

# GATE CITY CHARTER SCHOOL FOR THE ARTS

## Facility Maintenance Plan

2025–2026 School Year

*Prepared in Compliance with RSA 198:15-b, NH DOE Ed 306.07, and Ed 306.09*

### 1. Purpose and Legal Authority

This Facility Maintenance Plan describes how Gate City Charter School for the Arts maintains a safe, clean, and functional learning environment for all students, staff, and visitors. The plan is adopted in accordance with the following New Hampshire statutes and administrative rules:

Authority	Requirement
<a href="#">RSA 198:15-b, I-a</a>	Requires a written maintenance plan as a condition of school building aid eligibility, describing staffing, schedules, budgeting, and maintenance of building systems
<a href="#">NH DOE Ed 306.07</a>	Requires the board to provide a clean, healthy, and safe learning environment for all areas of the school building, grounds, and school-related activities
<a href="#">NH DOE Ed 306.09</a>	Requires custodial services sufficient to ensure a clean, sanitary, and safe physical plant and grounds, with daily cleaning and regular repairs
<a href="#">RSA 198:15-c, II(b)(5)</a>	Requires documented evidence that schools have made reasonable attempts to accommodate scheduled and unscheduled repairs, upkeep, and preventive maintenance
<a href="#">NH Admin Rules Ed 318</a>	Chartered public school operational and compliance requirements

### 2. Mission Statement

Gate City Charter School for the Arts is committed to maintaining a safe, clean, and well-functioning learning environment that supports academic achievement and arts-integrated instruction. As a school operating within a leased facility, the school prioritizes responsible stewardship, proactive maintenance, and efficient use of resources to ensure the safety and well-being of all students, staff, and visitors.

### 3. Facility Description

Facility Data	Detail
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School Name	Gate City Charter School for the Arts
Grades Served	Kindergarten through Grade 8
Facility Type	Leased first-floor space within a commercial office building
Approximate Square Footage	22,800 sq ft
School Year Enrollment	160
Number of Staff (FTE)	19
Municipal Water & Sewer	Yes
Fire Protection	Building-wide systems maintained in coordination with landlord and licensed vendors
Shared Areas	Entrance and parking lot access only
Landlord/Property Owner	Dmitry Zhivotovsky
Lease Term	Through: 07/31/2029

The school is responsible for the maintenance of all occupied instructional and operational spaces. Structural systems, shared systems, and major building repairs are coordinated with the building owner pursuant to the lease agreement.

#### 4. Maintenance Staffing

Per the requirements of RSA 198:15-b, I-a, this section describes the staffing model, expressed as full-time equivalent (FTE) positions, by which the school fulfills its maintenance and custodial obligations.

#### Custodial Training and Professional Development

Gate City Charter School for the Arts recognizes the important role custodial and maintenance staff play in maintaining a safe, clean, healthy, and welcoming learning environment for students, staff, families, and visitors. Although the school maintains a small facilities team structure, all custodial personnel are expected to receive ongoing training appropriate to the scope of their responsibilities and the needs of the school environment.

Training topics may include, but are not limited to:

- Safe handling, storage, and labeling of cleaning chemicals in accordance with OSHA Hazard Communication standards and applicable SDS requirements
- Basic infection control, sanitation, and cleaning procedures for school environments
- Bloodborne pathogen awareness and response procedures
- Emergency response procedures, including fire safety, lockdowns, evacuation support, and weather-related emergencies
- Proper use and maintenance of custodial equipment and supplies
- Building security awareness and visitor safety practices
- Slip, trip, and fall prevention
- Playground and exterior visual safety checks
- Waste disposal and recycling procedures

- Reporting procedures for maintenance concerns, hazards, or facility damage
- FERPA/confidentiality awareness related to working in a school setting
- Procedures for submitting and responding to maintenance requests through the school’s reporting systems

The school may utilize a combination of internal training, online modules, vendor-provided instruction, safety committee guidance, and on-the-job mentoring to support custodial staff development. Training is documented and reviewed periodically by administration.

In addition to custodial staff responsibilities, all staff members share responsibility for maintaining orderly, respectful, and reasonably clean learning environments. Staff are encouraged to promptly report maintenance or safety concerns through established school procedures so that issues may be addressed in a timely manner.

