

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, May 14, 2024
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.

Videoconferencing: meet.google.com/icf-hrmb-tbb

Audio: [+1 413-961-2583](tel:+14139612583) PIN: 217 565 600#

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/STAFF ACKNOWLEDGEMENT**
- 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, KEB and BEDH.
- VI. BOARD CORRESPONDENCE**
 - a. Reports**
 - i. Business Administrator's Report
 - ii. Principals' Reports
 - iii. Curriculum Coordinator's Report
 - iv. WLCTA Report
- VII. ACTION ITEMS**
 - a. Approve Minutes of Previous Meeting**
 - b. Tuition Rate**
- VIII. ESSER FUNDING & UNSPENT FUNDS REQUESTS**
- IX. POLICIES**
 - a. 1st Reading**
 - i. JLCF-Wellness Policy
 - ii. GBCE-Criminal Background
 - iii. JKAA-Use of Child Restraint and Seclusion
 - iv. EFAA-Meal Charging
 - b. Discussion of Policies**
 - i. BA-Evaluation Board Operational Procedures
 - ii. BA-R-Evaluation Board Operational Procedures-Instructions
 - iii. BAA-Evaluation of the Board
- X. COMMITTEES**
 - a. Reports**
 - i. Policy Committee
 - ii. Technology Committee
 - iii. Facilities Committee
 - iv. Budget Committee Liaison
 - Joint Session Dates and Discussion
 - i. Strategic Planning Committee**
 - Appoint Community Members
 - Set Meeting Date for Strategic Planning

- XI. RESIGNATIONS/APPOINTMENTS/LEAVES**
 - a. FYI-Resignation-Dawn Hall-WLC HS English Teacher-End of Year**
- XII. PUBLIC COMMENTS**
- XIII. SCHOOL BOARD MEMBER COMMENTS**
- XIV. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**
 - i. Review the Nonpublic Minutes
 - ii. Student Matter
- XV. ADJOURNMENT**

INFORMATION: Next School Board Meeting-May 28, 6:30 PM at WLC

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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

BUSINESS ADMINISTRATOR REPORT

May 14, 2024

The Business Office has issued Teacher Contracts for the next school year and is coordinating with Superintendent Weaver to issue contracts to our remaining staff (custodial, various administrative/office staff, Support Staff, ABAs/RBTs, and Administrators).

With our FY 25 Budget process complete, Peter Weaver, Dennis Golding, and I met with Budget Committee Chair Jeff Jones to discuss a more efficient and streamlined schedule for the FY26 Budget. The goal was to reduce the number of joint Budget Committee/School Board sessions to allow the Budget Committee the time and space to focus on budget development. In looking at the School Board's established calendar for FY25, we have proposed the following schedule:

- September 10 – Joint School Board/Budget Committee
 - Recap of FY24 budget/actual
 - Discuss strategy/goals/objectives for FY26 Budget
 - Establish guidelines for Admin to build the budget
- October 8 – Joint School Board/Budget Committee
 - Superintendent/BA present first draft of FY26 Budget
- October 15 or 22 (but not both dates) – Admin and Budget Committee
 - Superintendent/BA
 - Building/Program Admin present their budget (specifics to be confirmed later)
- October 29 – regular School Board Meeting
 - Budget Committee liaison report out
 - Superintendent/BA report out on any deliverables
 - School Board discussion of Warrant Article considerations
- November 5 – Admin and Budget Committee
 - School Board liaison report out
 - Superintendent/BA
 - Building/Program Admin present their budget (specifics to be confirmed later)

- November 12 – regular School Board Meeting
 - Budget Committee liaison report out
 - Superintendent/BA report out on any deliverables
 - Goal is having Warrant Articles finalized
- November 19 – Admin and Budget Committee
 - School Board liaison report out
 - Superintendent/BA
 - Building/Program Admin present their budget (specifics to be confirmed later)
- December 3 – Joint School Board/Budget Committee
 - Attempt to wrap up FY26 Budget
 - Warrant Articles to be finalized
- December 10- - Admin and Budget Committee (*if needed*)
 - To be used if Budget is not ratified/finalized December 3rd
 - Superintendent/BA
- December 17 – Regular School Board meeting
 - To be used if Budget is not ratified/finalized December 17th
 - Superintendent/BA

The Budget Committee will review this proposed schedule at their May 21, 2024, meeting.

WLC School Board Report
May 14, 2024
By: Tom Ronning and Katie Gosselin

A few of our middle school students received awards for articulating their thoughts as to what inspires them about being an American. Teacher Laura Bujak and the students are here this evening. During Post competitions students compete against WLC and the Jaffrey/Rindge Districts. First place winners advanced to the District Level competition where they competed with entries from: Milford, Charlestown, Winchester, Jaffrey, Hinsdale, Keene, and Claremont.

Post Level The Patriot's Pen (How Am I Inspired By America) Winners: 1st place - Kayden Graham; 2nd place - Cadence Hazelton; 3rd place - Evan Kimball. Voice of Democracy (What Are The Greatest Attributes Of Our Democracy?) 1st place Eila O'Toole.

District Level - The Patriots Pen: 2nd Place - Kayden Graham. Voice of Democracy - 3rd Place - Eila O'Toole

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This year the WLC staff have worked diligently to improve the learning culture of WLC throughout the school year. The improvement was evident during the month of April after our students took the PSAT and SAT assessments. A few examples: Students inquired about their scores when they were released; Students in Italy were contacting their teachers here in the US; Members of the baseball team were discussing how well they did with their coach during practice. Our results:

- 30 of the 33 students who took the SAT increased their scores over the previous practice tests.
- Scores increased on average 65 points from the practice tests.
- We increased the number of students at “proficient” and “approaching proficient level and therefore decreased the number of students at level 1.

	School Average	State Average	National Average
SAT	1003	990	988
PSAT10	862	935	909
PSAT8/9	874	898	869

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In April our school held separate assemblies for middle and high school students on the topic Internet Crimes Against Children (ICAC) based on: In 2022 alone, ICAC received 32,059,029 reports nationally and it is estimated that in 2023 they received between 35 and 36 million reports for children between the ages of 9-17.

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The month of May is challenging for students. The staff are working hard to balance standardized tests along with end of year course work.

- Assessments: iReady, NHSAS, Advanced Placement (AP) final exams.

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With the pursuit to consistently increase rigor, teaching staff are reviewing final year assessments. The intent is for assessments to be more in line with demonstrating the application of knowledge/skills vs. rote memory. Examples:

- **World History:** Depth of Knowledge 1 - (D.O.K. 1): What year did WWII end? A) 1942 - B) 1931- C) 1945 - D) 1954. VS. D.O.K. 3: Explain the significance of the year 1945 in world history, particularly in relation to the conclusion of World War II and its implications for the post-war global order.
- **English** DOK 1: Who are the two main characters in "Of Mice and Men"? VS. D.O.K. 3: How do the themes of loneliness and companionship interact throughout the novel "Of Mice and Men"? Provide specific examples from the text to support your analysis and discuss how these themes contribute to the development of the characters and the overall storyline.
- **Math** DOK 1 Solve for "x" in the equation $2x+5=15$. VS DOK 3: find the cost of an item after a discount (where 2 x represents the original price, 5 represents the discount and 15 represents the final discounted price.

Students and Staff members traveled to Italy the week before April Break. Mrs. Gosselin will share highlights.

End of year activities are numerous. Please join us for any of them. [Click here](#) to review the calendar.

Student Discipline:

High School Discipline Referrals:

- For the month of March there were 8 log entries recorded in powerschool for administration
- These log entries represent 3.7% of students (5 kids out of 132)
- For the month of April, there were 6 log entities recorded in powerschool for administration
- These log entries represent 3.7% of students (5 kids out of 132)

<u>Category</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>
Total Log Entries	27	17	12	11	14	15	6	8
Detentions	12	5	6	4	4	7	2	1
In School Suspension	2	5	0	0	1	1	2	2
Out of School Suspension	5	2	5	1	2	4	1	2
Restorative Practice	8	2	0	1	2	0	0	0
Other (ie- suspension from athletics, bus suspension, etc)	0	2	1	5	5	3	0	1

Middle School Discipline Referrals:

- For the month of March there were 13 log entries recorded in powerschool for administration
- These log entries represent 7.6% of students (9 kids out of 118)

- For the month of April, there were 10 log entries recorded in powerschool for administration
- These log entries represent 5% of students (6 kids out of 118)

<u>Year</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>
Log Entries	19	15	16	16	16	20	13	10
Detentions	7	5	7	6	12	10	4	5
In School Suspension	2	5	6	2	2	1	1	1
Out of School Suspension	0	2	0	2	0	3	1	0
Restorative Practice	8	2	2	5	1	4	5	0
Other (ie-suspension from athletics, bus suspension, etc)	2	1	1	0	1	2	0	3

**FLORENCE RIDEOUT ELEMENTARY SCHOOL
LYNDEBOROUGH CENTRAL SCHOOL**

18 Tremont Street
Wilton, New Hampshire 03086
(603) 732-9229
www.sau63.org

Bridgette Fuller, Principal FRES/LCS
Christina Gauthier, Administrative Assistant FRES

Kathleen Chenette, Student Services Coordinator LCS
Sherry LeBlanc, Administrative Assistant LCS

**Principal Report
May 14, 2024**

Throughout April and the first days of May, students at FRES and LCS worked on a collaborative art project with our Artist in Residence, entertained community members with their lyrical talents at our K-2 and 3-5 Spring Concerts, and engaged in NH SAS State testing and District Wide iReady diagnostic assessments. On April 19th, our students joined forces with the Juniors and Seniors from WLC to tidy outdoor spaces around campus and plant flowers for Earth Day. Our interview committee interviewed candidates for our two open elementary teaching positions at FRES. Additionally, our Summer Academy lead teachers began working behind the scenes to analyze data and draft lists of students who would benefit from Summer Academy. Summer Academy aims to improve student achievement by narrowing learning gaps in reading and mathematics. Invitations for this program will be sent to families in the coming days. With our dedicated teachers and staff, these programs and events are possible. PTO celebrated our amazing staff during Teacher Appreciation Week (May 6-10, 2024) at both schools. Our thoughtful PTO organized breakfast baked goods, grab-and-go snacks, ice-brewed coffee, and many other treats to thank teachers and staff for all they do!

