

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, March 1, 2022
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.

Videoconferencing: meet.google.com/jgq-ieym-jiu

Audio: [+1 513-818-0828](tel:+15138180828) PIN: 756 530 647#

All videoconferencing options may be subject to modifications. Please check www.sau63.org for the latest information.

- I. CALL TO ORDER-Alexander LoVerme-Chair**
- II. PLEDGE OF ALLEGIANCE**
- III. ADJUSTMENTS TO THE AGENDA**
- IV. PUBLIC COMMENTS:** This is the public's opportunity to speak to items on the agenda. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees or students be directed to the Superintendent in accord with the processes set forth in School Board Policies KE and KEB.
- V. BOARD CORRESPONDENCE**
 - a. Reports**
 - i. Superintendent's Report
 - ii. Principals' Reports
 - iii. Curriculum Coordinator's Report
- VI. FINAL PREP FOR DISTRICT MEETING**
- VII. POLICIES-1ST READ**
 - i. EEAEA-Mandatory Drug and Alcohol Testing-School Bus Drivers and Contracted Carriers
 - ii. EEAEA-R Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- VIII. ACTION ITEMS**
 - a. Approve Minutes of Previous Meeting**
- IX. COMMITTEE REPORTS**
 - i. Policy Committee
 - ii. Finance Committee
- X. PUBLIC COMMENTS**
- XI. SCHOOL BOARD MEMBER COMMENTS**
- XII. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (B) (C)**
 - i. Personnel Matters
- XIII. ADJOURNMENT**

INFORMATION: Next School Board Meeting-March 15, 6:30 PM at WLC
District Meeting Saturday March 5, 9AM

The Wilton-Lyndeborough Cooperative School District does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identity or marital status in its administration of educational programs, activities or employment practice.

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-732-9227

Peter Weaver
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Kristie LaPlante
Business Administrator

Superintendent Report
March 1, 2022

- We are meeting with **Walter Holland** on Thursday, February 24th, to discuss the district meeting set up, expectations, and answer any questions he may have.
- I would like to recognize and commend **Kristina Fowler** for her efforts in completing our Annual Report on schedule. It was a challenge to gather the information from various people, format narratives, assemble and edit the report, and send it out to press, while maintaining the timeline established for completion. Next year, we will begin the report writing for the 2021-2022 school year in the summer with the goal of completing many of the reports by the start of the school year.
- We have reviewed all staff **recertifications** for the 2019-2022 three year cycle and have communicated to specific staff as necessary. We are in an excellent position and have no doubt that all of our staff up for renewal will be recertified prior to the 2022 deadline.
- We would like to welcome **Jessica Radloff** to SAU 63 as our new long-term substitute. She will be working primarily at FRES and will begin on March 7th.
- On March 27th – 30th, I will be participating in a NEASC decennial **accreditation visit** to a high school in Vermont. I have chaired several of these visits in the past, but will only serve as a team member during this visit. I will spend approximately 35-40 hours over four days analyzing school evidence to determine the school's adherence to the accreditation standards, and I will help write a report that the school community can use moving forward as a foundation for continuous improvement. This professional development will contribute towards my recertification hours. In my absence, Ms. LaPlante will oversee the district.
- **FYI: Upcoming dates at LCS**
 - March 16 Kindergarten registration (9:00 -1:00 and 4:00 - 6:00)
 - May 3 LCS parent information night (5:00 – 6:00 PM tentatively)
 - May 25th Step-Up Day to FRES (morning)
 - May 27th Welcome Day for our new Kindergarten students ☺ (9:00 – 11:00)

WILTON-LYNDEBOROUGH COOPERATIVE
MIDDLE SCHOOL / HIGH SCHOOL
57 SCHOOL ROAD
WILTON, NEW HAMPSHIRE 03086
(603) 732-9230
www.sau63.org

Dr. Sarah Edmunds, Principal
Kathryn Gosselin, Assistant Principal

Amanda J. Kovaliv, School Counseling Coordinator
Alice Bartoldus, Middle School Counselor

Brice Miller, Athletic Director

March 2022 WLC Principal's Report

WLC Basketball



Girls JV

The girls JV team had a wonderful season. They only lost one game! The team competed in a tournament at Farmington High School on Saturday, February and did very well! Thank you to Coach Tim Crowley. We are looking forward to next year's season.



Boys Varsity

The boys varsity team played well this year. With six seniors on the team, they were a force! Thank you to Coach Dan Nelson for his work with them this season.

District Meeting Babysitting

Members of our NHS and JNHS have agreed to babysit for the district meeting. They will earn community service hours to do so. Babysitting will take place in the library.

Spirit Week

The week before break was Spirit Week at WLC. We had a shortened schedule and participated in activities such as volleyball, dodgeball, obstacle courses, and tug of war every day. Each class competes against each other (faculty and staff do too) and a winner is named at the end of the week. It was wonderful to be back to our normal Spirit Week activities!



NAEP Testing

8th grade students took part in NAEP (National Association of Educational Progress) testing in February for Civics and History. We do not see these scores, but they are used as part of the Nation's Report Card and at the federal level to inform policy decisions. The NEAP test proctors were pleased with our organizations and the exemplary behavior of our students.

MARCH 2022 BOARD REPORT

FLORENCE RIDEOUT ELEMENTARY SCHOOL



Grade 2 Marshell Polar Bear Portrait

Introduction

February has been a very busy month at FRES. Teachers continue to work on individual plans for closing the gap between unfinished learning and the core standards they are focusing on for the current school year. Tutoring Session II is underway and will continue until April 22, 2022. We have three teachers and one high school student as the after school tutoring team. Students in grades 3-5 will meet on Mondays and Tuesdays and another group of grades 1-3 will meet on Wednesdays and Thursdays.

