

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, May 9, 2023
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.

Videoconferencing: meet.google.com/fzo-bemr-dyr

Audio: +1 435-850-7071 PIN: 810 298 364#

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

- I. CALL TO ORDER-Dennis Golding-Chair**
- II. PLEDGE OF ALLEGIANCE**
- III. STUDENT SCHOOL BOARD REPRESENTATIVE REPORT**
- IV. ADJUSTMENTS TO THE AGENDA**
- V. 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.
- VI. BOARD CORRESPONDENCE**
 - a. Reports**
 - i. FRES PTO Report
 - ii. WLCTA Report
 - iii. Superintendent's Report
 - iv. Principals' Reports
 - v. Director of Student Support Services Report
 - vi. Curriculum Coordinator's Report
- VII. SCHOOL BOARD WORKSHOP AGENDA**
- VIII. POLICIES**
 - a. 1st Read**
 - i. JLCB-Immunizations of Students
 - ii. BBBF-Student Board Members
 - iii. IMC-Controversial Speakers and Programs
 - b. 2ND Read**
 - i. BEDH-Public Participation at Board Meetings
 - ii. EHAA-Computer Security, E-mail, and Internet Communications
- IX. ACTION ITEMS**
 - a. Approve Minutes of Previous Meeting**
- X. COMMITTEE REPORTS**
 - i. Policy Committee
 - ii. Technology Committee
- XI. PUBLIC COMMENTS**

XII. SCHOOL BOARD MEMBER COMMENTS

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

- i. Review the nonpublic minutes
- ii. Student Matter
- iii. CBA Negotiations Update
- iv. Staffing Matter

XIV. ADJOURNMENT

INFORMATION: Next School Board Meeting-May 23, 6:30 PM at WLC

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
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

WLC Student Rep Board Report
May 2023

Earth Day

On April 21st all of the students at WLC participated in a community wide clean up project. The Middle school went around the school grounds while the high school students walked around the town. Juniors helped around LCS while Seniors and a few sophomores helped with FRES. Afterward we had a great lunch outside from the cafeteria staff and two Fun Friday activities to end the last day before vacation. It was a good day at WLC!



6th Grade Ecology Trip

The 6th graders attended the annual Ecology School field trip. Ecology School is where the 6th grade class attends a camp for four days to learn about nature and everything to do with the earth in more depth. The 6th graders told us that they had a great time and it will be something they remember forever.



Looking Ahead!

The next two months of school are exciting and stressful with final exams and many field trips and activities happening. We know that the student body is looking forward to events like the Prom, Rent-a- Senior, and trips like the middle school trip to Lake Winnepesaukee!

- FRES concerts 5/11 & 5/18 @ 6
- Sustainability Fair on 4/15 went well
- Freshman World History - WW1 trench warfare simulation
- Seniors start presenting senior projects first week of May
- Celebration of Learning @ FRES is May 24th @ 6pm
- Juniors visited LCS for earth day on 4/21
- Earth Day district cleanup 4/21
- Wizard of Oz play went very well, and audience members commented on the quality of the new sound system
- Junior & Senior Prom is May 19th at Alpine Grove in Hollis
- Art show at downtown library on May 13th from 9:30 - 1:30. Junior class bake sale fundraiser at the art show.
- Art opening inside of library on May 6th from 5-7

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
May 2023

- We met with Wilton & Lyndeborough police chiefs and town administrators to revisit the school district need for a School Resource Officer. We discussed the following:
 - The SRO position was discussed at the school board level in 2019
 - There are different models for staffing and funding this position
 - We would like to implement this for the 2023-24 school year
 - We are currently working to complete a grant through the Department of Justice that is intended to support funding this position in the short term
 - Next steps is to meet again (May 8th) to collaboratively develop and plan a brief presentation for the school board at their May 23rd meeting
- On April 19, we met with Chief Olesen, Deware, and Norse, along with Wilton-Lyndeborough EMT to plan next steps to fully implement ALICE training for the next school year. We agreed to:
 - Open up the eLearning portal the week of June 5th for staff to begin the mandatory training
 - Establish August 23 or 24 for a full day of staff development with our ALICE trainers
 - Set a tentative goal of a full simulation with law enforcement in November, 2023
 - Meet again on June 8th to continue our planning
- We are moving forward this week with building level interviews for high school math and English. We posted these positions on April 12th, and currently have eight English and three math applications
- We are waiting to receive the Class of 2034 t-shirts and are eager to present them to our 1st grade students!
- I would like to propose and discuss with the school board a financial incentive to prospective teaching interns to complete their teaching internships in SAU 63. Teaching interns work directly with a teacher for a semester (about 18 weeks) to apply their learning in a real-world setting. Teaching interns co-teach and teach individually while always being supervised by a cooperating teacher. They have also served as substitutes in their content area, coaches, tutors and mentors. The market for teaching interns is very competitive. Our proposal would be to pay four teaching interns \$1,000 each for a semester-long internship. Thank you.
- Facility update: The roof project at LCS was completed over April vacation. The vendor had to replace 29 sheets of decking that were either delaminated and/or rotten as well as complete additional work to the valley in the rear of the building. This increased the project cost by \$3,115 bringing the total cost to \$70,174.

Wilton-Lyndeborough Cooperative School District provides a safe and educational environment that promotes student exploration, critical thinking and responsible citizenship.

- Quotes are being finalized for several projects:
 - Entrance door replacement and safety enhancements at WLC (SAFE Grant)
 - Access control upgrade at WLC (SAFE Grant)
 - Entry and basement door replacement at LCS
 - Access control upgrade at LCS (SAFE Grant)
 - Siding repair at LCS
 - Replacing the heating elements at LCS

- New appliances were installed in the WLC Kitchen over April vacation (Oven, stovetop, griddle/flat top). A conversion transformer is needed before the oven can be put in use; this part should be installed before the May 9th Board meeting. Buddy is working with the flooring company on scheduling the tile replacement project in the back room of the WLC kitchen for late May or as soon as school gets out in June.

- The 30 hour maintenance position has been posted and summer staffing has been scheduled to complete annual summer projects

- Buddy and Mr. Weaver will be meeting with Ms. Hall at WLC to finalize the art room renovation plan before that project starts this summer.

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WLC Principal's Report
May 2023

The month has been a busy and productive one for our middle/high school students, staff, and community!

Earth Day Outdoor Cleanup:

One of the highlights of the month was our Earth Day Outdoor Cleanup. Our students and faculty gave over 500 hours of combined time to the community, helping to clean up our schools and roadways in conjunction with the town of Wilton. It was heartening to see our students take such an active role in preserving our environment, and I am proud of the positive impact they have made on our community.

State Testing:

As we move into May, preparations for state testing are underway. Our teachers and staff have been working hard to ensure that our students are well-prepared for these tests. We have provided students with review materials, practice questions, and extra support to help them succeed.

Final iReady Diagnostic:

In addition to state testing, our students will also be completing their final iReady diagnostic for the year. The data collected from this assessment will help us identify areas where students may need additional support or enrichment, and will inform our instructional decisions moving forward. I am confident that our teachers will use this information to provide targeted, individualized instruction to meet the unique needs of each of our students.

WLC Sports:

Finally, our WLC baseball, softball, and track seasons are in full swing, and we are so thankful to our coaches for their hard work and dedication. Our student-athletes have been performing well, demonstrating not only their physical abilities but also their sportsmanship and teamwork. These extracurricular activities provide valuable opportunities for our students to develop leadership skills, build character, and form lasting relationships with their peers.

In conclusion, it was a successful and productive month for our school community. We are proud of our students for their dedication to community service and their academic and athletic achievements. Thank you for your ongoing support as we continue to strive for excellence in all aspects of our school.

**FLORENCE RIDEOUT ELEMENTARY SCHOOL
LYNDEBOROUGH CENTRAL SCHOOL**
18 TREMONT STREET
WILTON, NEW HAMPSHIRE 03086
(603) 732-9229
www.sau63.org

Bridgette Fuller, Interim Associate Principal
Christina Gauthier, Administrative Assistant FRES

Aimee Gelineau, School Counselor
Sherry LeBlanc, Administrative Assistant LCS

INTERIM PRINCIPAL REPORT
May 9, 2023

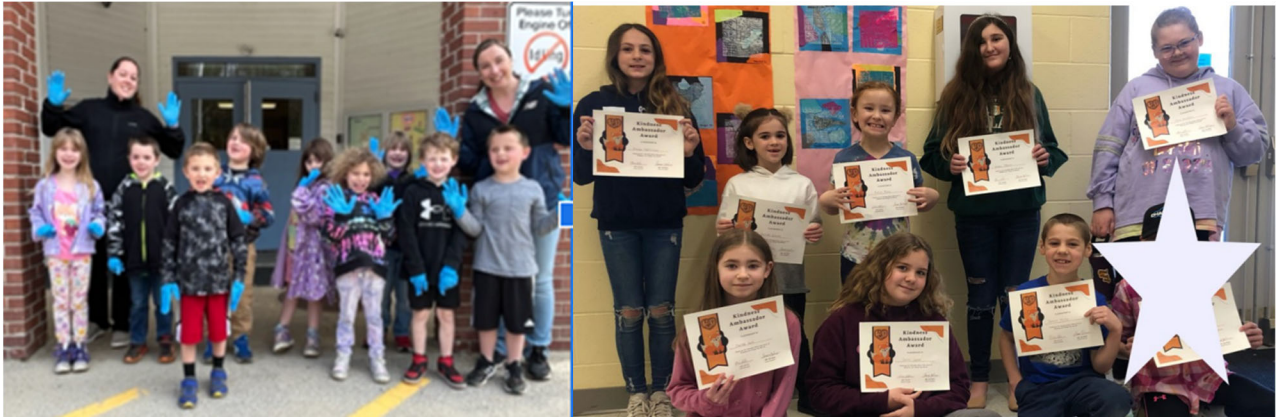
It's been another busy couple of months at FRES and LCS! Both schools continued with safety drills, many families enjoyed roller skating organized by the PTO, staff was spoiled by the PTO for teacher appreciation week, and students cleaned up their schoolyard and other nearby sites for Earth Day. FRES & LCS teachers worked on curriculum development during our professional development day, grades 3-5 prepared and began their NHSAS testing, and the first round of Kindergarten Screening commenced.

SAFETY and WELL BEING

Students in grades K-5 participated in fire drills and the LCS crew experienced their first off site evacuation drill. This drill would be activated if it was unsafe to remain in the school. Situations when a decision like this would be warranted could include loss of power, fire or smoke in the building, building damage, no heat, etc. We were escorted to the United Church of Lyndeborough on Forest Road by the Lyndeborough Police Department. Students at FRES will participate in an off site evacuation drill May 19, 2023. Thank you to the first responders from both towns who continue to partner with us monthly to facilitate these important state mandated drills.

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As noted previously, safe bus ridership has been a focus this school year. To help support the large crowd of students on the bus 4 and bus 6 afternoon runs, we have added a bus monitor.



SOCIAL AND EMOTIONAL LEARNING

On April 3, 2023 our FRES whole school morning meeting was hosted by our 5th grade and student selected Kindness Ambassadors were recognized by our school counselor, Aimee Gelineau.