Kindergarten Screening

Our district screens all incoming kindergarten students yearly regarding beginning learning skills, language development, and general social skills. Historically, Kindergarten screening has been conducted in the Spring, with additional screenings throughout the summer to accommodate families new to the district and those waiting until the beginning of the year to register. The staff at Lyndeborough Central School has proposed conducting kindergarten screenings during the first week of school. This screening adjustment has many benefits. It will accommodate the growth children this young make in the approximate three-month lapse between the typical Spring screening and the start of school and will provide teachers with current data about each student. Accurate and timely data from the Kindergarten screening will allow for more balanced class

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configurations and instructional planning based on students' results. Additionally, there will be a decrease in costs associated with Summer screening.

End-of-Year Happenings

The end of the school year is exciting for students and staff at LCS and FRES. Not only will we have two long-term substitutes joining our staff, but kindergarten and fifth-grade students will visit their new schools, classes at both schools will engage in field trips, and students will also have an opportunity to showcase their learning during the FRES Celebration of Learning. The PTO has a book fair planned, and all staff will engage in their third round of data meetings.

Behavior

There was a decrease in behavior and bus referrals at FRES throughout April.

FRES	September Referrals	October Referrals	November Referrals	December Referrals	January Referrals	February Referrals	March Referrals	April Referrals	Difference
Total Log Entries Bus	13	11	6	8	11	8	5	2	-3
Log Entries for "Major Behavior" School	32	57	27	23	17	14	13	7	-6
Restorative Practice	14	17	5	1	1	0	0	0	0
Loss of Privilege (combined with restorative practice)	16	32	13	20	13	12	10	6	-4
In School Suspension	2	4	6	2	2	2	3	1	-2
Out of School Suspension	1	4	3	0	1	0	0	0	0

Behavior Data Observations:

In **September 2023**, there were **45 log entries** (Bus and School) recorded in PowerSchool

- These log entries represent 11% of students (27 students out of 242)
- Rollout of Mental Health room for student support from a social worker

In **October 2023**, there were **68 log entries** (Bus and School) recorded in PowerSchool

- These log entries represent 12% of students (28 students out of 242)
- Bus 6 monitor hired

In **November 2023**, there were **33 log entries** (Bus and School) recorded in PowerSchool

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- These log entries represent 10% of students (25 students out of 242)
- Shift from student support led by a social worker to behavior and self-regulation support from ABAs and BCBA

In **December 2023**, there were **31 log entries** (Bus and School) recorded in PowerSchool

- These log entries represent 8% of students (19 students out of 243)

In **January 2024**, there were **28 log entries** (Bus and School) recorded in PowerSchool

- These log entries represent 7% of students (18 students out of 243)
- Monthly CARES Learning Habit student recognition and Whole School Assembly implementation

In **February 2024**, there were **23 log entries** (Bus and School) recorded in PowerSchool

- These log entries represent 6% of students (15 students out of 243)

In **March 2024**, there were **18 log entries** (Bus and School) recorded in PowerSchool

- These log entries represent 6% of students (15 students out of 241)

In **April 2024**, there were **7 log entries** (Bus and School) recorded in PowerSchool

- These log entries represent 2% of students (5 students out of 240)

IMPORTANT DATES

- **May 6-25, 2024-** NHSAS Testing Continues and End of Year iReady Diagnostic Assessment.
- **May 13th- May 18th-** Book Fair (FRES)
- **May 16, 2025-** Celebration of Learning FRES/PTO Book Fair (6-7 pm)
- **May 18, 2024-** PTO Plant Sale & PTO Book Fair (FRES 9 am-12 pm)
- **May 23, 2024-** LCS Parent Information Night (LCS Multi-purpose Room 5:30-6:30 pm)
- **May 24, 2024 -** No School (Professional Development Day)
- **May 27, 2024-** No School (Memorial Day)
- **May 28-May 31, 2024-** Data Week (FRES)
- **May 31, 2024-** 2nd Grade Field Trip Seacoast Science Center
- **June 5, 2024-** Step-up Day (Kindergarten to FRES and 5th Grade to WLC)
- **June 7, 2024-** FRES Field Day (Rain Date June 10, 2024) & 5th Grade vs. the Community Kickball Game
- **June 10, 2024-** LCS Field Day
- **June 12, 2024-** 5th Grade Graduation



WLC Seniors cleaning up the LCS school yard with students and staff



3rd Graders on Stage during their Spring 2024 Concert



Students from WLC are helping plant flowers on Earth Day with the 4th-Graders at FRES

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Curriculum Coordinator Report May 14, 2024

Professional Learning

Professional Development

The Vocabulary Playbook: Learning Words that Matter K-12, book study group continues to meet regularly. We have met 3 times since our previous board meeting. Teachers are reading, discussing, and implementing new strategies based on this material.

Professional Development Committee

This committee has worked diligently to continue to review our draft professional development plan for the district. This plan provides teachers and administration with guidance on the processes and procedures that our district uses to ensure we are providing quality professional development to ensure we can deliver quality instruction.

Summer Learning

Teachers and the administrative team have started our plans for summer learning. We have a variety of learning opportunities including, but not limited to, Responsive Classroom Training, Ongoing Assessment Project (OGAP), Open SciEd, and a book study for the administrative team.

Curriculum

Our Curriculum website continues to develop. There was a large uptick in visitors after the last board meeting, thank you to all who are looking at the page. We are wrapping up the final stages of ELA from 6-12 and the unit plans will be posted shortly.

Our sub-committee reviewing and discussing ELA programs that are aligned with the Science of Reading are continuing to meet, review, and discuss different program options.

Instruction

Classroom observations at FRES have concluded and we have started writing Summative Evaluations. These Summative Evaluations are integral in supporting teachers in their learning and provide growth opportunities.

Thanks to a dedicated committee of teachers throughout the district, we had an Artist in Residence program in all three schools this year. The students created a mural that represents “Our Community”. It is a beautiful mural that will be displayed at FRES for the Celebration of Learning (May 16) until it is moved to its final home up at WLC in the art hallway.



Teachers have submitted plans for summer learning opportunities for students as well. We have ideas we are looking to support this year including STEM/STEAM weeks, Math Academy (WLC) and Summer Academy (FRES).

Assessment

It's testing season in SAU 63. Staff and students are working diligently to complete state and district assessments in the months of April and May.

New Hampshire Statewide Assessment System (NH SAS)

NH SAS is well underway at both FRES and WLC. Students and staff are working diligently to ensure that all testing protocols are being followed and that students are putting forth their best effort. Our students at FRES have completed their ELA portion of their NH SAS and both 5th and 8th grade have completed science. A letter was sent home to all parents in grades 3-8, and 11 to share information about the Family Portal. This is a way to access your student's scores online using a unique code with other information. The Department of Education will load testing results in the portal as tests are scored. If you have a student who took the NH SAS last year, you can access their results from last year at this time.

SAT

The results from the Juniors SAT scores are in. We will present a more comprehensive report on the scores when we do our data presentation in June, but for now here are some highlights:

- When comparing our average reading, math, and overall scores on the SAT from last year to this year, our student's average scores have increased across the board. Our average reading went up 28 points, math went up 55 points, and overall scores went up 111 points.
- As of May 1, 2024, our student's average score was 1003 with the state average being 990.

Our students and staff have worked collaboratively and tirelessly to increase their level of rigor and expectations this year. These scores are a direct result of that dedication to learning.

iReady

The buzz of iReady assessments can be heard around the district. Teachers across the district are working on assessing their students' knowledge and reviewing the data to look for growth from the start of the school year. LCS, FRES, and WLC have all finished iReady reading.

FRES

At FRES, I continue to support students and staff by attending 504 meetings, and IEP meetings. I am also working with students who need extra support to be successful throughout their day.

Upcoming Events:

- 5/20 - New Teacher Meeting
- 5/22 - Vocabulary Book Study
- 5/24 - Professional Development Day
- 5/29 - Vocabulary Book Study

WLCTA School Board Report

May 14, 2024

WLCTA teachers want to thank all of the community members who contributed to this year's Teacher Appreciation Week celebrations. We are so thankful to work in a district that supports its educators— we felt the love this year!

