



Caitlin D. Davis
Commissioner

Richard K. Sala
Deputy Commissioner

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

September 28, 2026

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 1, 2026, at Arts Alley in Concord, NH for a total event cost not to exceed \$8,855.00 for the purpose of "Celebrating Leadership in Education" effective upon Governor and Council approval through December 31, 2026. 100% Other Funds.

Funding in FY27 is contingent upon Governor and Executive Council approval of a request to accept a donation in the amount of \$2,500 included on this agenda as follows:

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

Fiscal Year	Class/Account	Class Title	Amount
2027	022-500248	Rents-Leases Other Than Sta	\$1,500.00
2027	020-500200	Current Expenses	\$1,255.00
2027	021-500211	Food Institutions	\$6,100.00
Total			\$8,855.00

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

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

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 Kimball Jenkins, Concord, NH, Arts Alley, Concord, NH, the Grappone Center, Concord, NH, and BNH Stage, Concord, NH. See Attachment A.

The venue is available on the preferred date and has the appropriate layout for the planned structure of the event. The facility provides a presentation area and high-top tables that align with the intended, cocktail-style format, which includes a guest speaker and an awards presentation. Light appetizers will be offered in lieu of a formal seated meal. One venue submitted a lower bid, but the physical layout does not meet the needs of the event, and it was not available on the preferred event date of December 1, 2026. The department will enter into a contract with the Arts Alley separately after this event request is approved.

Respectfully submitted,



Caitlin D. Davis
Commissioner of Education

Attachment A

	Kimball Jenkins *No high tops, No stage area	Arts Alley	Grappone Center	BNH Stage
Dates Available	12/2, 12/8	12/1, 12/2, 12/3, 12/8	12/1 potentially	12/1 only
Room Rental Fee	\$595.00	\$1,500.00	\$2,500.00	\$4,725.00
A/V	\$150.00	\$355.00	\$1,885.00	\$562.50
Food (pp)	\$50.00	\$50.00	\$50.00	\$50.00
Gratuify/Admin Fee	22%	22%	22%	22%
Total Gratuify	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00
100 Person Food Total	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Total Food Plus Gratuify	\$6,100.00	\$6,100.00	\$6,100.00	\$6,100.00
Grand Total	\$6,845.00	\$7,955.00	\$10,485.00	\$11,387.50

New Hampshire Department of Education
Leadership in Education Banquet
December 1, 2026

DRAFT Budget

Description	Cost
Room Rental Fee	\$1,500.00
Food Plus Gratuify	\$6,100.00
AV	\$355.00
Sub Total	\$7,955.00
Supplies and Awards	\$900.00
Grand Total	\$8,855.00

DRAFT Program

6:00 p.m. Arrival and Socializing
6:15 p.m. Welcome
6:30 p.m. Appetizers and Award Ceremony

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.