

Monadnock Regional School District & SAU #93

School Board Agenda

February 4, 2025

In-Person MRMHS Library 7:00 pm

ZOOM

Meeting ID: 841 2331 3370

Passcode: 699940

Phone: +1 646 931 3860

The public is encouraged to attend MRSD Board meetings.

Comments are welcome during the 'Public Comments' portions of the agenda.

"We collaborate not just to teach, but also to engage and educate every student in our district in an environment that is challenging, caring, and safe, while fostering lifelong learning."

1. CALL THE MEETING TO ORDER 7:00
2. PUBLIC COMMENTS (15 minutes)
3. #celebrateMRSD
4. MATTERS FOR INFORMATION & DISCUSSION
 - a. Standing agendas:
 - i. Student Government Report
 - ii. Superintendent Goals
 - iii. Board Meeting Calendar & Goals
 - iv. School Resource Officer (Status Update)
 - v. Staffing Update
 - b. Annual Board & Superintendent Evaluations (Process Overview)
 - c. 2025-2026 Calendar for First Read
5. MATTERS THAT REQUIRE BOARD ACTION
 - a. * Donation
 - b. * NH School Funding Fairness Project
 - c. * Process/Policy to Allow Out of District Students Participate in Extracurricular Activities
 - d. * * Working Session: Warrant Articles in Plain English
 - e. * Policies for 2nd Read
 - i. EH - Public Access to School District Records
 - ii. EH-R(1) - Public Access to School District Records/"RTK"
 - iii. EBCA - Crisis Prevention and Emergency Response Plan
 - iv. EBCH - Chemical Safety Chemical Hygiene Plan
 - f. * Approve the Consent Agenda
 - i. January 21, 2025 Minutes
 - ii. Manifest
 - iii. Budget Transfers
6. SETTING NEXT MEETING'S AGENDA
 - a. February 18, 2025
7. PUBLIC COMMENTS (15 minutes)
8. NON-PUBLIC SESSIONS under RSA 91-A:3. II
 - a. Additional non-public sessions, TBD as required
9. ADJOURNMENT

SINGLE DISTRICT SCHOOL ADMINISTRATIVE UNITS

RSA 94-C:3 – Single District School Administrative Units; Exemption. Single district school administrative units shall be considered the same as a single school district and shall be exempt from meeting the requirements of this chapter, except that they shall provide superintendent services pursuant to RSA 194-C:4

NONPUBLIC SESSIONS

RSA 91-A:3– II. Only the following matters shall be considered or acted upon in nonpublic session:

- (a) **The dismissal, promotion, or compensation of any public employee** or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- (b) The **hiring** of any person as a public employee.
- (c) Matters which, if discussed in public, would likely adversely affect the **reputation** of any person, other than a member of the public body itself, unless such person requests an open meeting.
- (d) Consideration of the **acquisition, sale, or lease of real or personal property** which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- (e) **Consideration or negotiation of pending claims or litigation** which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled.
- (i) Consideration of matters relating to the **preparation for and the carrying out of emergency functions**, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- (j) **Consideration of confidential, commercial, or financial information** that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.
- (k) Consideration by a school board of entering into a **student or pupil tuition contract** authorized by RSA 194 or RSA 195-A,
- (l) **Consideration of legal advice provided by legal counsel**, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

CALENDAR OF UPCOMING MRSD MEETINGS:

02/11/2025	Education Committee	6:30 pm	Wilcox Conference Center
02/11/2025	Policy Committee	7:00 pm	SAU Conference Room
02/12/2025	Finance & Facilities Committee	6:30 pm	SAU Conference Room
02/18/2025	MRSD/SAU 93 School Board	7:00 pm	MRMHS Library
02/25/2025	Budget Committee	7:00 pm	MRMHS Library

Meetings will be in person for all Board & Committee Members. The public is encouraged & welcome to attend either in person or through Zoom. Public comments are welcome in person during the ‘Public Comments’ portions of the agenda.

**** Please note: All Committee Meeting dates, times, and locations are posted in the SAU 93 Reception Lobby, on the MRSD website calendar, and in the schools and towns of MRSD. In the event of a snow day, the school board meeting will be planned for the following school day.****



Monadnock Regional School District

2025-2026 School Year Calendar

August (3 Student Days)

M	T	W	Th	F
	O	W	SO	SO
W	W	27	28	29

8/19 - New Staff Orientation
 8/20 - Workshop Day (Principal)
 8/21 - 8/22 Soft Opening
 8/25- Workshop Day (District)
 8/26 Workshop Day (Classroom)

February (14 Student Days)

M	T	W	Th	F
2	3	4	5	C
9	10	11	12	13
16	17	18	19	20
X	X	X	X	X

2/6 -Parent/Teacher Conferences
 2/23-2/27 February Break

September (21 Student Days)

M	T	W	Th	F
X	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

9/1 - Labor Day

March (20 Student Days)

