

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Rd.
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, September 17, 2019

School Board Meeting

SAU Office

7:00 p.m.

AGENDA

- 1. Call to Order and Pledge of Allegiance**
- 2. Acceptance of School Board Meeting Minutes (Board Vote Required)**
 - a. September 3, 2019 (pg. 1-4)**
- 3. Approval of Manifests (Board Vote Required)**
- 4. Points of Pride**
- 5. Public Comment**
- 6. Consent Agenda**
 - a. Personnel**
 - 1) Co-Curricular Nominations (pg. 5-7)
 - 2) Employee Retirements
- 7. Superintendent's Report and Presentation of Business**
 - a. Monthly Events Calendar (pg. 8-9)**
 - b. Bus at STA Depot**
- 8. Reports**
 - a. Student Representative – Lorien Tyne**
 - b. Teacher Representative – Patricia MacFarlane**
 - c. Education Committee – Jerome Wilson**
 - d. Budget & Property Committee – Jim Fredrickson**
 - 1) Solar Project Proposal
 - 2) FCVA Safe
- 9. Old Business**
 - a. 2nd Read/Adoption Policy (Board Vote Required) (pg. 10-15)**
 - ACE: Procedural Safeguards Nondiscrimination on the Basis of Disability
 - BCB: Board Member Conflict of Interest
 - EFA: Availability and Distribution of Healthy Foods
 - EH: Public Use of School Records
- 10. New Business**
 - a. Antrim Special Reserve Fund (Board Vote Required)**
- 11. Public Comment**
- 12. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Personnel**
- 13. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Legal**
- 14. Non-Public Session: RSA 91-A:3,II (If Required)**
 - a. Negotiations**

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Rd.

Peterborough, New Hampshire

CONTOOCCOOK VALLEY SCHOOL BOARD

Tuesday, September 3, 2019

School Board Meeting

SAU Office

6:30 p.m.

Non-Public Session

Non-Public Session: RSA 91-A:3,II (If Required)

a. Negotiations

Myron Steere called the meeting to order at 6:31 p.m. The Pledge of Allegiance was recited.

Stephan Morrissey moved to enter into non-public session in accordance with RSA 91-A:3,II. Unanimous on a roll call vote.

Stephan Morrissey moved to exit non-public session at 7:14 p.m. Dick Dunning second. Unanimous.

Stephan Morrissey moved to seal the minutes for a period of five years. Dick Dunning second. Unanimous.

AGENDA

Immediately following Non-Public Session

BOARD

Rich Cahoon, Richard Dunning,
Jim Fredrickson, Janine Lesser,
Stephan Morrissey, Linda Quintanilha,
Kristen Reilly, Myron Steere,
Tim Theberge, Jerome Wilson

Lorien Tyne, Student Rep.

ADMINISTRATION

Dr. Kimberly Saunders, Supt.
Dr. Ann Forrest, Asst. Supt.
Tim Markley, H.R.
David Jack, Interim B.A.
Cari Christian-Coates, Student Serv.
Michelle Voto, CVHS
Amy Janoch, HES
Kathie Morrocco, Pierce School
Nicole Pease, DCS

1. Call to Order and Pledge of Allegiance

Myron Steere called the public session of the board to order at 7:15 p.m. The Pledge was previously recited at the opening of the non-public session.

2. Acceptance of School Board Meeting Minutes (Board Vote Required)

a. August 10, 2019

Stephan Morrissey moved to accept the minutes of August 10, 2019. Dick Dunning second. Unanimous.

b. August 20, 2019

Stephan Morrissey moved to accept the minutes of August 20, 2019. Dick Dunning second. Linda Quintanilha abstained. All others in favor. Motion carried.

3. Approval of Manifests (Board Vote Required)

David Jack certified that Manifests totaling \$855,701.64 and Payroll totaling \$1,688,253.98 have been reviewed by him and found to be proper charges against the Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board.

Linda Quintanilha moved to approve the manifests as read. Dick Dunning second. Unanimous.

4. Points of Pride

Dr. Kimberly Saunders shared various Points of Pride as reported to her by administrators.

Dick Dunning shared a personal experience with a PES kindergarten student that did not like that they had to wait for the three day holiday to go back to school.