ATTENDANCE AT FRES

Student attendance at FRES has improved dramatically. Just a few months ago we were averaging between 35-45 absences each day. In the last three weeks, however, we have been well under 10 most days. Mrs. Chenette made calls, home visits, and even partnered with our local police departments to work to ensure students were attending school regularly. These strategies worked well as even those who have missed significant amounts of school are back and learning!

GIRLS ON THE RUN

Girls on the Run - Spring 2022 will begin the week of April 4th. Participants will have practice twice weekly on Mondays and Thursdays. Girls on the Run is an organization that inspires girls to recognize their inner strength and celebrate what makes them one of a kind. Each session will be led by FRES teacher Melanie Drew. Ms. Drew is a trained volunteer coach who will guide and mentor the girls through dynamic discussions, activities and running games. Lessons focus on how to manage emotions, help others, make intentional decisions, and resolve conflicts. The program ends with a culminating celebratory 5K event. Thank you Ms. Drew for bringing Girls on the Run back to FRES!

SHOWING OUR LOVE AND APPRECIATION TO FRES STAFF

The week of February 14th the office staff treated all staff members to a special luncheon. Mrs. Berube, Mrs. Gauthier, Nurse Gifford, and Mrs. Chenette prepped, cooked, and served a different luncheon for each floor at FRES. Teachers and staff also received lots of pampering goodies from our outstanding PTO. It was great to show our love for the FRES staff!



THIRD GRADE AUTHOR'S VISIT

Our third grade students have just finished reading the book PIE written by Sarah Weeks. The students absolutely loved the book, so on the off chance the author may respond Mrs. Petrone reached out to Ms. Weeks. It did not take long for the author to respond. When Mrs. Petrone shared that the students were hoping to celebrate the book in some way. Not only did Ms. Weeks provide resources for activities to celebrate the book, she also offered a virtual visit with the entire third grade! So, on Friday, February 25th, all third grade students will meet the author, listen to her presentation, and have time at the end for Q & A! This “field trip” with the author has created a lot of excitement in third grade. They are so eager to meet one of their favorite authors...in person!

PROFESSIONAL DEVELOPMENT DAY ON TECHNOLOGY

February Professional Development Day was outstanding this year. Jon Bouley shared critical information relative to the use of technology in the classroom, privacy requirements, and plans for mediating the new regulations with computer sites and applications. Teachers felt well informed and appreciated the new information.

The rest of the day was full of a variety of offerings from SAU 63 staff. It was a great way to showcase some of the interesting things teachers are doing throughout the district with tech use. Mrs. Bridgette Fuller, FRES WIN Coordinator, presented next steps with data as a follow up to our extended data meetings held at the end of

January. Bridgette's sessions were full, informative, and action oriented! Great job Bridgette!

FRIDAY NIGHT SKATING

The FRES PTO has hosted one Friday Night Skate Nights this month. The event was very well attended. Students and their families had a blast! Mrs. Kudlich, FRES music teacher, volunteered to be the DJ and provided the music. The evening was split between skating times for students in grades K-2 and those in 3-5. This gave students the safest evening possible. Watching parents and their children gather for these special evenings is such a pleasure.



5TH GRADE FIELD TRIP

The Fifth Graders took a trip to the SEE Science Center last week and had a blast. Students were engulfed in an atmosphere of play that encouraged using a scientific approach in their discoveries. The entire trip was funded by the SEE Science Center and we are so grateful for the opportunity. We highly encourage families to take a trip to Manchester to visit the center to see all they have to offer.



NHSAS PREP WITH STAFF

Both the February and the March staff meetings have been dedicated to staff training around the NHSAS. Teachers learned about the assessment's design, examined the vocabulary used on the test for each grade level, and took a practice test to experience the assessment just as their students would. Teachers were surprised to see how much students needed about the many tech tools embedded in the assessment. Teachers left with a much deeper understanding of all that is asked of students when they take the NHSAS. This, then, has led to deeper conversations about how we can help students prepare for assessment.

LOOKING AHEAD...

As the days get longer and the weather warms up, FRES students will get to use some of the many replacement equipment we have been able to get this year. At the beginning of the year, our recess cart lacked a variety of things students enjoy when they are engaged in outside play. To remedy this a number of new items were purchased such as multiple playground balls, basketballs, soccer balls, outdoor musical kits, games and more!

This concludes the March principal's report.

