quotes from three appropriate venues. The Puritan Restaurant was selected based upon the lowest bid in response to the request for quotes. An itemization of the services provided and associated costs are attached. Please see Attachment A.

The Department contacted the venues listed in the "*Summary of Quotes and Information Received in Response to Solicitation for Meeting Space*," in addition to several other venues that were unable to accommodate the conference due to date unavailability and/or size constraints.

The Department will collect and maintain a registration log for the two-day conference.

In the event that Federal Funds or other funds no longer become available, General Funds will not be requested to support this event.

Respectfully submitted by,

A handwritten signature in black ink that reads "Virginia M. Barry". The signature is written in a cursive, flowing style.

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

**ATTACHMENT A**

Summary of Quotes and Information Received in Response to Solicitation for Meeting Space		
<b>Facility/ Location</b>	<b>Event Cost based on 200 (100 each day) Participants</b>	<b>Notes</b>
Puritan Restaurant, Manchester, NH	\$4,881.60	Accepted
SERESC Conference Center, Bedford, NH	\$7,707.00	Not as cost effective
Holiday Inn Concord, Concord, NH	\$6,046.00	Not as cost effective

**PURITAN CONFERENCE & EVENT CENTER**  
**245 HOOKSETT ROAD**  
**MANCHESTER, NH 03104**

**TOTAL MEETING COST**

ROOM RENTAL PER DAY	\$0
<b>DAY 1</b>	
AUDIO- VISUAL FEE DAY 1	\$150.00
BREAKFAST (\$6.95 per person)	\$695.00
LUNCH (\$12.95 per person)	\$1,295.00
SERVICE CHARGE (17%)	\$338.30
<b>TOTAL PER DAY 1 (based on 100 people)</b>	<b>\$2,478.30</b>
<b>DAY 2</b>	
AUDIO- VISUAL FEE DAY 2	\$75.00
BREAKFAST (\$6.95 per person)	\$695.00
LUNCH (\$12.95 per person)	\$1,295.00
SERVICE CHARGE (17%)	\$338.30
<b>TOTAL PER DAY 2 (based on 100 people)</b>	<b>\$2,403.30</b>
<b>TOTAL</b>	<b>\$4,881.60</b>

**PURITAN CONFERENCE &  
EVENT CENTER**

*Event Proposal*

245 Hooksett Road  
Manchester, NH 03104  
Phone: 603-666-9893  
Fax: 603-669-3199  
Email: events@puritanbackroom.com

Party Name Department of Education	Event Date 11/4/2015 (Wed)	Gtd Guests	Booking Contact Kerry Schmidt
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**EVENT TIMES**

Start	End	Serving	Banquet Room
9:00 am	4:00 pm	NA	Conference Suite B/C

**Food/Service Items**

Food/Service Items	Price	Qty	Total
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Suite B/C Food Minimum \$1500 (Weekday -- All Day)

No Bartender

(1) Suite B Audio-Visual Equipment 150.00    1    150.00

(100) Continental Breakfast Buffet (modified) 6.95    100    695.00

Juice (orange and cranberry)

Coffee & Tea Station

Fruit Platter

Assorted Breakfast Pastries

\*\*No Yogurt, Berries, Granola or Cereal

(100) Mayflower Buffet 12.95    100    1,295.00

\*Modified\*

Greek Salad on the Buffet (Greek on the side)

Fried Chicken Tenders

Assorted Deli Sandwiches

Relish Tray

Sliced Tomato Tray

Potato Chips

\*If this group is exempt from the 9% meals tax, the final bill would be less \$179.10.

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Other 2	Total
Subtotal	1,990.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	2,140.00
Service Chg	338.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	338.30
Taxes	179.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	179.10
<b>Total</b>	<b>2,507.40</b>	<b>0.00</b>	<b>0.00</b>	<b>150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,657.40</b>

NA

**PURITAN CONFERENCE & EVENT CENTER**

*Event Proposal*

245 Hooksett Road  
 Manchester, NH 03104  
 Phone: 603-666-9893  
 Fax: 603-669-3199  
 Email: events@puritanbackroom.com

Party Name Department of Education	Event Date 11/5/2015 (Thu)	Gtd Guests	Booking Contact Kerry Schmidt
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**EVENT TIMES**

Start 9:00 am	End 4:00 pm	Serving NA	Banquet Room Conference Suite B/C
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**Food/Service Items**

Food/Service Items	Price	Qty	Total
Suite B/C Food Minimum \$1500 (Weekday -- All Day) No Bartender			
(1) Suite B Audio-Visual Equipment	75.00	1	75.00
(100) Continental Breakfast Buffet (modified) Juice (orange and cranberry) Coffee & Tea Station Fruit Platter Assorted Breakfast Pastries **No Yogurt, Berries, Granola or Cereal	6.95	100	695.00
(100) Mayflower Buffet *Modified* Greek Salad on the Buffet (Greek on the side) Fried Chicken Tenders Assorted Deli Sandwiches Relish Tray Sliced Tomato Tray Potato Chips	12.95	100	1,295.00