DATA DRIVEN INSTRUCTION and AFTER SCHOOL TUTORING

Grades closed at both schools on April 7, 2023 and learning profiles were sent home April 13, 2023. In order to craft learning profiles, teachers spent a great deal of time administering benchmark assessments and analyzing trends from formative classroom assessments. Using data collected, teachers identified areas to target during the final quarter of the school year. Teachers collaborated with grade level teams, our WIN team, and ESSER teacher, to generate plans to support student growth.

Since January 30, the students at FRES have been lucky to have a team of afterschool ESSER tutors working on narrowing learning gaps in the areas of reading and math. This year we were able to provide over 30 students, in grades 1-5, the opportunity to participate in approximately 30 sessions in the area of reading and/or 30 sessions in the area of mathematics. The last day of tutoring will be Tuesday, May 16th. Our tutors will be spending time crafting progress reports May 17-18, 2023.

IMPORTANT DATES

- **May 5th & May 10th-** Kindergarten Screening Day at LCS

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- **May 8th-May 12th-** Book Fair
 - **May 8th:** 6-7pm **PTO Wildlife Encounters**
- **May 8-25, 2023-** NHSAS Testing and Spring iReady Diagnostic Assessment. Thank you to the members of our school board who have volunteered to help with popcorn May 8-11, 2023.
- **May 11, 2023-** Grades K-2 Spring Concert, 6pm
- **May 15, 2023-** PTO Meeting, 6pm
- **May 18, 2023** - Grades 3-5 Spring Concert, 6pm
- **May 19, 2023-** LCS Welcome Day: Rising K students experience a day in the life of a kindergartener. There is no school for current kindergarten students on this day.
- **May 20, 2023-** PTO Plant Sale
- **May 24, 2023-** Celebration of Learning FRES
- **May 26, 2023** - No School (Professional Development Day)
- **May 29, 2023-** No School (Memorial Day)
- **June 5, 2023-** Kindergarten Step-up Day and Wilton Town Library Summer Reading Kickoff Celebration
- **June 8, 2023-** Kindergarten Information Night at LCS 5-6pm
- **June 16, 2023-** FRES Field Day
- **June 20, 2023-** LCS Field Day & 5th Grade Graduation
- **June 22, 2023-**Last Day of School

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Peter Weaver
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Kristie LaPlante
Business Administrator

Director of Student Support Services Report April 2023

At a past board meeting, we discussed the establishment of a resource program for students who may be having short or long term mental health issues. This month, we present the framework for an elementary school mental health resource center. This proposed program was vetted by our district and school administration as well as our counselors and special education staff throughout the district. We are unanimous in our support for this program.

The FRES mental health resource center will be a place for all students to access if their school day is being affected by mental health issues. The center will be staffed by a school social worker and para-educator. The center will work in concert with the FRES school counselor, FRES administration, BCBA and special education staff to provide a safe program for students who need to work outside the classroom and/or need immediate short term and long term counseling assistance. The center will also be a place for students to complete their classwork while they are away from their classroom.

Once again, this will not be just a general education or special education program. Rather, it is a place for all students to access if needed. We have discussed how our building climates have changed over the years. Unfortunately, the loss of direct face to face contact with each other during Covid has heightened not only the mental health needs of more students, but also has required all of us to work hard to help our students understand and participate appropriately in any kind of school activity.

It is not anticipated that any additional funding will be necessary to start this program. Funding for this program will be from an out of district tuition that will not be used as we will be bringing the student back to our district next year. We will reinvest the money in the hiring of a contracted service social worker.

While we are excited to get started with this program in the fall of 2023, there are still many steps to climb before this program becomes a reality. Additionally, while we had planned for a similar program at the middle/high school next year, we will need to push that one out another year as the funding is not available in next year's budget nor are there out of district tuitions that may be used to offset the cost of an additional social worker.

I look forward to sharing the progress of this planned program in my June Board Report and will be ready to answer any questions that you may have at the April 18th meeting.

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School Administrative Unit #63

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Peter Weaver
Superintendent of Schools

Samantha Dignan
Curriculum Coordinator

Kristie LaPlante
Business Administrator

Curriculum Coordinator Report May 9, 2023

Professional Learning

Professional Development

The staff in all three buildings participated in a professional development day on April 14, 2023. Throughout the day, the staff were engaged in various curriculum-related activities. Classroom teachers at LCS and FRES worked to build their science and social studies scope and sequence documents. They also reviewed all of the English Language Arts (ELA) and Math competencies to ensure they are aligned with the Common Core State Standards, and in ELA that they are aligned with the Science of Reading research about the way the brain learns how to read. Other staff were engaged in personalized professional development by department. This included building scope and sequence documents for their content area or preparing for the NH SAS, for example. WLC staff continued to work on building their individual curriculum units in preparation for the curriculum website.

All schools ended their day with a survey regarding iReady Instructional Pathways and its use. Overall, teachers reported that students are using their Instructional Pathways (MyPath) either weekly or daily on a regular basis. The Elementary teachers report that their students are using My Path daily or weekly usage at 76%, and the Middle/High school, teachers report that their students are using MyPath daily or weekly usage at 57.2%. As a reminder, at this time, MyPath only provides content for students up to 8th grade. Therefore, at this time, those students who are juniors and seniors have been working on PSAT/SAT prep. The elementary teachers are reporting that some of the most significant benefits of using MyPath is the differentiation it provides for their students. Their biggest challenge is that students are testing at grade-level for classroom data, but showing below grade-level on their MyPath. The middle and high school teachers report the benefits are the ability to see what skills students are working on, and the ability to use the reports to group students to support their learning. The biggest challenge is that students are not consistently motivated to participate using MyPath.

New Teacher Meetings

The new teachers had their final meeting of the school year on April 17th. At this meeting, we had a wrap-up conversation as well as a survey about the program. There are still some teachers who have not completed the survey, so at this point the data to analyze is incomplete. I hope to use this data to inform the future new teacher programs.

Assessment

NH SAS/iReady

The New Hampshire Statewide Assessment System is given annually in both reading, writing and math in students grades 2-8, with 5th, 8th, and 11th grade also being assessed in Science. Juniors take the SATs as part of their Statewide Assessment. The [District Testing Calendar](#) includes the testing schedule for all students.

Committee

The Curriculum Committee continues to meet monthly to lay the groundwork for analyzing our curriculum K-12. We continued to review our ELA data from K-12, this time we utilized NH SAS data to specifically review areas where we noticed our students struggled on iReady. We have resources to review prior to our next meeting where we will discuss the resources and determine next steps for the district.

Curriculum

Teachers at all three schools have worked diligently to continue to develop their curriculum. The middle and high school teachers are working to get all of their documents to align and use the same format. This is a huge undertaking, and the teachers have continued to impress me with their dedication to completing this work. The work is now in the review process prior to publishing.

FRES

I continue to work in conjunction with Mrs. Fuller to support student discipline at FRES. The focus of our work is to reinforce students' behavior so they can successfully navigate throughout their school day and when they are struggling to do so, put support in place to assist them. This includes meeting with families, developing plans, and meeting with students regularly to “check-in”.

Finally, I remain in attendance at numerous 504 meetings and Special Education team meetings. At these meetings teams are determining eligibility for both 504s and IEPs, as well as reviewing evaluations.

Upcoming Events

- NH SAS 5/3-5/16
- iReady 5/15-5/25
- Professional Development Day - 5/26
 - Data Reviews - teachers will review the data from the final round of iReady assessments and begin to make plans for next school year.

Spring Testing Dates: **May 2023**

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 Grades 3-5 NHSAS Reading	4 Grades 3-5 NHSAS Reading	5 Grades 3-5 NHSAS Make-up
8 Grades 3-5 NHSAS Writing Grades 6-8 NHSAS Reading	9 Grades 3-5 NHSAS Writing Grades 6-8 NHSAS Math	10 Grades 3-5 NHSAS Math Grades 6-8 NHSAS Writing	11 Grades 3-5 NHSAS Math Grades 6-8, 11 NHSAS Science	12 Grades 3-5 NHSAS Make-up
15 Grade 5 NHSAS Science Grades 1B & 2 iReady ELA iReady ELA	16 Grade 5 NHSAS Science Grade 1H iReady ELA	17 Grade 2, 4 iReady Math	18 Grade 1L & 2 iReady ELA Grade 2, 4 iReady Math	19 Testing Make-up
22 Kindergarten iReady-ELA Grade 1B iReady Math Grade 3-5 iReady Reading Grades 6-11 iReady Reading	23 Kindergarten iReady- ELA Grade 1H iReady Math Grades 3-5 iReady Reading Grades 6-11 iReady Reading	24 Kindergarten iReady -Math Grade 1L i-Ready Math Grades 3, 5 i-Ready Math Grades 6-11 i-Ready Math	25 Kindergarten iReady -Math i-Ready Math 3 & 5 Grades 6-11 i-Ready Math	26 NO School: PD Data Day
28	29	30	31	

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD WORKSHOP
Monday, May 15, 2023
Florence Rideout Elementary School-Library
6:00 p.m.

- I. CALL TO ORDER-Dennis Golding-Chair**
- II. SCHOOL BOARD GOALS/VISION**
- III. BOARD OPERATIONS/ROLES & RESPONSIBILITIES**
- IV. ADJOURNMENT**

INFORMATION: Next School Board Meeting-May 23, 6:30 PM at WLC

JLCB - IMMUNIZATIONS OF STUDENTS

Category: Recommended

Related Policies: EBCF, EBCG, JFABD, JFAM, JLC & JLCA

- A. **Immunizations Required.** Any child being admitted to the District must present written documentation of meeting the then current New Hampshire immunization requirements, unless exempted for medical reasons under RSA 141-C:20-c, or for religious reasons as provided in paragraph D of this policy. All immunizations must meet minimum age and interval requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines (e.g., MMR, Varicella, nasal influenza vaccine, etc.) that are not administered on the same day must be administered at least 28 days apart.

The District will notify parents/guardians of immunization requirements at the earliest possible date, so that the necessary plans can be made with the healthcare provider or other medical resources to accomplish this standard prior to a child being admitted to school.

- B. **Conditional Enrollment.** A child who has not met the immunizations requirements of paragraph A, above, may be "conditionally" enrolled and allowed to attend school when the parent/guardian provides:

1. Documentation of at least one dose for each required vaccine; AND
2. The appointment date for the next dose of required but incomplete vaccine.

The appointment date referred to in B.2, above, shall serve as the exclusion date if the child does not keep the scheduled appointment. Conditional enrollment shall not be extended to the next school year for the same dose of vaccine.

- C. **Homeless Students and Unaccompanied Youth.** Pursuant to the McKinney-Vento Act and Board Policy JFABD, homeless students and/or unaccompanied youth, may enroll and attend school while the Homeless Liaison works with the family/student to obtain examinations or documentation of the same.

- D. **Military Children and Military Connected Students.** Pursuant to the Interstate Compact on Educational Opportunity for Military Children (RSA 110-D:5, III) immunization(s) (or for a series of immunizations, the initial vaccination(s)) shall be obtained within 30 days from the date of the military child/military connected student's enrollment, or within a time frame determined under the rules of the Interstate Commission.

