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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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July 15, 2015

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

**REQUESTED ACTION**

Authorize the Department of Education, Division of Program Support to hold The New Hampshire Statewide Meeting on The Connection Between Wellness and Learning on August 18 - 19, 2015 at the Courtyard Marriott & Grappone Conference Center (vendor code 158921), in Concord, NH 03301, for a total meeting cost not to exceed \$8,800.00, effective upon Governor and Council approval for the period of August 18, 2015 through August 19, 2015. 100% Federal 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, Food and Nutrition:

		<u>FY16</u>
06-56-56-564010-3002 – 102-500733	Promotional	\$8,800.00

**EXPLANATION**

The purpose of the New Hampshire Statewide Meeting on The Connection Between Wellness and Learning is to provide training for school and child care professionals to include, but not be limited to, school food service directors and personnel, school administrators, school nurses, school guidance counselors, and child care directors and personnel. Workshops include training on school wellness policies, the benefits of breakfast to the growing child, lowering sodium in meal productions, and the brain development of the growing child and the nutrient needs for growth and learning. Additionally, workshops will discuss the regulatory requirements of the National School Lunch Program and Breakfast Program, the Fresh Fruit and Vegetable Program, the Child and Adult Care Food Program, the Afterschool Program, and the Special Milk Program

The Department of Education will have up to 250 individuals participating in the meeting. The Courtyard Marriott & Grappone Conference Center was selected based upon the submission of its superior responses to the request for proposals. An itemization of the services provided and associated cost is attached.

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council

July 15, 2015

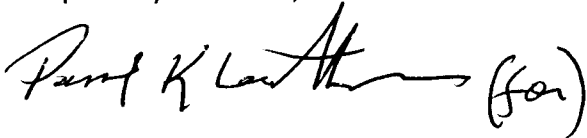
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A Request for Proposal (RFP) was posted on the New Hampshire Department of Education's website on February 23, 2015, with a deadline for receipt of proposals of March 6, 2015 at 4:30pm. Two proposals were submitted. Department of Education staff members Cheri White, Tami Drake, and Carol Dennis who are knowledgeable about the services needed for this event, reviewed the proposals and recommended approval of the proposal submitted by Courtyard Marriott & Grappone Conference Center.

To measure the success of the meeting, a post meeting survey will be conducted and the Department will also collect and maintain a registration log of the event.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Virginia M. Barry" followed by a flourish and the word "(for)" in parentheses.

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

New Hampshire Statewide meeting on The Connection Between Wellness and Learning  
August 18-19, 2015

**PROPOSAL REVIEW SCORE SHEET**

Name	Score 1	Score 2	Score 3	Total Average
SERESC	48	35	45	43
Courtyard Marriott & Grappone Conf. Center	67	65	55	62

70 points

- a) (zero to 30 points) A detailed listing of the services to be provided
- b) (zero to 40 points) A detailed budget and justification related to the proposed bidder's services

New Hampshire Statewide meeting on The Connection Between Wellness and Learning  
August 18-19, 2015

**Department of Education  
Division of Program Support**

**Total meeting Costs**

Facility Event Fee

Food - 250 participants @ \$22.50	\$5,625.00
Food service charge 20%	\$1,125.00
Room Rental	\$1,800.00
Screens/Podium/Microphone/AV Tables/Misc.	\$ 250.00
<b>Total Meeting Cost:</b>	<b>\$8,800.00</b>

**ATTACHMENT A**

<b>Solicitation Summary</b>		
<b>Summary of Quotes and Information Received in Response to Solicitation for Meeting Space</b>		
<b>Facility/Location</b>	<b>Event Cost based on 250 Participants</b>	<b>Notes</b>
SERESC	\$15,000.00	Cost exceeds DOE Budget, not enough breakout rooms
Courtyard Marriott & Grappone Conference Center	\$8,800.00	Below budget, plenty of breakout rooms.

Note: the Department only received two bids. No other facility could accommodate the number of participants and breakout rooms for the dates listed in the proposal.

# Courtyard Marriott & Grappone Conference Center

70 Constitution Avenue Concord, NH 03301

Phone: 603-225-0303 - Fax: 603-225-8916

Check#: 15,910

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Created: 7/8/2015

## Banquet Check

<b>Account:</b> New Hampshire Department of Education <b>Post As:</b> New Hampshire Department of Education <b>BEO Name:</b> New Hampshire Department of Education <b>Address:</b> Bureau of Nutrition Programs and Service 101 Pleasant Street Concord, NH 03301	<b>Event Date:</b> 8/19/2015 <b>Contact:</b> Cheri White <b>Phone:</b> 603-271-3860 <b>Fax:</b> <b>On-Site:</b> Cheri White <b>Phone:</b> 603-271-3860
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Quantity	Food	Price	Amount
250	Chilled Italian Buffet	17.50 Per person	4,375.00
250	Individual Stonyfield Yogurts	3.00 per person	750.00
250	Fresh Fruit Display	2.00 per person	500.00
<b>Subtotal:</b>			5,625.00
<b>Service Charge %:</b> 20.00			1,125.00
<b>Total:</b>			6,750.00