Sincerely,

Kathleen Chenette

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-732-9227

Emily Stefanich, M.Ed.
District Curriculum Coordinator

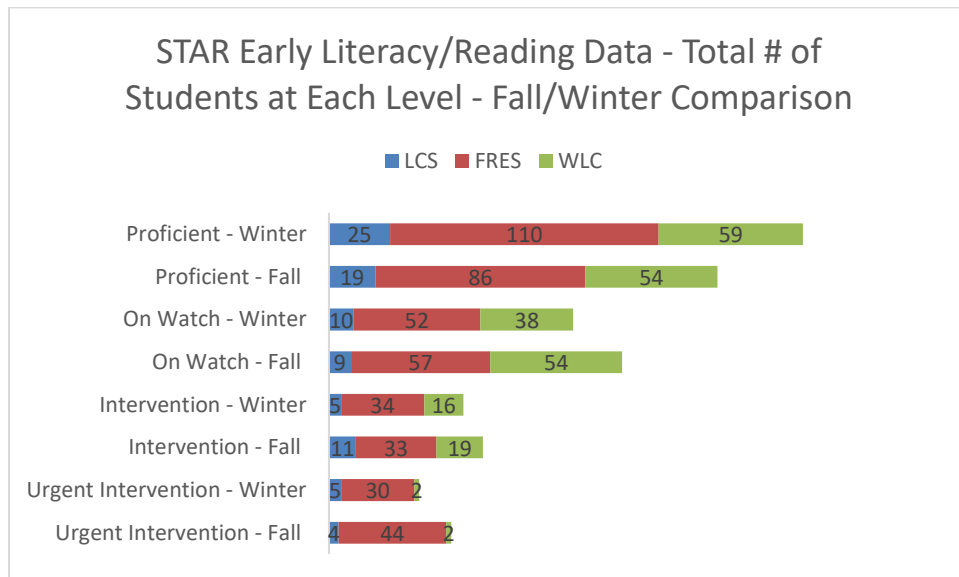
Curriculum Coordinator Report: March 1st, 2022

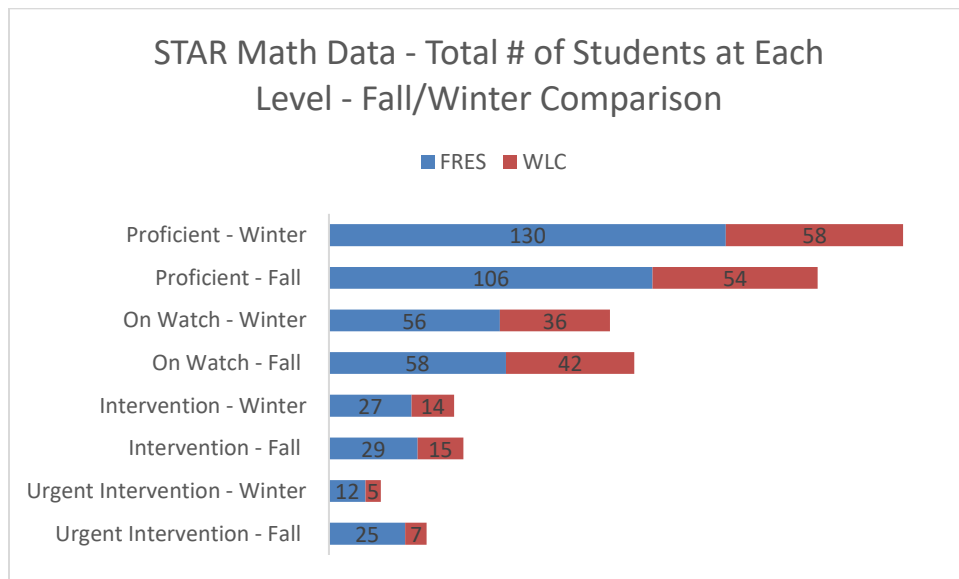
Assessment

In mid- to late-January, we conducted our second round of STAR testing in grades K-8. Due to a large number of absences, make-ups were not complete until mid-February. As we did in the fall, the leadership team met together to discuss the data and dig into what this means for our students and our work moving forward. Below is a summary of the data and our action plan moving forward.

Winter Data

The following two visuals show the total number of students in each school at each proficiency band of the STAR Early Literacy/Reading assessment and the STAR Math assessment. It is broken down by fall and winter data to offer a comparison so that you can see our growth from fall to winter. As a reminder, kindergarten only takes the Early Literacy assessment, which assesses early reading and numeracy skills, so they are only listed on the first graph. (The grade by grade data is also available in table form on the attached sheets.)





Key Take-Aways from Mid-Year Data

- We are seeing higher proficiency rates across all grades in both reading and math compared to our fall scores. We are able to measure some progress as well related to our action plan from the fall. At the elementary level, our continued focus on the math curriculum during Impact Team meetings has created strong growth and led to fewer students needing Urgent Intervention/Intervention in many grade levels. Support at the middle school and targeted SEER block work has also led to increased proficiency rates.
- Overall, we are seeing 41% of students showing above normal growth in reading across grades K-8, as well as 43% of students showing above normal growth in math across grades 1-8.

Action Plan

- At FRES, Kathleen led Data Days with each grade level in order to review their data and create a plan for adjusting instruction in order to meet the needs of the students. This included looking at the WIN (What I Need) intervention time and strategically crafting groups based on what specific skills each student needs. Weekly Impact Meetings at FRES both around early literacy skills and math will continue to build teacher capacity and positively impact student progress in both of these areas. After school tutoring will also provide additional layer of support to students who are significantly behind their peers.
- At WLC, we are continuing the work the work from the fall around targeted interventions for middle school students and tutoring for math. With the middle school team, we have created a plan to meet every other week until the next STAR assessment to work on targeted interventions and supports. These meetings will mirror FRES's Impact Meetings and focus on student work and data, as well as instructional practices we can use to support students.
- SAS Training – At FRES, we are conducting a series of staff meetings on the State Assessment System so that we are prepared as educators, and that we are preparing our students for the tests. During our first meeting in February, we began by taking the practice tests as a staff to determine what content and skills students need to know and be able to perform. In our upcoming March meeting, we will be looking at that list of skills and content, and beginning to create action plans that help us prepare students for the SAS. These plans will be balanced to ensure that we are not exclusively “teaching to the test” but also making sure our students have the test taking skills they need to feel confident when approaching the test. This is similar to the work that WLC did on their professional development day with Cheryl Rosenthal around the PSATs and SATs.