- E. **Health and Religious Exemptions.**

1. **Medical Exemption.** A student shall be exempted from the above immunization requirements if he/she presents written documentation in accordance with RSA 141-C:20-c, I from his/her physician that immunization will be detrimental to his/her health. An exemption under this paragraph shall apply only to the specific immunization referenced in the physician's written statement, and will continue for the greater of one year or the length of time stated in the physician's statement.
2. **Religious Exemption.** In accordance with RSA 141-C:20-c, II, a child will be excused from immunization for religious reasons, upon receipt of a statement, signed by the child's parent/guardian, stating that the child has not been immunized because of religious beliefs.

JLCB - IMMUNIZATIONS OF STUDENTS

In the event of an outbreak, students who have been exempted from immunization requirements will be excluded from school for a period of time, to be established after consultation with the NH Dept. of Health & Human Services (NHDHHS), if such students are considered to be at risk for the disease or virus that they have not been immunized against.

- F. **Records.** The school nurse, principal or designee trained in state immunization requirements is responsible for documenting that all students have been immunized prior to school entrance in accordance with RSA 141-C:20-a, or that one of the circumstances described in paragraphs B-D, above apply.

The Superintendent shall assure that the District maintains immunization records in accordance with NHDHHS regulations.

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

Revision:

Legal References:

RSA 110-D:5, III, Educational Records and Enrollment

RSA141-C:20-a, Immunization

RSA 141-C:20-c, Exemptions

RSA 141-C:20-d, Exclusion During Outbreak of Disease

RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse

N.H. Dept. of Ed., Admin. Rule Ed 311.01, Immunization Program

N.H. Dept. of Health & Human Services, Admin. Rule He-P 301, Communicable Diseases

42 U.S.C. § 11432(g)(3)(C)(iii) - McKinney-Vento Act

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.*

BBBF - Student Board Members

- A. **General Policy.** The Board will have at least one student school board member from the Wilton-Lyndeborough Cooperative MS/HS.

Student School Board members (“Student-members”) will not have the right to vote and will be excluded from all non-public sessions the Board enters.

- B. **Election and Term of Student School Board-Members.**

Student-members will serve one-year terms, beginning on September 1st of each year.

Student-members will be chosen by a majority vote of the MS/HS student body under procedures for nomination and election established by the student government of the high school.

- C. **Responsibilities of Student Government.**

The student government of the MS/HS shall establish procedures for:

1. The nomination and election of Student-member candidates;
2. Any public high school student in the school district to petition the Student-member to present proposals and opinions to the School Board;
3. Filling any vacancy that may occur in the Student-member position from that school.

- D. **Student-Member Expectations.**

Under RSA 194:23-f, IV, Student-members are expected to:

1. Attend all School Board meetings;
2. Represent all MS/HS students within the District;
3. Present to the School Board specific proposals and ideas from the high school student body;
4. Serve as a liaison between students, District staff, and the Board;
5. Keep the student body informed of Board business and actions; and
6. Comply with all Board policies relative to students and Board members, when applicable.

- E. **Oversight.**

The Superintendent shall assure building principals coordinate with student council advisors to ensure the student council is aware of the requirements of Section D, above.

First Reading:

Second Reading:

Final Adoption:

Legal References:

RSA 189:1-c, School Board Student Member

RSA 194:23-f, High School Student as a Board Member

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.*

IMC – CONTROVERSIAL SPEAKERS AND PROGRAMS

A goal of education is to prepare our students to participate constructively in a democratic, pluralistic society in which many different opinions are held and differing causes are espoused. It is important that students develop an understanding of ideas and of people who may seem unfamiliar to them. It is also important that students develop judgment and the capacity to discern the difference between fact and opinion. Books, files, and other media are valuable for giving students exposure to many differing ideas; but for effective learning, it is also useful to invite appropriate guest speakers to meet with groups of students as part of the educational process.

The Wilton-Lyndeborough Cooperative School Board, in an effort to uphold the students' freedom to learn, while also recognizing obligations and responsibilities that the exercise of this freedom entails, establishes the following guidelines:

1. All guest speakers must be invited through the school principal and **if** applicable an attempt shall be made to engage speakers on both sides of **a topic**. In no instance shall a speaker who advocates unconstitutional or illegal acts or procedures be permitted to address students. The teacher/sponsor and principal are expected to exercise judgment and to fully investigate proposed guest speaker.
2. **Parents/guardians of applicable students will be notified by email or other written means a minimum of one week prior to any guest speaker presenting to the students on school property.**
3. An appropriate record shall be made of each guest speaker and of their presentation. **The presentation will be made available to parents upon request within a reasonable time frame.**
4. The ideas presented and the guest speaker invited to present them shall have a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved.
5. Prior to their appearance or participation, the guest speaker shall be given, in writing, and shall agree to abide by the following Board regulations:
 - A. Profanity, vulgarity, and lewd comments are prohibited.
 - B. Smoking is not permitted.
 - C. The teacher/sponsor responsible for inviting the guest speaker, or any member of the school administration, has the right and duty to interrupt or suspend the proceedings if the conduct of the guest speaker is judged to be in poor taste or interfering with the legitimate educational purpose and goals of the school district.

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

BEDH – PUBLIC PARTICIPATION AT BOARD MEETINGS

See also BEDB, KE, KEB

The primary purpose of Wilton-Lyndeborough Cooperative School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. Members of the public shall not speak unless recognized by the Board Chair or other person presiding over the meeting.
2. The Board will provide a minimum of 30 ~~and a maximum of 45~~ minutes to hear public comments. ~~at the beginning of each regular board meeting and an additional fifteen (15) minutes prior to any scheduled non-public session.~~ This may be extended by a majority vote of the board. If insufficient speakers remain to fill the 30 minutes, the Board will close public comment.
3. Individual speakers will be allotted three (3) minutes per person. Speakers may not relinquish allotted time to another speaker. For specific meetings and/or specific agenda items, the Board may at the outset of the public comment period increase the individual time limit for all speakers (but may not decrease the aggregate time below 30 minutes).
3. The Chair will recognize speakers on a first come basis.
4. In order to comply with RSA 91-A:2 II, speakers shall identify themselves clearly for the record.
5. Members of the public shall limit comments only to those items appearing on the agenda. The Board will not entertain comments that do not appear on the agenda. The only exception shall be comments which address matters discussed by the Board at its last public meeting which were not on that meeting's agenda but were discussed by the Board under "New Business". Requests to address the board on specific matters (i.e. a request to have a matter placed on the agenda) should be presented to the Superintendent no less than seven (7) days prior to the next Board meeting and must set forth specifics on the subject to be addressed. The determination whether to place the matter on the agenda will be made consistent with policy BEDB. 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 Superintendent in accord with the processes set forth in School Board Policies KE and KEB.

6. Any comments that do not adhere to the above, or which disrupt the official business of the Board may be ruled out of order by the Chair. Repeated disruption may result in the individual being asked to leave the meeting. Obscene speech, comments of threatening, or other unprotected speech will not be tolerated.

7. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow the above rules of order. Repeated violations may result in the intervention of law enforcement, with potential for criminal charges.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, in most instances, any board response will be deferred pending future consideration by the full Board. With the aim of maintain focus on the issues in discussion, it is desired that all speakers strive to adhere to ordinary norms of decorum and civility.

Legal Reference:

RSA 91-A:2, Meetings Open to Public

RSA 91-A:3, Non-Public Sessions

First Reading: September 14, 2010, April 18, 2023

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

Reviewed: April 30, 2019; May 14, 2019

Revised:

EHAA - COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS

Category: Priority/Required by Law

The Wilton Lyndeborough Cooperative School District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This policy is designed to protect the safety and security of the District's computer systems including e-mail and Internet use.

The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and e-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District. They are not the property of the employee.
2. The computer and e-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations.
4. The District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The District reserves, and intends to exercise if necessary without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's district issued computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or passworded.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it.
8. Notwithstanding the District's right to retrieve and monitor any e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.
9. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.

10. The District has the authority to terminate or limit access to any program at any time.
11. The District will take all necessary measures to maintain student privacy relative to the District's website, online information and storage of student personally identifiable information, as required by state and federal law.

Legal References:

RSA 189:68-a, Student Online Personal Information

RSA 194:3-d, School District Computer Networks

First Reading: September 14, 2010, April 18, 2023

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

Revision:

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, April 18, 2023
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.**

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

Present: *Dennis Golding, Brianne Lavallee, Matt Mannarino (6:40pm), Alex LoVerme (6:41pm), Tiffany Cloutier-Cabral, Darlene Anzalone, Geoffrey Allen, Diane Foss, and Jonathan Lavoie*

Superintendent Peter Weaver, Business Administrator Kristie LaPlante, Principal Sarah Edmunds (online) and Associate Principal Bridgette Fuller, Technology Director Nicholas Buroker, and Clerk Kristina Fowler

I. CALL TO ORDER

Chairman Golding called the meeting to order at 6:30pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. STUDENT ACKNOWLEDGEMENT-ROBOTICS

Teachers, Andrew Tyler and Jess Wentworth were present with students who are in the robotics program. The students gave a demonstration of their robot. They showed a video of a competition and spoke of their challenges with the robot. They scored 18 at the States competition. Some of the larger schools may have more than one team. Mr. Tyler voiced this has been the best team yet. This is a good program to get kids started with coding and engineering. The students spoke of companies sponsoring these events for teams that do well. It helps kids go into this kind of field. The students explained how the robot moves from left to right. At a competition, they do not know until they get there what teams you are going against. The students spoke of how they determine what parts they use for the robot; certain companies make robot parts and there are some parts that are not used there is a band parts list. You are limited to 8 motors. The type of wheels used are determined by what the challenge is and that is not known until September. The students spoke of how they got involved in this. Mr. Tyler brought it up and you sign up to join. There are some forms to fill out because you are working with metals and electrical parts. They are looking to recruit new members for next year. The Board acknowledged them for their work on the robot and in the robotics program.

IV. ADJUSTMENTS TO THE AGENDA

Superintendent reported the following adjustments: a nomination for WLC Principal and move the Director of Student Support Services Report to the next meeting in May. Ms. Lavallee requested to move the year to date report to the joint session and add community committee appointments to the agenda.