5. Public Comment

Alan Edelkind said that he understood that Bernd Foecking has submitted his resignation to the board effective December. Mr. Edelkind said that he is interested in the discussion on the DCS 5th grade viability. He offered that 5th grade viability is a big issue with a small budgetary impact. Having a productive discussion is needed but it cannot happen without a DCS School Board rep in the discussion. He asked that any discussion on 5th grade be tabled until a School Board rep for Dublin is on board and up to speed. There is no need to rush this discussion. It is not fair to Dublin to have this conversation without representation.

6. Consent Agenda

a. Personnel

1) Job Descriptions – 2nd Read (Board Vote Required)

a. Student Support Counselor

Linda Quintanilha moved to approve the job description as presented. Stephan Morrissey second. Unanimous.

2) Co-Curricular Nominations

Tim Markley referenced co-curricular nominations for notification only.

7. Superintendent's Report and Presentation of Business

a. Monthly Events Calendar

1) Trust Fund Hearings

Public Trust Fund Hearings were scheduled for Tuesday, October 1st beginning at 7:00 p.m. at the SAU.

The following meetings were also scheduled:

Education Committee – will meet on Monday, October 7th and 21st at 5:30 p.m. at the SAU.

Budget & Property Committee will meet on Tuesday, October 8th at 6:00 p.m. at the SAU.

Strategic Plan Committee will meet on Thursday, October 10th at 6:00 p.m. with the ATC Committee to follow at 7:00 p.m.

Communication Committee will meet on Thursday, October 17th at 6:00 p.m. at the SAU.

Selectmen's Advisory Committee will meet on Thursday, October 24th at 7:00 p.m. at the SAU.

The Budget Work Session of the Board was set for Saturday, November 2nd at the SAU.

b. September 1, 2019 Enrollment Update

September 2nd Enrollment data was shared.

Dick said that how many people are providing direct instruction every day is what he wants to see. He wants a student/teacher ratio each day that are being taught core curriculum. What is the ratio? When you have direct instruction, the number has an impact on students. Dick wants data on teachers providing direct instruction. Dick will meet with Kimberly.

Best numbers will be obtained on October 1st.

c. Lead Testing Results

Dr. Saunders reported that lead testing was required; 578 faucets were involved in the testing. 44 locations came back at or above the permissible level. Only two (2) of the locations were reasonable places where one would get a glass of water. If there was a chance that someone could take a drink, we had to test it. In order to mitigate the issue, we have posted a sign at each of these locations advising not to drink the water. The two that were more likely to be accessed were decommissioned completely. We are looking at costs to mitigate.

Jim Fredrickson asked when we will have the total mitigation plan and costs. Kimberly said that work is underway now; likely October and November. There will be mitigation costs to the district.

d. First Day of School Report

Dr. Saunders reported that the SAU Leadership Team tours all of the schools on the first day of school. She said that hands on learning and great things are happening in our schools.

e. Capital Plan Coordination w/ Selectmen's Advisory

Tim Theberge said that SAC has discussed expenses that impact the district. Capital Improvement Plans were the focus. Taking a look at how aligned they are across towns and the district is a goal. An example might be paving. If towns were paving, a collective bid might allow for better pricing when partnering to leverage resources together. As B&P discussion gets underway, plans can be reviewed for alignment to mitigate spikes in budgets.

John Jordan agreed to send out reminders across the towns to send their plans.

f. Temporary Help at SAU

Dr. Saunders reported that temporary help has been hired at the SAU. Unsuccessful at hiring an accountant. Shifts in positions have occurred. It is temporary and not intended to add a position.

g. Nashua Community College (NCC) Preliminary Numbers

Dr. Saunders reported that the Early Childhood class did not run due to low enrollment.

Michelle Voto said that NCC is looking to access our teachers rather than their own. Based on enrollment, we have numerous Running Start courses embedded in traditional day classes. Getting evening classes off the ground has been unsuccessful.

Rich Cahoon asked if everyone enrolled in a Running Start Course is signed up for the Running Start Credit. Michelle Voto shared that it is only available to grade 10-12.

h. Field Trip Requests (Board Vote Required)

1) ConVal High School, grade 11-12, students will travel on September 27, 2019 to September 29, 2019 to Estes Park, CO to compete in the Pasch German Triathlon.