\*If this group is exempt from the 9% State Meals Tax, the final bill would be less \$179.10

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Other 2	Total
Subtotal	1,990.00	0.00	0.00	75.00	0.00	0.00	0.00	0.00	2,065.00
Service Chg	338.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	338.30
Taxes	179.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	179.10
<b>Total</b>	<b>2,507.40</b>	<b>0.00</b>	<b>0.00</b>	<b>75.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,582.40</b>

NA

# NCD Certifying Official Training Session

Puritan Backroom Restaurant  
245 Hooksett Road  
Manchester, NH 03104

*Wednesday, November 4, 2015*

## Agenda

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**8:30 a.m. Registration**

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**9:00 a.m. Welcome**  
*James A. Margeson IV; Office of New Hampshire State Approving Agency*

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**9:20 a.m. Chapter Overview of the GI Bill Program**  
*Lonn Sattler; University of New Hampshire Veterans Coordinator*

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**9:40a.m. VAOnce/ VA Form 22-1999 & VA Form 22-1999b**  
*Claire Turner; Southern New Hampshire University Associate Director of Military Benefits*

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**10:40 a.m. 10 Minute Break**

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**10:50 a.m. How to Prepare for a Compliance Visit**  
*Claire Turner; Southern New Hampshire University Associate Director of Military Benefits*

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**11:30 a.m. Requesting Approval for Additional Programs & Changes to Programs**  
*James A. Margeson IV; Office of New Hampshire State Approving Agency*

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***12:00 p.m. to 1:00 pm Lunch***

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**1:00 p.m. NH Additional Reasonable Criteria for Approval under the GI Bill Program**  
*James A. Margeson IV; Office of New Hampshire State Approving Agency*

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**1:30 p.m. Catalog & School Policy and Standards Requirements**  
*James A. Margeson IV; Office of New Hampshire State Approving Agency*

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**2: 00 p.m. Q & A Panel**  
*James A. Margeson IV; Office of New Hampshire State Approving Agency*  
*Timothy Daigle; VA Education Liason Representative for Maine & New Hampshire*  
*Claire Turner; Southern New Hampshire University Associate Director of Military Benefits*  
*Lonn Sattler; University of New Hampshire Veterans Coordinator*  
*Kimberly Kenneally; Office of Career School Licensing*

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**3:00 p.m. Closing Remarks**

# Non College Degree Programs (NCD) Invite List

ALVIRNE HIGH SCHOOL  
AMERICAN RED CROSS  
CAD TECHNICAL LLC  
COMMERCIAL DRIVING SCHOOL, LLC  
CONCORD HOSPITAL SURGICAL TECHNOLOGY PROGRAM  
CONTINENTAL ACADEMIE OF HAIR DESIGN  
DOVER SCHOOL OF TECHNOLOGY  
EMPIRE BEAUTY SCHOOL  
HARMONY HEALTH CARE INSTITUTE  
KEENE COMMUNITY EDUCATION  
LACONIA ADULT EDUCATION  
LAIRD INST OF SPA THERAPY - SCH NAIL DESIGN, INC DBA  
LNA Health Careers, LLC  
MCGREGOR INSTITUTE OF EMS  
MED PRO EDUCATIONAL SERVICES  
MICHAEL'S SCHOOL OF HAIR DESIGN AND ESTHETICS  
NEW ENGLAND ACADEMY OF THERAPEUTIC SCIENCES  
NEW ENGLAND EMS INSTITUTE  
NEW ENGLAND INSTITUTE OF CANINE COSMETOLOGY  
NEW ENGLAND SCHOOL OF BARBERING  
NEW ENGLAND SCHOOL OF HAIR DESIGN  
NH FIRE STANDARDS, TRAINING AND EMERGENCY MEDICAL SERVICES (ACADEMY)  
NEW HAMPSHIRE INSTITUTE OF THERAPEUTIC ARTS  
NH NEW HAMPSHIRE  
NH POLICE STANDARDS & TRAINING (ACADEMY)  
NORTH EASTERN INSTITUTE OF WHOLE HEALTH  
NORTHEAST HEAVY CONSTRUCTION  
NTI ORGANIC LAWN INSTITUTE  
PAUL MITCHELL THE SCHOOL PORTSMOUTH  
SALTER  
SEACOAST CAREER SCHOOLS  
SIG SAUER ACADEMY  
STONEHEARTH OPEN LEARNING OPPORTUNITIES  
STONEMAKERS ACADEMY  
THE NH SCHOOL OF MECHANICAL TRADES  
THOMAS INSTITUTE OF HYPNOSIS  
UPPER VALLEY EDUCATORS INSTITUTE  
VISIBLE EDGE  
*SNHU (Presenter)*  
*VETERANS EDUCATION SERVICES*  
*Massachusetts State Approving Agency*  
*Rhode Island State Approving Agency*  
*DVOP at NHWorks Manchester Office*  
*VA Compensation Work Therapy (VA Rep)*  
*ELR for NH & ME (VA Rep)*  
*Education Compliance Survey Specialist (VA Rep)*  
*Office of Career School Licensing*  
*Higher Education Research and Studies*  
*Office of the Director of Higher Education*