Quantity	Miscellaneous	Price	Amount
2	- 6' Screen	35.00 per item	70.00
2	- AV Table with power strip	5.00 per item	10.00
2	- AV Table with power strip	5.00 per item	10.00
2	- AV Table with power strip	5.00 per item	10.00
1	- 10' Screen	80.00 per item	80.00
1	- 8' Screen	45.00 per item	45.00
1	- Podium and Microphone	25.00 Per item	25.00
<b>Subtotal:</b>			250.00
<b>Total:</b>			250.00

Room Rental	Price	Amount
<b>Room:</b> Constitution Room <b>Function:</b> BO	200.00	200.00
<b>Room:</b> Salon AB <b>Function:</b> GNSN	1,000.00	1,000.00
<b>Room:</b> Capital Room <b>Function:</b> BO	200.00	200.00
<b>Room:</b> Merrimack Room <b>Function:</b> BO	200.00	200.00
<b>Room:</b> Salon AB <b>Function:</b> LUN		
<b>Room:</b> Concord Room <b>Function:</b> BO	200.00	200.00
<b>Room:</b> Salon C <b>Function:</b> BO		
<b>Room:</b> Salon AB <b>Function:</b> REGS		
<b>Subtotal:</b>		1,800.00
<b>Room Rental Tax %:</b> 0.00		0.00
<b>Total:</b>		1,800.00

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>Account:</b>	New Hampshire Department of Education	<b>Event Date:</b>	8/19/2015
<b>Post As:</b>	New Hampshire Department of Education	<b>Contact:</b>	Cheri White
<b>BEO Name:</b>	New Hampshire Department of Education	<b>Phone:</b>	603-271-3860
<b>Address:</b>	Bureau of Nutrition Programs and Service 101 Pleasant Street Concord, NH 03301	<b>Fax:</b>	
		<b>On-Site:</b>	Cheri White
		<b>Phone:</b>	603-271-3860

<b>Grand Total:</b>	<b>8,800.00</b>
<b>Balance Due:</b>	<b>8,800.00</b>

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

**Wellness and Learning Conference August 2015**  
**Agenda for August 18, 2015 Conference Day**

This day will feature 4 workshops that are 2-3 hours in length. All will be held in the afternoon of August 18<sup>th</sup> after the SNA Vendor Show which takes place the morning of August 18<sup>th</sup>. The workshops are:

1. Financial Training for NSLP to include information about PLE, Non-Program Foods and Meal Charging (Please note: This is the same training that was done in the Spring of 2015)
2. School Wellness Policy Assessment
3. School Lunch Basics (Please note: This workshop replaces the New Food Service Director's Training usually held in October.)
4. Safety Awareness in the Food Environment

**Wellness and Learning Conference August 2015**  
**Agenda for August 19, 2015 Conference Day**

- 8:00 – 8:30      Registration, continental breakfast provided
- 8:30-9:00      Welcome and remarks from NH Teacher of the Year, Liz Lichtenberg
- 9:00 – 10:00    Key Note Address: The Connection Between Wellness and Learning  
Presenter: Dr. Robert Murray
- 10:15 – 11:30    **Learning Session #1**
1. What You Need to Know About Homeless Students in School
  2. USDA Commodity Foods
  3. How to Close the Garden for Winter
  4. At Risk After School Suppers
  5. Administrative Review – Meet Your Reviewer
  6. School Lunch Financial Audit
- 11:30 – 12:30    Lunch (*provided*)
- 12:35 – 1:50    **Learning Session #2**
1. Infant Feeding Best Practice



2. Food Service Management Company – Managing Your Contract
3. Professional Standards
4. Ag in the Classroom Activities
5. What is HEAL – Healthy Eating, Active Living?
6. Civil Rights – the Basics

2:10 – 3:20     **Learning Session# 3**

1. Creating Low Sodium Meals
2. Using Forward Contracts to Procure Local Foods
3. CACFP Licensing Rules Surrounding Health and Safety
4. Migrant Families and School Food Service
5. Nutrition Students in Schools
6. How to Write Specifications in Procurement

3:30 – 3:45     Closing remarks, evaluation and certificates of attendance

New Hampshire Statewide Meeting on  
The Connection Between Wellness and Learning  
August 18 & 19, 2015  
9am – 3pm  
List of participants

Registration is ongoing and a list of those attending will be maintained at the NH Department of Education. Participants include school and child care professionals such as, but not be limited to school food service directors and personnel, school administrators, school nurses, school guidance counselors, child care directors and personnel have been invited.