



Caitlin D. Davis
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
Department of Education
25 Hall Street
Concord, NH 03301
TEL. (603) 271-3495

83

js

August 18, 2025

Her Excellency, Governor Kelly A. Ayotte
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 2, 2025, at the Manchester County Club in Bedford, NH for a total event cost not to exceed \$11,000.00 for the purpose of the “Celebrating Leadership in Education Banquet” effective upon Governor and Council approval through January 30, 2026. 100% Other Funds. (Credentialing Fees and Donations)

Funding for this request is available in FY26 as follows:

06-56-56-566510-90080000 Education Credentialing

Fiscal Year	Class/Account	Class Title	Amount
2026	021-500211	Food Institutions	\$8,854.30
2026	020-500200	Supplies	\$1,745.70
Total			\$10,600.00

06-56-56-560510-41320000 Teacher of the Year

Fiscal Year	Class/Account	Class Title	Amount
2026	020-500200	Supplies	\$400.00
Total			\$400.00

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

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
Page 2

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, Mills Falls at the Lake, and Manchester Country Club. 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 all 3 locations and 2 of the replies had dates within NHED availability. Manchester Country Club 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 Manchester Country Club after this event request is approved.

Respectfully submitted,



Caitlin D. Davis
Commissioner of Education

Attachment A

Venue	Mills Falls at the Lake Church Landing	DoubleTree Manchester	Manchester Country Club
Dates Available	12/3 or 12/4, 2025	12/10 or 12/11, 2025	12/2, 2025
Room Available	Winnepesaukee Ballroom	Pemigewasset	Great Room
Room Rental Fee	\$1,595.00	-	\$650.00
Audio Visual	\$150.00	\$90.00	-
Food Per Person	\$55.00	\$46.00	\$42.00
Gratuity	15%	13%	10%
Service Charge	7%	9%	10%
Room and Meals Tax	8.5%	8.5%	8.5%
Total for 150 People	\$12,560.33	\$9,002.20	\$8,854.30

Cost Summary		
Venue	Meals & Fees for 150 People	\$8,854.30
Miscellaneous	Awards, Gift Wrap, Thank You Cards, etc.	\$2,145.70
	Event Total	\$11,000.00

DRAFT AGENDA

Celebrating Leadership in Education
New Hampshire Department of Education

December 2, 2025

Manchester Country Club
180 South River Road
Bedford, NH 03110

- 4:00 Arrival
- 4:30 Welcome and Announcements
- 5:00 Dinner Traditional Buffet
- 6:00 Presentations and Awards