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STATE OF NEW HAMPSHIRE
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November 13, 2015

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

REQUESTED ACTION

Authorize the Department of Education (the Department) to hold the New Hampshire Leadership in Education Awards Ceremony on December 17, 2015, at the Common Mann Inn & Spa (vendor code 155155 B001), in Plymouth, NH for a total meeting cost not to exceed \$3,997.50, effective upon Governor and Council approval for the period of December 17, 2015. 100% Other Funds (Hannaford Brothers Company Grant).

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

06-56-56-560510-41320000-067-500557 Training of Providers \$3,997.50

EXPLANATION

The Awards Ceremony is held to recognize the New Hampshire Teacher of the Year, the New Hampshire Teacher of the Year Semi-Finalists and Finalists, the New Hampshire Presidential Award for Excellence in Mathematics and Science Teaching Recipients, and the New Hampshire National Blue Ribbon Schools. The Department will have up to 150 attendees at the Banquet.

The Department 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 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. Nothing touches more lives, or gives more promise to the future than education.

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Page 2 of 2

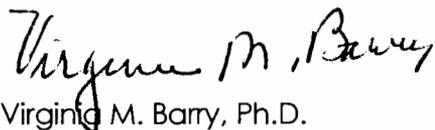
By honoring outstanding educators, the Department strives to attract, motivate, and retain talented people to the challenges and adventures of teaching. It is encouraging to be able to honor educators who are working to provide a quality education to each student in New Hampshire. Properly guided, awards programs can reach out to stake holders and strengthen positive messages about the teaching profession.

The New Hampshire Leadership in Education Awards Ceremony is made possible by a grant from Hannaford Brothers Company. Because Hannaford Brothers Company understands the importance of recognizing our excellent educators they have sponsored the New Hampshire Leadership in Education Awards Ceremony for over eleven years.

A Request for Proposals (RFP) was advertised in the Manchester Union Leader, October 5, 6, and 7, 2015 and posted on the Department's website from September 30, 2015 through October 13, 2015. It was also sent, via email, to the Common Man Inn, Inc., Plymouth, Courtyard Marriott Grappone Conference Center, Concord, Holiday Inn, Concord, Inn & Spa at Mill Falls, Meredith, and the Radisson, Manchester. The Department received five (5) proposals by the deadline. The Common Man Inn & Spa, Plymouth, was selected because it submitted the lowest bid while being able to provide a meeting space sufficient to accommodate the size of the program. See Attachment A.

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

Respectfully submitted,



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

Attachment A

Item	Common Man Inn & Spa, Plymouth	Courtyard Marriott Grappone Conference Center	Holiday Inn	Inn & Spa at Mill Falls	Radisson, Manchester
Reception Hors D'Oeuvres (cheese & fruit and vegetable crudites)	319.20	180.00	348.00		complimentary
Plated Pork Dinner	2,878.80	4,950.00	3,708.00		5,242.50
Event Room Rental			200.00		
Riser, Podium and Microphone					36.00
Projector and Screen					330.00
Gratuuity	799.50				
	3,997.50	5,130.00	4,256.00	4,050.00 (all inclusive)	5,608.50

Total Meeting Costs

Reception Hors D'Oeuvres	
International & Domestic Cheese Displays	\$199.60
Seasonal Vegetable Crudités	\$119.60
Entrée	
Pork Loin	\$2,878.80
Or a vegetarian option (\$23.99 x 150 less 20%)	
Event Hall/Audio Visual	
Stage with Podium, Microphone, Screen & Projector	included
Gratuity	\$799.50
<hr/>	
Total Charges Not to Exceed	\$3,997.50



Common Man Inn & Spa and Foster's Boiler Room
 231 Main Street
 Plymouth, NH 03264

Banquet Event Order

Leadership in Education Banquet

Date: Thursday, December 17, 2015	Contact: Lori Temple
Sales Rep: Kali Foley	Telephone: (603) 271-6646
	Contact E-Mail: lori.temple@doe.nh.gov
	Contact Arrival Time:

AGENDA	EVENT NOTES
Foster's Hall EVENT TIMELINE:	DETAILS: - Cash Bar - Podium / Mic / Screen / Projector - Waived room fee / 20% discount on food

MENU	Price	Amount	Total
HORS D'OEUVRE DISPLAY:			
Domestic and Imported Cheese Display	4.99	50	249.50
Chilled Fresh Vegetable Crudites	2.99	50	149.50
PLATED DINNER:			
Fresh Baked Rolls & Butter			
Classic Caesar Salad			
Roast Pork Loin with a apple cranberry chutney	23.99	150	3,598.50
Chefs Selection of Dessert			

Discount	-799.50
Subtotal	3,198.00
Service Charge	799.50
Tax	0.00
Paid	0.00
Balance	3,997.50

**FOSTERS HALL,
Thursday**

Revised: 11/10/2015

New Hampshire Department of Education
Leadership in Education Awards Ceremony
December 17, 2015

DRAFT Program

4:30 p.m. to 5:30 p.m.	Welcome Reception
5:35 p.m. to 5:40 p.m.	Emcee opens program
5:40 p.m. to 5:50 p.m.	Welcome Virginia M. Barry Commissioner of Education
5:50 p.m. to 6:00	Remarks on Behalf of Senator Shaheen and Behalf of Senator Ayotte
6:00 p.m. to 6:10 p.m.	Remarks on Behalf of Congressman Guinta and Congresswoman Kuster
6:10 p.m. to 6:30	Remarks by Elizabeth Lichtenberg 2015 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 8:00 p.m.	Presidential Award for Excellence in Mathematics and Science Teaching
8:00 p.m. to 8:10 p.m.	SMART Technologies Teaching Excellence Award
8:10 p.m. to 8:30 p.m.	Remarks by Hannaford Supermarkets New Hampshire Teacher of the Year Semi-Finalists, Finalists and Teacher of the Year
8:30 p.m. to 8:50 p.m.	Remarks by Ashley Preston 2016 NH Teacher of the Year
8:50 p.m.	Close

**New Hampshire Department of Education
Leadership in Education Awards Ceremony
December 17, 2015
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.