Kindergarten STAR Beginning of Year Assessment Data 2021-22

Early Literacy										
Grade	Urgent Intervention		Intervention		On Watch		Proficient		Missing	Total # of students
	#	%	#	%	#	%	#	%		
K	4	9%	11	26%	9	21%	19	44%	1	43

Kindergarten STAR Middle of Year Assessment Data 2021-22

Early Literacy										
Grade	Urgent Intervention		Intervention		On Watch		Proficient		Missing	Total # of students
	#	%	#	%	#	%	#	%		
K	5	11%	5	11%	10	22%	25	55%	1	45

FRES STAR Beginning of Year Assessment Data 2021-22										
Reading										
Grade	Urgent Intervention		Intervention		On Watch		Proficient		Total # of students	
	#	%	#	%	#	%	#	%		
1	12	22%	7	13%	13	24%	21	39%	54	
2	10	25%	5	13%	11	28%	13	33%	40	
3	15	27%	7	13%	11	20%	22	40%	55	
4	3	9%	5	14%	12	34%	12	34%	35	
5	4	10%	9	22%	10	24%	18	44%	41	
Math										
Grade	Urgent Intervention		Intervention		On Watch		Proficient		Total # of students	
	#	%	#	%	#	%	#	%		
1	7	13%	8	15%	12	22%	24	44%	54	
2	1	3%	4	10%	12	30%	22	55%	40	
3	9	16%	9	16%	12	22%	25	45%	55	
4	2	6%	1	3%	12	34%	17	49%	35	
5	6	15%	7	17%	10	24%	18	44%	41	

FRES STAR Middle of Year Assessment Data 2021-22										
Reading										
Grade	Urgent Intervention		Intervention		On Watch		Proficient		Total # of students	
	#	%	#	%	#	%	#	%		
1	7	12%	20	34%	7	12%	24	42%	58	
2	7	18%	6	16%	4	11%	21	55%	38	
3	12	21%	3	6%	13	23%	28	50%	56	
4	1	3%	2	6%	15	47%	14	44%	32	
5	3	7%	3	7%	13	31%	23	55%	42	
Math										
Grade	Urgent Intervention		Intervention		On Watch		Proficient		Total # of students	
	#	%	#	%	#	%	#	%		
1	1	2%	9	16%	16	28%	31	54%	57	
2	1	3%	1	3%	9	24%	26	70%	37	
3	8	14%	9	16%	9	16%	30	54%	56	
4	2	6%	3	9%	12	36%	16	48%	33	
5	0	0%	5	12%	10	24%	27	64%	42	

Middle School STAR Beginning of Year Assessment Data 2021-22

Reading											
Grade	Urgent Intervention		Intervention		On Watch		Proficient		Missing	Total # of students	
	#	%	#	%	#	%	#	%			
6	0	0%	8	19%	10	24%	22	52%	2	42	
7	2	4%	8	17%	19	41%	14	30%	3	46	
8	0	0%	3	8%	15	39%	18	47%	2	38	

Math											
Grade	Urgent Intervention		Intervention		On Watch		Proficient		Missing	Total # of students	
	#	%	#	%	#	%	#	%			
6	3	7%	4	9%	12	28%	21	49%	3	43	
7	4	9%	8	17%	19	41%	12	26%	3	46	
8	0	0%	3	8%	11	29%	21	55%	3	38	

Middle School STAR Middle of Year Assessment Data 2021-22

Reading											
Grade	Urgent Intervention		Intervention		On Watch		Proficient		Missing	Total # of students	
	#	%	#	%	#	%	#	%			
6	0	0%	7	18%	6	15%	25	63%	2	40	
7	1	2%	7	16%	16	36%	16	36%	4	44	
8	1	3%	2	5%	16	42%	18	47%	1	38	

Math											
Grade	Urgent Intervention		Intervention		On Watch		Proficient		Missing	Total # of students	
	#	%	#	%	#	%	#	%			
6	2	5%	3	8%	11	28%	21	53%	3	40	
7	1	2%	7	16%	16	36%	15	34%	5	44	
8	2	5%	4	11%	9	24%	22	58%	1	38	

EEAEA - MANDATORY DRUG AND ALCOHOL TESTING - SCHOOL BUS DRIVERS AND CONTRACTED CARRIERS

Category: Priority/Required by Law

Related Administrative Procedure: EEAEA-R

1. Statement of Policy

The Wilton-Lyndeborough Cooperative School Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the vehicle.

This policy applies to two categories of drivers:

- a. school bus drivers (see RSA 189:13-b; 263:29 & 29-a);*
- b. "contracted carriers": drivers of vehicles designed to transport 16 or more passengers, including the driver, which are a contract carrier of passengers that has been contracted by the school (see RSA 376:2).*

Each driver, as well as others who perform safety-sensitive functions with commercial vehicles that transport students, must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy related to the fitness for duty of transportation personnel.

The Superintendent/designee shall adopt and enact any procedures necessary or appropriate to assure compliance with applicable state and federal laws and regulations.

2. Medical Examination of School Bus Operators

In accordance with RSA 200:37, before employing any person as a school bus driver, directly or through a vendor, the Wilton-Lyndeborough Cooperative School District shall require that such persons submit a certificate signed by a licensed physician setting forth the physician's findings as a result of the examination to determine the physical condition of drivers in accordance with the requirements of 49 C.F.R. Part 391.41-391.49. Such certificate shall be submitted to the School District prior to the commencement of such employment and the District shall retain a copy of such certification. Every 2 years thereafter, either prior to the commencement of the school year or prior to the reemployment of such persons as a school bus driver, the School District shall require submission of a like certificate, except that school bus operators attaining the age of 70 shall be required to undergo an annual examination and to submit a certificate annually.

