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Frank Edelblut
Commissioner

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September 9, 2024

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 December 4, 2024, at the DoubleTree by Hilton in Manchester, for a total event cost not to exceed \$10,000.00 for the purpose of the "Celebrating Leadership in Education Banquet" effective upon Governor and Council approval through January 30, 2025. 100% Other Funds.

Funding for this request is available in FY25 as follows:

Education Credentialing 06-56-56-566510-90080000

Fiscal Year	Class/Account	Class Title	Amount
2025	021-500211	Food Institutions	\$7,886.00
2025	020-500200	Current Expenses	\$2,114.00
Total			\$10,000.00

EXPLANATION

For over 50 years, New Hampshire schools have taken 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 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.

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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, Mills Falls at the Lake, Bedford Event Center and Grappone Center in Concord. 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 responses from 4 out of 5 locations and 3 of the replies had dates within NHED availability. 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. The department will enter into a contract with the DoubleTree, Manchester after this event request is approved.

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	Fees	150-person food total	Total
DoubleTree Manchester	12/4	\$200.00	n/a	\$42.00	22%	\$6,300.00	\$7,886.00
Courtyard Nashua	12/5	n/a	\$1,175.00	\$44.00	20%	\$7,920.00	\$9,095.00
Mills Falls at the Lake	12/11	n/a	\$969.90	\$52.00	22%	\$7,800.00	\$10,485.90
Bedford Event Center	No response to request for quote	n/a	n/a	n/a	n/a	n/a	n/a
Grappone Center	Not available on any of proposed dates	n/a	n/a	n/a	n/a	n/a	n/a

DRAFT Program

5:00 p.m. Social Hour
5:45 p.m. Welcome
6:00 p.m. Dinner and Award Ceremony

DRAFT Budget Estimated

\$7,886.00 Venue, including food, AV, and fees.
\$2,114.00 Supplies, Awards and Centerpieces, etc.

List of Participants

Registration will open once a location is determined 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. NHED will monitor registrations to assure no more than 150 people will attend.