FRES & LCS:

- Seacoast Science Center FT - 2nd grade on the 31st
 - Kindergarten going to the Friendly Farm
 - Incoming Kindergarten parents night 23rd of May 5:30
 - All LCS and FRES students performed their spring concerts
 - 5th grade will be having their step up day on June 4th to visit the middle school.
 - Kindergarten will be having their step up day on June 4th to visit FRES.
 - Everyone is in the middle of testing right now, and teachers will be having one more set of data meetings to evaluate student progress this year and make sure that students are set up for success in their classes next year.
 - Teachers will be having a final PD day on Friday, May 24th - students will have an extra long Memorial Day Weekend
-

WLC:

- The Italy trip from April 13-20 was a success. We are in the preliminary stage of organizing another international trip for HS students in Spring 2026.
- Prom May 17— Taylor Smith, the Junior class Advisor, is working hard to finish up last minute details and planning.
- Senior Project Extravaganza - May 23rd; shoutout to Bill Comerford for all of his work with Senior Project and to all of the teachers who are serving as mentors to seniors!
- May 8-9: 21: MS overnight trip to Boston, touring historic sites that connect to the 8th grade Social Studies curriculum. The trip was spearheaded by Melissa Norton.
- MS Student Government is planning a Field Day for June 12th
- HS Math - Kilulis: nearing the end of the stock market game competition, where students have to invest \$100,000 fake dollars into the stock market, and see who can get the best portfolio. Jonathan Crotty started off the year strong, and now that we're near the end, he is still ranked 17th place in the entire state. For reference, there are around 350 students entered in this competition. It's very exciting that he is still doing so well even after a couple of months!
- Music Dept - Taryn Anderson:
 - A select choir from WLC had the privilege of singing the National Anthem at a House session at the New Hampshire State House in Concord, NH on May 2nd. The choir was made up of 12 of our wonderful musicians and did a fantastic job. This was our second year in a row that we were invited to sing at the State House and the students and Miss Anderson had a great time!
 - **WLC's Spring Concert will be Thursday, May 30th at 7pm in the WLC cafeteria.** This concert will feature music from WLC's band, chorus, and select ensembles as they perform music featured in animated movies and TV shows. Selections include the theme from "Phineas and Ferb", "Linus and Lucy", a version of Smash Mouth's "All Star", and a Disney medley. We hope to see you there!

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, April 16, 2024
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, John Zavgren, Michelle Alley, Darlene Anzalone, Geoffrey Allen, and Diane Foss*

Superintendent Peter Weaver, Business Administrator Kristie LaPlante, Principals Tom Ronning and Bridgette Fuller, Technology Director Nicholas Buroker, and Clerk Kristina Fowler

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. STUDENT ACKNOWLEDGEMENT

Third grade teachers, Ms. Dame and Ms. Longval were present to recognize their students Katie Rawson and Addie Pretzer who were recognized for their academics, effort, and hard work. Principal Fuller recognized Brendan Gerry also from the 3rd grade who was nominated by his teacher Ms. Hobbs for his willingness to help his peers and his academic achievements. The students were given a round of applause and congratulated.

IV. ADJUSTMENTS TO THE AGENDA

Superintendent requested the following adjustments, remove “project and ESSER funding requests” (move this to May 14) and add a “personnel matter” to the nonpublic session. Ms. Lavallee requested to add “WLC PTO” to correspondence.

*A MOTION was made by Ms. Lavallee and SECONDED by Ms. Alley to accept the adjustments to the agenda.
Voting: all aye, motion carried unanimously.*

V. PUBLIC COMMENTS

The public comment section of the agenda was read. Superintendent called out all the phone numbers and names joined in the meeting asking if they wanted to comment.

Ms. Mary Golding apologized for signing on late and although she missed the student acknowledgements, she wanted to congratulate them.

VI. BOARD CORRESPONDENCE

a. Reports

i. Business Administrator’s Report

Ms. LaPlante reported she has outlined the facilities projects in her report. This will be discussed further at the Facilities Committee meeting in May. They will not change significantly. She spoke of the tennis courts and looking to have surface work done in May, Mr. Erb has 2 contractors lined up and we should see some movement on that soon. She followed up on the mold investigation done in room 101. The Lawson Group did the investigation and found no signs of mold in the room; it is coming from the washing machine, which is used specifically in the RISE program. The washer has been removed and will be replaced. When Mr. Pratt returns we will work on a maintenance plan for that. It is great to hear there is no mold in the room other than the washer. Superintendent Weaver has spoken with the parent who spoke of it at a meeting. Responding to a question Ms. LaPlante informed the group she does not know how old the washer is, it is at least 5 years old before Mr. Pratt’s time. She believes the replacement is being delivered Thursday. She confirms it does not need to be an industrial washer, it is UL listed and used in the RISE program. Superintendent added it is used in the life skills program, part of the independent living used for learning measuring, folding etc. Responding to a question Ms. LaPlante confirms we were able to get the price on

paving that we got because they are doing work in our area, when they come is dependent on when the work in this area is scheduled. She will look into it to be sure it is completed by August 15.

ii. Technology Director's Report

Mr. Buroker reported 102 new tickets; we are sitting at 10 open tickets and a 7-day average, which is the goal. They completed SAT testing and from a technology view, it went off as well as we hoped with some minor issue with the College Board application. Currently they are gearing up for spring break to work on projects, which were planned for February but didn't work out but lessons were learned. The radio upgrade projects is moving along, the radios are in. We can contact FRES on them. There are a few kinks to work out and we are working with the vendor. The beautification of the curriculum database is prettier and easier to navigate, he is proud of this. We had your "garden variety" phishing attack on staff at FRES. He is pleased to report that his staff did things perfectly while he was on vacation. Ms. Lavallee voiced kudos to the staff and Mr. Buroker for their training. A question was raised if the walkie-talkies would be hooked up to the police department on a different channel. Mr. Buroker confirms we have not looked at how we are doing that but do have a couple extra and there should be a way to get their radios to access our radio channels. It is one of the goals though. Mr. Allen asked what are you using, is it GMS? Mr. Buroker does not have that information but can get it. Mr. Allen noted it was not needed. Mr. Buroker confirms we do have licensing. A question was raised regarding who is the "we" he refers to, is there a team working on projects like ones worked on February break. Mr. Buroker clarifies he has 2 technicians in his department plus a student intern and himself.

• WLC PTO

Ms. Crystal Gill was present and spoke of the success of the Penny Sale. She thanked those who attended. It was amazing to have teachers, kids, school board and the PTO all working together. It was a "weather day" and still had over 400 people. It would not have been such a success if it were not for the help we received. There were over 23 students ranging from 6 grade to 12th all wearing matching t-shirts. She spoke of how proud she is of them and anyone who was there can attest to all the work they did. We brought in just shy of \$13,000, the PTO takes half, pays out expenses and the junior class received a check for \$2,800. She spoke of the smooth transition and how hard everyone worked, the students, Lions Club, Board, PTO etc. She spoke of the next event, Teacher Appreciation Week. This is an event she is passionate about. It is May 6-10 and will have the "Friends" theme. This is an event that we can show all our appreciation to the teachers and will have lots of food. Ms. Lavallee will send out a couple of links for sign up or donations. She is asking if any board members want to help on May 9, providing crockpots or food reach out to Ms. Gill. They appreciate any help. Mr. Allen spoke of the awesome job the PTO does and it is a lot of work, time and effort that is put into the events. He will absolutely bring a crockpot or make something. Ms. Gill noted they would take anything.

VI. YTD REPORTING

Ms. LaPlante informed the group that she is finishing the annual report the Board signs and anticipates having that for the next meeting. Regarding year-to-date, we are looking at about \$645,000 in unspent funds projecting through June 30. This doesn't take into account the revenues. From the \$645,000, a \$100,000 comes out for Warrant Article #8, retaining those funds going into the building & roadways capital reserve. She spoke of working with the Superintendent throughout the year on purchase orders. One of the things we try to carry forward from the previous Board is if there is a need for this year we will fund it and if it is controversial, we bring it to the Board. She thanked administration for working with them regarding this. Last year the Board started vetting purchases with unspent funds and we have been racking our brain regarding any program needs or facilities needs and will bring any forward on the May 14 meeting. She spoke of a few, FRES stage curtain, which we are getting a quote on, WLC scoreboard, and pulleys for the backboard, field bleachers, manlift as ours is no longer serviceable, and we need to rent one when it is needed. She is not looking for any decisions tonight but just wanted to give an idea of the things they are looking at although these are not set in stone. She confirms the bleachers are not unsafe; there is no danger of someone falling through otherwise we would have taken them out of service. Likely the damage is from moving them. A question was raised if there are any line items that we are not spending as much as others. Ms. LaPlante confirms we have savings in staffing as there are positions not filled or through hiring new staff and benefits such as budgeted for a family plan and there is no insurance needed. She spoke of going through it carefully with the Superintendent, the historical spending and ask what is different etc. A question was raised if there are any line items we are overspending that are alarming; way over what we thought. Ms. LaPlante spoke of unanticipated facilities costs such as the fire alarm panel at WLC, the FRES boiler issues, and broken sewer pipe at FRES, none due to neglect. She had spoken with Ms. Mary Jane Ryan in Special Education today about SPED expenses and some overages there, but nothing alarming; making sure spending goes against each building for future cycles. Those are things we will address in the future budget. Superintendent spoke of the athletics program, there is a volleyball team now and we

want to grow the athletics program. We have 12 kids running track, an example is we needed a discus; it is little things like that. We want to budget for what we actually need and look at uniform rotations. We had some issues in the past with that and the inventory not being correct, this spring baseball needed some equipment and we think those lines are a little flat and want to look at it realistically; we want more kids participating in the athletics program. It was noted there was a great turnout for the first home game and the stage curtains are a great project. A question was raised regarding the greenhouse, in the past it needed some repairs. Superintendent spoke about this. He had discussions 4 years ago and found there was no curriculum and it was not in working order. He believes it would be a significant cost to bring it back to where it needs to be. He cautions investing in it if we don't have a robust curriculum built in. It is a shame it has deteriorated, kids can grow things and do experiments but now it is just storage. He does think there are a couple of leaks in it. We could get the cost if it is something we want to invest in but wants to be sure the curriculum is there. If we use it for storage, should we put money into making it more useful storage so it does not leak? He was asked about how much is significant cost, does he remember about how much it was then. He is not sure but Chairman Golding recalls it may have been \$10,000-\$20,000. Superintendent noted it might have been something we could have used ESSER money for. A brief discussion was had about the value of students learning to grow their own food, gaining knowledge, bee keeping etc. things crucial to the environment. She would be supportive of it. Superintendent notes we can get it on the agenda to follow up on and see if we can come up with a current number and decide what to do with it moving forward. A question was raised if Ms. LaPlante has any initial estimates on the projects she spoke of. Ms. LaPlante responded she would have more of a formal proposal on May 14. She was asked about the pulleys. She responded it is a carryover from the former Principal and wants to provide a document to the Board and publish it for the public with the information. It was noted it is not an ideal time to price out a scoreboard seeing it is baseball season. Superintendent noted ours is working but not working properly, the bleachers are about \$7,000-\$9,000 for a set of aluminum bleachers and the scoreboard he believes would be less than \$10,000. We need to reassess the pulleys as that number is outdated and there is no estimate on the curtain replacement. It was noted the curtain is overdue.