3. Certification

No person shall be employed as a school bus driver, directly or through a vendor, unless the person has received a School Bus Driver's Certificate from the NH Department of Motor Vehicles as required by RSA 263:29.

Contracted carriers shall comply with all applicable provisions of RSA 376:2, as well as have a valid commercial driver's license and operate a vehicle with a valid state inspection sticker.

4. Criminal Background Investigation

Before employing any person as a school bus driver, directly or through a vendor, or as a contracted carrier, the School District shall require a criminal background investigation as set forth in RSA 189:13-a and School District policy GBCD. For a school bus driver employed directly by or who volunteers for the District, then the employee will pay for the investigation. If the District contracts with a vendor to provide transportation services, either the vendor or the driver will pay for the investigation at the discretion of the vendor.

5. Mandatory Drug and Alcohol Testing

In compliance with the United States Department of Transportation's Title 49 Code of Federal Regulations, Part 391, all commercial driver's license holders and personnel performing safety-sensitive functions related to the transportation of the students of this School District will be required to submit to drug and alcohol testing. Testing procedures and facilities used for the tests shall conform to the requirements of the 49 C.F.R. Part 40. The School District and any transportation contractor transporting students on behalf of the District shall utilize the Drug and Alcohol Clearinghouse to comply with all requirements for drug and alcohol testing and reporting, in accordance with 49 C.F.R. Parts 382 and 391.

The term "CDL holder" means someone who is required as part of their job duties to hold a Commercial Driver's License. The term "safety-sensitive function" refers to all tasks associated with the operation and maintenance of commercial vehicles. A "commercial vehicle" is any vehicle capable of carrying 16 or more passengers including the driver.

If the School District employs the transportation personnel directly, the District will be responsible for ensuring compliance with the Mandatory Drug and Alcohol Testing requirements. If the School District contracts with a vendor to provide student transportation services, the vendor shall be the employer and provide assurance to the District on an annual basis that they are in compliance with the Mandatory Drug and Alcohol Testing requirements.

The Drug and Alcohol Testing will include pre-employment, random, reasonable suspicion and post-accident testing as defined by Department of Labor Regulations. The School District supports a zero tolerance policy related to substance abuse. Therefore any personnel who have a confirmed positive test for drugs or a confirmed alcohol concentration of 0.02 or greater will be terminated from employment.

Legal References:

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §5331

RSA 200:37, Medical Examination of School Bus Operators

RSA 263:29, School Bus Driver's Certificate

RSA 189:13-a, School Employee & Volunteer Background Investigations

RSA 376:2, VII, Motor Carriage of Passengers

49 C.F.R. § 40.1-40.13 (2001), Transportation Workplace Drug Testing Program

49 C.F.R. Part 382, Controlled Substances and Alcohol Use and Testing

49 C.F.R. Part 391, Qualifications of Drivers

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 recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

First Reading: May 11, 2010

Second Reading: June 2, 2010

Final Adoption: June 2, 2010

Revision:

EEAEA-R

Category: Optional

Related Policy: EEAEA

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS

School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Title 49 of the Code of Federal Regulations Part 382.

Other persons who drive vehicles designed to transport 16 or more passengers, including the driver, are likewise subject to the drug and alcohol testing program.

Testing procedures and facilities used for the tests shall conform with the requirements of Title 49 of the Code of Federal Regulations, §§ 40, et seq.

Drug and Alcohol Clearinghouse.

The Wilton-Lyndeborough Cooperative School District will comply with the requirements of the Drug and Alcohol Clearinghouse, in accordance with 49 C.F.R. 391.23. Among other things, the rules provide that school districts that employ their own school bus drivers, or that otherwise employ or authorize the volunteer service of any CDL drivers, are required to:

1. Establish a user account that will enable appropriate personnel to access the clearinghouse database.
2. Report information related to drug and alcohol program violations into the database, as required by the federal regulations.
3. Query the database as part of their obligation to identify prospective drivers who have committed drug and alcohol program violations and who are not legally permitted to operate or perform other "safety-sensitive functions" related to school buses or other commercial motor vehicles.
4. Query the database at least annually for every CDL driver that is currently subject to the employer's DOT testing program.

Pre-Employment Tests

Tests shall be conducted before the first time a driver performs any safety-sensitive function for the Wilton-Lyndeborough Cooperative School District.

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work, until he/she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing, or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the District or paid work for any entity.

The tests shall be required of an applicant only after he/she has been offered the position.

Exceptions may be made for drivers who have had the alcohol test required by law within the previous 6 months and participated in the drug testing program required by law within the previous 30 days, provided that the District has been able to make all verifications required by law.

Post-Accident Tests

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any driver:

- who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or

- who receives a citation under state or local law, for a moving traffic violation arising from the accident.

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention.

No such driver shall use alcohol for 8 hours after the accident, or until after he/she undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within 2 hours or if a drug test is not administered within 32 hours, the District shall prepare and maintain records explaining why the test was not conducted. Tests will not be given if not administered within 8 hours after the accident for alcohol or within 32 hours for drugs.

Tests conducted by authorized federal, state, or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

Random Alcohol and Drug Tests

Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions. The number of random tests annually based upon the average number of driver positions must equal the greater of the respective rates determined annually by the United States Department of Transportation, or 15% for alcohol and 50% for drugs. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

Reasonable Suspicion Tests

Tests shall be conducted when a supervisor or District official trained in accordance with law has reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the workday when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that

reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within 2 hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after 8 hours.

A supervisor or District official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his/her observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Enforcement

Any driver who refuses to submit to a post-accident, random, reasonable suspicion, or follow-up test shall not perform or continue to perform safety-sensitive functions.

