

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
36 Coe Drive  
Durham, New Hampshire 03824

Telephone: 603-868-5100

Facsimile # 603-868-6668

---

January 18, 2012

VIA E-MAIL ONLY (dktaylor@F5.com)

David Taylor

Re: Oyster River Cooperative School District - Right-To-Know Law Request

Dear David:

In response to your Right-to-Know request of January 5, 2012, our records indicate the minutes were posted from the superintendent's office on January 5, 2012, 9:45 AM. Although posting of minutes occur within the 5 day requirement, the minutes of the December 21, 2011 brought on exceptional circumstances. Our Board secretary unexpectedly fell ill and a Board member took the Board notes. Due to the Board members work commitment, Christmas/New Year vacation for office staff, and the need to proofread the rough draft, the minutes were posted late.

Please note that at your request you were forwarded the rough draft on December 27, 2011.

Sincerely,



Wendy L. DiFruscio,  
Superintendent's Administrative Assistant

Attachment: 1

12 21 11 Regular Meeting Minutes Properties

General Security Details Previous Versions

Property	Value
<b>File</b>	
Name	12 21 11 Regular Meeting Minutes.pdf
Type	Adobe Acrobat Document
Folder path	\\adminsrv\users\My Documents\Wendy\BOAR...
Size	109 KB
Date created	1/5/2012 9:45 AM
Date modified	1/5/2012 9:45 AM
Attributes	N
Owner	ORCSD\wdifruscio
Computer	adminsrv

Remove Properties and Personal Information

OK Cancel Apply

## Wendy DiFruscio

---

**From:** Wendy DiFruscio  
**Sent:** Tuesday, January 17, 2012 11:14 AM  
**To:** 'David Taylor (Lowell)'  
**Subject:** RE: Dec. 21 Meeting Minutes

Your Right-to-Know has been received. Thank you.

*Wendy L. DiFruscio*  
Superintendent's Administrative Asst.  
36 Coe Drive  
Durham, NH 03824  
868-5100 x2002

The Right-to-Know-Law provides that most e-mail communications, to or from School District employees regarding the business of the School District, are governmental records available to the public upon request. Therefore, this e-mail communication may be subject to public disclosure. However, confidential information about students, staff, and parents may not be subject to disclosure. The confidentiality of information about students and personnel matters must be maintained by the individual or entity to which this e-mail is addressed. Any unauthorized review, use, disclosure, or distribution of confidential information is prohibited.

---

**From:** David Taylor (Lowell) [<mailto:dkttaylor@F5.com>]  
**Sent:** Sunday, January 15, 2012 4:36 PM  
**To:** Wendy DiFruscio  
**Subject:** RE: Dec. 21 Meeting Minutes

Back on January 5, 2012, I sent the enclosed request concerning the time when the minute for the public Board meeting of Dec. 21, 2011 were posted. So far, I have not received a response. Please consider this a Right-to-Know request under RSA 91-A for any record of the time when these minutes were made available for public inspection or posted, including to the district website as required by Policy BEDG - Board Meeting Minutes:

"All minutes will be kept and made available for public inspection in accordance with state law. Minutes will also be posted on the district website. Minutes of public meetings shall be made available for public inspection not more than five business days after the meeting."

[http://www.orcsd.org/index.php?option=com\\_docman&task=doc\\_download&gid=1117&Itemid=22](http://www.orcsd.org/index.php?option=com_docman&task=doc_download&gid=1117&Itemid=22)

Examples of records would include, but are not limited to, any communications discussing these minutes, the posting of these minutes or transmitting the minutes to make them available for public inspection, the PDF creation and modification records, the Joomla MySQL database files in electronic form including the records and fields recording when this file was posted to the district website, or any other records. My Right to Know for the MySQL database and PDF creation and modification records falls under RSA 91-A:4, V:

"V. In the same manner as set forth in RSA 91-A:4, IV, any public body or agency which maintains governmental records in electronic format may, in lieu of providing original records, copy governmental records requested to electronic media using standard or common file formats in a manner that does not reveal information which is confidential under this chapter or any other law."

Both MySQL and PDF are common file formats in wide use around the world.

How to extract the PDF creation and modification record, depends on your computer operating system. For Mac OS X, open the PDF file in the Preview application. Select the Tools menu and then the Show Inspector menu item. The Inspector window will pop up. Be sure the General Into tab is selected (it is the icon to the far left that looks like a dog-eared piece of paper). The creation date and modification date records are reported at the bottom and can be copied and pasted to me as text or as a screen capture of the Inspector window using something like the Grab utility.

To extract the PDF creation and modification record for Microsoft PC, open the PDF file in Adobe Reader. Select the File menu and then the Properties... menu item. The Document Properties window will pop up. Be sure the Description tab is selected (it is to the far left). The Created and Modified date records are reported in the middle of the window, toward the bottom of the Description form group. Windows does not support copy and paste of this information, but it is not much so simply typing it or sending a screen capture of the Document Properties window using something like the Print Screen key would be sufficient.

Someone from the IT group should be able to copy the Joomla MySQL database files. An alternative to the full MySQL database would be to send a copy or screen capture of the administrative page showing the creation and publishing dates.

Please provide your response electronically.

Thanks,  
-David

---

**From:** David Taylor (Lowell)  
**Sent:** Thursday, January 05, 2012 10:04 PM  
**To:** Wendy DiFruscio  
**Subject:** Dec. 21 Meeting Minutes

I noticed the public minutes for the December 21, 2011 meeting were posted this morning. The PDF creation time says it was created on January 5, 2012 at 9:45 a.m. Is this an accurate record of when these minutes were posted on the web and generally made available to the public?

Thanks,  
-David