Linda Quintanilha moved to approve the field trip as presented. Rich Cahoon second. Unanimous.

8. Reports

a. Student Representative – Lorien Tyne

Lorien Tyne introduced herself to the board. She said that sports have begun with many first games happening. She also reported that New Student Day took place, which went really well.

b. Teacher Representative – Patricia MacFarlane

None.

9. Old Business

a. 2nd Read/Adoption Policy (Board Vote Required)

- JICD: Student Discipline and Due Process

Linda Quintanilha moved to adopt the policy as presented. Stephan Morrissey second. Unanimous.

- JRA: Student Records and Access – FERPA

Linda Quintanilha moved to adopt the policy as presented. Stephan Morrissey second. Unanimous.

10. New Business

a. 1st Read Policy

- ACE: Procedural Safeguards Nondiscrimination on the Basis of Disability
- BCB: Board Member Conflict of Interest
- EFA: Availability and Distribution of Healthy Foods
- EH: Public Use of School Records

Rich Cahoon referenced the four policies; please send feedback to the committee.

b. Dublin Consolidated 5th Grade Discussion

Rich Cahoon shared his concern that people in Dublin believe that by keeping fifth grade at DCS it is making it more viable. We know how many students are there by grade level. Keeping fifth grade makes it less viable. He would like to figure out a way to make that more clear. Jim Fredrickson said that it was requested that we delay this conversation; any reason not to delay? Tim Theberge said that the Select board could choose not to fill the open school board position.

Stephan Morrissey moved to table this discussion until the second meeting in October, October 15th.

Dr. Saunders said that at that point the Select board will not have had the opportunity to appoint someone new because the resignation is not into effect until December.

Dick Dunning said that we have a representative for Dublin and he sees no need to delay conversation.

Linda Quintanilha asked what the urgency is other than that we might need to budget for a teacher.

Rich Cahoon said that there is a value to giving families notice.

Stephan Morrissey said that if at that time we don't have active representation then the discussion will continue.

Dick Dunning and Tim Theberge opposed. All else in favor. Motion carried.

c. New Hampshire School Board Resolutions and Delegate

Janine Lesser agreed to be the School Board Delegate.

Education funding might be a resolution.

Rich Cahoon said that if we offer a resolution, it would have to be unique to one proposed already. Rich said that he did not see a resolution about transportation already listed.

11. Public Comment

None.

12. Non-Public Session: RSA 91-A:3,II (If Required)

a. Personnel

13. Non-Public Session: RSA 91-A:3,II (If Required)

a. Legal

14. Non-Public Session: RSA 91-A:3,II (If Required)

a. Legal

15. Non-Public Session: RSA 91-A:3,II (If Required)
a. Student

Stephan Morrissey moved to enter into non-public for personnel, legal, and negotiations in accordance with RSA 91-A:3,II at 8:10 p.m.

Linda Quintanilha moved to exit non-public session at 9:06 p.m. Stephan Morrissey second. Unanimous.

Stephan Morrissey moved to seal the minutes of non-public session for personnel for five years, legal for five years, and negotiations for ten years. Dick Dunning second. Unanimous.

Respectfully submitted,

Brenda Marschok

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire**

CONTOOCCOOK VALLEY SCHOOL DISTRICT

**September 17, 2019
Personnel Agenda**

Co-Curricular Nominations:

See Attached

NOTICE OF STIPEND POSITIONS

Name		DAC	Position	Stipend Amt	FTE
Athletic					
Kevin	Carne	CVHS	Soccer - Girls Assistant	\$2,790.39	1
Abe	Ewing	CVHS	Wrestling	\$4,290.23	1
Cassie	Anderson	GBS	Softball	\$2,092.80	1
Scott	Baldwin	GBS	Soccer - Boys "B team"	\$2,092.80	1
Scott	Baldwin	GBS	Basketball - Girls	\$2,092.80	1
James	Clough	GBS	Basketball - Boys	\$2,092.80	1
Phil	Germain	GBS	Wrestling	\$1,744.00	1
Cari	Gillespie	GBS	Spirit Team - Basketball	\$2,092.80	1
Cheryl	Jessie	GBS	Track - Spring	\$2,092.80	1
Non-Athletic					
Cassie	Anderson	GBS	Student Council	\$344.08	0.2
Scott	Baldwin	GBS	Flag Football	\$1,025.88	1
Scott	Baldwin	GBS	Floor Hockey	\$800.00	1
Alison	Bell	GBS	Graduation Coordinator	\$150.00	0.3
Paul	Bolduc	GBS	Graduation Coordinator	\$150.00	0.3
Victoria	Burnham	GBS	Art Club	\$800.00	1
Patrick	Cogan	GBS	Music - All State Chorus	\$499.26	1
Patrick	Cogan	GBS	Music - Select Chorus	\$2,000.00	1
Maryanne	Cullinan	GBS	Drama	\$600.00	0.5
Katie	Doherty	GBS	Drama	\$600.00	0.5
Katie	Doherty	GBS	Graduation Coordinator	\$150.00	0.3
Katie	Doherty	GBS	Yearbook	\$637.76	0.5
Cari	Gillespie	GBS	Gymnastics	\$1,600.00	1
Sarah	Hale	GBS	New Hampshire Dance Institute	\$1,600.00	1
Ellen	Kidd	GBS	Graduation Coordinator	\$150.00	0.3
Ellen	Kidd	GBS	Student Council	\$344.08	0.2
Siobhan	Leclerc	GBS	Student Council	\$344.08	0.2
Siobhan	Leclerc	GBS	Yearbook	\$637.76	0.5
Jahna	Moncreif	GBS	Music - All State Band	\$499.26	1
Jahna	Moncreif	GBS	Music - All State Orchestra	\$499.26	1
Jahna	Moncreif	GBS	Music - Memorial Day Parade	\$499.26	1
Jeanette	Regis	GBS	Student Council	\$344.08	0.2
Brenda	Schaefer	GBS	Garden Club	\$800.00	1
Catrina	Young	GBS	Student Council	\$344.08	0.2
Sandra	Baker	SMS	Kindness Club	\$800.00	1
Michele	Brezovec	SMS	Newspaper	\$1,275.51	1
Michele	Brezovec	SMS	Peer Mediation	\$1,624.31	1
Michele	Brezovec	SMS	Robotics	\$2,800.00	1

NOTICE OF STIPEND POSITIONS

Colleen	Brophy	SMS	Club - Environmental	\$1,257.26	1
Anna	Buller	SMS	Garden Club	\$400.00	0.5
Dorene	Decibus	SMS	Science Club	\$1,370.98	1
Dorene	Decibus	SMS	Student Council 5/6	\$860.03	0.5
Elizabeth	Fortin	SMS	Music - All State Chorus	\$499.26	1
Elizabeth	Fortin	SMS	Music - Select Chorus	\$2,000.00	1
Lori	Groleau	SMS	D & D 1	\$800.00	1
Mary	Hopgood	SMS	Student Council 7/8	\$860.03	0.5
Ed	Lowy	SMS	Music - All State Band	\$499.26	1
Ed	Lowy	SMS	Music - Veterans Day parade	\$499.26	1
Ed	Lowy	SMS	Music - Jazz Band	\$2,000.00	1
Ed	Lowy	SMS	Music - Memorial Day Parade	\$499.26	1
Meridith	Lyons	SMS	Garden Club	\$400.00	0.5
Curt	Martens	SMS	Running Club	\$1,200.00	1
Brendan	Mayo	SMS	Rock Band	\$800.00	1
Sam	Moore	SMS	D & D 2	\$800.00	1
Sandra	Murray	SMS	Yearbook	\$1,275.52	1
Sara	Russell	SMS	Art Club	\$800.00	1
Paul	Simpson	SMS	Volleyball	\$1,200.00	1
Trinity	Underwood	SMS	Drama	\$1,600.00	1
Jennifer	Ward	SMS	New Hampshire Dance Institute	\$1,200.00	1
Supplemental					
Tyler	Mudrick	CVHS	ADP Director	\$3,800.00	1

