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Frank Edelblut
Commissioner

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September 19, 2023

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

REQUESTED ACTION

Authorize the New Hampshire Department of Education to hold an organized event on November 30, 2023 at the DoubleTree by Hilton in Manchester, for a total event cost not to exceed $9,520.00 for the purpose of the "Celebrating Leadership in Education Banquet" effective upon Governor and Council approval through January 30, 2024. 100% Other Funds.

Funding for this request is available in FY24 in the account titled, Education Credentialing, as follows:

		FY24
06-56-56-560510-90080000-021-500211	Food Institutions	$7,020.00
06-56-56-560510-90080000-022-500248	Rents-Leases Other Than Sta	$2,500.00

EXPLANATION

For over 50 years, New Hampshire schools have taken part in the State and National Teacher of the Year Program. This year we had a record number of over 300 nominations and 92 applications. These awards build community awareness of our state's finest educators, while providing positive messages about the teaching profession. The New Hampshire Department of Education (NHED) 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.

An invitation to bid was sent electronically to the DoubleTree by Hilton Manchester Downtown, Courtyard Marriott in Nashua, Sheraton in Nashua, Church Landing at Mills Falls, and Common Man in Plymouth. These locations were selected to acquire quotes from as many of the Teacher of the Year finalists and semi-finalists live and work in the general area of these venues, making it easier for them and their school personnel to attend this event. The NHED received quotes from 4 out of 5 locations. The DoubleTree in Manchester has been selected because it is the best value, meets the required meeting space, and is available on the preferred date to accommodate this event. See attachment A.

Respectfully submitted,

Frank Edelblut
Commissioner of Education

Attachment A

New Hampshire Department of Education
Leadership in Education Banquet

Hotel	Dates Available	A/V	Room Rental	Food per person	Gratuity	150 person food total	Total
DoubleTree Manchester	11/30	0	0	$39.00	20%	$5,850.00	$7,020.00
Courtyard Marriott Nashua	11/30	0	$800	$36.00	20%	$5,400.00	$7,280.00
Sheraton Nashua	11/30	$265.00	Varies on room and food minimum	$39.00	27%	$5,850.00 Doesn't meet food minimum	$7,500.00
Common Man Plymouth	11/30	0	500	$36.99	22%	$5,548.50	$7,269.17

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

Estimated Budget
$7,020 DoubleTree by Hilton, including food and AV
$1,000 Centerpieces – vendor TBD
$1,500 Awards – vendor TBD

List of Participants
Registration will open once the 2024 Teacher of the Year has been named 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) will be invited.