*A MOTION was made by Ms. Lavallee and SECONDED by Ms. Cloutier-Cabral accept the adjustments to the agenda.
Voting: all aye; motion carried.*

V. BOARD CORRESPONDENCE

a. Reports

i. Business Administrator's Report

Ms. LaPlante reported the plans to upgrade the kitchen, which would not be possible without Adam Lavallee and Tech Transport securing donations for us. The grease trap is fixed and the equipment will go in next week. The kitchen will be fully renovated minus the dishwasher when the kids come back in May. She spoke of tightening up how we spend district money, there are no blanket purchase orders; the prior boards would encumber funds in the first part of the year. Through that transition, we have focused on what the district needs with responsible spending. We talked at the last board meeting and the Board was generous to approve waiving RFP's for a series of projects. She outline all the projects we have on our plate for WLC, tennis court repairs, bathroom renovations, repairs to the track and access road to upper fields, brush removal along School Road, art room renovations, through the SAFE grant we have a new FOB entry system and entry door replacements, safety improvements in the science room, boiler replacements, roof work, replace gym windows, delivery of 2 athletic storage containers, replace the motor for the gym dividers and coordinate sanding of the gym floor (insurance claim). At LCS, we have roof repairs, siding repairs, replace heating elements and through the SAFE grant replace entry and basement doors and a new FOB entry system. It will be great to have the additional help of a .80 custodial person. Mr. Erb and his crew will be very busy, we have lost 2 weeks by the time the students leave and return in the fall. While working on the finances she captured the cost of the vandalism, which will be discussed later. A question was raised if there is enough space in the locker room to have storage vs. getting a container. Ms. LaPlante does not believe there is enough space for long-term storage. She confirms we have one boiler that is not delivered but in stock. Regarding the other 2, in January the Dept. of Energy changed the burning regulations (burning oil was at 83% efficiency) now the requirement is for it to run at 87% efficiency. We are researching the options we have and has been chatting

with Mr. Cross about converting to wood heat, it is unlikely we can stay with oil; we are working with the HVAC Company if we had to go to propane. That project is stalled right now (boilers 2 and 3). Regarding the locker rooms, she has not reached the architect to get a cost for the design. We need to hire an architect to get blueprints and specs to replace the sinks. We need to be conscientious of ADA compliance and need to design it correctly to remain compliant. Mr. Erb spoke, the Department of Energy changed the efficiency in January and it is now required to be 87% efficient. Right now, these companies do not even know if they can make a boiler to be 87% efficient. We are looking at propane as an option. He is going to Milford to look at their propane boilers, which are similar to what FRES has. It may not be as big of a problem to get those boilers but we may need some re-piping and cutting. He is hoping to have 2 companies in by the end of the week to get some answers. He suggests focusing on getting propane furnaces in and you can run the other on oil or do propane down the road. Removing the tank from the ground is very expensive. Ms. LaPlante was asked if ESSER funds could still be used. She doesn't know, it may be considered a construction or adjustment project and the process is different and time consuming. She explained that process, it would extend the timeline by about 6 months and about 50% more cost than we planned on. There are several moving pieces right now and hoping to have an update at the next meeting. She confirmed before changing the purchase order process many purchases orders would be issued in July and some were not spent until June. The educators are very good about knowing when their classes are starting and when to look for resources and did not have an issue this year, hopefully it continues this way.

ii. Director of Student Support Service's Report

Deferred to the next meeting.

iii. Technology Director's Report

Mr. Buroker reported his report covers March and April. On the support side, March was pretty good, the average ticket was 9 days, and his goal is 7 days or less. In the last 30 days, they had 86 new tickets. Between his technicians, they are doing good work; tickets are closing and staying closed. The department has a new intern who is really sharp. He set up an FTP server, which allows you to transfer and download files; he did it in 2 days. The firewall installation over break went well although a bug was found and we are still in the testing phase. We are hoping to run it at the end of April break. TDS tied in fiber to LCS without incident; they no longer run on old copper lines. As for projects, he thanked the Board for waiving the RFP for the camera and radio projects. He notes the second paragraph on the last page should have been deleted; it was left over from March's report. He completed his first piece of software for SAU 63 it is a Chrome extension, which hides the Google Translate Widget; this was a request from the Spanish teacher. He has the curriculum coordinators website page close to having all the code written, the website is up and hidden from the search at this time. It was noted the FRES curriculum page shows the Odyssey program, which is not running any longer. He will remove this.

VI. 7:00PM JOINT BOARD & BUDGET COMMITTEE SESSION

• YTD REPORT

Present: Jeff Jones, Leslie Browne, Bill Ryan, Caitlin Maki, Jennifer Bernet, Jonathan Vanderhoof and Charlie Post

Chair Jones called the meeting to order at 7:03pm.

Chair Jones spoke this is the first meeting bringing the 2 groups together and introductions were done. Last year the Budget Committee met after the budget was complete in June and we were running at a fairly high number. We were under budget and this does show fiscal responsibility and good decision making by administration and the Board. They wanted to have a discussion to be thoughtful about what balance we would be returning to the taxpayers and if decisions need to be made on spending that may impact next year's budget. That is the purpose of this meeting.

Ms. LaPlante reviewed we have about \$975,000, 7.5% of the budget not spent. She reviewed the bulk of that savings is in salaries and benefits, some tuition and professional development. We have \$266,200 in non-salary and benefits available. When the budget was built in the fall of 20-21 for FY 23 there were unknowns in SPED and as the year progressed we have \$174,000 savings in SPED. We are really only looking at \$92,000 in the unspent hard cost portion of the budget. We were able to hire staff at a lower rate, which is based on experience (per WLCTA CBA). We had a .80 FTE teacher that we filled with a long-term substitute, at FRES when Ms. Dignan transitioned to the curriculum coordinator her position was filled with a lower rate and that is the common theme. We had several paraprofessional positions we have been unable to fill. When we look through the budget and what we budgeted with 2 teaching vacancies that is how it adds up to the \$675,000 savings. It is not something we could predict. Without seeing the moving pieces it looks like the budget failed but when we budgeted, we didn't know all these things would happen. We feel were able to bring in new staff that has the potential to have a career here. That is the nuts and bolts of where we are. A question was raised, now what do we do with the balance. Ms. LaPlante responded locked into that number, as well as our facilities budget is about \$60,000 the Board agreed to, the LCS roof, we need siding there are there are a few other projects discussed but anything more significant she defers to the Board to address. She confirms the work being done on the LCS roof is in the YTD, the siding is not and it is needed in the front and back of the building. Ms. Anzalone questioned if there was something we wanted to do for next year, can we use it for a school resources officer (SRO). Ms. LaPlante responded the funds have to be used by June 30. Ms. Anzalone questioned if we could do some of the projects in next year's budget to have extra funds next year. Ms. LaPlante confirms you can as long as it is completed by June 30. The DRA is pretty stringent about carrying over funds, you have to justify that you couldn't finish it this year, you can't just carry over funds. Ms. LaPlante asked for the Board to discuss using \$45,000 to have a vendor come in and take care of the rot and scrape and seal at LCS. She confirms technically we could pay early; the intent is to spend it this year we have to show that. Projects would have to be actively worked

on and we would have to have a purchase order against it to use funds. A question was raised besides the kitchen project and LCS, are there any projects not on this year's list, are there any other things that are high priority we didn't get into the budget. Ms. LaPlante responds there are not any high priority items that were rejected in the budget process, it would have to be a newer project such as do we want to replace flooring in the kitchen, we have a quote for about \$2,800, which has not come to the Board yet. The tennis courts would be discussed. A question was raised how is the bathroom situation. Ms. LaPlante responded the B-wing bathrooms are on our radar within the next 3 months and may be enough funds left over to do something in the girl's bathroom. A question was raised regarding the LCS grounds as it looks like there is not much money spent on those lines. Ms. LaPlante responded our hope is that with the addition of another facilities staff person it will allow more time for that. A question was raised if we could spend that money for mulch. Ms. LaPlante responded we are working on it. A question was raised what is the line school board miscellaneous used for. Superintendent responded for things like school board webinars or workshops and new board member books or books for research board members may ask for. A question was raised if the CIP has to be used for projects next year. Ms. Anzalone remembers at district meeting people saying that we always have money left over, why don't we just spend it on the school. Could we just have a vote and roll it over to next year? Ms. LaPlante responded we could take anything off the CIP; the school board are the agents to spend out of that capital reserve account. She does not have a solid answer and defers to the school board and facilities committee. She spoke of wanting to have "shovel ready projects" and maintaining a list of these. These are projects that when we are in situations like this can be acted on quickly and that is her goal to have a list next year. The other thing we can do is an annual warrant article to use unspent funds on June 30; the amount is unknown but could be \$50,000 into the building & roadways capital reserve (CIP) that is the rough language from the DRA. There is provision to do that and would get us better funding for the CIP if we start taking some of those funds. It will require some analysis but can consider it for the March 2024 meeting. A question was raised if it would be appropriate to go ahead and renovate, paint and purchase equipment for the kitchen. Ms. LaPlante responded the renovations we are doing in the kitchen now would take care of the inefficiencies. A question was raised if we need a walk-in cooler or dishwasher. Ms. LaPlante responded that is an example of the list she was talking about creating. It is just coming up tonight for discussion and she does not have a price for it. It was noted it seems like we can do these things now since we have the funds. Ms. LaPlante will look into this and bring it back to the next meeting. It was noted that Ms. LaPlante has an incredible plan but if we do not have identified projects with pricing we almost need to take a vote tonight. Superintendent voiced we just started talking about it now. He wants to be careful; we never planned to have the extra funds in salaries. He knows the community voted for this budget, they approved it for the reasons we planned. We worked hard to build trust with the community and does not want to lose it but it doesn't mean we don't want to spend it but he is more cautious. It was expressed they also said we have this money left over why not spend it, it is no one's fault but we need to find a balance. Is there time to look up projects and complete them? Mr. Vanderhoof spoke that it is standard that we give money back every single year to the town. There was one year we gave back nothing, and people noticed it in their taxes and many calls were made to the town and they explained the school usually gives money back and that year they didn't. Ms. LaPlante voiced that we are in a unique position, it goes to show the care and effort that went into the FY 23 budget, a good diligent job went into crafting the non-people cost. That is a good position to be in and may not be in 3 years. That is why we don't have projects coming forward; we are not used to spending unspent funds. Superintendent spoke the smaller things like the motor for the divider in the gym, the dishwasher, replacing the tiles those types of things we can get our arms around and Mr. Erb can quickly find a vendor. The bigger things like paving the road to the softball field we wouldn't have time to plan and execute. We could use some of the surplus to show we are being fiscally sound while balancing it out. Chair Jones voiced we sat there and had the same conversations about returning money and we made it clear that we want to do that and to say you don't have any projects ready. You put forth a great budget. We were asked to put \$50,000 in the budget and we didn't want to but we did. He would encourage the Board to think about the small items that we need to do and pull forward the \$50,000; it might be an area to look at. Failure to prepare is preparing to fail. Lesson learned, next year we should have this conversation and be prepared to act on it. A question was raised how old is the dishwasher, should it be replaced before it breaks. Ms. Lavallee would support replacing that and support funds for LCS.

A MOTION was made by Ms. Lavallee and SECONDED by Mr. Lavoie to approve the LCS projects and dishwasher and kitchen tile.

A question was raised if there is a dollar amount.

Ms. Lavallee AMMENDS her MOTION to support/approve \$45,000 for LCS and direct the business administrator to get the exact dollar amount for the dishwasher and support/approve the backsplash up to \$3,000. Mr. Lavoie SECONDS.

Ms. LaPlante confirms she is confident with the numbers.

Ms. Lavallee AMMENDS her MOTION to approve \$45,000 for LCS repairs, up to \$2,800 for a dishwasher and up to \$3,000 for flooring. Mr. Lavoie SECONDS.

Voting: all aye, motion carried.

