

Frank Edelblut  
Commissioner



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June 11, 2018

His Excellency, Governor Christopher Sununu  
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 14-15, 2018 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 September 30, 2018. 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 NH Harvest of the Month Toolkit, local foods procurement, 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 and near 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 during the month of April 2018.

His Excellency, Governor Christopher Sununu  
and the Honorable Council  
June 11, 2016

Laconia Middle School was selected based upon the submission of its superior responses to an email request for 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,



Commissioner of Education

VMB:cw

New Hampshire Statewide Conference on Wellness and Learning  
August 14-15, 2018

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	\$3137.50	\$0	\$3137.50	Yes
Mill Falls at the Lake	\$9545.00	\$0	\$9545.00	Yes
The Margate Hotel	\$7516.25	\$0	\$7516.25	Yes*
Laconia Middle School chosen as location due to their lowest bid that meets conference needs.				
*The Margate Hotel offered outdoor general session room accommodations under a tent.				

**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.

New Hampshire Statewide Conference on Wellness and Learning  
August 14-15, 2018

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

**Total Meeting Costs**

**Facility Event Fee – Laconia Middle School**

Food – Breakfast for 75 participants @ \$4.00 8/14	\$300.00
Food - Breakfast for 175 participants @ \$4.00 8/15	\$612.50
Food – Lunch for 175 participants @ \$11.00 8/15	\$1925.00
Facility Rental	\$300.00

Total: \$3,137.50

**Keynote Speaker Fee**

Keynote Speaker, Chef Keith Sarasin	\$1500.00
Conference supplies (ex. folders, USDA materials, material copying)	\$862.50

**Total Conference Cost: \$5500.00**

**Wellness and Learning Conference**  
**Laconia Middle School, Laconia, NH**

**AGENDA**  
**August 14, 2018**

- 7:30 – 8:15 Registration (*continental breakfast will be provided by Laconia School District*)
- 8:15 – 12:15 1. **School Lunch Basics for NSLP**, Kathryn Hodges, Nancy Bradford-Sisson, Patty Carignan, Marty Davis, NH DOE
- 12:15 - 1:00 **Lunch on your own**
- 1:00 – 4:00 2. **RCCI Round Table Discussion**, Kathryn Hodges, NH DOE, Moderator
- 1:00 – 4:00 3. **Primer on Verification and Free and Reduced Applications**, Nancy Bradford-Sisson, Patty Carignan, Marty Davis, NH DOE

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**August 15, 2018**

- 7:30 – 8:15 Registration, continental breakfast (*provided by Laconia School District*)
- 8:30 – 8:45 Welcome and remarks  
*Special Guest: Amy Bourgault, NH Hunger Solutions regarding NH Breakfast Challenge*
- 9:00 – 10:00 Plenary Session: **“Local Foods for Local Students”**, Chef Keith Sarasin
- 10:15 – 11:45 LEARNING SESSION #1
1. **Meet Your Reviewer** – NSLP, Kathryn Hodges, Nancy Bradford-Sisson, Patty Carignan, Marty Davis NH DOE
  2. **New England Dairy Council** – Becca Story, New England Dairy Council
  3. **Harvest of the Month Preschool Toolkit** – CACFP, Carole Dennis, Cheri White, NH DOE
  4. **Civil Rights – Part 1**, Steve Miliano, USDA
  5. **Local Wellness Assessments/Checklist/Measurable Goals** – NSLP, Robin Peters, Deborah Luppold, UNH Coop Extension, Scot Foster, NH DHHS
  6. **Harvest of the Month Recipe Demonstration**, Malik Hammond Common Man
  7. **Creating a Student Run Farmer’s Market** – Panel presentation
- 12:00 – 12:45 LUNCH (*provided by Laconia School District*)
- 12:45 – 2:00 LEARNING SESSION #2
1. **Civil Rights – Meal Modification**, Steve Miliano, USDA
  2. **Completing the Verification Summary Report**, Patty Carignan, Cheri White, NH DOE
  3. **Contracts in the Child Nutrition Program**, Kathryn Hodges, NH DOE
  4. **Introduction to the Smarter Lunchroom Movement**, Robin Peters and panel members, UNH Coop Extension
  5. **CACFP Monitoring**, Carole Dennis, NH DOE
  6. **Culinary Knife Skills and Using Herbs in Place of Salt**, Chef Brad, SAU 16
  7. **Tips for a Successful Review: Don’t Be Nervous!** Nancy Bradford-Sisson, Marty Davis, NH DOE

# AGENDA

August 15, 2018

(continued)

2:15 – 3:30 LEARNING SESSION #3

1. *Farm to Plate Food Safety*, Ann Hamilton, UNH Cooperative Extension
2. *CACFP Monitoring – Part 2*, Carole Dennis, NH DOE
3. *Share Tables in New Hampshire*, Christine Beiling, EPA
4. *Fresh Fruit and Vegetable Program Meets Local Foods*, Patty Carignan, Marty Davis, NH DOE,
5. *Commodity Foods*, Katie Daley, NH Surplus Distribution
6. *Composting in NH Schools*, Stacey Morrison, Northeast Resource Recovery Association
7. *Shake It Down*, Becky from Keene State (Marty will ask Becky)

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

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New Hampshire Statewide Conference  
Wellness and Learning  
August 14-15, 2018  
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.