Role	FTE	Primary Responsibilities
Part-Time Custodian / Maintenance	0.5 FTE	Daily cleaning, refuse removal, restroom servicing, minor repairs, safety walkthroughs
School Director / Administration	As needed	Oversight of maintenance program, vendor coordination, work order review, budget planning
All Staff (shared responsibility)	N/A	Maintaining classroom order, reporting concerns, encouraging student responsibility for spaces
External Vendors / Contractors	Contracted	HVAC, fire safety systems, plumbing, electrical, pest control, and specialized repairs
Building Landlord	Per lease	Structural systems, building envelope, major mechanical systems per lease agreement

## 5. Building Services

Consistent with RSA 198:15-b, I-a(b), this section describes the procedures and staffing method for each required building service.

### 5.1 Daily Facility Cleaning

The part-time custodian performs daily cleaning tasks each school day, including removal and relining of all trash receptacles, sweeping and vacuuming of all floors, spot-mopping of high-traffic areas, cleaning and restocking of all restrooms, and disinfection of high-touch surfaces including doorknobs, light switches, handrails, and shared equipment. Staff are responsible for maintaining orderly classroom environments and encouraging students to clean up after themselves. Any cleanliness concerns observed by staff are reported through the work order system.

### 5.2 Grounds Maintenance

Exterior grounds and parking areas are maintained in coordination with the building landlord pursuant to the lease agreement. School staff monitor the entryway and immediate exterior during arrival,

dismissal, and throughout the school day. Any hazard identified in the exterior areas under school responsibility, including ice, debris, or damage, is reported promptly and remediated. Grounds maintenance for the broader property is the landlord's responsibility.

### 5.3 Refuse Removal

Trash and recycling are collected from all classrooms, offices, and common areas daily. Receptacles are relined as needed. Building waste removal services (dumpster/pickup) are coordinated with the landlord. Staff are responsible for removing classroom trash to designated collection points.

### 5.4 Snow Removal

Snow removal for exterior walkways, the school entrance, and the parking lot is the responsibility of the building landlord pursuant to the lease agreement. School staff monitor entry and walkway conditions during school hours and immediately report hazardous conditions. In the event of a hazard, school administration contacts the landlord and, if necessary, implements interim safety measures such as signage or temporary path closures.

### 5.5 Equipment and Minor Repairs

Minor repairs including replacing light bulbs, fixing door hardware, patching minor wall damage, and addressing furniture or fixture concerns are performed by the custodian or administration as able. Work requiring licensed contractors (electrical, plumbing, HVAC, structural) is referred to qualified vendors. All repair needs are submitted through the work order system and prioritized accordingly.

### 5.6 Deep Cleaning

Deep cleaning of all instructional and support spaces is conducted on a weekly basis and more thoroughly at the end of each quarter and over school vacation periods. Floor care including buffing or stripping as needed, thorough dusting of high surfaces, and cleaning of storage areas is included.

### 5.7 Maintenance Schedule by Timeframe

The following tables organize custodial and maintenance responsibilities by timeframe to support consistent scheduling across the school year. These tasks supplement the Preventive Maintenance Schedule in Section 6 and are tracked through the work order system.

#### Daily Tasks (Each School Day)

Task	Responsible Party	Notes
Remove and reline all trash receptacles	Custodian	All classrooms, offices, and common areas
Sweep and vacuum all floors	Custodian	Hallways, classrooms, restrooms
Spot-mop high-traffic areas	Custodian	Entrance, cafeteria/lunch area, corridors

Task	Responsible Party	Notes
Clean and restock all restrooms	Custodian	Soap, paper towels, toilet paper replenished
Disinfect high-touch surfaces	Custodian	Doorknobs, light switches, handrails, shared equipment
Collect recycling from all areas	Custodian / All Staff	Staff move classroom recycling to collection point
Inspect and clear entryway and corridors	Custodian / Administration	Especially during arrival and dismissal
Report any safety concerns via work order system	All Staff	Via internal staff portal; Administration reviews within 1 business day

### Monthly Tasks

Task	Responsible Party	Notes
Safety Committee facility walkthrough and inspection	Safety Committee	Using Appendix A checklist; findings logged
HVAC filter visual check	Custodian / HVAC Contractor	Replace per contractor guidance
Fire extinguisher visual inspection	Custodian / Administration	Check pressure gauge; confirm accessibility and signage
Emergency exit lighting operational test	Custodian	Logged in maintenance record
Plumbing visual inspection for leaks or damage	Custodian	Restrooms, kitchen area, and utility spaces
Review open and completed work orders	Administration / Safety Committee	At monthly Safety Committee meeting