Discussion was had regarding a motor for the gym curtain. Ms. LaPlante confirms we have a rough cost; we are waiting on the vendor. Mr. Erb believes it will be about \$4,500. Mr. Post expressed there is a policy regarding a spending limit of \$5,000 needing to get 3 quotes which is about 20 years old. He suggests it be increased to \$25,000 as you can make decisions much

faster. Chair Golding agrees and will have the Policy Committee look at this. Discussion was had regarding the air conditioning on the 2nd floor of WLC. Mr. Vanderhoof voiced that all of these projects usually go in the budget and they are voted on, now we are just saying spend all of this money and no one is getting a chance to look at the budget or the projects. He doesn't have problem with the dishwasher but if you are going to start talking about air conditioners, he thinks we should slow down. It was noted most of these projects will help maintain the buildings, it sounds like money well spent. Ms. LaPlante was asked what the amount returned to the towns in the last 3 years. She will look that up. Mr. Vanderhoof clarifies he is not saying these projects should not get done if you do it this year and then next year someone will say a motion to cut the budget by a million dollars and someone will say you are padding the budget. He doesn't want to spend on things that he doesn't have a say in. Discussion continued with some agreeing that we should return the majority of the funds but still spending some of the funds for needed projects. There were comments at the town meeting that shows that is what the town wants. The fact we are having this conversation shows we are being responsible with the money and trying to not spend it all. These projects were brought up at prior meetings; none of this is out of the blue. Mr. Lavoie encouraged Ms. LaPlante and Mr. Erb to work together to see if there are a couple of other projects that can be completed before June 30 and let's talk about it. Mr. Ryan voiced the maintenance in this district has been discussed; it is not because he or Mr. Erb failed to do their jobs. It is because of past administration took funds from maintenance, that is the problem and luckily it has changed. For years the school board didn't pay attention, let's keep our eyes open. If you start a business you start it low, get the best support staff then when you hire the administration let them do their jobs, they will make mistakes and you call them on it. It took 3 years to get new stair treads! Mr. LoVerme disagrees and sticks up for the school board, look at the minutes and see where the Budget Committee cut the stair treads. Let's not be pointing fingers it is not just the administration or school boards fault, it is the Budget Committee's fault as well. Mr. Ryan disagrees.

VII. PUBLIC COMMENTS

The public comment section of the agenda was read.

Ms. Tatiana Franko commented she had written a letter to Superintendent Weaver and the School Board that as a mother of a child who will be coming to WLC in 2.5 years, and citizen she is concerned of a lack of safety on the WLC campus with regard to destruction in the amount of \$64,000 and complaints of bullying by children to their parents. She read her letter. Her questions to the school board are:

1. Where are the cameras located at WLC?
2. Are the cameras at WLC functioning?
3. What date did the destruction of the locker room happen?
4. Who reported the destruction of the locker room to the high school principal?
5. Did the high school principal summon the PD to file a police report?
6. Was an insurance claim filed?
7. Were the perpetrators found or questioned?
8. If so, what was the consequences of their actions?
9. What date did the damage occur in the boy's bathroom?
10. Who reported the damage of the boy's bathroom to the high school principal?
11. Did the high school principal summon the PD to file a police report?
12. Was an insurance claim filed?
13. Were the perpetrators found or questioned?
14. If so, what was the consequences of their actions?
15. How often does a Wilton Police Officer come on WLC campus?
16. Are the Wilton and Lyndeborough PD invited to special functions at WLC?
17. Is there active community policing occurring at the WLC campus?
18. Have the Wilton or Lyndeborough PD performed active shooter drills at WLC in the recent past?
19. If so on what dates? She looks forward to the answers and plans you have to increase safety at WLC. It will make for an environment more conducive to learning and render it a more happier place to be.

Mr. Jonathan Vanderhoof commented he doesn't know what gets out to the public after the meetings but putting something like appointing a Principal at the last minute as an adjustment is not a good idea. There were a lot of people at the last meeting and maybe that was why. It should be posted with the original paperwork so people know what is going on. He also has concerns regarding the Director of Student Support Services Report, he is aware it will not be presented tonight. He is 100% for people with mental health issues getting help and all the help they need but this is concerning to him. The stuff on this, who is determining they have a mental health issue and who is diagnosing those, who is treating them, is it just the teacher saying you need to go to the mental health center, it is odd. Are parents going to be called before kids are sent to the mental health center or after, who is making that call? "To help our students understand and participate appropriately in any kind of school activity" it is broad, what does this mean and what does participate appropriately mean? In a mental health capacity, what does that mean, how would inappropriate behavior mean you would go the mental health facility? This being something you are funding with an out of

district placement that is not going out of district, what are you going to do if suddenly you have another out of district placement. Just like the one that dropped out and you already spent the money on something else. You should be more careful with those funds. If you will implement something like this, the community needs to be aware of it, vote on it and have input and maybe Mr. Pratt can answer the questions at the next meeting. Regarding the comments he made at the last meeting, he questions if any calls had been made, has anything been done about the security at the school, is anything going to happen? He thinks it is more important than ever. The problem is not going away and seems to be getting worse and maybe it didn't happen at schools but there have been a lot of shootings between the last meeting and this one. It is negligent to not be discussing this or not taking more action than planning on piling up desks and jumping out a window. Who is paying for the vandalism, are the perpetrators responsible to refund the district or is it the taxpayers?

Superintendent called out all the phone numbers and names joined in the meeting asking if they wanted to comment.

Ms. Mary Golding, commented, kudos to Ms. LaPlante, you have a lot on your plate and are doing a great job. She congratulated the Board on another great meeting!

A MOTION was made by Mr. Ryan and SECONDED by Ms. Browne to adjourn the Budget Committee joint session at 7:58pm. Voting: all aye; motion carried.

VIII. YTD REPORTS

Addressed during the joint session.

IX. DATES FOR SCHOOL BOARD WORKSHOPS

Discussion was had regarding scheduling school board workshops. Ms. Lavallee reached out to the NHSBA to inquire about what some of our options may be. They can help us find someone to facilitate or they can come as well because we pay membership dues they can present it. The Board can discuss the agenda. She thought perhaps reviewing the roles and responsibilities as board members and how that is related to the administration team and the Superintendent. In addition, what recommendations they have for discussing setting goals for the following year. These are things she thought would be helpful. Ms. Anzalone wants to see the laws going in front of the state and also as a Board, we are setting priorities to the community. There was discussion on possible dates. It was suggested to split it up in 2 meetings. Superintendent suggested if we are doing school board training and how a high functioning board works, and the NHSBA has said they could do that for us, we can do it at the Lyndeborough Town Hall. It was suggested to know specifically what would be discussed so members can be prepared with questions. The date was confirmed as May 15, 6pm at FRES Library. Ms. Anzalone suggests the first session without NHSBA and determine what the Board wants to have the NHSBA present for the next session and come up with questions. Ms. Cloutier-Cabral agrees with Ms. Anzalone, have the first meeting as our goal setting/priorities meeting and the second we can have a tutorial/refresher and the community can tune in. At the next board meeting, May 9 the Board will discuss the agenda and anything else we may want to add to it.

X. SCHOOL VANDELISM

Ms. LaPlante reviewed the financial impact of vandalism at WLC since September 1, 2021 (\$13,200 total):

- Three wall-mount toilets (original to the building) were broken in the boy's bathroom: \$3,000
- Kicked/damaged toilet flushers and sink hardware in the boy's hallway bathroom: \$2,000
- Replaced four bathroom doors that were kicked in - \$1,400
- Snake six toilets to remove objects (rolls of toilet paper, pencils, Frisbees, Chromebook charger, etc.) - \$2,500
- Replace two exit/emergency lights damaged by students - \$300
- Graffiti mitigation - \$1,500 (\$100 in materials, \$1,400 in labor)
- Facilities Staff time to evaluate the damage, fix, or attempt to fix - \$2,500

Ms. LaPlante reviewed the locker room is original to the building and in disrepair over the years; it is not one specific issue that led to its demise and some defiant students. Because we don't monitor inside the bathrooms we don't know who is causing the damage there. It is hard to identify those people if we don't see them doing it. Ms. Anzalone voiced in the "bathroom committee" we talked about using vape detectors, is that something we can add to the list of purchases. Principal Edmunds enlisted Mr. Buroker to help with that. He doesn't have anything formal yet and planned to present it to the bathroom committee first. The cost is about \$10,000 for all of them and he hears from his colleagues there are issues with false positives, he will have a more robust report to the bathroom committee. Mr. Erb spoke to the Milford district about using them and the results were sometimes they work and sometimes they don't. Some were removed by the kids and the other issue was they had to install strobes like what we have with the fire alarms, as some adults have hearing issues. You have to figure that into the cost and may increase that cost quite a bit with the moisture in the bathrooms, it affects these, and they are not 100% accurate all the time. It was noted a while back they started having one student go in the bathroom at a time and the bathrooms were being monitored more closely, did that decrease some of the issues. Principal Edmunds confirms it does and they are just getting the ability back to allow more than one student at a time. She has not seen much vandalism, nothing big in quite a while in the HS, which is where we were having the issues. Mr. Erb reviewed some of the issues he has seen including pulling a computer charger out of the toilet in the girl's

bathroom, there is still writing on the walls and spoke of a good drawing he saw. He notes it has been a little better. Principal Edmunds explained when we do find the student/s the best way to handle it is through restitution and they have to clean up what they did and we have some students who have to clean up the graffiti in the bathrooms. If they do something bigger, the consequence is bigger, if we can find out who did it. Ms. Lavallee noted in the student handbook on page 31, restitution is there but not a description or any information. She suggests updating that with this information for next year. She notes ultimately discipline starts at home. There was mention of an incident in the bathroom in the front of the building. Mr. Erb was asked if that all happened in one incident. Mr. Erb believes the reference is to the b-wing bathrooms, which is “a community, hang out”. Principal Edmunds cannot recall the incident that is being referred to. She had painted those bathrooms over the summer and used the wrong paint and students were peeling it off or they drop their breakfast in the urinals and she found some of those who were responsible. One board member spoke of it looking like a riot happened, toilets broken and it appeared as if someone tried to rip the sinks off the walls. Principal Edmunds did not find out who was responsible. Mr. Erb believes some of this is happening at night, so many students are using that bathroom. He does think it has gotten better but it still happens. It will be fixed up for this summer; we already started getting new petitions and are looking to redo the sinks.

XI. POLICIES

a. 1st Read

i. BEDH-Public Participation at Board Meetings

Ms. Lavallee reported the Policy Committee looked at this policy because of the change in law to have mandatory public comment for at least 30 minutes. She had received some feedback from board members regarding #2 on the policy including “at the beginning of each regular board meeting” we could remove this in order to move where public comment is on the agenda. There is no law that requires us to have it at the beginning of the meeting. We do not have to have it prior to nonpublic either; it is up to the Board. This is a first read; we can take a straw poll to see what members want. Ideally, if we can have the edits tonight, we can make changes and come back with another draft and final for the 3rd read. It was suggested to take out “the maximum of 45 minutes”; straw poll tied vote 4-4, Mr. Lavoie didn’t vote, and votes for take it out, vote is now 5-4 to take it out. Straw poll to take out “in beginning of”, 9-0 all in favor to take it out. It was suggested to remove the “an additional 15 minutes prior to nonpublic”, 9-0 all in favor to remove it. The 3 changes will come back to the next board meeting. Regarding #3, the allotted 3 minute time period, Ms. Lavallee researched this and one of the number one court cases is time related. The ruling is usually if you give time to one you need to give the same to all. She recommends leaving it in the policy. We always have the option to extend it. Regarding “at the outset of public comment” creates the issue we had at another meeting. She questioned if the members wanted to remove it. Ms. Cloutier-Cabral suggested to leave it in but to use it judiciously. It was noted in the anticipation of an item on the agenda if it may be long we have to keep to the 3 minutes. The policy will return edited for 2nd read.

ii. EHAA-Computer Security, E-mail and Internet Communications

Ms. Lavallee reported this was updated to take out personal discs and #11 was added which is in relation to legislative changes. This will come back for a 2nd read without changes.

b. Withdrawals

i. GBEC-Drug-Free Workplace/Drug-Free Schools

Ms. Lavallee reported this is in regard to employees and content has been incorporated into ADB, it is no longer needed to have a separate policy.

*A MOTION was made by Ms. Lavallee and SECONDED by Mr. Mannarino to withdraw policy GBEC-Drug Free Workplace/Drug Free Schools.
Voting: all aye; motion carried.*

ii. GBEF-R-Acceptable Internet Use Procedures-Staff

Ms. Lavallee reported the content was incorporated into policy EHAB; it is no longer needed to have a separate policy.

*A MOTION was made by Ms. Lavallee and SECONDED by Mr. Mannarino to withdraw policy GBEF-R Acceptable Internet Use Procedures-Staff.
Voting: all aye; motion carried.*

XII. ACTION ITEMS

a. Approve Minutes of Previous Meeting

Ms. Cloutier-Cabral wanted to clarify for the record, she is not leaving the Facilities Committee, she is committed to this committee, it is very important to her. Chair Golding has phased out of the committee.

*A MOTION was made by Ms. Lavallee and SECONDED by Ms. Foss to approve the minutes of April 18, 2023 as written.
Voting: all aye; motion carried.*

• COMMUNITY COMMITTEE VOLUNTEER/APPOINTMENTS

Chair Golding reviewed that for the Facilities Committee Ms. Stephanie Kirsch from Wilton and Mr. Fran Bujak from Lyndeborough have provided written interest to volunteer on this committee. A question was raised if anyone knows of anyone

else. Mr. Allen noted Mark Chamberlain had said he wanted to. Ms. Fowler was asked if she received any other written interest. Ms. Fowler confirms she has not. No objection heard for these two volunteers.

A MOTION was made by Ms. Cloutier-Cabral and SECONDED by Ms. Lavallee to accept volunteers Ms. Stephanie Kirsch and Mr. Fran Bujak to join the Facilities Committee (nonvoting members).
Voting: all aye; motion carried.

Chair Golding reported 2 Lyndeborough residents volunteered to join the Strategic Planning Committee, Ms. Heather Gibson and Ms. Sarah Chadzynski. There was no written interest received from Wilton residents.

A MOTION was made by Ms. Lavallee and SECONDED by Ms. Cloutier-Cabral to accept volunteers Ms. Heather Gibson and Ms. Sarah Chadzynski to join the Strategic Planning Committee (nonvoting members).
Voting: all aye; motion carried.

The volunteers were welcomed.

XIII. COMMITTEE REPORTS

i. Facilities

Mr. Allen reported the committee met on April 10, he was elected Chair. They will need to elect a vice chair per policy and will do that at the next meeting. The CIP was discussed and how it could be improved. He will take a sample from other communities; they discussed moving to a different model for larger items. The intent for the next meeting is to have samples to review with more transparency to better show managing money properly. At the last board meeting, students spoke of excessive heat upstairs at WLC. He spoke to people at WLC and FRES and took some sample temperatures and the heat can be extreme. We have a community member, Don Rankin who tracked down an AC unit from the Wilton Library and it was installed in a classroom upstairs. According to the teacher, it kept 2 rooms comfortable in 80 degree weather. There were reports at FRES it was almost 90 degrees. One day the temperature outside was 64 and it was pushing 80 in a room upstairs. The committee had discussion regarding the locker rooms, and the need for ADA compliance and one locker room vs. two. Administration was going to work on the scope of purpose and Ms. LaPlante will contact an architect to find out the cost of a redesign. The committee agreed to do facility tours and meetings will be rotated through each building. It was decided to post for 2 community volunteers. One of the things that was briefly discussed and he would like to see happen is to assign a board member to each school (3 total). He learned a lot talking to the teachers, students etc. and the issues they are having. These things are not for us to take action on, they would need to follow the chain of command but he would like to see board members assigned to a school and be more familiar of what is going on in the classrooms. It was suggested to have more than one based on the size of the school, 2 at LCS, 4 at WLC etc. Mr. Allen reported pricing out some AC's, he spoke to the Superintendent, Facilities Director and Business Administrator, there was no consensus necessarily but the Facilities Committee felt pretty good about it. The cost is \$3,000 and up with an average \$4,000-\$5,000. He received 2 reports that about 17 units would be needed and he would like us to go ahead and purchase AC's, we have \$20,000 we could repurpose. We can spend up to \$10,000 without competitive quotes. Ms. LaPlante clarified the policy is \$5,000 not \$10,000.

A MOTION was made by Mr. Allen to waive the RFP and expend up to \$10,000 for air conditioners. No Second.

He believes each unit would be about \$450. He suggests leaving it up to administration to determine how many we need and spend \$500 each. It was noted if you are going to give one hot room an AC why not give them all, it is not fair. Mr. Allen confirms they are UL listed, household AC units. He confirms he did not check all the rooms in the buildings. Mr. Erb asked to be sure; when they are purchased make sure there is an 8-foot tube.

A MOTION was made by Ms. Anzalone and SECONDED by Mr. Allen to move forward and purchase 17 AC's now with the plan to evaluate all the other classrooms, up to \$12,000.

Discussion continued, Superintendent as asked for input. He notes the need has always been there, we talked about it in the committee meeting. It is hot on those floors and did a workaround, which was to supply fans and move the students to the gym or cooler spaces. It was noted we are not sure if the electric panel can hold that and where we would store 17 AC's. Ms. LaPlante spoke that it is a great idea but wants to make sure we are not selling ourselves short by purchasing a residential AC in a school setting and wants to be sure it is money well spent. If we have 17 AC's on at the same time will it trip anything else? It was confirmed during summer school we accommodated the students with fans and the ABA room has an air conditioner, we also used the computer lab where there is air conditioner. He confirmed other schools do not typically use AC's as they do in the south. Chair Golding suggested if there were any other options such as extending the school day and getting out earlier in the summer. Superintendent responded anything is possible, we have a CBA in place where it dictates the number of hours; we need to keep that in mind when negotiating next year. If we extend the days, they are still hot days but less of them. A question was raised if it would be reasonable to purchase a few of these for those alarming hot days, maybe 8 not 17 or whatever number administration felt appropriate and continue with the ideas used last year. Mr. Allen responded he thinks that is a good suggestion,

he would be more comfortable to say go ahead and purchase what you need up to a certain dollar amount and not say you have to purchase 17.

Ms. Anzalone AMMENDS her MOTION to authorize spending up to \$12,000 for AC units in the classrooms at the schools, WLC, FRES and LCS.

Mr. Allen AMMENDS the MOTION to include waiving the "\$5,000 policy requirement" as well and SECONDS the MOTION.

Voting: nine ayes; one nay from Mr. LoVerme, motion carried.

- **RESIGNATIONS / APPOINTMENTS / LEAVES**

- a. **Appointment**

Superintendent reviewed the nomination and why he is recommending Mr. Ronning as the next WLC Principal. Some of his recommendations are because he stands out for his accomplishments, has experience in MS and HS, had positive community feedback at the meet, and greet. Mr. Ronning is present and can answer any questions. Mr. Lavoie voiced he was ta the community meet and greet and Mr. Ronning has a pleasant attitude and good background, he supports his nomination. Superintendent confirms this is for a 1-year contract.

A MOTION was made by Mr. Lavoie and SECONDED by Mr. Mannarino to accept the nomination and appoint Mr. Thomas Ronning as WLC Principal at a salary of \$105,000.

Voting: all aye; motion carried.

XIV. PUBLIC COMMENTS

The public comment section of the agenda was read.

Mr. Vanderhoof spoke regarding the vandalism discussion prior, commenting that everyone got a good laugh and excuses were made, that kind of attitude is indicative of where we are at now. He requests you review the public comment policies. Given that people frequently make comments of employees positively, you can't keep people from saying negative stuff, you need to review it and get it in line with the law. It's a free speech issue, the New Hampshire School Board Association probably told you to put it there and they are wrong.

Ms. Franko commented she was shock that people were laughing during the vandalism discussion, it is important kids have consequences to their behaviors to become responsible and respectful adults. She is not satisfied with the answers she got so far and wants to see more transparency and response in regard to how these kids treat property and each other.

Superintendent called out all the phone numbers and names joined in the meeting asking if they wanted to comment.

Mr. Lavallee commented the path to less vandalism starts at home. There is some kind of disconnect, he doesn't understand why kids come to school thinking it is ok to destroy public or anyone's property. Parents need to step up with that. Regarding the locker room, it's old that is what is wrong with it. He cannot point to any one thing. It looks like it is 50 years old.

XV. SCHOOL BOARD MEMBER COMMENTS

Mr. Allen thanked the Board for another productive meeting. One of the things he likes knowing is what is going on at the schools. He questioned if FRES and LCS have a newsletter they could share with the Board as WLC does. He thanked Assistant Principal Gosselin for making track uniforms, a lot of people do not understand what people do above and beyond school hours. He witnessed Emily Hall doing an excellent job as a disciplinarian, she gives so much of her time including at the Sustainability Fair. He appreciates Ms. LaPlante answering all of his emails. She has a good vision for the Facilities Committee and CIP and all the weekends and hours in the day that she put in.

Mr. Mannarino welcomed Mr. Ronning to the district.

Ms. Cloutier-Cabral welcomed Mr. Ronning to the district. She is happy about the amount of public participation we had at the Facilities Committee, it was the most they had and almost overflowed the room and would like to see it continue. The Wizard of Oz play was amazing and the robotics demonstration tonight was awesome. Every year it gets better and better. It was a great meeting.

Mr. Lavoie thanked the robotics students coming in and showing their robot. There is a video on YouTube and he encourages kids who might be looking to get into that to watch. He thanked Superintendent for acting quickly on the principal situation we ran into. He thanked Mr. Erb and Ms. LaPlante for working together and coming up with some ideas where we can spend some of

483 this excess money, it is important to the community to see that our schools are maintained correctly. He welcomed Mr. Ronning
484 to the team.

485
486 Ms. Anzalone welcomed Mr. Ronning to the team. Safety is a big concern for her. We talked about looking at ALICE training,
487 not saying that nothing has been done, but we have not heard about it. She thinks we need to seriously look at getting a resource
488 office at WLC for next year. She questioned if there are any grants available, and then put it in the budget. Hopefully it would
489 decrease the vandalism in all the schools. If we could get it in all schools, great. She questioned in regard to Mr. Vanderhoof's
490 question, what is the difference from negative feedback vs. formal complaints, she wondered if formal complaints is for nonpublic
491 session vs. negative feedback during the public comments.

492
493 Ms. Lavallee thanked the volunteers for coming forward and all the community participation. It is important to recognize all the
494 people working in the PTO, the teachers and community who give extra time. On May 20th we will be having the plant sale. If
495 anyone does not have time to donate but have any plants they would like out of their yard they want to split up and donate,
496 contact Ms. Lavallee.

497
498 Chair Golding asked all board members to look to see if they can find time to help FRES during testing and pass out popcorn to
499 the kids it would be highly appreciated. Ms. Lavallee has a list for them to sign up.

500
501 **XVI. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**

502 *A MOTION was made by Mr. Mannarino and SECONDED by Ms. Anzalone to enter Non-Public Session to review the non-public*
503 *minutes, discuss personnel and student matters RSA 91-A: 3 II (A) (B) (C) at 9:15pm.*

504 *Voting: via roll call vote, all aye, motion carried.*
505

506 **RETURN TO PUBLIC SESSION**

507 The Board entered public session at 9:59pm.

508
509 *A MOTION was made to seal the non-public session minutes by Ms. Anzalone and SECONDED by Mr. Lavoie.*

510 *Voting: all aye; motion carried.*
511

512 **XVII. ADJOURNMENT**

513 *A MOTION was made by Mr. Allen and SECONDED by Ms. Cloutier-Cabral to adjourn the Board meeting at 10:00pm.*

514 *Voting: all aye; motion carried.*
515

516 *Respectfully submitted,*

517 *Kristina Fowler*
518

Kristina Fowler

From: Peter Weaver <p.weaver@sau63.org> on behalf of Peter Weaver
Sent: Thursday, April 20, 2023 1:23 PM
To: Kristina Fowler
Subject: Fwd: Fw: SAFETY AT WLC

----- Forwarded message -----

From: Tatiana Franko <tatianafranko@yahoo.com>
Date: Wed, Mar 29, 2023 at 11:04 AM
Subject: Fw: SAFETY AT WLC
To: p.weaver@sau63.org <p.weaver@sau63.org>, k.gosselin@sau63.org <k.gosselin@sau63.org>

Sent from Yahoo Mail on Android

----- Forwarded Message -----

From: "Tatiana Franko" <tatianafranko@yahoo.com>
To: "d.anzalone@sau63.org" <d.anzalone@sau63.org>, "g.allen@sau63.org" <g.allen@sau63.org>
Sent: Wed, Mar 29, 2023 at 11:00 AM
Subject: SAFETY AT WLC
Questions from: Tatiana Franko
To: Wilton-Lyndeborough Schoolboard

As a mother and citizen, I am concerned that there is a serious lack of safety on the WLC campus, as per destruction of property in the amounts of \$64,000 and complaints of bullying by children to their parents.

My questions to the schoolboard are:

1. Where are the cameras located at WLC?
2. Are the cameras at WLC functioning.
3. What date did the destruction of the locker room happen?
4. Who reported the destruction of the locker-room to the HS Principal?
5. Did the HS Principal summon Wilton PD to file a police report?
6. Was an insurance claim filed?
7. Were the perpetrators found or questioned?
8. If so, what was the consequence of their actions?
9. What date did the damage occur in the boys' bathroom?
10. Who reported the damage of the boys' bathroom to the HS Principal?
11. Did the HS Principal summon Wilton PD to file a police report?
12. Was an insurance claim filed?

13. Were the perpetrators found or questioned?
14. If so, what was the consequence of their actions?
15. How often does a Wilton or Lyndeborough Police Officer come on WLC campus?
16. Are the Wilton and Lyndeborough PDs invited to special functions or activities at WLC?
17. Is there active community policing occurring on the WLC campus?
18. Have the Wilton and Lyndeborough PDs performed active shooter drills at WLC in the recent past?
19. If so, on what dates?

I look forward to your answers, and to the plans you have to increase safety at WLC.
It will make for an environment more conducive to learning, and render it a more relaxed and happier place to be.

Thanks!
Tatiana Franko

[Sent from Yahoo Mail on Android](#)

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63
192 Forest Road Lyndeborough, NH 03082
603-732-9227

Policy Committee Report
05/01/2023

Our April meeting on 04/26/23 we welcomed new member Jonathan Lavoie to the committee. This month we:

1. Elected our officers, Chair will be Brianne Lavallee and Vice Chair will be Johnathan Lavoie.
2. We finalized the edits to policies, JLCB-Immunization of Students, BBBF-Student Board Members, and IMC-Controversial Speakers and Programs which are all included in our agenda tonight.
3. Administration received the quote from Powerschool related to policy JLCB and the new law requiring written parental consent for any health assessments. We have included the quote in the report for discussion.
4. We continue our work on policy JICK-Public Safety and Violence Prevention – Bullying, we recently added some additional wording around notification for the School Board and discussion regarding using “calendar day” vs “school day” for consistency throughout the policy. We hope to have this finished at our next meeting.
5. We continue work on the safety policies related to the legislative updates and will begin work on additional legislative changes to policies on the list provided last fall.
6. The Committee had discussion regarding the Health Office Policies and the committee has directed the Chair Brianne Lavallee to complete these with Administration and bring them forward to the committee for review before sending them to the board. The goal will be to have them completed in order of priority with the most important ones to be completed by the next committee meeting in May.
7. The policies committee discussed the process used to bring forth policies for review and recommended we discuss policy DJE - Bidding Requirements and BBBE -Unexpected Term Fulfillment, so I have included the policies in my committee report tonight.
8. We unanimously decided to move forward with option BEDDA-Board Meeting Rules of Order and Procedure and not the option BEDD-Rules of Order & BEDD-R-Sample Rules of Order. So next meeting we will work on that.
9. We also began looking at a list of some policies that were identified as needing minor grammatical corrections, clarification and some recommended updates and/or withdrawals for example IJOC-R- Coaches Education Recommendations, this may be obsolete and we currently question policy vs. practice. JIA-Student Due Process Rights (2010) and JICDD-Student Discipline and Out-of-School Actions (2010) may have been incorporated into JICD-Student Discipline and Due Process Rights in 2022. We need to do further research and will bring forth recommendations in a future meeting to the Board.

Respectfully submitted,
Brianne Lavallee
Policy Committee Chair



PowerSchool Group LLC
150 Parkshore Dr., Folsom, CA 95630
Quote #: Q-785335 - 1
Quote Expiration Date: 30-JUN-2023

Sales Quote - This Is Not An Invoice

Prepared By:	Scottie Seals	Customer Contact:	Nicholas Buroker
Customer Name:	Wilton Lyndeborough School District	Title:	Director of Technology
Enrollment:	591	Address:	192 Forest Road 192 Forest Road
Contract Term:	39 Months	City:	Lyndeborough
Start Date:	1-MAY-2023	State/Province:	New Hampshire
End Date:	31-JUL-2026	Zip Code:	03082
		Country:	United States
		Phone #:	(603) 732-9340

Product Description	Quantity	Unit	Extended Price
Initial Term 1-MAY-2023 - 31-JUL-2024			
License and Subscription Fees			
PowerSchool Ecollect Forms	591.00	Students	USD 1,877.05
Ecollect One Time Discount	1.00	Each	USD -377.05
License and Subscription Totals:			USD 1,500.00

Professional Services and Setup Fees			
PowerSchool Ecollect Guided Implementation	1.00	Each	USD 4,386.00
Professional Services and Setup Fee Totals:			USD 4,386.00

Training Services			
Ecollect Per Person Per Day Training Remote	1.00	Each	USD 323.00
Training Services Total:			USD 323.00

Subscription Period Total			
Total Discount		USD 1,208.05	
Initial Term		1-MAY-2023 - 31-JUL-2024	
Amount To Be Invoiced		USD 6,209.00	

Annual Ongoing Fees as of 1-AUG-2024 - Fees subject to an annual uplift, which will be reflected on renewal quote

PowerSchool Ecollect Forms	591.00	Students	USD 1,500.00
Annual Ongoing Fees Total:			USD 1,500.00

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. Customer understands the above Annual Ongoing Fees for the next subscription period do not include the annual uplift, which will be applied at the time of renewal. On-

Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be invoiced when such services are incurred). Payment shall be due to PowerSchool before or on the due date set forth on the applicable invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided in the Main Services Agreement. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at: https://www.powerschool.com/MSA_Feb2022/

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC
Signature:

Wilton Lyndeborough School District
Signature:



Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 25-APR-2023

Date:

Sales Quote - This Is Not an Invoice

Statement of Work

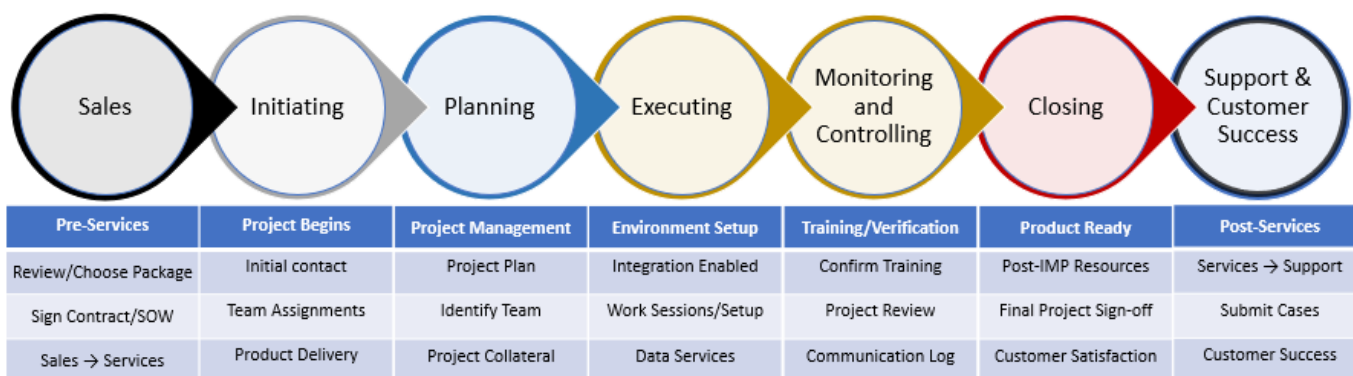
Purpose of Document

The purpose of this Statement of Work (“SOW”) between PowerSchool Group LLC (“PowerSchool”) and Customer (“You”, “Your”) is to outline the process, approach, and completion criteria for each step of the process to implement PowerSchool. This document covers the roles and responsibilities of the PowerSchool Project Manager, Implementation Specialist(s), and Customer in each step of the PowerSchool implementation process, serving as an outline of services PowerSchool is expected to deliver. This SOW calls out specific functional areas of PowerSchool that are covered for implementation services and level of coverage.

Successful implementation of new software requires proven project management and methodology. The timeline will be mutually adapted within a project management tool between PowerSchool and the Customer. PowerSchool provides a comprehensive package of services designed to ensure Your PowerSchool deployment project meets Your unique needs and expectations. Additional training, consulting and customization services can be purchased to help augment additional needs You may have with Your PowerSchool deployment. The delivery of Professional Services contained in this document will be provided remotely. If travel is required, all travel related expenses will be invoiced as incurred.