September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 District Closed – Labor Day	3 Policy Committee @ 5:30 pm @ SAU School Board Mtg. @ 6:30 pm @ SAU	4	5	6	7
8	9 Education Committee @ 5:30 pm @ SAU	10	11 Budget & Property Committee @ 6:00 pm @ SAU	12	13	14
15	16	17 Policy Committee @ 6:00 pm @ SAU School Board Mtg. @ 7:00 pm @ SAU	18 FYI - Community Broadband Mtg. @ 7:00 pm @ CVHS LHT	19 Communication Committee Mtg. @ 6:00 pm @ SAU	20	21
22	23 Education Committee @ 5:30 pm @ SAU	24	25	26 Food Service Committee Mtg. @ 6:00 pm @ SAU Selectmen's Advisory Committee Mtg. @ 7:00 pm @ SAU	27	28
29	30					

October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Policy Committee @ 6:00 pm @ SAU Public Hearing on Trusts @ 7:00 pm @ SAU School Board immediately following Public Hearing @ SAU	2	3	4	5
6	7 Education Committee @ 5:30 pm @ SAU	8 Budget & Property Committee @ 6:00 pm @ SAU	9	10 Strategic Plan Committee @ 6:00 pm @ SAU ATC Committee @ 7:00 pm @ SAU	11	12
13	14	15 Policy Committee @ 6:00 pm @ SAU School Board @ 7:00 pm @ SAU	16	17 Communication Committee @ 6:00 pm @ SAU	18	19
20	21 Education Committee @ 5:30 pm @ SAU	22	23	24 Selectmen's Advisory Committee @ 7:00 pm @ SAU	25	26
27	28	29	30	31		

BOARD

ACE – Procedural Safeguards Nondiscrimination on the Basis of Disability

The ConVal School District will ensure that all students with a handicap or disability are provided all necessary procedural safeguards as are required by law. Such procedural safeguards are found in pertinent federal and state laws and regulations. In addition, all staff, students, parents, and other interested persons are directed to the New Hampshire Department of Education Procedural Safeguards Handbook.

Legal References:

NH Department of Education Administrative Rules, Ed 1120, Procedural Safeguards
34 C.F.R. Part 104, Nondiscrimination on the Basis of Handicap
Section 504 of The Rehabilitation Act of 1973

Category: Priority/Required By Law

1st Read: September 3, 2019

2nd Read: September 17, 2019

Adopted:

BCB – Board Member Conflict Of Interest

As elected officials, ConVal School Board members owe a duty of loyalty to the general public in protecting the school district's interests. Therefore, the Board declares that a conflict of interest is a personal and/or pecuniary interest that is immediate, definite, and demonstrable and which is or may be in conflict with the public interest.

A Board member shall not participate in, or influence in any way, the discussion, bid specifications, or vote on any contract, service, collective bargaining issue, or personnel matter, where the Board member has, or appears to have, a direct personal and/or pecuniary interest. A Board member shall not purchase from sell to, or furnish for hire to the District any labor, equipment, goods, commodities, personal property, real estate, services, or supplies with a value in excess of \$200.

As used in this policy, the term "Board member" includes a member of the Board members' immediate family (i.e., spouse, child, siblings, and parents) and anyone residing in the Board members' household.

A Board member shall not have any direct personal and/or pecuniary interest in a contract with the school district, nor shall he or she furnish directly any labor, equipment, or supplies to the District.

In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the School district, the Board member shall declare his interest and refrain from debating, discussing, or voting upon the question of contracting with the company.

It is not the intent of this policy to prevent the District from contracting with corporations of businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his interest in the public schools and his interest in his place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist. Through the use of open competitive bidding or recusal of any Board member who has a conflict of interest, the Board will seek to obtain the best value for the district while avoiding impropriety or the appearance of impropriety.

Hiring Decisions regarding Family Members

Applicants for employment by the District shall be required to disclose if they are the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of any member of the Board. The related Board member shall also be obligated to disclose the fact that they are related to an applicant who is brought forward to the Board for hiring or appointment, and shall refrain from debating, discussing or voting upon the question of hiring the applicant.

The Superintendent shall refrain from hiring, or nominating to the Board for hire, anyone related to her/him as father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law without also disclosing the relationship to the Board and in the case where the Superintendent has the hiring authority, receiving prior consent from the Board to hire the related applicant.