VII. PROJECT & ESSER FUNDING REQUESTS

This agenda item was removed.

VIII. SCHOOL BOARD WORKSHOP

Chairman Golding informed the group we had set a tentative date for a workshop with the NHSBA (New Hampshire School Board Association) for April 30 but they cannot do that date. Superintendent informed the group they have offered to do it on May 15 or 16 but have said they are leaning toward May 16. He asked them to reserve May 16 for us. The calendar looks good for that date as well, it does not appear there is anything scheduled that night. He suggests 5:30PM or 6:00PM. There was a brief discussion. It was noted not everyone may be available but if we can get the majority of members, it is preferred. Superintendent will lock in May 16 at 5:15pm with NHSBA for a workshop. It was asked for those who could not attend if there are any resources that could be provided.

IX. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Ms. Anzalone and SECONDED by Mr. Allen to approve the minutes of April 2, 2024 as written.

Voting: all aye, motion carried.

b. Appoint Community Members to Facilities and Strategic Planning Committees

Chairman Golding reported there is 1 letter of interest received from a Lyndeborough resident, Sarah Chadzynski to continue on the Strategic Planning Committee.

A MOTION was made by Mr. Allen and SECONDED by Ms. Alley for the approval of Ms. Sarah Chadzynski to be a community member on the Strategic Planning Committee.

A question was raised where it was advertised. Superintendent confirms the school district website and the town websites. Chairman Golding notes we try to have 1 community member from each town on the Strategic Planning Committee and Facilities Committee. Mr. Allen confirms there were 2 on the Facilities Committee but only 1 attended. Chairman Golding notices Ms. Heather Gibson who was on the committee and asks if she is interested in continuing. If so to send an email to Ms. Kristina Fowler. Superintendent asked if the Board would like Ms. Fowler to repost this. Chairman Golding confirms yes, for 10 additional days (and as many times as we can). It was suggested to post it on the WLC Facebook page and ask the PTO to post it on theirs.

170
171 **X. RESIGNATIONS / APPOINTMENTS / LEAVES**

172 **a. FYI-New Hire-Long-term Substitute Elementary Teacher-Patrick Dee**

173 **b. FYI-New Hire-Long-term Substitute Physical Education Teacher-Kelsey Gregorio**

174 Superintendent reviewed the new hires for FRES who were interns with us. He spoke of being grateful to have these
175 interns and the Board being supportive of a small stipend to get them here. The Universities have thanked us and
176 everyone commented on the positive experiences they have had with us. We are working on getting student interns
177 for the fall. Mr. Comerford is working hard on that. Typically, it is in the second semester and in the spring, they do
178 their internship. Mr. Allen voiced praise for bringing that program forward, it was a great example of out of the box
179 thinking and administration working together to create a program that worked well for the entire district.

180
181 **XI. PUBLIC COMMENTS**

182 The public comment section of the agenda was read. Superintendent called out all the phone numbers and names
183 joined in the meeting asking if they wanted to comment.

184
185 Ms. Heather Gibson commented that she would like to be on the Strategic Planning Committee again and didn't
186 realize she needed to throw her name in again. Ms. Fowler confirms she did send an email to her a minute ago.

187
188 Ms. Mary Golding thanked Ms. LaPlante for recognizing the folks online, some forget they are there and wants
189 everyone to use their microphone so everyone can hear them. She is happy to hear there is no mold in the room and
190 replacing the washing machine is an excellent idea. She is glad to hear about the walkie-talkies. Mr. Buroker you
191 may sleep well, you have a great staff and she appreciates Dan LaSala at FRES, he is magical when figuring out how
192 to print something from a Chromebook. She welcomes Mr. Dee and Ms. Gregorio, and is very excited to have you
193 both. She spoke about the PTO and the amazing success they had with the Penny Sale. Everyone she spoke to had
194 such high praises for everyone and loved seeing the children volunteering, what a huge part of their success. It is
195 wonderful to do something without expectation of reward. She spoke of Teacher Appreciation Week, it's a great
196 event and teachers deserve it. She commented the Chairman would make his cheesy dip in the crockpot, maybe. She
197 knows when Ms. Gill says "we" she means herself and Mandy. Ms. Golding was a member of the PTO and it is
198 usually 1-3 people at most doing all the work. She asks those to help if they can. She heard Mr. Allen volunteer as
199 well. She spoke of the basketball fundraiser for Mr. Dailey, which was great, she could only stay an hour but the
200 Chairman stayed throughout. Ms. Lavallee was there, not sure how many other board members attended to support
201 that but everyone had a great time. They raised money for the scholarship, great event, hopes it continues each year,
202 and gets bigger and bigger. She spoke to the Board, wonderful work as always, you are so appreciated and she knows
203 you are not professionals and you do this you because you love your community and schools!

204
205 **XII. SCHOOL BOARD MEMBER COMMENTS**

206 Mr. Allen commented great job; he appreciates the staff and the due diligence they put in. He congratulated the
207 students who were recognized today and appreciates all.

208
209 Ms. Anzalone congratulated the 3 students who were acknowledged tonight and great job to the PTO and all the kids
210 who volunteered, great job bringing in so much money. She spoke of Teacher Appreciations Week; she has helped,
211 Ms. Gill and the team do most of the work. She asks if anyone can help to set up things in the morning, she will try
212 to come in the morning to help.

213
214 Ms. Lavallee spoke about the FRES/LCS PTO noting she is not a spokesperson for them but attended the meeting
215 last night and they are working on fundraisers as well. They are holding a book sale in May and the annual plant sale
216 is on May 18 at FRES. If anyone has any perennial plants you want to dig out of the yard you can contact her or the
217 FRES/LCS PTO to let them know, pick up or drop off and she looks forward to seeing the community there. They
218 will have some annual pots for the patios that the LCS students will plant and put together on Earth Day. It is very
219 excited to involve the kids this year who will be helping.

220
221 Ms. Alley congratulated the students who were recognized tonight. It is so great to see them helping the PTO. She
222 spoke of the PTO putting together the teacher appreciation; it is a lot of work. She is grateful the teachers are able to

receive so much food and love that week. She thanked Ms. LaPlante for answering every one of her questions; she always seems to have an answer and she appreciates that. She thanked our long-term substitutes coming in to fill those positions, we have quite a few open and nice to hear those are filled.

Chairman Golding commented the Harry Dailey Basketball Tournament was a better success this year than last, looked like a good turnout. There could have been more adult teams but were a lot of kid teams, which led to a very fun time. He hopes it continues with many good donations for a good scholarship for our kids here at WLC.

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

i. Review the Nonpublic Minutes

ii. Student Matter

iii. Personnel Matter

A MOTION was made by Mr. Allen and SECONDED by Ms. Foss to enter Non-Public Session to review the non-public minutes, discuss personnel and student matters RSA 91-A: 3 II (A) (B) (C) at 7:35pm.

Voting: all aye, motion carried.

RETURN TO PUBLIC SESSION

The Board entered public session at 8:18pm.

A MOTION was made to seal the non-public session minutes RSA 91-A: 3 II (A) (B) (C) by Mr. Allen and SECONDED by Ms. Anzalone.

Voting: all aye, motion carried.

A MOTION was made to accept the resignation of Mr. Ben Thyng, MS Science Teacher, effective April 19, 2024 by Mr. Allen and SECONDED by Mr. Zavgren.

Voting: all aye, motion carried.

XIV. ADJOURNMENT

A MOTION was made by Mr. Allen and SECONDED by Ms. Alley to adjourn the Board meeting at 8:19pm.

Voting: all aye, motion carried.

Respectfully submitted,

Kristina Fowler



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

ESSER USE OF FUNDS PROPOSAL

May 14, 2024

Since January 2021, the School District has been awarded three phases of Elementary and Secondary Emergency Relief Funds (“ESSER”). The first two phases of funds totaling \$374,041 have been spent or committed. The NH Department of Education has increased the District’s allotment for the final phase (“ESSER III”) to \$684,010 for use by September 30, 2024. Of the \$684,010 funded in ESSER III, the District is required to commit at least \$136,800 to address learning loss.

At the School Board’s September 28, 2021, meeting, the Board directed all ESSER expenditures in excess of \$500 to come before the Board for approval.

Since September 28, 2021, the Board has authorized the following projects, with actual expenditures totaling \$524,447 (detail provided at end of this report).

We are requesting the Board’s consideration and approval for two projects:

1. Kindergarten Extended Year Program for 15 days in June 2024 – Not to exceed \$10,100
 - Opt-in program for targeted current kindergarten students (approximately 10 students)
 - Focus would be on foundational learning skills (numeracy and literacy) and social/emotional skills (self-regulation and managing emotions independently)
 - One teacher and one school counselor for this program
 - Bussing is included
2. Grades 4-5 Learning Loss Summer Academy in summer 2024 – Not to exceed \$14,225
 - Opt-in program for targeted intervention (approximately 15 students)
 - Focus would be on reading, writing, and math; would be instrumental in narrowing the achievement gap before these students transition to the middle school
 - Two teachers for this program
 - Bussing is included

If these two projects are approved, there will be approximately \$135,238 remaining in ESSER III.