### School Breaks and Vacation Periods (Fall, Winter, Spring)

Task	Responsible Party	Notes
Deep clean all classrooms, hallways, and common areas	Custodian	Windows, baseboards, high surfaces; rotate focus by break
Floor care: strip, wax, buff, or scrub as needed	Custodian	Scheduled for each vacation break; logged in work order system
Deep clean restrooms including grout, fixtures, and vents	Custodian	Each vacation break; report concerns to administration
Inspect and address any deferred minor repairs	Custodian / Administration / Vendor	Good opportunity to complete work that

Task	Responsible Party	Notes
		requires access without students
Clean and organize storage areas and supply closets	Custodian / All Staff	Dispose of outdated materials; verify chemical inventory/SDS

### Special Occasions and School Events

When school events such as performances, open houses, family nights, or community gatherings are scheduled, custodial and setup tasks are coordinated with the event organizer in advance. Tasks below are completed before and after each event.

Timing	Task	Responsible Party
Before Event	Clean and arrange event spaces; ensure restrooms are stocked and clean; check entryway and hallways; set out any needed furniture or equipment per event plan	Custodian / Event Organizer
During Event	Monitor restrooms and common areas; address spills or concerns promptly; ensure egress routes remain clear	Custodian / Administration
After Event	Remove trash, break down and store furniture/equipment, clean event space and restrooms, and restore the facility to regular condition before the next school day	Custodian / All Staff

### Summer (Annual Close-Out and Reopening Preparation)

Summer is the primary window for comprehensive facility maintenance, deep cleaning, and any improvements or repairs that require uninterrupted access to the building. The Director coordinates with the custodian and any contracted vendors to complete the summer maintenance cycle before the new school year begins.

Task	Responsible Party	Notes
Comprehensive deep clean of all rooms and shared spaces	Custodian	Ceilings, walls, windows, furniture, floors; all surfaces addressed
Full floor stripping, waxing, and buffing	Custodian	All hard-surface floors; completed before staff return
HVAC full system service and inspection	Licensed HVAC Contractor	Scheduled in late spring or early summer; one of two annual services
Pest control inspection and preventive treatment	Licensed Pest Control Vendor	Coordinated as part of IPM program; treatment records on file
Complete any deferred repairs or capital improvements	Administration / Vendors	Painting, flooring, fixtures, or other items from capital plan

Task	Responsible Party	Notes
Update SDS binder and chemical inventory	Administration	Annual requirement; dispose of expired products per regulations
Restock custodial supplies for the new school year	Administration / Custodian	Cleaning products, paper goods, trash liners, restroom supplies
Final walkthrough and safety inspection before school reopens	Administration / Safety Committee	Using Appendix A checklist; document completed prior to first day

## 6. Preventive Maintenance Schedule

Consistent with RSA 198:15-b and Ed 321 requirements, the school maintains a documented preventive maintenance program that tracks scheduled maintenance necessary to achieve the design life expectancy of building systems and components. The following schedule governs routine and vendor-based maintenance activities.

System / Component	Maintenance Task	Frequency	Responsible Party		
HVAC System	Filter inspection and replacement	Monthly	Licensed HVAC Contractor		
HVAC System	Full system service and inspection	Semi-annually (fall & spring)	Licensed HVAC Contractor		
Fire Alarm System	Inspection and testing	Annually (per state code)	Licensed Fire Safety Vendor		
Fire Extinguishers	Visual inspection	Monthly	Custodian / Administration		
Fire Extinguishers	Annual service and certification	Annually	Licensed Vendor		
Emergency Exit Lighting	Operational test	Monthly	Custodian		
Emergency Exit Lighting	Full duration test	Annually	Custodian / Vendor		
Plumbing Fixtures	Visual inspection for leaks or damage	Monthly	Custodian		
Plumbing (major)	Inspection and service as needed	As needed	Licensed Plumber		

