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May 28, 2019

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

Requested Action

Authorize the Department of Education, Office of Nutrition Programs and Services to hold the New Hampshire Statewide Conference on Wellness and Learning on August 13-14, 2019 at the Winnisquam Regional High School, Tilton, NH, for a total conference cost not to exceed \$5,500.00, effective upon Governor and Council approval through August 15, 2019. 100% Federal Funds.

Funds are available in the account titled, Program Services - Nutrition :

		<u>FY19</u>
06-56-56-564010-25260000-102-500731	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 Fresh Fruit and Vegetable Program, local foods procurement, basic chef training, using herbs in dishes 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.

An RFP was distributed publicly to all SAUs in NH for the purpose of holding the Learning and Wellness Conference which requested the submission of a proposal based on conference needs, therefore all potential school facilities received the same instruction and information regarding the conference. Winnisquam was selected for its central location, ability to host 200 participants, costs and responses to the needs of the conference. A list and itemization of the facilities with associated cost is attached.

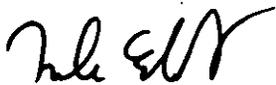
His Excellency, Governor Christopher Sununu
and the Honorable Council

The Office 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,

A handwritten signature in black ink, appearing to read "Frank Edelblut". The signature is written in a cursive, somewhat stylized font.

Frank Edelblut
Commissioner of Education

New Hampshire Statewide Conference on Wellness and Learning
 August 13-14, 2019

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

Name	Facility Costs including food	Additional Costs	Total Costs	Meets Conf. Needs
Laconia Middle School	\$0	Declined to respond to the RFP due to work being done at the school		
Winnisquam Reg. HS	\$3925.00	\$0	\$3925.00	Yes
Shaker Reg. HS	\$4,700.00	\$0	\$4,700.00	Yes
Winnisquam Regional High School chosen as location due to their low bid that meets conference needs.				

Conference needs include:

1 General Session Large Room

6-7 Breakout Rooms

Able to accommodate 200 participants

Continental, Buffet Breakfast – basic for August 13 and 14, 2019

Buffet Lunch – basic, light lunch – for August 14, 2019

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

Air conditioning preferred, but not required

Parking available for 200 plus cars

New Hampshire Statewide Conference on Wellness and Learning
August 13-14, 2019

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

Total Meeting Costs

Facility Event Fee

Food – Breakfast for 75 participants @ \$7.00 8/13	\$ 525.00
Food - Breakfast for 200 participants @ \$7.00 8/14	\$1,400.00
Food – Lunch for 200 participants @ \$10.00 8/14	\$2,000.00
Facility Rental	<u>\$ 0.00</u>
Sub Total	\$3,925.00

Speaker and conference materials

Speaker (Chef McCarty) and Conference supplies (ex. folders, USDA materials, material copying)	<u>\$1,575.00</u>
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Total Conference Cost:	\$5,500.00
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Agenda for Pre-conference Wellness and Learning workshops
August 13, 2019
Winnisquam High School, Tilton, NH

7:30 – 8:00 Registration (continental breakfast will be provided)

8:00 – 12:00 1. *School Lunch Basics for NSLP*, Marty Davis, Jane Levesque, Kathryn Hodges

12:00 – 1:00 *Lunch on your own*

1:00- 4:00 2. *Residential Child Care Institutions and the NSLP Regulations*, Kathryn Hodges

1:00 – 4:00 3. *Primer on Verification and Free and Reduced Applications*, Patty Carignan, Marty Davis, Jane Levesque – NH
DOE

Agenda for Wellness and Learning Conference

August 14, 2019

Winnisquam High School, Tilton, NH

8:00 – 3:45

7:30 – 8:15 Registration, continental breakfast (*provided by Winnisquam High School*)

8:30 – 8:45 Welcome and remarks

9:00 – 10:15 Plenary Session: Chef Jayson McCarter, Chef Trainer, NHFB

10:30 – 11:45 LEARNING SESSION #1

1. *Meet Your Reviewer* – NSLP, Kathryn Hodges, Marty Davis, Jane Levesque
2. *Alternative Breakfast Programs* – Becca Story, NH DC
3. *Civil Rights – General*, Cheri White – NH DOE
4. *Local Wellness Policy Assessments, Checklist and Measurable Goals* – NSLP - UNH Coop Extension,
5. *Corrective Action Plan* – Patty Carignan – NH DOE
6. *Basic Chef Skills* – Chef Jayson McCarter

12:00 – 12:45 LUNCH (*provided by Winnisquam High School*)

12:45 – 2:00 LEARNING SESSION #2

1. *Completing the Verification Summary Report*, Jane Levesque, Cheri White - NH DOE
2. *Mise en Place*, Chef Jayson McCarter, NHFB
3. *CACFP Application to Participate and Checklist*, Patty Carignan - NH DOE
4. *Completing the Menu Worksheet* – Kathryn Hodges – NH DOE
5. *Harvest of the Month Pilot Sites Panel* – CACFP, Carole Dennis and Marty Davis – NH DOE
6. *Winnisquam Regional High School Agricultural Center Tour* – Robert Cohen, FSD, Winnisquam Reg.

2:15 – 3:30 LEARNING SESSION #3

1. *Commodity Foods and Emergency Preparedness*, Katie Daley, NH Surplus Distribution
2. *Farm to School Network*– Stacey Purslow, NH F2S
3. *Fresh Fruit and Vegetable Program Meets Local Foods*, Alexis Dwyer and Cheri White - NHDOE
4. *CACFP Application to Participate and Checklist* – Patty Carignan
5. *Cooking with Herbs* – Chef Jayson McCarter, NHFB
6. *Managing Your Food Service Management Company Contract*, Kathryn Hodges - NH DOE

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

New Hampshire Statewide Conference
Wellness and Learning
August 13-14, 2019
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 listservs 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.