<u>School Year</u>	<u>Project</u>	<u>SB Approved</u>	<u>Anticipated actual costs each project</u>	<u>Project Status</u>
21/22	Sound System for Board Meetings	\$ 10,000	\$ -	Project disallowed by NH ED
21/22	Nurse Stipends	\$ 3,000	\$ 2,666	Complete
21/22	IT Help Desk Support (1/1/22-6/30/22)	\$ 30,000	\$ 20,980	Complete
21/22	Long Term Subs	\$ 83,000	\$ 53,206	Complete
21/22	*After School Tutoring (WLC/FRES)	\$ 22,000	\$ 9,775	Complete
21/22	*WLC Competency Recovery Program (Summer 2022)	\$ 7,250	\$ 8,800	Complete
21/22	LCS Playground Fence	\$ 2,500	\$ -	Project disallowed by NH ED
21/22	Storage Container for LCS	\$ 6,000	\$ -	Project disallowed by NH ED
22/23	IT Help Desk Support 22/23 SY	\$ 62,750	\$ 37,900	Complete
22/23	*FRES Instructional Interventionist	\$ 85,015	\$ 30,190	Complete
22/23	Enhance Mental Health Services	\$ 40,000	\$ 40,000	Complete
22/23	*Assistant Principal at FRES (1 day/week 11/2-6/30)	\$ 13,000	\$ 13,000	Complete
22/23	*After School Tutoring (FRES)	\$ 19,325	\$ 11,880	Complete
23/24	*WLC Summer School & Math Academy (Summer 2023)	\$ 2,700	\$ 2,675	Complete
23/24	*Instructional Pathways	\$ 18,500	\$ 18,500	Complete
23/24	*Accelerated Learner Program (FRES)	\$ 10,000	\$ 12,050	Ongoing
23/24	*After School Tutoring (FRES)	\$ 19,325	\$ 19,325	Ongoing
24/25	*Instructional Pathways	\$ 18,500	\$ 18,500	24/25 SY
ONGOING	Replace THREE Boilers at WLC	\$ 285,000	\$ 225,000	1 boiler installed; 2 are scheduled
		\$ 737,865	\$ 524,447	
	Total Grant Award: \$684,010		\$ 159,563	UNCOMMITTED FUNDS
	*Funds Directed at Learning Loss (\$144,695 anticipated spend)			



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Director of Student Support Services

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Proposed Use of FY24 Unspent Funds

May 14, 2024

As of April 30th, we continue to look at approximately \$625,000 of unspent funds in the Operating Budget. Voter's approved Warrant Article 8 that allows the District to transfer up to \$100,000 of unspent funds on June 30th to the Building/Roadway Capital Reserve Fund, bringing the unreserved portion of that balance to ~\$525,000.

As discussed at the April 16th Board meeting, the following are items that Administration is requesting consideration/approval from the School Board to purchase:

- Two 21' sections of 5-row aluminum bleachers for soccer fields (each section seats 70)
 - Cost: approximately \$16,000
- Replace four basketball backboards at WLC
 - Funding deferred in FY25 Budget development with suggestion to purchase them with unspent funds in this year's budget
 - Cost: \$19,200
- Upgrade basketball backboard pulleys at WLC
 - Funding deferred in FY25 Budget development with suggestion to purchase them with unspent funds in this year's budget
 - Cost: \$2,400
- Purchase a used X foot "manlift"
 - District's previous "manlift" failed in 2022 and is unrepairable
 - Funding deferred in FY25 Budget development with suggestion to purchase this with unspent funds in this year's budget
 - Cost: \$4,000 - \$7,000
- Replace rear stage curtain at FRES
 - Curtain has been ripped for years
 - Cost: \$3,000

All these items would need to be purchased and items in transit or received by June 30, 2024, to meet RSAs around use of funds and lapsing appropriations.

JLCF- WELLNESS POLICY

Category: Priority/Required by Law

Related Policies: IMAH & JLC

The Wilton Lyndeborough Cooperative School Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are interrelated. It is, therefore, the goal of the Board that the learning environment positively influences a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This policy applies to all students, staff and schools in the District.

I. **DISTRICT WELLNESS COMMITTEE.**

The Superintendent, in consultation with the Director of Food Services, will facilitate development of updates to the District Wellness Policy, subject to School Board approval, and will oversee compliance with the policy. In addition, the Superintendent shall coordinate with each school to help ensure compliance with this policy at the building level.

The Superintendent shall convene a representative "District Wellness Committee" (or "Wellness Committee"), whose functions will include review and recommendations regarding implementation of and updates to this policy, and establishment of specific goals for nutrition promotion, education and physical activity.

The Superintendent or his/her designee shall serve as the Chairperson of the District Wellness Committee, and shall maintain an updated roster of committee members serving on the Committee.

The District Wellness Committee shall meet no less than three times per school year.

The District Wellness Committee should represent each school and the diversity of the community, and to the extent feasible include the Superintendent or her/his designee, Director of Food Services, parents, students, physical education teachers, health education teachers, school counselors, school administrators, a school board member, outside health professionals, individual school building representatives, and members of the public.

Staff appointments to the Wellness Committee will be made by the Superintendent. The School Board Chair shall appoint the School Board member. Remaining members, other than those who are ex officio, shall be appointed and approved by the Wellness Committee.

JLCF- WELLNESS POLICY

As a statutory committee, the Wellness Committee shall comply with the requirements of RSA 91-A regarding meetings.

II. **WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT.**

A. **Implementation Plan.**

The Food Services Director with the assistance of the Wellness Committee, will conduct a school level assessment based on the Centers for Disease Control and Prevention's School Health Index, using tools available through such programs as the Alliance for a Healthier Generation [*Healthy Schools Program*](#), and to create an action plan and generate an annual progress report. The school-level assessment/report should be completed by October 15th of each school year and provided to the Superintendent.

B. **Annual Notification of Policy.**

The District will annually inform families and the public of basic information about this policy, including its content, any updates to the policy, and implementation status. The District will make this information available via the district website. This information will include the contact information of the District official(s) chairing the Wellness Committee (i.e., the Superintendent or his/her designee) and how the public can get involved with the District Wellness Committee.

C. **Triennial Progress Assessments.**

Every three years, the Food Services Director will assess:

The extent to which each of the District's schools are in compliance with the wellness policy;

The extent to which the District Wellness Policy compares to model wellness policies; and

A description of the progress made in attaining the goals of the District's Wellness Policy.

The Wellness Committee will make recommendations to update the District Wellness Policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The Board will review and act upon such assessments as required or as the Board deems appropriate.

D. **Recordkeeping.**

The Superintendent will retain records related to this Policy, to include at least the following:

The District Wellness Policy;

The most recent assessment on the implementation of the local school wellness policy;

JLCF- WELLNESS POLICY

Documentation on how the District Wellness Policy and Policy assessments are/were made available to the public;

Documentation confirming annual compliance with the requirement that District Wellness Policy, including updates, and the most recent assessment on the implementation of the Policy have been made available to the public; and

Documentation of efforts to review and update the District Wellness Policy; including who is/was involved in each update and methods the District uses to make stakeholders aware of opportunities to participate on the District Wellness Committee.

E. Community Involvement, Outreach and Communications.

The District will communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents/guardians of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards.

III. NUTRITION.

A. School Meals.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) *and the School Breakfast Program (SBP)*. District schools are committed to offering school meals that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Promote healthy food and beverage choices; and
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. The District offers reimbursable school meals that meet USDA nutrition standards, which may be found at:

<https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>

B. Staff Qualifications and Professional Development.

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for school nutrition professionals, which may be found at:

[Professional Standards | Food and Nutrition Service](#)

JLCF- WELLNESS POLICY

c. Water.

To promote hydration, free, safe, unflavored drinking water will be available to all students at every school throughout the school day, including mealtimes.

Students shall be permitted to bring water bottles to school that:

- (1) Are made of material that is not easily breakable;
- (2) Have lids to prevent spills; and
- (3) Are filled exclusively with water-based beverages

School Principals may discipline students for the misuse of water bottles, consistent with Board policy JICD.

d. Competitive Foods and Beverages and Marketing of Same in Schools.

“Competitive foods and beverages” (i.e., foods and beverages sold and served or marketed during the school day, but outside of the school meal programs) must meet the USDA Smart Snacks in School nutrition standards, which may be accessed at:

[*Guide To Smart Snacks In School*](#)

These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias and vending machines.

Except as may be provided elsewhere in this Policy, any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools, including, but is not limited to:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (*note*: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy.).
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.

JLCF- WELLNESS POLICY

- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

Corporate brand names, logos, and trademarks for companies that market products that comply with the USDA Smart Snacks in School nutrition standards will not be prohibited because they offer some non-compliant food or beverage items in their product line. Likewise, the marketing restrictions do not apply to clothing or other examples of expression which include brand information for non-compliant food or beverage items.

As the District, school athletic department, and parent teacher associations review existing contracts and consider new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

E. Celebrations and Rewards.

All foods offered during the school day on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards. Foods and beverages will not be used as a reward or withheld as punishment for any reason. The District's School Nutrition Services will make available a list of healthy party ideas to parents and teachers, including non-food celebration ideas, and a list of foods and beverages which meet Smart Snack nutrition standards.

F. Food Sale Fundraising.

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. Fundraising groups are encouraged to choose non-food fundraisers, and to consider healthy fundraising ideas. Notwithstanding this provision, each school may allow up to nine bake sales or other fundraising food sales of non-compliant foods (i.e., that do not meet Smart Snack standards), which are no more than one day in duration each.