Electrical Systems	Visual inspection of outlets and panels	Quarterly	Custodian / Administration		
Electrical (licensed)	Inspection and service	As needed / per code	Licensed Electrician		
Lighting	Bulb replacement and fixture check	Ongoing / as needed	Custodian		
Floors	Deep clean, buff, or strip/wax	Quarterly and vacation breaks	Custodian		
Pest Control	Preventive inspection and treatment	Quarterly or as needed	Licensed Pest Control Vendor		
Interior Doors / Hardware	Inspection and lubrication	Semi-annually	Custodian		
Safety Data Sheets (SDS)	Review and update chemical inventory	Annually	Administration		

All preventive maintenance activities are logged in the work order tracking system. Completed records are reviewed by the Safety Committee at monthly inspections and maintained on file for a minimum of three years.

## 7. Indoor Air Quality

Gate City Charter School for the Arts is committed to maintaining acceptable indoor air quality (IAQ) in all occupied spaces. IAQ is a documented consideration in preventive maintenance scheduling in accordance with RSA 198:15-b.

### 7.1 Ventilation

HVAC systems are serviced on a scheduled basis by a licensed contractor. Filters are inspected and replaced regularly as outlined in the Preventive Maintenance Schedule. Any staff-reported concerns about temperature, odors, air circulation, or air quality are addressed through the work order system and referred to the licensed vendor as appropriate.

### 7.2 Chemical and Cleaning Products

All cleaning supplies and chemicals are selected to be appropriate for school environments. Safety Data Sheets (SDS) are maintained and accessible to all staff. Staff are trained in proper use, storage, and disposal of cleaning products. No chemical products are stored in instructional spaces, and all storage areas are secured.

### 7.3 Moisture and Mold Prevention

Custodial staff visually inspect restrooms, kitchen areas, and other moisture-prone spaces during regular cleaning. Any evidence of water intrusion, standing water, visible mold, or persistent moisture is reported immediately and addressed as a priority maintenance concern. Structural water intrusion is coordinated with the landlord.

## 7.4 Vehicle Emissions

As required by state policy governing air quality in schools, the school communicates anti-idling expectations to parents, contractors, and vendors who access the school property. Signage and verbal reminders are used during arrival and dismissal to minimize vehicle idling in the vicinity of building air intakes and student entry areas.

## 8. Facility Safety

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### 8.1 General Safety Practices

Staff follow appropriate safety procedures when using cleaning supplies and equipment. All chemicals are stored securely in accordance with manufacturer guidelines. Safety Data Sheets (SDS) are maintained and accessible. Hallways, exits, and entryways remain clear and unobstructed at all times. Emergency procedures including fire drills and lockdown protocols are practiced on the schedule required by state law.

### 8.2 Life Safety Systems

Fire alarm, emergency lighting, and other life safety systems are inspected and maintained by licensed professionals in accordance with applicable codes and state fire marshal requirements. Emergency exits and exit signage are monitored as part of monthly Safety Committee inspections. Any identified deficiency is addressed as an immediate priority.

### 8.3 Americans with Disabilities Act (ADA) Compliance

The school monitors its occupied spaces for accessibility compliance for students, staff, and visitors with disabilities. ADA-related concerns are reported immediately to administration and, where applicable, coordinated with the building landlord. The school does not knowingly permit continued use of spaces that present accessibility barriers without a documented remediation plan.

### 8.4 Safety Committee

Gate City Charter School for the Arts maintains a Safety Committee that supports a safe and well-maintained environment. The committee conducts monthly facility inspections, identifies safety concerns and maintenance needs, reviews previously reported issues, verifies completion of maintenance and repair work, and recommends improvements to procedures and systems. Inspection findings are documented, shared with school leadership, and entered into the maintenance request system as appropriate.

## 9. Work Order and Maintenance Tracking System

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Consistent with RSA 198:15-c, II(b)(5) and NH DOE guidance, the school maintains a documented system for tracking both scheduled and unscheduled maintenance requests, repairs, upkeep, and preventive maintenance activities. This documentation is available for review upon request by the NH DOE.

### 9.1 Submission Process

All staff submit maintenance requests through the school's internal staff portal. Requests must include: the location and nature of the concern, the date identified, and whether the issue presents a safety risk. Administration reviews all requests within one business day of submission.

### 9.2 Prioritization

Priority Level	Definition and Response Timeframe
Immediate (Safety)	Conditions that present an imminent risk to health, safety, or building integrity. Addressed within 24 hours or as soon as a qualified party can respond.
Urgent (Operational)	Conditions that significantly impact school operations, accessibility, or student/staff well-being. Addressed within 3–5 school days.
Routine (Scheduled)	General maintenance, cosmetic repairs, or non-urgent upkeep. Scheduled during the next available maintenance cycle.

### 9.3 Work Order Log

A log of all open and completed maintenance requests is maintained. The Safety Committee reviews completed work monthly. Records are retained for a minimum of three years. A sample work order log format is provided below:

Request #	Date Submitted	Issue Description	Priority	Assigned To	Status	Completion Date

## 10. Contracted Services and Vendor Management

The following specialized services are provided by licensed external contractors. All vendors working onsite are required to carry appropriate liability insurance and, where required by law, hold valid New Hampshire licenses.

Service	Frequency / Notes
HVAC Servicing and Repair	Semi-annual + as needed
Fire Alarm / Life Safety Inspection	Annual per code
Plumbing Services	As needed
Electrical Services	As needed
Pest Control (IPM)	Quarterly or as needed
Fire Extinguisher Service	Annual
Additional Services (as needed)	As needed

## 11. Integrated Pest Management (IPM)

Gate City Charter School for the Arts follows Integrated Pest Management (IPM) principles, which prioritize prevention and minimize reliance on chemical pesticides. The school's IPM practices include:

- Maintaining clean and sanitary conditions in all food-related areas, classrooms, and storage spaces
- Minimizing food exposure in classrooms and shared areas through student and staff expectations
- Sealing entry points and addressing moisture issues that may attract pests
- Promptly reporting any signs of pest activity through the work order system
- Employing a licensed pest control provider on a quarterly basis and on an emergency basis as needed
- Using pesticide application only as a last resort, with appropriate notice to families and staff per RSA 430-B (the NH Pesticide Control Act)

Records of all pest control treatments, including products used, application dates, and treated areas, are maintained on file.

## 12. Energy Management and Efficiency

The school promotes responsible energy use and cooperates with energy efficiency initiatives as encouraged under RSA 374-F and NH DOE guidance. Practices include:

- Ensuring lights and non-essential equipment are turned off when spaces are not in use
- Monitoring heating and cooling efficiency through regular HVAC servicing

- Communicating energy awareness expectations to all staff
- Coordinating with the building landlord regarding building-wide energy systems
- Evaluating energy efficiency improvements during any significant facility planning process

### 13. Budget and Capital Improvement Planning

Consistent with RSA 198:15-b, I-a and Ed 321.15 requirements, the school documents its annual budget commitment to maintenance and its approach to long-term capital planning. Charter schools are encouraged to review and update their facility capital improvement plan on a biennial basis.

#### 13.1 Annual Maintenance Budget Categories

Budget Category	
Custodial Staffing (part-time)	
Cleaning Supplies and Materials	
HVAC Service Contracts	
Fire Safety Inspection and Service	
Pest Control	
Minor Repairs and Supplies	
Emergency Repair Reserve	
Updates and Improvements	

#### 13.2 Capital Improvement Planning

Although Gate City Charter School for the Arts currently operates in a leased facility, the school is committed to maintaining awareness of long-range facility needs and documenting anticipated improvements or replacements to building systems and components. The following table captures the school's current capital planning outlook:

System / Component	Anticipated Need	Estimated Timeline	Estimated Cost
HVAC	Continued preventive service	Ongoing	TBD
Life Safety Systems	Annual inspection and certification	Annual	TBD
Flooring	Replacement if wear requires	3–5 years (if applicable)	TBD
<i>Outside Area</i>	<i>playground /outdoor area</i>	<i>ongoing</i>	<i>TBD</i>

#### 13.3 Equipment Assurance Statement

In accordance with RSA 198:15-b, I-a(k), the Board of Trustees of Gate City Charter School for the Arts asserts that the school intends to maintain and service all installed equipment according to manufacturer instructions.

## 14. Property Insurance

Gate City Charter School for the Arts maintains property insurance coverage to pay for damages to school property resulting from weather events, fire, and other natural or accidental events, as required under RSA 198:15-b, I-a. Proof of current insurance coverage is maintained on file and provided to the NH DOE upon request. Insurance coverage is reviewed annually at the time of policy renewal.