We will partner with You and be Your liaison to PowerSchool during the implementation. You will have a project team to help you, as a Customer, connect to other PowerSchool services and support, while also providing project planning, communication, project execution, and product specialist consulting. For a successful PowerSchool implementation, it is important that You understand the responsibilities, carve out the time required and keep on pace with the timeline. This will involve gathering information, helping Your team come to agreement on configuration and data standardization, your own product training and monitoring other staff assigned training for completion, adjusting desk level procedures, and planning for go live among several other tasks. The overall steps included in a project are outlined below.

This Statement of Work is subject to the terms and conditions of the current master agreement between the parties and any associated policies, pursuant to which PowerSchool has licensed the PowerSchool application to the Customer.



Released January 2021

Document Owner: PowerSchool Group LLC, Product Deployment Solutions

This edition applies to the current PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates. The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

General Assumptions

1. Implementation services will be delivered remotely unless onsite services are purchased separately.
2. Client is to provide a data extract to PowerSchool in accordance with Tiered Service package selected (if needed).
3. Implementation timeline is stated within the Planning Phase, extending the timeline may require the customer to purchase additional services.
4. Implementation services are completed when delivered and the deliverable acceptance procedure is complete.
5. Additional services are available and can be purchased for items out of the scope of implementation (see Project Change Control and Escalation Change Procedure section of this document).
6. Customer will adhere to the active PowerSchool Cancellation Policy. “Services Cancellation: Licensee shall pay a cancellation charge equal to fifty percent (50%) of the services fee and any non-refundable expenses incurred by PowerSchool if Licensee cancels any scheduled professional services less than fourteen (14) days before the occurrence of any service dates that PowerSchool has scheduled at Licensee’s request.”
7. Customer must identify a designated Customer project lead before the project kick-off meeting. The Customer project lead will be responsible for delivering all sections of the “Customer Responsibilities” included in the SOW in a complete manner within the project timeline.
8. The designated Customer project lead should be an employee of the organization implementing PowerSchool. Customers that hire third-party organizations to act on the behalf of the Customer for implementation may be required to sign a waiver form provided by PowerSchool, indicating that the third-party organization is authorized to act on the Customer’s behalf when interacting with PowerSchool. The Customer will be responsible for maintaining proper communication channels with third party organizations hired by the Customer.
9. All sign offs must be done by an employee and designated signatory of the Customer. Third party entities engaged by the Customer are not acceptable signatories for any project sign offs.
10. The PowerSchool Project Manager and/or Application Specialist will guide Customer to available procedures, guidelines, standards, reference materials and system/application documentation.
11. Implementation Services is assuming the product will be deployed as-is, items outside of Scope of Work must go through the change control procedures (see Project Change Control and Escalation Procedure in this document).

Deliverables Acceptance Procedure

Deliverables Acceptance

This Statement of Work outlines PowerSchool deliverables for each phase of the implementation project in the PowerSchool Objections and Completion Criteria sections. Each deliverable will be reviewed and accepted in accordance with the following procedure:

- Deliverable will be submitted or delivered to the Customer project lead or designated Customer team member. It is the Customer project lead's responsibility to review and accept deliverable as complete.
- Within six (6) business days of completion of the project the Customer project lead will either accept the final deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response from the Customer project lead is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- The PowerSchool implementation specialist will consider the Customer's objections within the context of PowerSchool's obligations as stated within this Statement of Work. Revisions agreed to by PowerSchool will be applied at which time the deliverables will be reviewed within six (6) business days and the Customer project lead either will accept the deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- Customer objections that are not agreed to by PowerSchool will be managed in accordance with the Project Change Control Procedure described below. If resolution is required to a conflict arising from Customer's objection to a deliverable, the Customer and PowerSchool will follow the Escalation Procedure described below.
- All deliverables required to be delivered hereunder are considered to be owned by PowerSchool with unlimited internal use by the Customer, unless otherwise noted.

Project Change Control and Escalation Procedure

Project Change Control

The following process will be followed if additional services to this Statement of Work are required or desired.

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, rationale for the change and the effect the change will have on the project.
- The designated Customer project lead will review the proposed change and recommend it for further investigation or reject it. A PCR must be signed by the authorized Customer project lead to authorize quote for additional services. If the Customer accepts additional services and charges, a change to the original purchase order or new purchase order is required. Change to this Statement of Work through additional addendum will authorize additional scope and work.
- A written Change Authorization and/or PCR must be signed by authorized representatives from both parties to authorize implementation of the investigated changes. Until a change is agreed upon in writing, both parties will continue to act in accordance with the latest agreed version of the SOW.

Customer Escalation Procedure

The following procedure will be followed if resolution is required for a conflict arising during the project

- **Level 1:** Customer project lead will notify PowerSchool Project Manager via email with details of escalation.
- **Level 2:** If the PowerSchool Project Manager cannot provide resolution or path to resolution five (5) business days from receipt of level 1 escalation email, the Customer project lead will notify PowerSchool manager via email to – pmleadership@powerschool.com
- **Level 3:** If the concern remains unresolved after Level 2 intervention, resolution will be addressed in accordance with Project Change Control Procedure or termination of this SOW under the terms of the Contract.

During any resolution, PowerSchool agrees to provide services related to items not in dispute, to the extent practicable, pending resolution of the concern. The Customer agrees to pay invoices per the Contract, as rendered.

Ecollect Forms Guided Statement of Work

Initiating

PowerSchool Responsibilities

- Send welcome email
- Request Maintenance Access to PowerSchool SIS
- Request Enablement of Custom Web Page Management and Customizations (Custom Web Page Management and Customizations must remain enabled to use Ecollect Forms)
- Conduct provisioning and permission steps which includes installing and enabling product, automatically upon purchase, in the PS SIS (signature on this document constitutes Client agreement)
- Identify PowerSchool Project Team
 - Project Manager
 - Application Specialist
- Create supporting project collateral

Customer Responsibilities

- Grant PowerSchool Maintenance Access (signature on this document constitutes Client agreement)
- Enable Custom Web Page Management and Customizations (Custom Web Page Management and Customizations must remain enabled to use Ecollect Forms)
- Conduct script run, if self-hosted
- Identify PowerSchool Project Team
 - Project Manager
 - Subject Matter Expert(s)

Completion Criteria

This activity will be considered complete when:

- Project Teams established and solution provisioned and permissioned
- Custom Web Page Management and Customizations enabled (Custom Web Page Management and Customizations must remain enabled to use Ecollect Forms)

Planning

PowerSchool Responsibilities

- Schedule and conduct a Kickoff Meeting
- Provide an overview of the implementation process
- Schedule implementation milestones and define project timeline
- Update Project Planner to include implementation timing and resources
- Scheduling necessary project sessions as dictated in project plan

Ecollect Forms Guided Statement of Work

Customer Responsibilities

- Attend Kickoff Meeting and all necessary project sessions as dictated in project plan
- Confirm access to the online Project Planner
- Review and provide configuration information pertinent to implementation within five (5) business days of completion of the Kickoff Meeting
- Manage customer business process change throughout the project
- Review training materials and training scheduling process
- Set up Vanco (payment) account (if applicable)*

Completion Criteria

This activity will be considered complete when:

- The Kickoff Meeting is completed
- The Project Planner is updated based on discussed timelines
- Customer provides forms to Project Manager and Application Specialist within five (5) business days of completion of the Kickoff Meeting

Executing

PowerSchool Responsibilities

- Conduct an initial analysis of any pertinent existing solution materials to determine architecture of solution(s)
- Schedule and conduct Solution Deliverables Meeting
- Capture details to further build solution(s) to meet specifications
- Complete build of final solution materials
- Conduct Product Overview specific to product solution
- If Consulting is purchased, then this will be delivered accordingly.
- Present end-to-end solution delivery of solution(s)
- Provide overview and guidance on mapping of solution
- Enable Payment in PS SIS (for Vanco, if applicable) *

Ecollect Forms Guided includes up to 6 hours of form configuration. Localization services are not included in this SOW. The integration of translated text provided by clients (localization) requires the purchase of Remote Consulting hours.

Ecollect Forms Guided Statement of Work

Customer Responsibilities

- Attend Solution Deliverables Meeting
- Coordinate with Project Manager and Application Specialist to communicate details to further build solution(s) to meet specifications. Failure of the client to complete client responsibilities within prescribed project timeline will result in PowerSchool proceeding with the deployment of a viable “best practices” solution to adhere to project timelines.
- Complete data mapping to PowerSchool SIS fields (Please note, every PowerSchool SIS instance is unique and requires deliberate mapping to ensure accurate data delivery)
- Confirm completion of solution build
- Determine a launch plan

Completion Criteria

This activity will be considered complete when:

- The Solution Deliverables Meeting is completed
- Solution build is confirmed completed

*PS completes basic components of Payment Setup: it is the customer’s responsibility to complete Vanco account setup and provide PS additional setup information. This can occur during or post-implementation (via Support).

Monitoring

PowerSchool Responsibilities

- Ensure solution is functional and adheres to best practices by performing standard quality assurance and testing procedures

Ecollect Forms Guided includes up to 1 hour of end-to-end testing

Customer Responsibilities

- Perform user acceptance testing on solution to ensure all elements are in place and ready for launch:
 - Form Content
 - Form and Field Structure
 - Form Field Requirements
 - Form Logic
 - Record Approval Process
 - Record Delivery to PowerSchool SIS fields

Completion Criteria

This activity will be considered complete when:

- Requisite testing has been completed by PowerSchool
- The Customer has completed end-to-end user acceptance testing within five (5) business days of notification of readiness for testing

Ecollect Forms Guided Statement of Work

Closing

PowerSchool Responsibilities

- Review and finalize any remaining project deliverables
- Introduce Customer to support contact methods
- Send final project sign off to Customer.
- Provide Technical Contacts for Customer Confirmation

Customer Responsibilities

- Review completed project deliverables.
- Understand support contact methods
- Complete final project signoff
- Confirm/Provide Additional Technical Contacts
- Complete Customer Satisfaction Survey

Completion Criteria

This activity will be considered complete when:

- Customer provides final project signoff. The Implementation team will provide (3) attempts for project signoff. If no response is received after the third attempt, the project will be closed and transitioned to Support.
- Confirmation of Technical Contacts

DJE - BIDDING REQUIREMENTS

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$5,000 or more, shall be based, when feasible, on at least three competitive bids. All purchases less than \$5,000 in amount may be made in the open market but shall, when possible, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Wilton-Lyndeborough Cooperative School Board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the Wilton-Lyndeborough Cooperative School District. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the District.

Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

BBBE - UNEXPIRED TERM FULFILLMENT

Category O

The Wilton-Lyndeborough Cooperative School Board shall fill vacancies occurring on the School Board. Appointees of the Board shall serve until the next District election when the voters of the District shall elect a replacement for the unexpired term.

Legal Reference:

RSA 197:26, School Meetings & Officers: Vacancies

RSA 671:33, School District Elections: Vacancies

Revised: August 2006

Revised: February 2004

Revised: November, 1999

Revised: July, 1998

First Reading: October 26, 2011

Second Reading: November 8, 2011

Final Adoption: November 8, 2011