G. Nutrition Promotion.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will include.

- Ensuring 100% of foods and beverages promoted to students during the school day meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available through the Smart Food Planner of the Alliance for a Healthier Generation, available at:

[*Alliance for a Healthier Generation Smart Food Planner*](#)

H. Nutrition Education.

JLCF- WELLNESS POLICY

The District will teach, model, encourage and support healthy eating by all students.

- Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- Nutrition education posters will be displayed in each room in which students regularly eat their lunches.
- Consistent nutrition messages shall be disseminated throughout the school.

Schools should provide additional nutrition education that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- To the extent practicable is integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- May include enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

a. PHYSICAL ACTIVITY.

The District will provide physical education consistent with national and state standards. Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason.

A. Classroom Physical Activity Breaks.

In addition to any recess periods provided in the ordinary daily schedule, students will be offered **periodic opportunities** to be active or to stretch throughout the day. The District recommends teachers provide short 3-minute physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

JLCF- WELLNESS POLICY

B. Before and After School Activities.

The District offers opportunities for students to participate in physical activity after school through interscholastic and intramural sports and clubs.

c. Walking and Biking to School.

The District will support walking or biking to school by students or faculty only if determined safe by the building principal.

IV. OTHER ACTIVITIES TO PROMOTE STUDENT WELLNESS.

The District will endeavor to integrate wellness activities across the entire school setting, not just in the cafeteria or physical education and athletic facilities. In furtherance of this objective, each school in the District will *identify at least one activity or list of options with a requirement to engage in one or more* each school year.

v. PROFESSIONAL LEARNING.

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class).

District Policy History:

First reading: June 2, 2010

Second reading: July 13, 2010

Last revised: August 10, 2010

Reviewed/reaffirmed: August 26, 2014, September 9, 2014

Other district policy history:

Legal References:

42 U.S.C. 1751, Richard B. Russell National School Lunch Act

42 U.S.C. 1771, Child Nutrition Act of 1966

Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004

The Healthy Hunger-Free Kids Act of 2010

7 C.F.R 210, National School Lunch Program

7 C.F.R 220, School Breakfast Program

RSA 189:11-a, Food and Nutrition Programs

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N.H. Dept. of Education Administrative Rule - Ed 306.04 (a)(20), Wellness

N.H. Dept. of Education Administrative Rule - Ed 306.11 (g), Food and Nutrition Services

N.H. Dept. of Education Administrative Rule - Ed 306.38 (b)(1)b, Family and Consumer Science Education Program (middle schools)

N.H. Dept of Education Administrative Rule - Ed 306.40, Health Education Program

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.

DRAFT

GBCD - BACKGROUND INVESTIGATION AND CRIMINAL HISTORY RECORDS CHECK

Category: Priority/Required by Law

Related Policies: EEAE, EEAEA, GDF & IJOC

To help assure the safety of District students, it is the policy of the Wilton Lyndeborough Cooperative School Board that before any person is employed by the School District, or are otherwise placed into positions whereby they have frequent close contact with - or supervision of - students, that the administration conduct proper investigation into such person's background, including, without limitation, a criminal history records check under RSA 189:13-a - 189:13-c.

A. Definitions. As used in this policy:

1. **"Applicant"** shall mean and include an applicant for employment or any person seeking to serve in any position falling within the term "Covered Person" as defined below, who is selected by the District for further consideration for such position.
2. **"Background investigation"** means an investigation into the past employment and other background of an Applicant with the intent of determining whether:
 - a. The applicant/covered person is qualified for the position for which he/she has applied, will/would be assigned, or will/would perform, and
 - b. The applicant has been found guilty of any criminal activity or conduct that would make him/her ineligible or unsuitable for employment or service in the district.
3. **"Conditional offer of employment"** means an offer of employment extended to a selected Applicant subject to a successful completed criminal history record check (defined below) which is satisfactory to the SAU or school district.
4. **"Contractor"** means a private business or agency or an employee or employees of the contractor which contracts with a SAU, school district, or charter school to provide services.
5. **"Covered Person"** shall mean every employee, stipend position (e.g., coach, trainer, drama coach, etc.), candidate, designated volunteer (whether direct or through a volunteer organization), or any other service where the contractor or employees of the contractor provide services directly to students of the District, or any applicant/person seeking to serve in any of those positions. NOTE: Only those volunteers who meet the definition of "Designated Volunteer" below are considered "Covered Employees". See Board policy IJOC for additional provisions relating to all volunteers. All Covered Persons are required to undergo training.
6. **"Criminal History Records Check" or "CHRC"** means a criminal history records inquiry under RSA 189:13-a - 13-c, conducted by the New Hampshire State Police through its records and through the Federal Bureau of Investigation.
7. **"Designated Volunteer"** is any volunteer who:
 - a. Comes in direct contact with students on a predictable basis (e.g., library volunteer, field trip chaperone;

- b. Meets regularly with students (e.g., community mentor, volunteer assistant coach);
- c. Meets with students on a one-on-one basis; OR
- d. Any other volunteer so designated by the School Board or Superintendent.

The administrative supervisor for the applicable activity or program (e.g., building principal, athletic director), shall have the responsibility of determining whether a volunteer position is a "Designated Volunteer", subject to any additional rules or procedures established by the Superintendent.

8. "Educator Candidate" means a student at an institution of higher education in New Hampshire who has been selected to participate in a K-12 educator preparation program (RSA 189:13-c, I(b)). This definition includes both Educator Candidates who are placed as student teachers in the district, and those who might be in the District for a different purpose (e.g., Methods, etc.).

9. "Section V Offense(s)" are those criminal offenses listed in RSA 189:13-a, V, as that list may be amended by the Legislature from time to time. The current list of offenses may be accessed at:

<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-a.htm>

"Non-Section V Offenses" are all other crimes offenses, whether felonies or misdemeanors.

10. "Designee" shall mean, a person designated by the Superintendent to receive and inspect results of the Criminal History Records Check. Under RSA 189:13-a, II, the Designee for purposes of CHRC may only be an assistant superintendent, head of human resources, the personnel director, the business administrator.

B. Background Investigation. The Superintendent will require a Background Investigation of any Applicant or Covered Person as defined in this policy. The Superintendent may assign the Background Investigation (but not the CHRC) to someone other than Designee, but shall be completed prior to making a final offer of employment, approving the contract with an individual contracting directly with the District, student teacher, or a Designated Volunteer. For Covered Persons who are employed by a third-party contractor or assigned as a Designated Volunteer by a volunteer agency, the Superintendent or Designee may waive the Background Investigation and instead rely on suitable assurances from the contracting company or agency regarding a background investigation. The requirement for a Criminal History Records Check under paragraph D, below, however, may not be waived. *All decisions regarding employment and the pre-employment process shall conform to the District's Anti-Discrimination and Equal Opportunity policy, AC.*

As part of the application process, each Applicant shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The Applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or until notified that s/he will not be hired. Failure to report will be treated in the same manner as falsification of information under Section C, below.

General record of completion of a Background Investigation (but not copies of the results of a CHRC) shall be retained in an employee's personnel file and retained pursuant to the

District's Record Retention Schedule EHB-R.

C. False Information. The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment, withdrawal of any offer of employment, or immediate discharge from employment.

D. Criminal History Records Check.

1. General. As part of the District's Background Investigation, each Applicant must submit to a Criminal History Records Check ("CHRC") through the State of New Hampshire in full compliance with RSA 189:13-a. No Covered Person/Applicant shall be employed, extended a Conditional Offer of Employment, or begin service in the District, until the Superintendent, or his/her designee, has initiated a CHRC.

The Applicant shall provide the District with a criminal history records release form as provided by the New Hampshire State Police along with a full set of fingerprints taken by a qualified law enforcement agency according to RSA 189:13-a, II.

Refusal to provide the required criminal history records release form (with fingerprints) and any other required releases to authorize the CHRC will result in immediate disqualification of the Applicant/Covered Person and will not be considered for the position.

2. Special Provisions for Educator Candidates, Bus Drivers & Bus Monitors, and Substitutes.

a. Educator Candidate. Educator Candidates who are placed in the District as a student teacher shall undergo a CHRC prior to beginning in the District. For Educator Candidates in the District under a status other than student teacher (e.g, observation, Methods Course or Practicum student), the Superintendent or Designee will determine whether to require a CHRC using the same parameters included in the Designated Volunteer definition, above.

b. Bus Drivers ~~and Bus Monitors~~. Pursuant to RSA 189:13-a, VI and RSA 189:13-b, criminal history records checks for bus drivers ~~and bus monitors~~ shall be processed through the New Hampshire Department of Education ("NHED"). Although NHED will conduct the CHRC, the Superintendent or designee shall require a Background Investigation in accordance with paragraph B.

c. Substitute Teachers and Bus Monitors

Employees hired as Substitute Teachers and Bus Monitors shall complete a CHRC in accordance with paragraph B, and processed through the school district as a matter of employment, under RSA 189:13-a.

3. Results of Criminal History Records Check. The results of the CHRC shall be delivered to the Superintendent or designee who shall be responsible for maintaining their confidentiality. The Superintendent or Designee shall destroy all results and reports of any CHRC within sixty (60) days of receiving said information.

4. Pending Charges or Convictions for Section V Offenses. If the results of the CHRC disclose that the Applicant has either been convicted of or is charged pending disposition of a violation or attempted violation of a Section V offense, that person shall not receive an offer or final offer of employment. Additionally, the Superintendent (not the Superintendent's

Designee), shall notify NHED through its Investigator or the Chief of the Governance Unit or as otherwise directed by NHED.