# IHL Certifying Official Training Session

Puritan Backroom Restaurant  
245 Hooksett Road  
Manchester, NH 03104

Thursday, November 5, 2015

## Agenda

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**8:30 a.m. Registration**

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**9:00 a.m. Welcome**  
*James A. Margeson IV; Office of New Hampshire State Approving Agency*

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**9:20 a.m. Chapter Overview of the GI Bill Program**  
*Lonn Sattler; University of New Hampshire Veterans Coordinator*

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**9:40a.m. VAOnce**  
*Claire Turner; Southern New Hampshire University Associate Director of Military Benefits*

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**10:40 a.m. 10 Minute Break**

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**10:50 a.m. How to Prepare for a Compliance Visit**  
*Claire Turner; Southern New Hampshire University Associate Director of Military Benefits*

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**11:30 a.m. Academic Probation Process**  
*Timothy Daigle; VA Education Liason Representative for Maine & New Hampshire*

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**12:00 p.m. to 1:00 pm LUNCH**

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**1:00 p.m. NH Tuition Waiver, Tuition Assistance & NH Guard and Reservist Programs**  
*John Berube ; Education Services Specialist for New Hampshire & Vermont*

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**2:00 p.m. NH Additional Reasonable Criteria for Approval under the GI Bill Program**  
*James A. Margeson IV; Office of New Hampshire State Approving Agency*

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**2: 30 p.m. Q & A and Hot Topic Panel**

*James A. Margeson IV; Office of New Hampshire State Approving Agency  
Timothy Daigle; VA Education Liason Representative for Maine & New Hampshire  
Claire Turner; Southern New Hampshire University Associate Director of Military Benefits  
Lonn Sattler; University of New Hampshire Veterans Coordinator*

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**3:30 p.m. Closing Remarks**

## ***INSTITUTIONS OF HIGHER LEARNING (IHL) Invite List***

ANTIOCH UNIVERSITY NEW ENGLAND  
COLBY-SAWYER COLLEGE  
DANIEL WEBSTER COLLEGE  
DARTMOUTH COLLEGE  
DARTMOUTH-HITCHCOCK MEDICAL CENTER  
FRANKLIN PIERCE UNIVERSITY  
GRANITE STATE COLLEGE  
GREAT BAY COMMUNITY COLLEGE  
HELLENIC AMERICAN UNIVERSITY  
KEENE STATE COLLEGE  
LAKES REGION COMMUNITY COLLEGE  
MANCHESTER COMMUNITY COLLEGE  
MCPHS (MASS. COLL. PHARMACY AND HEALTH SCIENCES)  
MOUNT WASHINGTON COLLEGE  
NASHUA COMMUNITY COLLEGE  
NEW ENGLAND COLLEGE  
NEW HAMPSHIRE INSTITUTE OF ART  
NHTI/CONCORD'S COMM.COLLEGE  
NORTHEAST CATHOLIC COLLEGE  
PLYMOUTH STATE UNIVERSITY  
RIVER VALLEY COMMUNITY COLLEGE  
RIVIER UNIVERSITY  
SAINT ANSELM COLLEGE  
SOUTHERN NEW HAMPSHIRE UNIVERSITY  
SPRINGFIELD COLLEGE  
ST. JOSEPH SCHOOL OF NURSING  
THE GEISEL SCHOOL OF MEDICINE AT DARTMOUTH  
THE THOMAS MORE COLLEGE OF LIBERAL ARTS  
TUCK SCHOOL OF BUSINESS - DARTMOUTH COLLEGE  
UNIVERSITY OF NEW HAMPSHIRE - DURHAM  
UNIVERSITY OF NEW HAMPSHIRE - MANCHESTER  
UNIVERSITY OF NEW HAMPSHIRE SCHOOL OF LAW  
WHITE MOUNTAINS COMMUNITY COLLEGE  
*John Berube- EDUCATION SERVICES SPECIALIST FOR NH & VT (NH NATIONAL GUARD)*  
*OFFICE OF THE DIRECTOR OF HIGHER EDUCATION*  
*VETERANS EDUCATION SERVICES*  
*MASSACHUSETTS STATE APPROVING AGENCY*  
*RHONDA ISLAND STATE APPROVING AGENCY*  
*ELR for NH & ME (VA Rep)*  
*Education Compliance Survey Specialist (VA Rep)*  
*VA COMPENSATION WORK THERAPY PROGRAM (VA Rep)*  
*DVOP at NHWorks Manchester Office*