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Frank Edelblut
Commissioner of Education

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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October 31, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the NH Department of Education to hold the New Hampshire Leadership in Education Awards Ceremony at Mill Falls at the Lake, Meredith, NH (vendor code 157393) on December 7, 2017 for a total meeting cost not to exceed \$3,312.50, effective upon Governor and Council approval for the period of December 7, 2017. 100% Other funds (Hannaford Brothers grant).

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

	<u>FY 2017</u>
06-56-56-560510-41320000-067-500557	\$3,312.50
Training of Providers	

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.

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.

His Excellency, Governor Christopher T. Sununu
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October 31, 2017

A Request for Proposals (RFP) was e-mailed to the Common Man Inn, Inc., Plymouth; Courtyard Marriott Grappone Conference Center, Concord; Holiday Inn, Concord; Mill Falls, Meredith; Radisson, Manchester; posted on the Department's Web site from October 2, 2017 through October 12, 2017 and ran in the Union Leader October 8, 9, and 10, 2017.

The Department received a proposal from: The Common Man Inn, Inc, Plymouth, in the amount of \$3,447.75. The Courtyard Marriott Grappone Conference Center, Concord; the Holiday Inn, Concord; and the Radisson, Manchester did not have space available. Mill Falls at the Lake in Meredith 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,



Frank Edelblut
Commissioner of Education

Attachment A

Item	Common Man Inn & Spa, Plymouth	Mill Falls at the Lake, Meredith
Reception Hors D'Oeuvres (cheese & fruit and vegetable crudites)	449.00	
Plated Pork Dinner	2,998.75	
Event Room Rental		
Riser, Podium and Microphone		
Projector and Screen		
Gratuity	inclusive	
	3,447.75	3,312.50 (all inclusive)

Total Meeting Costs

Hors D'Oeuvres

Cheese, Crackers, Vegetables and Dip inclusive

Entrée

Roasted Pork Loin or a vegetarian option inclusive

Event Hall/Audio Visual

Complimentary onsite A/V includes podium, staging, screen, LCD projector microphone and wifi

Event total \$26.50 per person inclusive x 125 guests

Total Charges Not to Exceed \$3,312.50

EVENT ESTIMATE

HORS D'OEUVRES – INCLUDED IN PRICE BELOW!

Block Cheddar Cheese and Roasted Red Pepper Dip and Crackers for 50 guests
Vegetable Crudités with Ranch Dip for 50 guests

PLATED DINNER MENU

Assorted Rolls
Field Greens Salad with House Dressing
Roasted Pork Loin with Caramelized Shallot and Apple Jus
Chef's Choice – Vegetarian Option
Whipped Mashed Potatoes
Chefs Selection Seasonal Vegetable
Chef's Selection Dessert
Coffee & Tea Service

ESTIMATED EVENT TOTAL: \$26.50 per person inclusive x 125 guests = \$3312.50

GUESTROOM ACCOMMODATIONS – Mill Falls and Church Landing

Based on our general availability, we are happy to extend the following guestroom rates for Thursday evening:

Mill Falls Standard Guestrooms: \$109.00
Church Landing Standard Guestrooms: \$159.00

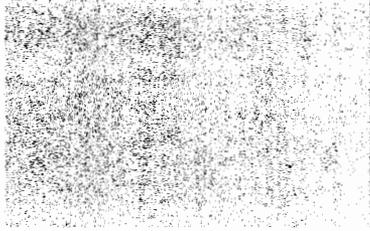
All rates listed are based upon single/double occupancy, per night,
and do not include NH Tax which is currently 9%.

A \$2.50 per room, per day housekeeping gratuity will be added for each guestroom.

A fee of \$1.50 per room, per night will be added to each guestroom for the
Meredith Village Conservation and Preservation Fund.

A charge of \$20.00 +tax will be collected for each third and/or fourth person
sharing a guestroom, per night.

All guestrooms at all Inns are NON Smoking.



EVENT SCHEDULE – CHURCH LANDING

Start Time	End Time	Function	Room	Setup	Agr
3:30 PM	9:30 PM	General Session	Winnepesaukee Ballroom	Modified Rounds	125
5:00 PM	6:00 PM	Cocktail Hour	Chris Craft Room	As Is	50
6:00 PM	9:00 PM	Dinner	Winnepesaukee Ballroom	As Is	125

EXHIBITOR INFORMATION – WAIVED FEE!

~~We do require a \$15.00 fee per exhibitor, which will be charged to your group. This fee includes table space, linen and skirting.~~

AUDIO VISUAL EQUIPMENT – COMPLIMENTARY!

We are pleased to offer the following audiovisual services **complimentary** to your group:

- Portable Stereo System, **Risers, Podiums**, Slide Projector, Overhead Projector, Speaker Phone, **Screens**, TV/DVD/VCR, Microphone(s), Flipcharts, Easels, Laser Pointer, Dry Erase Board and **LCD Projectors**.

INTERNET ACCESS – COMPLIMENTARY!

Mill Falls at the Lake, being a wireless "Hot Spot", is pleased to offer Hi-Speed Wireless Internet access to our groups complimentary in guestrooms and function spaces. Wired connectivity is available upon request.

New Hampshire Department of Education
Leadership in Education Awards Ceremony
December 7, 2017

DRAFT Program

4:30 p.m. to 5:30 p.m.	Welcome Reception
5:30 p.m. to 5:35 p.m.	Emcee opens program
5:35 to 6:00	Governor Sununu (invited)
6:00 to 6:15	Welcome Frank Edelblut Commissioner of Education
6:15 p.m. to 6:30	Remarks by Tate Aldrich, 2017 NH Teacher of the Year
6:30 p.m. to 7:30 p.m.	Dinner
7:30 p.m. to 7:45 p.m.	Blue Ribbon Schools
7:45 p.m. to 8:10 p.m.	Presidential Award for Excellence in Mathematics and Science Teaching
8:10 p.m. to 8:30 p.m.	New Hampshire Teacher of the Year Semi-Finalists, Finalists and Teacher of the Year
8:30 p.m. to 8:45 p.m.	Remarks by Heidi Crumrine 2018 NH Teacher of the Year
8:45 p.m.	Close

**New Hampshire Department of Education
Leadership in Education Awards Ceremony
December 7, 2017
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.