5. Non-Section V Offenses and/or Past Charges of Section V Offenses. If the results of a CHRC disclose that the Applicant has been charged (whether pending or previously concluded) with a Non-Section V Offense, or has been previously charged with a Section V Offense which the charge has been disposed of other than by a conviction, the Superintendent or Designee shall take such information into account prior to hiring or assigning such Applicant. In making a determination regarding such an Applicant, the Superintendent or Designee shall consider all reliable information, and assess whether, in light of the totality of the circumstances, the Applicant's suitability for the position sought with student safety being the priority consideration. (Circumstances the Superintendent should consider, include, but are not limited to, nature and date of the charge, information about reduced charges, age at time of charge, relationship of the nature of the charged offense to the duties of the position sought),

If the Superintendent chooses to nominate, appoint or assign an Applicant who has a history of conviction or pending charges of a Non-Section V Offense, or of past concluded charges of Section V Offenses that did not result in a conviction, then the final hiring decision or appointment of another Covered Person must be approved by the School Board. The Superintendent may share to the Board in non-public session general information about the offense/conviction but is prohibited under RSA 189:13-a from sharing the CHRC report.

6. Fees for Criminal History Records Check. Any applicant for whom the Board requires a CHRC check, or, in the instance of third party contractors/organizations, the Covered Person's employer/organization, shall pay the actual fees and costs associated with the fingerprinting process and/or the submission or processing of the CHRC, unless otherwise determined by the Board.

7. Additional Criminal Records Checks. To the extent permitted by law, the Superintendent or Designee may require a CHRC of any Covered Person at any time after hire or appointment to a position within the District.

E. Conditional Offer of Employment. Applicants who have been selected for employment may be given a conditional offer of employment, with the final offer subject to the successful completion of the Background Investigation and CHRC, and a determination that there are no disqualifying pending charges or convictions.

Any Applicant who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her employment or approval to work within the District is entirely conditioned upon the results of a CHRC and Background Investigation being satisfactory to the District.

F. Final Offer of Employment. No Applicant shall be extended a final offer of employment or be allowed to serve/provide services in the District if such person has charges pending or has been convicted of any Section V Offense; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.

An Applicant may only be extended a final offer of employment or final approval to work/serve within the District's schools upon the satisfactory completion and results of CHRC and Background Investigation,

G. Administrative Protocols/Procedures. The Superintendent is authorized to establish written protocols for background investigations, and such protocols may vary depending on the nature of the position(s) (e.g., verification of academic records and achievements for certified professionals, credit checks for personnel with fiscal responsibilities). The written protocols may include additional specific disqualifying misdemeanor or felony convictions or charges (e.g., prostitution, theft, etc.) in addition to the Section V Offenses.

H. Contractor and Vendor Provisions. The Superintendent shall take such steps as are necessary to assure third party agreements which involve covered personnel to include a provision for such personnel to complete CHRCs and Background Investigations as required under this policy, as well as training and information relative to child sexual abuse prevention as required under RSA 189:13-a, XII.

I. Training of Superintendent/Designee. The Superintendent or any Designee shall complete such training relative to the reading and interpretation of criminal records as required by NHED.

J. Reports of Criminal Offenses Post-Hire or Commencement of Service. When the District receives a notification of a Covered Person being charged with or convicted of a Section V Offense or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. Employees shall be placed on paid administrative leave, if not subject to immediate discharge. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment contract or collective bargaining agreement to address the individual's ongoing relationship with the District. If the Covered Person charged/convicted of a Section V Offense is a credential holder as defined in the New Hampshire Code of Conduct for Educators, the Superintendent shall report to the New Hampshire Department of Education pursuant to section 510.05 of the Code.

Legal References:

RSA 189:13-a, School Employee and Designated School Volunteer Criminal History Records Check

RSA 189:13-b, School Bus Driver and Transportation Monitor Criminal History Records Check

Code of Conduct for New Hampshire Educators

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

First Reading: May 11, 2010, January 4, 2022, October 25, 2022

Second Reading: June 2, 2010, January 18, 2022, November 15, 2022

Final Adoption: June 2, 2010, January 18, 2022

Revised: December 20, 2022

JKAA - USE OF CHILD RESTRAINT AND SECLUSION

Category: Required

Related Policies: KEB

- A. **Policy Statement.** This policy is designed to help ensure the safety and dignity of all students by limiting and regulating the use of restraint and seclusion only as crisis or emergency responses. Restraint and seclusion of students is prohibited in the District except as described below.
- B. **Definitions.** For the purposes of this policy,
1. **"Restraint"** means bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school or facility.
 - a. **"Medication restraint"** occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior.
 - b. **"Mechanical restraint"** occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.
 - c. **"Physical restraint"** occurs when a manual method is used to restrict a child's freedom of movement or normal access to his or her body.
 - d. **"Prone restraint"** is a prohibited physical restraint technique which occurs when a child is intentionally placed face-down on the floor or another surface, and the child's physical movement is limited to keep the child in a prone position. For the purpose of this definition, physical restraint that involves the temporary controlling of an individual in a prone position while transitioning to an alternative, safer form of restraint is not considered to be a prohibited form of physical restraint.
 - e. **Exceptions to definition of restraint.** The term "restraint" DOES NOT, however, include:
 - i. Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.

- ii. The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
 - iii. Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
 - iv. The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.
 - v. The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.
2. **“Dangerous Restraint Technique”** are prohibited forms of restraint and/or behavior techniques that include:
- a. Prone restraint, or any other physical restraint or containment technique that:
 - i. Obstructs a child's respiratory airway or impairs the child's breathing or respiratory capacity or restricts the movement required for normal breathing;
 - ii. Places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back, or abdomen of a child;
 - iii. Obstructs the circulation of blood;
 - iv. Involves pushing on or into the child's mouth, nose, eyes, or any part of the face or involves covering the face or body with anything, including soft objects such as pillows, blankets, or washcloths; or
 - v. Endangers a child's life or significantly exacerbates a child's medical condition.

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- b. The intentional infliction of pain, including the use of pain inducement to obtain compliance.
 - c. The intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near a child for the purpose of controlling or modifying the behavior of or punishing the child.
 - d. Any technique that unnecessarily subjects the child to ridicule, humiliation, or emotional trauma.
 - e. Other forms of physical and medical restraint shall be administered in such a way so as to prevent or minimize physical harm. During the administration of restraint, the physical status of the child, including skin temperature, color, and respiration, shall be continuously monitored. The child shall be released from restraint immediately if they demonstrate signs of one or more of the following: difficulty breathing; choking; vomiting; bleeding; fainting; unconsciousness; discoloration; swelling at points of restraint; cold extremities, or similar manifestations.
3. **"Seclusion"** means: the involuntary confinement of a child alone in any room or area from which the child is unable to exit, either due to physical manipulation by a person, a lock, or other mechanical device or barrier, or from which the child reasonably believes they are not free to leave; or, the involuntary confinement of a child to a room or area, separate from their peers, with one or more adults who are using their physical presence to prevent egress.

The term "seclusion" DOES NOT, however, include: the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave; circumstances in which there is no physical barrier, and the child is physically able to leave; or involuntary confinement of a child to a room or area with an adult who is actively engaging in a therapeutic intervention. A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

- C. **Training Required.** Under RSA 126-U:5, II, the restraint may only be used/implemented by trained school staff, while 126-U:5-a, II applies the same limitation to the use of seclusion. The Superintendent shall ensure that:

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1. each school building has staff who have been appropriately trained in the proper and safe implementation of seclusion or restraint techniques;
2. Each school building has staff who have been appropriately trained and are authorized to assess the mental, emotional, and physical well-being of a student relative to a period of restraint that exceeds 30 minutes in conditions described in section E.1.b. below; and
3. All employees, designated volunteers and other persons who are required to have criminal history background checks under Board policy GBCD receive *general training* in the requirements and prohibitions of this policy, as well as basic de-escalation procedures. *Personnel who have only received such general training are not authorized to use restraint or seclusion upon any student.*

D. Procedures for Managing the Behavior of Students. General procedures for managing student behavior are found in Board policies, District and each school's Codes of Conduct, and student handbooks. Behavior of individual students may be addressed in applicable individualized educational plans, 504 plans, behavior intervention plans, or other such individualized documents. The Superintendent is authorized to establish additional procedures for managing student behavior and to implement this Policy as needed. Such procedures shall be consistent with all Board policies and all applicable laws or regulations. The Superintendent is further authorized to establish any other procedures necessary to implement this policy and/or any other legal requirements.

E. Provisions Governing the Circumstances in Which – and Conditions by Which Forms of Restraint May and May Not Be Used.

1. Authorized Use of Restraint.

a. General.

- i. Restraint may only be used by trained personnel using extreme caution when *all other interventions have failed or have been deemed inappropriate.*
- ii. The determination of whether the use of restraint is justified in a specific instance must be made with consideration of all relevant circumstances, including whether continued acts of violence by a child to inflict damage to property will create a substantial risk of serious bodily harm to the child or others.
- iii. Restraint may only be used to ensure the immediate physical safety of any person when there is a substantial and imminent risk of serious bodily harm to the student or others.

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- iv. Restraint shall never be used either explicitly or implicitly as punishment for the behavior of a child.
 - v. Restraint will not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm.
 - vi. Restraint will be *discontinued immediately* if a child demonstrates signs of one or more of the following: difficulty breathing; choking; vomiting; bleeding; fainting; unconsciousness; discoloration; swelling at points of restraint; cold extremities, or similar manifestations.
- b. Restraint Periods Exceeding 15 Minutes. Pursuant to RSA 126-U:11, no period of restraint of a student may exceed 15 minutes without the approval of a supervisory employee designated by the Superintendent or Principal to provide such approval.