M	T	W	Th	F
2	3	4	5	6
9	W	11	12	13
16	17	18	19	W
23	24	25	26	27
30	31			

3/10 - Workshop (Principal)
 3/20 - Workshop (District)
 3/13- End Trimester 2 (elementary)

October (21 Student Days)

M	T	W	Th	F
		1	2	3
6	7	8	9	C
X	14	15	16	17
20	21	22	23	24
27	28	29	30	31

10/10 - Parent/Teacher Conferences
 10/13 - Columbus Day
 10/31 -End Q1 (MRMHS)

April (18 Student Days)

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
X	X	X	X	

4/27-5/1 - April Break
 4/3 - End Q3 (MRMHS)

November (15 Student Days)

M	T	W	Th	F
3	W	5	6	7
10	X	12	13	14
17	18	19	20	21
24	25	X	X	X

11/4 - Workshop (Teacher)
 11/11 - Veterans Day
 11/26-11/28 Thanksgiving Break

May (18 Student Days)

M	T	W	Th	F
				X
4	5	6	7	8
11	12	13	14	15
18	19	20	21	W
X	26	27	28	29

5/1 - April Break
 5/22 - Workshop (Teacher)
 5/25 - Memorial Day

December (17 Student Days)

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	ER	X	X	X
X	X	X		

12/5 - End Trimester 1 (elementary)
 12/23 - Early Release
 12/24-1/2 - Holiday Break

June (10 Student Days)

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
W				

6/12 - Last Day For Students
 6/15 -Workshop (Classroom)
 6/15-6/19 Snow day Make-up if needed
 Snow days 1-5 are built in

January (19 Student Days)

M	T	W	Th	F
			X	X
5	6	7	8	9
12	13	14	15	16
X	20	21	22	23
26	27	28	29	30

1/1-1/2 - Holiday Break
 1/19 - MLK Jr. Day
 1/16- End Semester 1 (MRMHS)

176 Student Days - August 27 - June 12

188 MDEA Days - August 20 - June 15

183 MESSA Days (SY) - August 20 - June 15

Non-Instructional Days

X - Schools are Closed
 W - In Service Workshop Day
 C - Parent/Teacher Conferences
 SO- Soft Opening
 ER - Early Release

Term Endings

October 31st - End of Quarter 1
 December 5th - End of Trimester 1
 January 16th - End of Semester 1
 March 13th - End of Trimester 2
 April 3rd - End of Quarter 3

This calendar meets the school year requirements of RSA 189:1 and 189:24 and is subject to change due to storms or other unforeseeable emergencies. 3 make-up days (S) have been added which will only be used if necessary.

UNAPPROVED DRAFT

To Governor Ayotte and the General Court of New Hampshire:

Two years ago, a group of over 150 local leaders – including Mayors, City Councilors, Select Board members, and School Board members – [presented a similar letter to this one during public hearings on the State budget](#), calling on the State of New Hampshire to increase its funding for public education in order to address well-known inequities and gaps. [What that budget contained](#), touted as one of the biggest increases to State education aid since the *Claremont* decisions, was only \$169 million (barely more than a 2% increase) that did not meaningfully affect the State's share of education funding, which remains [the lowest in the entire country](#).

This modest change has not helped reduce the downshifted tax burden faced by local property tax payers trying to support their public schools. During the legislature's work in 2024, [there were several bills aimed at reducing that burden](#) and sending aid to districts and students that needed it the most, like students receiving special education services. Despite strong, bipartisan support in the House, these bills were killed by the Senate and failed to become law.

Meanwhile, all of us at the local level have continued working hard for our schools and communities to try and balance the needs of our students and the economic realities faced by our taxpayers. Inflation, energy costs, and unpredictable special education expenditures have put strains on our budgets, and the State has provided no relief.

The significant gap between actual expenses, which was [\\$21,545 per pupil](#) during the 2023-24 school year, and average State aid, which was [only \\$5,148 per pupil the same year](#), must be closed with local property taxes. Our [local property taxes cover 70% of all school revenues in the state](#), the highest share in the country. In all of our communities, especially those with lower property values, this means levying higher and higher tax rates just to keep up. The result is a system where one of the biggest factors in determining the opportunities available to our students, and the burden placed on the taxpayer, is local property values.

Despite record surpluses in the Education Trust Fund, excess State funds have not been used to help alleviate these disparities or provide aid to school districts. [In November 2024](#), the Department of Education announced that there was expected to be \$16 million less in the State's Special Education Aid fund than was being requested by local districts. This fund is used to reimburse school districts for specific, state-approved services provided to students with complex and intensive needs. These students have a federally protected right to these services, and if the State does not fill in the funding shortfall, it will downshift even more onto local property tax payers.

As the legislature begins working on the biennial State budget — the single largest vehicle for school funding reform — you must take stock of the current situation

communities are facing. For decades, the State has fallen short of its constitutional responsibility to fund education, losing again and again in court while downshifting increases onto local property taxes in most communities around the state. With [pending decisions](#) in the two current school funding lawsuits [coming any day from the NH Supreme Court](#), we once again call on the Governor and New Hampshire Legislature to act.