BCB – Board Member Conflict Of Interest

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member's election.

Vendor Relations

Except as set forth above, the District shall not purchase supplies, materials, or services from a member of the Board or from a member of his or her household or from a firm in which a Board member holds a major interest.

Legal References:

*Marsh v. Hanover, 113 NH 667 (1973) and
Atherton v. Concord, 109 NH 164 (1968)
RSA 95:1, Public Officials Barred From Certain Private Dealings*

Category: R - Recommended

See also: BBFE

1st Read: September 3, 2019
2nd Read: September 17, 2019
Adopted:

EFA – Availability and Distribution of Healthy Foods

The School District will support the availability and distribution of healthy foods and beverages in all school buildings during the school day.

The Superintendent or designee is responsible for ensuring that all foods and beverages distributed within the district meet nutritional standards established by state and federal law relative to: (1) nutrient density; (2) portion size; and (3) nutrition targets, as defined in pertinent law.

The Superintendent or designee is responsible for implementing developmentally appropriate opportunities to learn food preparation skills that support nationally recognized research-based nutrition standards. The Superintendent or designee is responsible for providing annual communication information about the policy and procedure and related curricula to the school community.

Legal References:

*7 CFR 210.10, Nutrition Standards And Menu Planning Approaches For Lunches
And Requirements For Afterschool Snacks*

*NH Department of Education Administrative Rules, Section Ed 306.04(a)(23), Availability and
Distribution of Healthy Foods*

*NH Department of Education Administrative Rules, Section Ed 306.11(g), (h) Food and Nutrition
Services*

Category: P

1st Read: September 3, 2019

2nd Read: September 17, 2019

Adopted:

EH – Public Use Of School Records

The Superintendent is hereby designated the custodian of all District governmental records, including but not limited to, minutes, documents, writings, letters, memoranda, e-mails, or other written, typed, copied, electronic or developed information received, possessed, assembled, or maintained by this District.

1. All requests, in accordance with RSA 91-A:4, are to be forwarded to the Superintendent immediately upon receipt. If the requested governmental records exist, are properly disclosed to the public, and are readily available, the requested records shall be promptly made available for inspection or if requested, copies provided. No fee shall be charged to inspect governmental records. A fee may be charged for copies that reflects the actual cost of making a paper copy or the actual cost of the electronic media onto which a copy is placed for delivery.
2. If the existence or location of the requested governmental records, in accordance with RSA 91-A:4, is uncertain, if a determination needs to be made as to whether some or all of the requested records are confidential or exempt from disclosure, if legal advice is needed regarding the request, or if redacted copies must be prepared to provide the properly disclosed records while preserving the confidentiality of information which is not properly disclosed, 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.
3. The Superintendent or designee may contact the person making the request, if the request is unclear or will be time consuming and 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 provided to the person making the request.
4. In accordance with RSA 91-A:4, if the Superintendent finds the requested governmental records exist and to be public in nature, he or she shall notify the person making the request and make the records or a copy of the records available for inspection. If requested, copies will be provided at cost. If the requested governmental records, in accordance with RSA 91-A:4 do not exist, the party requesting the information will be informed in writing that the requested governmental records do not exist.
5. If the Superintendent finds the information not to be public in nature, he or she shall inform the requesting party in writing that the governmental records requested are not a public record and cannot legally be disclosed.
6. If the Superintendent is unable to ascertain whether or not the information requested is public in nature, or whether the Right-to-Know law requires preparation of a copy of the governmental record that discloses public information while redacting confidential information/information exempt from disclosure, he or she is hereby authorized to request, on behalf of the Board, an opinion from the Board's attorney as to the nature of the information. Such opinion requests will be made promptly following the request for the information. The Superintendent shall notify the person making the request in writing that additional time will be needed to determine if the request will be granted or denied. Upon receipt of an opinion from legal counsel, the Superintendent will promptly notify the person making the request of the outcome of the determination and where legally appropriate make the records available for inspection or copying.

Legal References:

RSA 91-A:4, Minutes and Records Available for Public Inspection

Category: Recommended

EH – Public Use Of School Records

See Also Policy EHB

1st Read: September 3, 2019

2nd Read: September 17, 2019

Adopted: