

EPPING SCHOOL DISTRICT COMMUNICATION PLAN

The purpose of the Epping School District Communication Plan is to increase school/district visibility, enhance communication, and encourage public involvement.

The following communication vehicles are used on a regular basis to contact and inform students, parents, community, and staff members. Special meetings are required to present and discuss matters of significant school and/or district change.

SCHOOL BOARD COMMUNICATION

School Board Contact Information	Frequency	www.sau14.org
Telephone via District Office at 603-679-8003	Daily	*
Regular Mail at SAU 14, 213 Main Street, Epping, NH 03042	Daily	*
E-Mail at esb@sau14.org	Daily	*
School Board Meeting Information		
Regular Meeting Schedule, Agenda, & Minutes	Bi-monthly	*
Meetings Televised on ETV	Bi-monthly	
Meeting Summary in <i>The Carriage Towne News</i>	Bi-monthly	*
Deliberative Session Warrant & Minutes	Annually	*
School Board Announcements		
School Board Web Page	As needed	*
ETV Bulletin Board	As needed	
School Board Mailings	As needed	*
School Board Documents		
School Board Goals	Annually	*
School Board Policy	Bi-monthly	*

SCHOOL DISTRICT COMMUNICATION

School District Contact Information	Frequency	www.sau14.org
Telephone at 603-679-8003	Daily	*
Regular Mail at SAU 14, 213 Main Street, Epping, NH 03042	Daily	*
E-Mail at www.sau14.org	Daily	*
School District Announcements		
School Closings using Alert Now® Telephone System	As needed	
School Closings using Television, Radio, & Website Notices	As needed	*
School District Web Pages	As needed	*
ETV Bulletin Board	As needed	
Event Display using Sandwich Board Signs	As scheduled	
Notices in Epping Speaks Up® E-Newsletter	Quarterly	
Notices & Articles in Local Newspapers	As needed	
School District Documents		
Mission Statement	Annually	*

Approved: December 18, 2008
Committees Revised: August 4, 2011

School Calendar	Annually	*
Annual Report	Annually	*
Report Card	Annually	*
Technology Plan	Annually	*
Professional Development Master Plan	Annually	*
Staff & Parent Handbooks	Annually	*
Staff Evaluation Plans	Annually	*

SCHOOL COMMUNICATION

School Contact Information	Frequency	Website
Epping Elementary School (EES) 17 Prospect Street Epping, NH 03042 603-679-8018	Daily	*
Epping Middle School (EMS) 33 Prescott Road Epping, NH 03042 603-679-2544	Daily	*
Epping High School (EHS) 21 Academy Street Epping, NH 03042 603-679-5472	Daily	*
E-Mail at www.sau14.org (Listings for each school)	Daily	*
School Announcements		
School Alert Now® Telephone System	As needed	
School Web Pages @ www.sau14.org	As needed	*
ETV Bulletin Board	As needed	
Event Display using Sandwich Board Signs	As scheduled	
Notices in Epping Speaks Up® E-Newsletter	Quarterly	
Notices & Articles in Local Newspapers	As needed	
School Newsletter - EES & EMS	Weekly	*
School Newsletter - EHS	Monthly	*
Teacher Newsletter	As needed	*
PowerSchool® Parent Portal Grades & Announcements – EMS & EHS	Daily	*
Homework On-Line per Teacher	Daily	*
School Meetings & Events		
First Day Events	As scheduled	
Open Houses	As scheduled	
Athletic Competitions, Concerts, Plays, & Other Special Events	As scheduled	
Parent Teacher Conferences	As scheduled	
Parent Teacher Organization Meetings	As scheduled	
Principal Coffees	As scheduled	
Parent Workshops	As scheduled	
School Documents		
Mission Statement	Annually	*

Approved: December 18, 2008
Committees Revised: August 4, 2011

Student Handbook	Annually	*
Athletic Handbook	Annually	*
Progress Reports	As scheduled	
Report Cards	Quarterly	
Staff, Substitute, & Volunteer Handbooks	Annually	*

DISTRICT COMMITTEE STRUCTURE

District Committee		Committee Membership					
Name	Chairperson or Contact Person*	Elementary School	Middle School	High School	District	School Board	Community Members
Technology							
• Infrastructure	Martha Williamson	X	X	X	X	X	
• ETV	Barbara Munsey	X	X	X	X	X	X
• Website	Barbara Munsey	X	X	X	X	X	X
Curriculum, Instruction, & Assessment							
• Math	Lyn Healy	X	X	X	X		
• Language Arts	Lyn Healy	X	X	X	X		
• Social Studies	Lyn Healy	X	X	X	X		
• Science	Lyn Healy	X	X	X	X		
• Unified Arts	Lyn Healy	X	X	X	X		
• Guidance Services	Cathy Zylinski	X	X	X	X		
• Health Services	Cathy Zylinski	X	X	X	X		
Professional Development							
• Master Plan	Lyn Healy	X	X	X	X	X	X
• New Teacher Program	Lyn Healy	X	X	X	X		
Teacher Evaluation	Barbara Munsey	X	X	X	X		
District-Teacher Union	Barbara Munsey	X	X	X	X		
Safety	Martha Williamson	X	X	X	X		
Facilities (Master Plan) & Fields	Martha Williamson	X	X	X	X	X	X
Emergency Plan	Cathy Zylinski	X	X	X	X	X	X
Wellness	Cathy Zylinski	X	X	X	X	X	X
Collective Bargaining Agreements							
• Paraprofessionals	Barbara Munsey				X	X	
• Teachers	Barbara Munsey				X	X	

*

Martha Williamson, Business Administrator
Lyn Healy, Director of Professional Learning

Barbara Munsey, Superintendent
Cathy Zylinski, Director of Special Services

Approved: December 18, 2008
Committees Revised: August 4, 2011