## 15. Plan Review and Updates

This Facility Maintenance Plan is reviewed annually by the school director and approved by the Board of Trustees each fall prior to the start of the school year. Updates are made to reflect changes in facility conditions, staffing, vendor contracts, regulatory requirements, or operational needs. Documentation of each annual review is retained on file.

## Appendix A: Copy Safety Committee Monthly Facility Inspection Checklist

Inspection Date:	_____
Committee Members Present:	_____
Next Inspection Date:	_____

### Section 1: General Facility Conditions

<input type="checkbox"/>	Hallways and exits are clear and unobstructed
<input type="checkbox"/>	Entryways are safe and accessible
<input type="checkbox"/>	Lighting is functional in all areas
<input type="checkbox"/>	No visible physical hazards identified
<input type="checkbox"/>	Floors are clean and free of trip hazards
<input type="checkbox"/>	Signage is legible and properly posted

Notes:

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## Section 2: Restrooms and Sanitation

<input type="checkbox"/>	Restrooms are clean and adequately stocked
<input type="checkbox"/>	All fixtures are functioning properly
<input type="checkbox"/>	No visible leaks, standing water, or persistent odors
<input type="checkbox"/>	Ventilation is adequate
<input type="checkbox"/>	Sanitary supplies are replenished

Notes:

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## Section 3: Indoor Air Quality

<input type="checkbox"/>	No unusual odors detected in classrooms, hallways, or restrooms
<input type="checkbox"/>	HVAC vents appear unobstructed and free of visible debris
<input type="checkbox"/>	No evidence of moisture, water staining, or visible mold
<input type="checkbox"/>	Cleaning supply storage is sealed, secured, and properly ventilated
<input type="checkbox"/>	Anti-idling expectations are being followed at entry/dismissal (when in session)

Notes:

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## Section 4: Life Safety Systems

<input type="checkbox"/>	Fire extinguishers are in designated locations and visually inspected
<input type="checkbox"/>	Exit signs are illuminated
<input type="checkbox"/>	Emergency lighting is operational
<input type="checkbox"/>	Fire alarm panel shows no fault indicators
<input type="checkbox"/>	Emergency egress routes are clear
<input type="checkbox"/>	AED (if present) is accessible and status light is normal

Notes:

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## Section 5: Maintenance and Repairs

<input type="checkbox"/>	All previously identified issues have been reviewed
<input type="checkbox"/>	Completed work orders have been verified as resolved
<input type="checkbox"/>	No new urgent concerns have been identified since the last inspection
<input type="checkbox"/>	Preventive maintenance schedule is current

Notes:

**Section 6: Cleanliness and Custodial**

<input type="checkbox"/>	Floors are clean and in good condition
<input type="checkbox"/>	Trash and recycling have been removed from all areas
<input type="checkbox"/>	Shared spaces (hallways, common areas) are maintained
<input type="checkbox"/>	Classroom environments are orderly
<input type="checkbox"/>	Kitchen or food prep areas are clean and properly stored

Notes:

**Section 7: Exterior and Entry**

<input type="checkbox"/>	Entrance area is safe and accessible
<input type="checkbox"/>	No exterior hazards observed (ice, debris, damage)
<input type="checkbox"/>	Exterior signage is in good condition
<input type="checkbox"/>	Parking area (if applicable per lease) is safe

Notes:

**Section 8: Pest and Environmental**

<input type="checkbox"/>	No visible signs of pest activity
<input type="checkbox"/>	Food areas and waste bins are properly managed
<input type="checkbox"/>	No signs of moisture intrusion or standing water

Notes:

**Section 9: Follow-Up Actions Required**

Issue Identified	Action Required	Assigned To	Timeline	Completed

Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Submitted to Administration: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B: Annual Maintenance Certification

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This certification documents that Gate City Charter School for the Arts has reviewed and approved this Facility Maintenance Plan for the current school year, and affirms compliance with RSA 198:15-b, NH DOE Ed 306.07, and Ed 306.09.

We certify that this Facility Maintenance Plan has been reviewed, adopted, and is being actively implemented. Maintenance records are maintained on file and available for review upon request by the New Hampshire Department of Education.

Director of School: *Jennifer Blanchette*      Date: *August 17, 2026* \_\_\_\_\_