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Frank Edelblut
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October 6, 2021

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 Leadership in Education banquet at JPA III Management Company dba The DoubleTree by Hilton in Manchester, NH (vendor code 30575) on December 2, 2021 for a total meeting cost not to exceed \$5,387.60 effective upon Governor and Council approval for the period of December 2, 2021. 100% Other Funds.

Funding for this request is available from account titled Education Credentialing as follows:

		<u>FY22</u>
06-56-56-560510-90080000-021-500211	Food Institutions	\$4,680.00
06-56-56-560510-90080000-022-500257	Rents-Lease Other Than STA	\$ 707.60

EXPLANATION

Each year, New Hampshire schools take part in the State and National Teacher of the Year Program. 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 necessary to succeed. 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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Page 2

A Request for Quotes (RFQ) was sent electronically to the Doubletree by Hilton Manchester Downtown; Sheraton Harborside in Portsmouth, and Wentworth by the Sea in New Castle.

The Department received proposals from all 3 locations, see attachment A. The DoubleTree was chosen since it met the required meeting space and was available on the selected date to accommodate this event.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Frank Edelblut', with a long horizontal flourish extending to the right.

Frank Edelblut
Commissioner of Education

Attachment A

Hotel	Dates available	A/V	Food	gratuity	100 person food total	Total
DoubleTree by Hilton Manchester	Dec. 2	\$707.60	\$39 pp	20%	\$4,680	\$5,387.60
Sheraton Portsmouth	Dec. 9	\$550	\$39 pp	20%	\$4,680	\$5,230
Wentworth by the Sea	Dec. 8 or 9				out of budget	Over \$10,000

DRAFT Program

4:30 p.m. Social Hour
5:30 p.m. Welcome
6:00 p.m. Dinner and Award Ceremony

**New Hampshire Department of Education
Leadership in Education Banquet
December 2, 2021**

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.

DINNER



BREAKFAST

BREAKS

LUNCH

RECEPTION

DINNER

LATE-NIGHT

BEVERAGES

POLICIES

Plated

Plated Enhancements

Buffets

TRADITIONAL DINNER BUFFET

TWO ENTRÉES 39/PP

Includes a Selection of Freshly Baked Breads, Freshly Brewed Regular & Decaffeinated Coffee and Selection of Teas.
Minimum 25 Guests.

SOUP

Please Select One

- Roasted Tomato Soup
- Minestrone Soup
- Seasonal Gazpacho
- New England Clam Chowder (+1/PP)
- Maine Lobster Bisque (+1/PP)

ENTRÉES

- Penne Primavera
Herb-Infused Vodka Sauce
- Butternut Squash Ravioli
Toasted Sage | Maple Brandy Sauce
- Dry Rubbed Barbeque Chicken
- Chicken Rustique
Marinated & Grilled with Caramelized Leek
Wild Mushroom Glaze
- Crispy Chicken Roulade
Stuffed with Spinach & Fontina

SALAD

Please Select Two

- Arugula Salad
Dried Cranberries | Crumbled Goat Cheese
Oven-Roasted Pistachios
White Balsamic Vinaigrette
- Mixed Baby Lettuce
Cucumber | Tomatoes | Carrots
Chili Lime Ranch

- Espresso-Rubbed Sirloin of Beef
- Cabernet Braised Boneless Beef Short Ribs
- Cider-Brined Roasted Pork Tenderloin
- Miso Glazed Salmon
- Boiled Native Lobster (MKT)
Drawn Butter | Lemon
- Pan Seared Halibut (+2/PP)

- Caesar Salad
Shaved Romano Cheese | Toasted Garlic
Crostini | Lemon Parmesan Emulsion
- Niçoise Salad
Creamer Potato | Green Beans
Hard Boiled Egg | Lemon Dressing
- Savoy Cabbage Cole Slaw
Apple Vinaigrette | Mustard

SIDES

Please Select Two

- Lyonnaise Potatoes
- White Cornmeal Polenta
- Sea Salt Roasted Red Creamer Potatoes
- Roasted Asparagus
- Maple Glazed Baby Carrots
- Roasted Root Vegetables
- Sautéed Broccoli Rabe
- Sautéed Snap Peas & Heirloom Carrots

- Caprese
Rainbow Cherry Tomatoes
Mozzarella Pearls | Balsamic Glaze
- Roasted Beet Salad
Spinach | Goat Cheese | Candied Pecans
White Balsamic Dressing
- Lemon Cucumber Dill Salad

SWEETS

- Red Velvet Cake
- Trios Chocolate Mousse
- Blueberry Chambord Cheese Cake