There are a variety of policy changes that could provide significant relief to local property tax payers while boosting the funding going to school districts around the state. [The 2020 Commission to Study School Funding's final report](#), having now gone four years without the legislature putting its findings and policy proposals into action, still presents a strong framework to build from. The work of last year's special House Sub-Committee on Education Funding also did extensive work on the bipartisan proposals that were ultimately killed in the Senate.

It is the firm belief of those signed below that well-funded, excellent public education is the most important asset for the future of New Hampshire. [About 85% of New Hampshire children attend public schools](#), meaning an increase in State aid would help most children in the state access new opportunities while also providing property tax relief for most taxpayers. This is a win-win and promotes the health of the New Hampshire economy by investing in the next generation and making our communities more attractive for businesses and families.

We all work hard to balance providing critical services to our communities while not increasing property taxes beyond what people can afford. The current budget process presents a new opportunity for the Governor and Legislature to work together on finding a solution to the funding challenges faced by so many communities in our state. A school funding solution ensures every student, no matter where they live, has access to the best possible public education, while also creating real relief for taxpayers. Doing nothing, while not only violating the New Hampshire Constitution, will only serve to exacerbate the existing disparities that exist in our state, driving local property taxes higher and keeping opportunities away from our students. The future of our state, and our communities, depends on the State contributing to a well-funded public education system.

Signed,

Policy Motions and Actions from January 14, 2025

EH: Public Access to School District Records

MOTION: *To update policy EH with NHSBA sample policy.*

- Policy recommended
 - September 2024, revisions generally intended to reflect that EH-R should now require Board approval as a "procedural policy" due to contemporaneous revisions to EH-R in response to 2024 amendments to 91-A:4 relative to fees for electronic communications.
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EH-R(1): Public Access to School District Records – Procedures for Public Access to District Records “Right to Know Requests”

MOTION: *To adopt procedural policy EH-R(1) NHSBA sample policy. In addition, adopt forms EH-F(1) and EH-F(2) that support this policy.*

- Policy required by law or recommended
- The catalyst for the revision is passage of HB1002 (amending RSA 91-A:4). See Endnote #1 for further information on the amendment. However, the revisions to this sample also include reformatting and re-arranging for flow, addition of captions and other edits, in addition to revisions responsive to HB1002, which (a) puts into law the long recommended practice of contacting a requester to try and simplify complicated or overly-broad requests, (b) allows additional charges for certain requests that result in extensive electronic communications - subject to certain exceptions, and (c) requires an estimation of costs to be made at the same time as the initial response to a request if the request will not be satisfied within the allotted 5 days, the appropriateness of allowing public bodies to charge for electronic communication records and requiring fee waivers in case of the requestor's financial hardship.

EBCA: Crisis Prevention and Emergency Response Plan

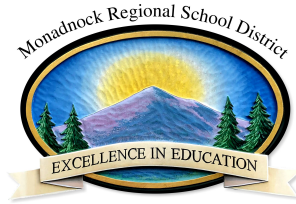
MOTION: *To update policy EBCA to NHSBA sample policy.*

- Policy recommended
 - Revised to include reference to new chemical safety and chemical hygiene sample policy EBCH.
-

EBCH: Chemical Safety and Chemical Hygiene Plan

MOTION: *To adopt policy EBCH NHSBA sample policy.*

- Policy Required by law
 - NHSBA created this new sample policy (a) to satisfy a requirement in NH Ed 320.02(b)(3) that districts have a policy to minimize the use of toxic chemicals, and provisions prohibiting employees from bringing their own cleaning products or pesticides into school buildings, and (b) to include information regarding the requirement under Ed 320.02(b)(8) that districts create a chemical hygiene plan with elements as described in that section of Ed 320.02. The Upper Valley Lake Sunapee Regional Planning Commission has graciously made available a sample Chemical Hygiene Plan template for districts to use in preparing their own plans. That template is provided as EBCH-E(1)
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Book	E: Support Services
Section	Series E
Title	Data Management
Code	EH
Status	Active
Adopted	May 4, 1993
Last Revised	March 3, 2020

DATA MANAGEMENT

(Public Use of School Records)

The Superintendent is hereby designated the custodian of all “District records”, which term shall have the same meaning as “governmental records” as that term is defined in the state’s Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).

The Superintendent shall develop written procedures concerning all requests by the public to inspect or obtain copies of school district records (i.e., “governmental records”). The procedures shall conform in all respects to the Right to Know Law. The written procedures should contain provisions clearly indicating personnel responsible for processing any request for District records, as well as the cost for providing requested copies. No fee or expense shall be charged other than as allowed under RSA 91-A:4.

The Superintendent shall review such procedures annually and make such changes as are required as a result of legislative changes to the Right to Know or other applicable law or regulations, or as s/he may deem appropriate. Any changes to the written procedures should be provided to all appropriate personnel and to the School Board.

All District records shall be retained, deleted or destroyed in accordance with Board policy EHB, and Administrative Procedures EHB-R. Minutes of school board meetings, and materials used to prepare the same, shall also be made available in accordance with Board policy BEDG.

The Superintendent is authorized to contact the District's attorney for any matter related to requests for public records and/or the development of the written procedures required under this policy.

Legal References:

RSA 91-A, New Hampshire Right To Know Law

Revision Dates: 3/3/2020, 9/4/2018

Last Modified by Lillian Sutton on April 7, 2020



Book	E: Support Services
Section	Series E
Title	Draft Data Management
Code	EH
Status	Policy Committee Review
Adopted	May 4, 1993
Last Revised	September 4, 2018
Last Reviewed	August 1, 2018

DRAFT

DATA MANAGEMENT

The Superintendent is hereby designated the custodian of all “District records”, which term shall have the same meaning as “governmental records” as that term is defined in the state’s A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, documents, writings, letters, memoranda, e-mails, images, or other information of maintained by the District in any physical form (written, visual, electronic, digital, etc.).

The Board has adopted procedural policy EH-R{**}, to serve as the minimum requirements for procedures governing all requests by the public to inspect or obtain copies of school district “governmental records”) and the District’s responses to those requests. The Superintendent should develop additional written administrative procedures to ensure appropriate implementation of procedural policy EH-R{**}. Such administrative procedures shall conform in all respects to the Right to Know Law. They should contain provisions clearly indicating personnel response request for District records, as well as a method for logging and tracking both the requests and the responses, and may contain provisions for including a log on the District’s website.

The Superintendent shall review such procedures annually and make such changes as are required as a result of legislative changes to the Right to Know or other applicable law or regulation. The Superintendent deems appropriate. Any changes to the written procedures should be provided to all appropriate personnel and to the School Board.

All District records shall be retained, deleted or destroyed in accordance with Board policy EHB{**}, and Administrative Procedures EHB-R{**}. Minutes of school board meetings, and the same, shall also be made available in accordance with Board policy BEDG{**}.

The Superintendent or designee is authorized to contact the District’s attorney for any matter related to requests for public records and/or the development of the written procedures required.

District Policy History:

First reading: _____
Second reading/adopted: _____

District revision history:

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete record. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes

RSA 194-C:4 II (a)

RSA 91-A

Description

[Superintendent Services](#)

[New Hampshire Right To Know Law \("Access to Governmental Records and Meetings"\)](#)

Cross References

Code

BEDG

EHB

EHB-R(1)

JRA

JRA-R(1)

Description

[Meeting Minutes](#)

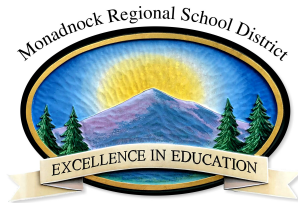
[Data/Records Retention](#)

[Data/Records Retention - Local Records Retention Schedule](#)

[Student Records and Access \(FERPA\)](#)

[Student Records and Access \(FERPA\)](#)

Last Modified by Kristen Noonan on January 14, 2025



Book	E: Support Services
Section	Series E
Title	Administrative Procedures for Public Access to District Records "Right To Know Requests"
Code	EH-R
Status	Active
Adopted	March 3, 2020

ADMINISTRATIVE PROCEDURES FOR PUBLIC ACCESS TO DISTRICT RECORDS "RIGHT TO KNOW REQUESTS"

1. These procedures will apply to all requests to inspect or obtain copies of "District records", which term shall have the same meaning as "governmental records" as that term is defined in the state's Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, and any other documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).
2. All requests for access to or copies of District records should be made to the Superintendent through the SAU office. Any board member or staff member who receives a request from a member of the public to see, receive or otherwise inspect any District record(s) ("Right to Know request") should immediately communicate that request to the SAU office.
3. Individuals making Right-to-Know requests are encouraged to discuss their requests with the school administration to ensure the request is stated in a manner that will focus on the records desired and avoid being unnecessarily overboard. Carefully tailored requests often can be fulfilled more promptly and help avoid resources being expended to retrieve and prepare material which exceeds what is actually being sought. Members of the public are encouraged to make their requests in writing and to include a specific description of the desired record(s). Right to Know requests for District records will not be denied if such request is not in writing. If the person making the request refuses to put the request in writing, the staff member receiving the request shall put the request in writing and shall provide the person with a copy.
4. Records requested under the Right-to-Know law which are not exempt under RSA 91-A:5 (or otherwise) will be made available immediately when such records are so available for such release. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent will, within five (5) business days of the request, respond to the requestor, in writing, acknowledging receipt of the request and providing a statement of the time reasonably necessary to determine whether the request shall be granted or denied. The Superintendent or designee may contact the person making the request if the request is unclear or will be time-consuming or onerous to fulfill to determine if the person will clarify the request or agree to narrow the request. Any clarification or narrowing of the request shall be documented in writing and a copy of the re-formed request provided to the person making the request.
5. Records will be reviewed in their entirety by either the Superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.

6. Records exempted from disclosure by RSA 91-A:5 or other law will not be disclosed. If a member of the public requests records that are determined to be exempt from disclosure under RSA 91-A:5 or other law, the Superintendent will respond to the requestor, in writing, including a statement of the specific exemption authorizing the withholding, and a brief explanation of how the exemption applies to the record(s) withheld.
 7. The School District will charge a fee of \$0.25 per page for copying/photocopies of records when the person requests a paper copy. No cost or fee shall be charged for the inspection or delivery, without copying of records, whether in paper, electronic, or other form.
 8. Electronic records may be provided via e-mail or on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.
 9. All District records shall be retained, deleted or destroyed in accordance with Board policy [EHB{**}](#) and administrative procedure [EHB-R{**}](#). Minutes of school board meetings shall also be made available in accordance with Board policy [BEDG{**}](#).
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Legal References:

RSA 91-A, New Hampshire Right To Know Law

Last Modified by Lillian Sutton on March 16, 2020



Book	E: Support Services
Section	Series E
Title	DRAFT Administrative Procedures for Public Access to District Records "Right To Know Requests"
Code	EH-R(1)
Status	Policy Committee Review
Adopted	March 3, 2020

DRAFT
ADMINISTRATIVE PROCEDURES FOR PUBLIC ACCESS TO DISTRICT RECORDS "RIGHT TO KNOW REQUESTS"

This procedural policy applies to all requests to inspect or obtain copies of "District records", which term shall have the same meaning as "governmental records" as that term is defined in law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, and any other documents, writings, letters, memoranda, e-mails, images, communications, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.). The Superintendent is authorized to issue procedures as the Superintendent deems appropriate.

- 1. Board and Staff Member Responsibilities.** All requests for access to or copies of District records should be made through the _____ office. Any board member or staff member who receives a request from a member of the public to see, receive or otherwise inspect any District records (to know request") should immediately communicate that request to _____ the SAU office for processing under Board policy _____ these procedures.
- 2. Written Requests Encouraged.** To help ensure common understanding between the requester and the staff responsible for responding to a request, making requests for records are strongly encouraged to submit their requests in writing and include a specific description of the desired records. A written request can greatly assist in minimizing confusion or misunderstanding exactly what is being requested.

However, although written requests are preferred, a request will not be denied simply because it is not in writing. If the person making the request is unable to put the request in writing, the staff member receiving the request shall reduce the request to writing and shall provide the person with a copy of the written request.
- 3. Clarification, Refinement & Modification of Requests.** Carefully tailored requests can often be fulfilled more promptly and help avoid re-submitting requests. The Superintendent, designee or staff responsible for responding to the request may contact the person making the request if the request is unclear or will be time-consuming or onerous to fulfill to determine if the request can be clarified, refined or modified. Staff responsible for responding to the request may suggest to the requestor reasonable modifications to the language of the request, but the requester is not required to accept them. Any modification, clarification or narrowing of the request agreed upon shall be documented in writing and a copy of the re-formed request provided to the person making the request.
- 4. Record Availability.** Records requested under the Right-to-Know law which are not exempt under RSA 91-A:5 (or otherwise) will be made available when such records are so available for such release. If such records are not immediately available, if a determination needs to be made if such records are exempt from public disclosure, the Superintendent or designee will, within five (5) business days of the request, respond to the requestor, in writing. The response shall acknowledge receipt of the request, provide a statement of the time reason for the delay, determine whether the request shall be granted or denied, and include an itemized estimate of the cost of making the record available. Records shall be released in their entirety by either the Superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.
- 5. Exempt Information and Redaction.** Information exempt from disclosure by RSA 91-A:5 or other law will not be disclosed. The Superintendent or designee shall direct District staff to consult with the District's legal counsel when questions regarding application of exemptions to certain records or information arise.

In some instances, records containing information exempt from disclosure may reasonably be redacted in order to make the remainder of the records available.

If a member of the public requests records that are determined to include information exempt from disclosure, the Superintendent/designee will inform the requestor, in writing, including a statement of the specific exemption authorizing the withholding, and a brief explanation of how the exempt information is withheld.

Records will be reviewed in their entirety by either the Superintendent/designee before they are released in order to ensure that no confidential information is disclosed.

- 6. Copy Fees.** The School District will charge a fee of _____ {insert fee amount or fee structure} {see *endnote*} \$0.25 for copying/photocopying the person requests a paper copy. This fee reflects the actual cost of producing the copy(ies). No cost or fee shall be charged for the inspection or copying of records, whether in paper, electronic, or other form. ~~For optional language to include only if adopting section 8, below, except below for certain individual electronic communications.~~ Any costs associated with mailing copies - if available - must be paid for in advance of mailing.

Electronic records may be provided ~~For OPTIONAL, see Endnote #2~~ [via e-mail or] on a portable storage device (thumb drive), if the requester can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.

7. **Electronic Records.** Electronic records (including electronic communications as defined in Section 8) may be provided on a portable storage if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.
8. ~~SECTION 8 IS OPTIONAL - See Endnote #1 for further information.~~ **Charges for Certain Electronic Communications.** In addition to the copying fee in paragraph 6, the District may charge a reasonable fee prior to disclosing certain electronic communications as set forth in this Section.
- a. **Definitions.** For purposes of this Policy, the terms below will have the definitions provided.
- "Individual electronic communication" includes the communication itself as well as the responses and attachments to each communication on the same subject line. However, text or chat message threads regarding the same topic shall be considered an individual electronic communication if it exceeds 50 individual messages, at which point each additional group of 50 messages will be a separate individual electronic communication.
- "Media requestors" means organizations or individuals who publish information in accepted digital, print, or broadcast formats and to state or local government recognized by professional news organizations that do not serve primarily as a platform to promote the interest and/or opinions of a specific government, individual or cause.
- b. **Digital Communication Charges.** The District will charge ~~insert fee of up to \$1.00~~ per individual electronic communication, regardless of whether they are delivered in hard copy or electronically, subject to the following:
- No charge shall be issued for the first 250 individual electronic communications
 - Multiple requests from any person or entity to the same public body within a 30-day time period (measured from the date of the first request) shall be considered a single request (i.e. in the aggregate);
 - The charge shall be paid prior to any copies of electronic communications exceeding the first 250 individual electronic communications (above).
- c. **Waiver of Digital Communication Charges.** Waiver of digital communication charges is available as set forth below. It is up to the person requesting records to request to apply for and establish the waiver using the **District's Waiver of Electronic Communication Record Charge Form F(1) ("Waiver Request Form")**. The **Waiver Request Form** may be filed at any time, but it is required after the requester receives the charges and before the requested records are copied and made available. The waiver is available to requestors falling into one or more of the following categories:
- Any individual who can establish indigency as established by the federal poverty line (published each year by the Federal Department of Human Services). For purposes of establishing indigency, individuals may use:
 - copies of documentation submitted to or received from state or federal benefits agencies dated within 9 months;
 - a completed **"Financial Affidavit for Waiver of Electronic Communication Charge"** ~~(**)~~ **EH-F(2)** ; or
 - other documents or evidence satisfactory to the Superintendent or Superintendent's designee.
 - A media requestor or authorized representative of a media requester (satisfactory evidence of the status must be produced with the **Form**).
 - Any individual or entity who can establish that the disclosure of requested information requesting information is likely to contribute to a better understanding of the operations or activities of the district, its officials and its schools, and is not primarily in the commercial interest of the requester. For purposes of meeting the criteria, the requestor must complete the pertinent section of the **Waiver Request Form**. In deciding whether the request should be waived under this criteria, the Superintendent/designee will consider the following factors: ~~(See Endnote #3 for source)~~
 - The subject of the request must concern identifiable operations or activities of the District, with a connection that is direct and not attenuated.
 - The disclosable portions of the requested records must be meaningfully informative about government operations or activities that "contribute" to an increased public understanding of those operations or activities. Information that is already in the public domain in the same or a substantially identical form, would not contribute to such understanding.
 - The disclosure must contribute to the understanding of a reasonably broad audience of persons interested in the subject, as opposed to the requestor's individual understanding.
 - It should appear likely that the public's understanding of the subject will be enhanced to a significant extent by the disclosure of the requested information.

District Policy/Procedure History:

First reading: _____

Second reading/adopted: _____

District revision history:

~~DELETE ALL END NOTES BEFORE ADOPTION~~

~~Endnote #1: 2024 Amendments to 91-A:4 allow districts to require an additional "charge" for copies of electronic communications that are voluminous. The amendments further require that if an entity adopts the provision allowing have a policy relative to the charges. Unfortunately, the amendments also include requirements for waivers from the charge for 3 categories of requests or requestors. The tests for two of these might prove more problematic than sin themselves. Accordingly, districts may choose not to adopt provisions relating to the permitted charges, in which case the policy remains only recommended.~~

~~Endnote #2: The District may, but is not required to, provide copies of records via email.~~

~~Endnote #3: The factors listed as i – iv are adapted from the guidelines established by the U.S Department of the Interior Guidelines for FOIA fee waivers. <https://www.doi.gov/foia/fccs-waivers> (Accessed 2024.9.26).~~

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete reci Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes

RSA 194-C:4 II (a)

RSA 91-A

Description

[Superintendent Services](#)

[New Hampshire Right To Know Law \("Access to Governmental Records and Meetings\)](#)

Cross References

Code

BEDG

EHB

EHB-R(1)

JRA

JRA-R(1)

Description

[Meeting Minutes](#)

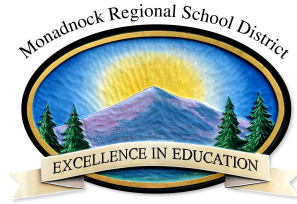
[Data/Records Retention](#)

[Data/Records Retention - Local Records Retention Schedule](#)

[Student Records and Access \(FERPA\)](#)

[Student Records and Access \(FERPA\)](#)

Last Modified by Kristen Noonan on January 14, 2025



Book	E: Support Services
Section	Series E
Title	Crisis Prevention and Emergency Response Plan
Code	EBCA
Status	Active
Adopted	May 4, 1993
Last Revised	March 3, 2020

EBCA - CRISIS PREVENTION & EMERGENCY RESPONSE PLANS

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

All-hazard and fire evacuation drills shall be conducted annually pursuant to Board policy [EBCB](#). The Superintendent will establish a relationship with local and state emergency (e.g., police, fire, ambulance, etc.). The Superintendent, or his/her designee, will serve as a coordinator/liaison with these authorities.

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan, which must, at a minimum, include a site-specific Emergency Response Plan for each school.

The Superintendent is responsible for ensuring that each Emergency Response Plan conforms with the requirements of RSA 189:64, as the same may be amended or replaced, and that each Emergency Response Plan addresses hazards including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities. The emergency response plans will be based on and conform to the Incident Command System and the National Incident Management System.

The School Board directs the Superintendent to assure that each Emergency Response Plan is reviewed annually (in consultation with appropriate personnel, and in coordination with local emergency authorities), and is updated as necessary. If, after such a review, the plan remains unchanged, then the Superintendent

shall notify the Department of Education by September 1 that the plan is unchanged. If an Emergency Response Plan is updated/revised, the Superintendent shall submit the updated Emergency Response Plan to the New Hampshire Department of Education no later than September 1.

The District Crisis and Response Plan will be updated annually to include each site-specific Emergency Response Plan as updated, and any other changes as deemed appropriate by the Superintendent.

The Superintendent will develop an administrative regulation that ensures the effective development and implementation of the district's plan.

Revision Dates: 3/3/2020, 1/22/2019, 8/1/2018

Legal References:

- RSA 193-F, Pupil Safety and Violence Prevention
- RSA 193-D, Safe School Zones
- RSA 189:64, Emergency Response Plans
- NH Code of Admin. Rule. Section Ed. 306.04(a)(2), Promoting School Safety

Related Policies: [EB](#) & [JICK](#)

See also: [EBCA-R](#)

Last Modified by Lillian Sutton on January 8, 2021



Book	E: Support Services
Section	Series E
Title	DRAFT Crisis Prevention and Emergency Response Plan
Code	EBCA
Status	Policy Committee Review
Adopted	May 4, 1993
Last Revised	March 3, 2020

DRAFT

EBCA - CRISIS PREVENTION & EMERGENCY RESPONSE PLANS

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

A. **Site-specific Emergency Operations Plan (RSA 189:64).** Each school shall develop a site-specific school emergency operations plan ("EOP") based on and conforming with the Incident Command System and the National Incident Management System and pursuant to RSA 189:64.

Each Emergency Operations Plan will address hazards as including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities.

School building principals, or their designee, shall annually review their site-specific EOP and submit updated plans (or report of no changes) to the Superintendent for review by ~~September 15th. [Delete fn.]~~

If, after such review, the plan remains unchanged, then the ~~Superintendent or their designee/Principal~~ shall notify the New Hampshire Department of Safety by October 15 that the plan is unchanged. If an Emergency Operations Plan is updated/revised, the ~~Superintendent or their designee/Principal~~ shall submit the updated Emergency Operations Plan to the Director of Homeland Security and Emergency Management of the Department of Safety by October 15.

*All hazard and fire evacuation drills shall be conducted annually pursuant to Board policy EBCB [**].*

B. **District-wide Crisis Prevention and Response Plan.**

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan (the "District Crisis Plan"). The District Crisis Plan shall serve as a compilation of each site-specific Emergency Operations Plan for each District school and shall include the current Sports Injury Emergency Action Plan as required under Board policy [**]JLCJA and RSA 200:40-c.

The District-wide Crisis Plan will include provisions addressing coordination of crisis prevention and responses between and among the different schools, grounds, school buses, and other facilities of the District. Additionally, the District Crisis Plan should address:

~~[Insert other provisions or issues the Board wishes such plan to address.]~~

In order to avoid plan/policy conflicts, the District Crisis Plan will reference applicable sections of other pertinent plans rather than restate (e.g., crisis communications should be addressed in the District Communication Plan, [**]EG-R, emergencies relating to hazardous chemicals use should be addressed in the Chemical Hygiene Plan created under policy should be [**]EBCH.

The District Crisis Plan shall be updated and provided to the Board for review by October 31 each year (i.e., after the site-specific EOP's are submitted to the state).

