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June 10, 2016

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

Requested Action

Authorize the Department of Education, Bureau of Nutrition Programs and Services to hold the New Hampshire Statewide Conference on Wellness and Learning on August 9-10, 2016 at the Laconia Middle School, Laconia, NH, for a total conference cost not to exceed \$5,500.00, effective upon Governor and Council approval through August 10, 2016. 100% Federal Funds.

Funds are available in the account titled, Food and Nutrition:

		<u>FY17</u>
06-56-56-564010-30020000-102-500731	Contracts for Program Services	\$5,500.00

Explanation

The purpose of the New Hampshire Statewide Conference on 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 whole grains, the benefits of fruits and vegetables, low sodium meals and the benefits of physical activity to the growing child. In addition, workshops will discuss the regulatory requirements of the Child and Adult Care Food Program, the National School Lunch and Breakfast Program, the Fresh Fruit and Vegetable Program, the After School Snack Program, the At Risk After School Supper Program and the Special Milk Program.

The Department of Education will have up to 175 individuals participating in the conference. Laconia was selected as a central location due to the fact that the conference will be a statewide conference. Three facilities in Laconia were contacted for the purpose of holding the Learning and Wellness Conference and were requested to submit a proposal based on conference needs. All facilities received the same information on conference needs. The contacts were made on June 6, 2016. The Laconia Middle School was selected based upon the submission of its superior responses to a phone request for

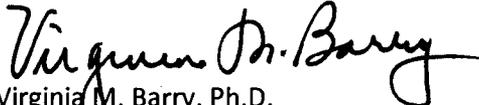
Her Excellency, Governor Margaret Wood Hassan
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proposals. A list and itemization of the facilities contacted with associated cost is attached. The Bureau of Nutrition has also included an estimated cost to support a keynote speaker fee.

To measure the success of the conference, a post conference 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,


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

VMB:cw

New Hampshire Statewide Conference on Wellness and Learning
August 9-10, 2016

Proposal Review Sheet of Three (3) Written Proposals Obtained Via Email Request Generated by NH DOE

Name	Facility Costs	Food Costs	Total Costs	Meets Conf. Needs
Laconia Middle School	\$0	\$2625.00	\$2625.00	Yes
Huot Technical Center	\$0	\$3325.00	\$3325.00	Yes
The Margate Hotel	\$1800.00	\$4156.25	\$5956.25	Yes
Laconia Middle School chosen as location due to their lowest bid that meets conference needs.				

Conference needs include:

1 General Session Large Room

6 Breakout Rooms

Able to accommodate 175 participants

Continental, Buffet Breakfast - basic

Buffet Lunch – basic, light lunch

Facility to provide screens in all breakout rooms and general session room. NH DOE will provide laptops and projectors for all presentations.

Note: The Department could not find another facility in Laconia that met the above conference needs. No other facility could accommodate the number of participants and breakout rooms for the dates listed in the proposal.

New Hampshire Statewide Conference on Wellness and Learning
August 9-10, 2016

**NH Department of Education
Bureau of Nutrition Programs and Services**

Total Meeting Costs

Facility Event Fee

Food - Breakfast for 175 participants @ \$3.00	\$525.00
Food – Lunch for 175 participants @ \$12.00	\$2100.00
Room Rental	\$0

Keynote Speaker Fee

Keynote Speaker, estimated fee	\$2875.00
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Total Conference Cost:	\$5500.00
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New Hampshire Statewide Conference
Wellness and Learning
August 9-10, 2016
8am – 4pm
List of participants

The 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. The notice and registration about the conference has been sent to numerous school listserv including the food service director's listserv, the school administrator's listserv, the child and adult care program director's listserv and the school nurse's listserv. In addition the registration has been placed onto the Bureau of Nutrition Program and Services' web page.

Proposal for meals related to the 2016 Summer Workshop

Group: New Hampshire Department of Education, BNPS
Date: August 10, 2016
Location: Laconia Middle School

Proposal to offer a buffet style lunch consisting of salad, sandwiches, beverages, etc. as part of the summer workshop.

175 attendees @ \$12.00 pp \$2,100.00

Billed amount will reflect actual number of attendees @ \$12 pp.

Anticipated custodial and facilities use fees expected to be waived.

no cost for facility
Food Cost \$2100
\$525

\$2625

Laconia School Food Service Department, Timothy Goossens, Director
39 Harvard Street, Laconia, NH 03246
603 524-3543
food.service@laconiaschools.org



Proposal for meals related to the 2016 Summer Workshop

Group: New Hampshire Department of Education, BNPS
Date: August 10, 2016
Location: Laconia Middle School

Proposal to offer a continental type breakfast buffet consisting of fruit, yogurt, coffee, etc., as part of the summer workshop.

175 attendees @ \$3.00 pp \$525.00

Billed amount will reflect actual number of attendees @ \$3 pp.

Anticipated custodial and facilities use fees expected to be waived.

Laconia School Food Service Department, Timothy Goossens, Director
39 Harvard Street, Laconia, NH 03246
603 524-3543
food.service@laconiaschools.org



Wellness and Learning Conference August 2016
Laconia, NH

AGENDA

August 9, 2016 Conference Day

Workshops are 2-3 hours in length.

12:30 – 3:30

1. **CACFP Financial Training**, Carole Dennis, Patty Carignan, Kathryn Hodges
2. **School Wellness Policy Assessment Training** - Scot Foster, Robin Peters, Deb Lupold, Carrie Yasich
3. **School Lunch Basics** – Cheri White, Nancy Bradford-Sisson, Tami Drake
4. **SAFE Training**- Jessica Sprague, UNH Cooperative Extension

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AGENDA

August 10, 2016 Conference Day

8:00 – 8:30 Registration, continental breakfast (*provided*)

8:30 - 9:00 Welcome and remarks

9:00 – 10:00 Key Note Address: *To Be Determined*

10:15 – 11:30 Learning Session #1

1. **Low Sodium Cooking** – Dr. Karrie Kalich, Keene State College
2. **Free and Reduced Meals Applications** – Cheri White, Tami Drake
3. **CACFP New Director's Roundtable Discussion** – Carole Dennis, Patty Carignan
4. **Procurement Basics for National School Lunch Program**- Danielle Fleury, USDA
5. **Farm to School "Beacon Project"** – Stacey Purslow

11:30 – 12:30 LUNCH (*provided by Laconia School District*)

12:35 – 1:50 Learning Session #2

1. **Low Sodium Cooking: Recipes and Menus** – Pre K - K Panel Discussion, Marty Davis,
2. **Verification of Free and Reduced Meals Applications** – Cheri White, Tami Drake
3. **Meet Your Reviewer: National School Lunch Program** – Kathryn Hodges, Nancy Bradford-Sission
4. **USDA Commodity Foods** – Colin Capelle,
5. **Child and Adult Care Food Program New Meal Pattern** – USDA Representative

2:10 – 3:20 Learning Session #3

1. **Farm 2 School Grants Panel Discussion** – Carole Dennis, Kimberly Adkins, Deb Riso
2. **Procurement Review** - Kathryn Hodges, Nancy Bradford-Sission (*Part II of "Meet Your Reviewer, National School Lunch Program"*)
3. **Meet Your Reviewer: Child and Adult Care Food Program** – Carole Dennis, Patty Carignan
4. **Wellness in Schools** – Mary Jo McLamey, USDA
5. **Civil Rights** – Steve Miliano, USDA

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

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PS

This institution is an equal opportunity provider.