Drivers who test positive for alcohol or drugs shall be subject to disciplinary action up to and including dismissal.

A driver who violates District prohibitions related to drugs and alcohol shall receive from the District the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that a driver needs assistance shall not refer the driver to a private practice, person, or organization in which he/she has a financial interest, except under circumstances allowed by law.

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that he/she has properly followed the prescribed rehabilitation program and shall be subject to unannounced follow-up tests after returning to duty.

Return-to-Duty Tests

A drug or alcohol test shall be conducted when a driver who has violated the District's drug or alcohol prohibition returns to performing safety-sensitive duties.

Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and District standards.

Follow-Up Tests

A driver who violates the District's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during, or just after the time when the driver is performing safety-sensitive functions.

Records

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

Notifications

Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the District's policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify:

1. the person designated by the District to answer driver questions about the materials;
2. the categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;
3. sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the workday the driver is required to comply with Part 382;
4. specific information concerning driver conduct that is prohibited by Part 382;
5. the circumstances under which a driver will be tested for drugs and/or alcohol under Part 382;
6. the procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct driver;
7. the requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382;
8. an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. the consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation, and treatment;
10. the consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; and
11. information concerning the effects of drugs and alcohol on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the drivers or a coworkers); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

Drivers shall receive notice that certain personal information that is collected and maintained as part of the district's DOT testing program must be reported to the DOT's secure, online clearinghouse database. This includes, for example, verified positive test results, refusals to

submit to any DOT-mandated test, any alcohol or controlled-substance use that is prohibited by federal regulation, and information about a driver's follow-up and return-to-duty tests.

Drivers shall also receive information about legal requirements, District policies, disciplinary consequences related to the use of alcohol and drugs.

Each driver shall sign a statement certifying that he/she has received a copy of the above materials.

Before any driver operates a commercial motor vehicle, the District shall provide him/her with post-accident procedures that will make it possible to comply with post-accident testing requirements.

Before drug and alcohol tests are performed, the District shall inform drivers that the tests are given pursuant to the Code of Federal Regulations, Title 49, Part 382. This notice shall be provided only after the compliance date specified in law.

The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of his/her employment application.

The District shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substance(s) were verified as positive.

Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle.

Legal References:

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §5331

49 C.F.R. § 40.1-40.13 (2001), Transportation Workplace Drug Testing Program

49 C.F.R. Part 382, Controlled Substances and Alcohol Use and Testing

49 C.F.R. Part 391, Qualifications of Drivers

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 recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

First Reading: May 11, 2010

Second Reading: June 2, 2010

Final Adoption: June 2, 2010

Revision:

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, February 15, 2022
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.**

The videoconferencing link was published several places including on the meeting agenda.

Present: *Alex LoVerme, Brianne Lavalley, Jonathan Vanderhoof, Dennis Golding, Matt Mannarino (6:34pm), Tiffany Cloutier-Cabral, Jim Kofalt, and Charlie Post (6:38pm)*

Superintendent Peter Weaver, Business Administrator Kristie LaPlante, Principal Sarah Edmunds, Assistant Principal Katie Gosselin, Director of Student Support Services Ned Pratt, Technology Director Jonathan Bouley, Curriculum Coordinator Emily Stefanich, and Clerk Kristina Fowler

I. CALL TO ORDER

Chairman LoVerme called the meeting to order at 6:31pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. ADJUSTMENTS TO THE AGENDA

Superintendent requested to add personnel matters to the nonpublic session.

A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Mr. Golding to accept the adjustment to the agenda.

Voting: six ayes; one abstention from Chairman LoVerme, motion carried.

IV. PUBLIC COMMENTS

The public comment section of the agenda was read.

Chairman called out all the phone numbers and names joined in the meeting asking if they wanted to comment. There was no public comment.

V. BOARD CORRESPONDENCE

a. Reports

i. Director of Student Support Services Report

Mr. Pratt provided an update on staffing; there are little changes since last year. A combination of district staff and contracted service staff are used in special education. At LCS one change from last year is that, the preschool teacher is doing all the case management. There have been increases to speech staff, especially with the younger students the need has increased. With speech, they are also trying to do more “push-in” services; it makes sense with students being able to interact/speak with each other although there are still some “pull-outs”. Last year we had employed a full-time (1.0 FTE) school psychologist and this year we have .50 FTE school psychologist and a .50 FTE social worker; this is working well. The testing is coming from the psychologist and implementation of IEP and counseling is provided from the social worker. Two additional ABA’s have been added due to the increase in the RISE population. There are not a lot of changes from last year and student/staff ratios are pretty much the same. There are 112 students identified as needing special education and services are going well. He is pleased with the district staff and contracted service staff; they are all working hard.