C. **Coordination.** The Superintendent will establish a relationship with local and state emergency services (e.g., police, fire, ambulance, etc.). Unless otherwise provided in a site-specific EOP, the District-wide Crisis Prevention and Response Plan or the District Communication Plan, the Superintendent, or his/her designee, will serve as the coordinator/liaison with these authorities. Additionally, the Superintendent should designate personnel to explore the availability of any training or support provided by the New Hampshire Departments of Education and/or Safety associated with risk assessment, crisis management, and other matters related to this policy.

* ~~[Delete fn.] This date should be early enough to allow the Superintendent/facilities director sufficient time for review before the October 15 deadline to submit to the state.~~



Book	E: Support Services
Section	Series E
Title	Chemical Safety and Chemical Hygiene Plan
Code	EBCH
Status	Policy Committee Review

DRAFT

Chemical Safety and Chemical Hygiene Plan

A. **Purpose.** The Board's objective is to help ensure a healthy, clean, and safe learning and work environment for students, employees, and other school property. The policy accomplishes this in two ways. First, it establishes standards regarding the use and handling of toxic chemicals for control. Second, it directs the creation of a chemical hygiene and safety plan (the "Plan") for managing hazardous substances on District property in the event of any emergencies resulting from hazardous substances. This Plan shall include all points where hazardous substances might be used and stored on District property, including, but not limited to, materials used in connection with: chemistry and other science labs, art rooms, shop classes, food service, groundskeeping, or custodial services.

"Hazardous substances" as used in this Policy shall mean and include any material specifically designated as hazardous by state or federal law, or a substance or mixture of substances which may be explosive, ignitable, corrosive, reactive, or toxic.

B. **Plan Preparation and Contents.** The Board directs the **Superintendent or their designee** to prepare a Chemical Hygiene Plan that complies with federal laws and regulations which pertain to the proper management of hazardous materials. When necessary, the District shall contact the U.S. Environmental Protection Agency (EPA) and/or the New Hampshire Department of Environmental Services (NHDES) to obtain relevant information regarding hazardous substances.

Additionally, the Plan shall address at least the following:

1. Identification and inventory of hazardous materials - describing a process by which hazardous substances will be identified and inventoried, and a classification system for grouping hazardous materials for purposes of acquisition, storage, use, disposal, record-keeping, and emergency response;
2. General provisions outlining response to Hazardous Substance Emergencies, with such items as responsible personnel, required resources, communication plans, ladders, message-specific templates, parental notification, media plans, etc.; these provisions shall be incorporated into the District Crisis Response Plan⁺ and site-specific Emergency Operations Plans prepared under Board policy **{**}EBCA**;
3. Special provisions for specific substances, e.g., and as pertinent:
 - a. Criteria for acquisition
 - b. Storage
 - c. Use
 - d. Disposal
 - e. Incident prevention
 - f. Special provisions relative to accidental release or other emergency;
4. Provisions to minimize the use of toxic chemicals for cleaning or pest control, including the prohibition of staff bringing cleaning products onto District property without prior approval from the administration;
5. Procedures required for staff to obtain approval from school administration in order to bring cleaning products or pesticides onto District property;
6. Protocols and procedures relative to implementation of the Plan, including staff responsibilities by individual position and/or generalized;
7. Provisions relative to staff training, including such items as individualized and general training, who is responsible for ensuring training is updated, frequency, how and by whom training syllabi are established; Additionally, employees receiving such training will be encouraged to make dangerous substitutions for hazardous substances to the extent possible and to minimize the generation of such substances;
8. Provisions proposing consequences and/or remedies for employees who fail to adhere to the Plan or established procedures;
9. Provisions relating to student training and proposed sanctions/remedies/interventions to be included in applicable **Student Codes of Conduct** and/or **Handbooks**;
10. Protocols for reporting general (non-emergency) concerns regarding hazardous substances on District property.

See NH Ed 320, specifically Ed 320.02(b)(8), for additional guidance on chemical hygiene Plan content.

C. **Prohibition of Introduction of Cleaning Products or Pesticides by School Staff.** No employee or designated volunteer may bring any cleaning products or pesticides onto District property without prior approval of the school administration, or as specifically provided in the Plan.

- D. **Biennial Review and Update.** The Superintendent and/or designee shall ensure that the Plan and all procedures and protocols adopted pursuant to this policy shall be reviewed no less than every two (2) years and updated as necessary. The Copies of the updated Plan and procedures should be provided to the start of each school year. Recommendations requiring Board policy changes should be brought to the ~~Policy Committee and~~ Board as soon as practicable.

~~*[Delete fn.] NHSDA sample policy EBCA directs the creation of a coordinated "District-wide Crisis Prevention and Emergency Response Plan", which, among other things, includes the required site-specific Emergency Operations Plans (see RSA 189:64). Districts which do not adopt EBCA nonetheless must file annual site-specific Emergency Operation Plans, which include relating to communications in event of certain emergencies.~~

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete record. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 320

Description

School Facility Approval Process

Cross References

Code

EBCA

Description

Crisis Prevention and Emergency Response Plans

Last Modified by Kristen Noonan on January 14, 2025