ii. Director of Technology’s Report

Mr. Bouley reported 156 new helpdesk tickets were created, an increase of 85 from the prior 30 days, which was expected due to the holiday break. Many tickets were generated after the technology professional development (PD) day with staff asking for access and information. New staff member Dimitris Alexandrou has had several weeks of orientation and is being self-sufficient. This allows Mr. Bouley time to work on project work like security analysis and the network. He spoke of the technology PD day being a great experience for him. He is not an educator and found it interesting from a technology standpoint. There was a lot of information about compliance and cybersecurity making sure all are safe, students and staff using technology. Feedback was obtained that staff felt it was well worth it. He has done a full security analysis and gap analysis; it provides a suggested roadmap and is working through an

implementation plan and timeline and how to present this to the Board. He hopes to do this during a nonpublic session because it has information that can be used in inappropriate ways. The network upgrade took time finding out how many devices are being used. They found a lot of old gear plugged in and not running. No one knew what the equipment was or why we had it; some was a security risk and some were just sucking up power. He reached out to the prior IT Director on some things; he was very helpful. He reports having a productive month. Ms. Lavallee voiced appreciation for the clean-up he has been doing and how much it will help the district in the long run. She questioned if the PD sessions were recorded. Mr. Bouley confirms they were not and noted Chair LoVerme and Mr. Vanderhoof attended the PD sessions. He notes there were 84 people online and the session went smooth, not many difficulties. Chair LoVerme voiced appreciation for the sessions and noted he bounced around from room to room. He agrees it would have been nice to have it recorded for the Board and new staff and suggests this moving forward. Mr. Bouley spoke that they had to pivot quickly to remote due to the inclement weather. Superintendent added going forward sessions will be recorded and will be contributed to a PD library.

b. Letters/Information

i. Enrollment

Superintendent reviewed at the end of January enrollment was at 573. It has remained steady throughout the year with little change.

ii. Professional Development Day

Ms. Stefanich reported the technology professional development day held February 4 was a success. A survey was conducted at the end, which gave them a ton of information. She agrees it is a good idea to build a PD library. Ms. Lavallee spoke that she loved the details put into the courses offered. She questioned if Discovery Ed was a supplement to the curriculum or is it replacing something. Ms. Stefanich responded we are getting it free for 5 years as a result of a grant. It provides resources for staff to pull from; an example is virtual field trips to Washington, D.C. It is more to supplement the curriculum than replace. A question was raised if teachers are using Hapara. Ms. Stefanich responded the MS uses it and they are looking to expand it to other grades as well. It was noted the escape room appeared to be a newer concept and questioned if it is being used. Ms. Stefanich did not spend a lot of time in that session. The idea is to do content in engaging ways. Principal Edmunds spoke, noting teacher Margaret Dwyer set up the escape room and you had to figure out clues and puzzles to get out. It is a different way to engage students. A question was raised if we are seeing more student engagement. Principal Edmunds responded that Ms. Dwyer has used them and there may be another MS teacher using them; this was the first step to get teachers to try it. Superintendent spoke that it takes a lot of time to set it up. It is a great way to get kids to collaborate and review. It was noted it appeared to bring everything together and had social skills included. Ms. Stefanich commented that one teacher has used Discovery Ed for substitute plans. A question was raised if there are plans to follow up and see if what was learned has been implemented. Ms. Stefanich responded yes she has been talking anecdotally with staff and having another survey in a couple of months would be helpful. Mr. Vanderhoof spoke regarding his experience with the escape room session. He commented it was great; you could easily build an escape room. Once it is built, you could use it year after year with students. Superintendent spoke that some were nervous to have the school board members joining the PD sessions online. He thinks it was great and the teachers appreciated it. He added by participating it showed a genuine interest in what teachers do for a living. It means a lot and goes a long way. He expressed one of the goals is to break down walls; this is an example. He welcomes all the board members to participate in future PD. Mr. Vanderhoof added, all the materials were there (for escape room) and anyone can take that and make an escape room, kids could make them. Superintendent commented it might have been a first for SAU63 that board members participated in PD with staff; it is a good direction to head in. Chairman LoVerme expressed it is important the Board know what the teachers are doing and learning and teaching each other. He adds it would be nice to get us more involved in what our staff does. We care about they are doing.

VIII. DISTRICT MEETING DISCUSSION

Ms. LaPlante spoke looking for direction regarding meeting set up etc. to make sure we have the right equipment, space and masking needs. Discussion was had the schools have optional masks and district meeting should mirror what the schools are doing. It was expressed in the interest of making everyone feel safe; we could have a designated all masked area. This was discussed including logistics of this. It was suggested to use the stage for the Boards similar to last year. It was noted the meeting will be online and people can ask questions, they cannot vote if they are not in person. They can drive in to vote. There will likely be more people than last year. Discussion continued regarding masks. It was noted, if it is just optional, people can sit where they want and there is no need to dictate who people sit with. Superintendent spoke that we will set it up with as much space as possible. Fire code dictates that the chairs have to be tied together; we could do one forward and one backwards. Ms. LaPlante expressed, she respectfully discourages drive up voting. That was allowed for a one-year option; we would need to check with the ballot clerks to see if they

could even accommodate that. Chairman LoVerme does not believe they have the staff for it, and agrees voting should take place in the building. Superintendent questioned if we need to have a backup plan if technology fails, and notes we do have a snow day planned. It was expressed that as far as the remote option, it should be understood you are an observer, should not have interactions, if you want to ask a question you need to be in person as they have not been verified as a registered voter. As far as technology issues, the people who are voting are present and not online (no back up is needed). It was suggested, that this be posted prior to the meeting and make the community aware so they are not surprised. Superintendent supports having masks optional without a segregated area for mask only with seats staggered. Discussion regarding this continued with most supporting only optional masks all in one room. It was noted in this scenario it may be a case of what works in the schools does not work here. There may be those who have health/serious concerns and do not want to sit with those unmasked; it does not need to be a separate room, we can designate an area in the same room. It is a matter of giving people the options that make them feel safe. It does not need to be as extreme as 2 separate rooms. This and the logistics of it were discussed. A question was raised how would check in work. Response is there would be no separate lines, all enter and check in, in the same line. Board members were polled on if there should be a separate small masked only area in the same room; 6 members (majority) supported this. It was acknowledge all voters will vote at the same time, no separate lines. It was pointed out it is up to the Moderator how voting is handled. Superintendent informed members that he, Ms. LaPlante and Ms. Fowler would be meeting with the Moderator next week. A brief discussion was had if there is enough room on the stage for the budget committee and board members. Administration will be on the floor in the front seats, meeting will take place in the cafeteria. Last year the biggest concern was the risers. It was suggested to set it up as a normal year as much as possible with the podium back the way it has been years prior. A question was raised if we have a presentation for the warrant articles. It was suggested to go over them. Article 5, CIP capital reserve-Mr. Vanderhoof will do. Article 6, SPED capital reserve-Chairman LoVerme will do. A question was raised regarding voicing recognition for Mr. Dailey. Ms. Lavallee noted that in the minutes from January 25, there was discussion regarding the date of future district meetings. She understands a warrant is not needed but it was discussed whether or not to provide information to the towns that we may change the date in the future depending on the school district calendar. Ms. LaPlante spoke that she believes the intent was if there is a change in date that it would be well publicized. Ms. Lavallee questioned when we talk and vote on the calendar we will talk about this then. Ms. LaPlante responded yes. A question was raised if the article needed to be rescinded. Ms. LaPlante confirms it does not. Ms. Lavallee added that we should, when we discuss it next year, make it known we are discussing it in order to allow the community to weigh in.

IX. YTD REPORTS

Ms. LaPlante provided the year to date report through January 31. She reported we are in good shape: they cataloged and inventoried all the open PO's and sent them back to the building levels to either purchase or close them. This is an ongoing process. On March 1, she should have a better idea of what closed and how much we have left. She is not finding any red flags of over budget or potential for over budget. Requests for PO's will be approved through building principals before it comes to her. She will discuss any expenditures with the Superintendent from here on out and if there are any lingering invoices for larger ticket items they can better define and answer questions. Ms. LaPlante confirms she will work on new guidelines with purchase processes and will share with the Finance Committee before releasing it to the building level. A question was asked regarding the status of the audit. Ms. LaPlante responded there would not be a final available for the March 5 district meeting. The auditor is hoping to have a summary audited statement and a lot of the delay goes back to the significant coding misclassifications with the grants. The auditors have done the fieldwork and have all the information they need; they are just analyzing now. She is hoping to have it for April 1 but this is just what she is hoping.

X. TREASURER REPORTS

Ms. LaPlante spoke of hoping to have the Treasurer's Report through at least June 2021 for the Board but does not have it. She has been working with the district treasurer but has been unable to get it. She informed the Board it would not be part of the annual report and hoping to have it as a supplement to the report for district meeting. She did meet with the Treasurer again today to be sure that she has what she needs. She is working on tightening up deadlines. There will be additional discussion.

XI. ACTION ITEMS

a. Approve Minutes of Previous Meetings

A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Post to approve the minutes of January 25, 2022 as written.

Voting: six ayes; two abstentions from Ms. Lavallee and Chairman LoVerme, motion carried.

A MOTION was made by Mr. Vanderhoof and SECONDED by Mr. Golding to approve the minutes of February 1, 2022 as amended.

Voting: seven ayes; one abstention from Chairman LoVerme, motion carried.

XII. COMMITTEE REPORTS

i. Technology Committee/Survey Feedback

Mr. Kofalt reported the committee met today and are now working through some survey questions that he would like to have ready for the district meeting. They will work on doing some online collaborating of the survey documents prior to the next board meeting. He recognized Ms. Stefanich and Mr. Bouley for the work they put together and providing a starting point for discussion. They would like to aim the survey toward faculty, parents/community and students. There will be slightly different questions on these. They will have an online version (preferred way) and a paper version and making it available at the district meeting and town meeting. The idea of the surveys is to gather enough information to be useful but not so much that it deters people from filling out the survey. He reported Mr. Bouley brought up that recently he secured grant funding for some new technology and there may be another round of funds available at some point; if we have data around broadband access we may have an opportunity to tap into that as well. Regarding the technology document, they have some initial pieces; it is starting to come together and it's expected on March 1st to have something to present to the Board for review and be ready to go for the district meeting.

ii. Finance Committee

Mr. Kofalt reported the committee did not meet due to scheduling conflicts.

XIII. PUBLIC COMMENTS

The public comment section of the agenda was read.

Ms. Melissa Knight, Wilton commented the microphones are great but is still having difficulty hearing some as the mics are not turned on.

Chairman called out all the phone numbers and names joined in the meeting asking if they wanted to comment. There was no additional public comment.

XIV. SCHOOL BOARD MEMBER COMMENTS

Ms. Cloutier-Cabral was impressed with the PD report. She thanked Mr. Vanderhoof and Chairman LoVerme for providing feedback.

Chairman LoVerme thanked everyone for coming in and participating online. He looks forward to seeing you all at district meeting and voting. He thanked the staff here and those at home.

XV. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (B) (C)

i. Student Matter

• Personnel Matter

A MOTION was made by Ms. Lavallee and SECONDED by Mr. Kofalt to enter Non-Public Session to discuss personnel and student matters RSA 91-A: 3 II (A) (B) (C) at 7:35pm.

Voting: via roll call vote, seven ayes, one abstention from Chairman LoVerme; motion carried.

RETURN TO PUBLIC SESSION

The Board entered public session at 9:08pm and moved to non-meeting regarding negotiations.

XVI. ADJOURNMENT

A MOTION was made by Ms. Lavallee and SECONDED by Mr. Golding to adjourn the Board meeting at 9:28pm.

Voting: seven ayes; one abstention from Chairman LoVerme, motion carried.

Respectfully submitted,

Kristina Fowler