However, no period of restraint of a student may exceed 30 minutes unless an assessment of the mental, emotional, and physical well-being of the student is conducted by an employee trained and authorized to make such assessments.

Such assessments shall be repeated at least every 30 minutes during the period of restraint. Each such assessment shall be documented in writing and such records shall be retained by as part of the Written Notification required in Section G.1.c, below.

2. **Prohibition of Certain Forms of Restraint.** The use of any dangerous restraint technique as defined in Section A, above, is prohibited. Additionally, medical and mechanical restraints are prohibited except that limited mechanical restraint may be used in transportation as described in and subject to the conditions set forth in paragraph 3, of this Section.
3. **Limited Use of Mechanical Restraints During Transportation.** Pursuant to RSA 126-U6, the use of Mechanical Restraints is generally prohibited. However, RSA 126-U:12 allows the use of mechanical restraint during transportation when case-specific circumstances dictate that such methods are necessary.

Whenever a student is transported to a location outside the school, the Superintendent or designee will ensure that all reasonable and appropriate

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measures consistent with public safety are made to transport or escort the student in a manner which:

- a. Prevents physical and psychological trauma;
- b. Respects the privacy of the child; and
- c. Represents the least restrictive means necessary for the safety of the child.

Whenever a student is transported using mechanical restraints, the Superintendent or designee will document in writing the reasons for the use of the mechanical restraints as described in Section G.3 below.

4. **Reporting and Notification.** Any occurrence or incident or occurrence in which restraint is used shall be followed by reports and notification as described in Section G, below.

F. Use of Seclusion.

1. **Circumstances in Which - and Conditions by Which - Seclusion May and May Not Be Used.**

- a. Seclusion may only be used by personnel trained in the proper use of seclusion as provided in Section C, above.
- b. Seclusion may only be used when a student's behavior poses a substantial and imminent risk of physical harm to the student or others and may only continue until that danger has dissipated.
- c. Seclusion shall only be used after other approaches to the control of behavior have been attempted and been unsuccessful or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular child.
- d. Seclusion will not be used explicitly or implicitly as a form of punishment or discipline for the behavior of a student.
- e. Seclusion shall not be used in a manner that unnecessarily subjects the child to the risk of ridicule, humiliation, or emotional or physical harm.

2. **Conditions of Seclusion.** When seclusion is permitted under this policy,

- a. it may only be imposed in rooms which:
 - i. Are of a size which is appropriate for the chronological and developmental age, size, and behavior of the children placed in them.
 - ii. Have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which they are located.

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- iii. Are equipped with heating, cooling, ventilation, and lighting systems that are comparable to the systems that are in use in the other rooms of the building in which they are located.
 - iv. Are free of any object that poses a danger to the children being placed in the rooms.
 - v. Have doors which are either not equipped with locks or are equipped with devices that automatically disengage the lock in case of an emergency. For the purposes of this subparagraph, an "emergency" includes, but is not limited to:
 - A. The need to provide direct and immediate medical attention to a child;
 - B. Fire;
 - C. The need to remove a child to a safe location during a building lockdown; or
 - D. Other critical situations that may require immediate removal of a child from seclusion to a safe location.
 - b. Each use of seclusion shall be directly and continuously visually and auditorily monitored by a person trained in the safe use of seclusion (e.g., in person, window with accommodation for sound, video with audio feed).
3. **Required Use of Co-Regulators.** When seclusion is used, the Principal, or when he or she is not immediately available, her/his designee or the then supervising employee, shall designate a co-regulator to monitor the child and develop a plan to help the child manage their state of regulation and their return to a less restrictive setting. The co-regulator shall check the child at regular intervals not to exceed 30 minutes between any one interval. The co-regulator shall be selected and designated in the following order of preference:
- a. A trusted adult selected by the child.
 - b. A clinician or counselor trained in trauma informed practices.
 - c. A staff member known to have a positive relationship with the child.
 - d. A staff member who was **NOT** involved in the incident that led to seclusion.
4. **Reporting and notification.** Any occurrence or incident in which seclusion is used shall be documented and followed with reports and notification as described in Section G, below. Multiple incidents of seclusion/restraint may be present within a single occurrence, and should be individually described within the reports and notifications.

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G. Reporting, Notification and Record Keeping Requirements.

1. **Restraint and Seclusion.** Whenever restraint or seclusion has been used on a child, the following shall apply:
 - a. Immediate verbal report to Principal, designee or then current supervising employee: Immediately after the occurrence of seclusion or restraint and any threat to safety is no longer imminent, the employee who uses seclusion or restraint shall provide verbal notice to the Principal, principal's designee or other supervising employee on duty.
 - b. Initial Notification to Parent/Guardian: Upon receipt of a report of the use of seclusion or restraint, and unless prohibited by court order, the Principal, principal's designee or other supervising employee who received the immediate verbal report described in Paragraph G.1.a, s/he shall make reasonable efforts to contact the child's parent or guardian as soon as is practicable, but in *no later than the time of the return of the child to the parent/guardian or the end of the business day, whichever is earlier*. The form of notice shall be in the manner calculated to give the parent/guardian actual notice of the incident at the earliest possible time.
 - c. Written Notification to Superintendent: Within five business days of the use of seclusion or restraint, the employee who used seclusion or restraint on a child, will, with the assistance of the Principal or other employee who received the immediate verbal report (or if the employee is not available, the Principal or other recipient of the immediate report) will submit written notification on the form provided by the New Hampshire Departments of Education and Health and Human Services (the "DOE/DHHS form") to the Superintendent. In the absence of the availability of the DOE/DHHS form, the submission shall nonetheless be in writing and include all of the information required under RSA 126-U:7, II. The DOE/DHHS form or other writing used will be referred to as the Written Notification.

If the use of restraint on a child exceeded 30 minutes, the Written Notification shall also include information pertaining to the assessments described in Section E.1.b, above.

- d. Written Information to Parent/Guardian: Unless prohibited by court order, within 2 business days of receipt of the Written Notification, the Superintendent/designee shall send by USPS first class mail, or transmit

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by electronic means, to the child's parent/guardian all of the information included in the Written Notification or the Written Notification itself.

- e. Final Investigation and Report: The Superintendent or Superintendent's designee shall review and investigate each incident of seclusion or restraint for a determination as to whether the use complied with this policy, RSA 126-U and Ed 1201-1203. After the completion of a reasonable review/investigation, the Superintendent or her/his designee, shall follow the Written Notification with a Final Report of the incident. The Final Report should include findings and conclusions, the documentary and other physical evidence (or summary of oral evidence), and a description of actions taken in response to those findings and conclusions.

2. **Additional Reporting Required for Injury or Death of a Child Subject to Restraint or Seclusion.** In cases involving serious injury or death to a child subject to restraint or seclusion in a school, the Principal/Superintendent designee shall, in addition to the reports and notifications described above, and in accordance with the provisions of RSA 126-U:7, notify the Commissioner of the Department of Education, the New Hampshire Attorney General, general, and the New Hampshire Disability Rights Center using the contact information provided by the Department of Education. Such notice shall include the Official/Written Notification required in Section G.c, above.

3. **Additional Documentation Regarding Use of Mechanical Restraint.** Whenever a child is transported using mechanical restraints, the person(s) completing the Official Report Form/written notification described in G.1.c, above, shall include the reasons for the use of mechanical restraints. Such documentation shall be treated and retained as a notification of restraint under RSA 126-U:7.

4. **Documentation for Other Intentional Physical Contact Between Employee and Student.** The following shall apply whenever there is an instance where a school employee or designated volunteer has intentional physical contact with a student in response to a student's aggressive misconduct or disruptive behavior.

- a. Notice to parents: the Principal, designee or other supervising employee will make reasonable efforts to promptly notify the student's parent or guardian. Such *notification shall be made no later than the time of the return of the child to the parent/guardian or the end of the business day, whichever is earlier.* The form of notice shall be in the manner calculated

JKAA - USE OF CHILD RESTRAINT AND SECLUSION

to give the parent/guardian actual notice of the incident at the earliest possible time.

- b. Physical Contact Written Description: Unless the incident is subject to the notice and reporting requirements of Section G.1 above, the Principal shall prepare a written description of the incident (“Physical Contact Written Description”) of the incident within five (5) business days of the occurrence/incident. The Physical Contact Written Description will include:

- i. The date and time of the incident.
- ii. A brief description of the actions of the child before, during, and after the occurrence.
- iii. The names of the persons involved in the occurrence.
- iv. A brief description of the actions of the facility or school employees involved before, during, and after the occurrence.
- v. A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during, or after the incident.

- 5. **Circumstances when Reporting/Notification is not Required.** The notification, reporting and record keeping requirements included in Section G are not required in the following circumstances:

- a. When a child is escorted from an area by way of holding of the hand, wrist, arm, shoulder, or back to induce the child to walk to a safe location. If, however, the child is actively combative, assaultive, or causes self-injury while being escorted, then the notification requirements described above are applicable.
- b. When actions are taken such as separating children from each other, inducing a child to stand, or otherwise physically preparing a child to be escorted.
- c. When the contact with the child is incidental or minor, such as for the purpose of gaining a misbehaving child’s attention. However, blocking of a blow, forcible release from a grasp, or other significant and intentional physical contact with a disruptive or assaultive child shall be subject to the notification and reporting requirements described above.

- 6. **Retention of Records.** All reports, notifications and other records created pursuant to this Section, or Sections H, I or J, shall be retained [the term of the student’s enrollment plus three years, unless:

JKAA - USE OF CHILD RESTRAINT AND SECLUSION

- a. the student is or was a student with an individualized educational program, in which case, the records shall be retained and destroyed in accordance with paragraph B.1 of Board policy EHB; or
 - b. a longer period is required pursuant to instruction by the Department of Education or the Department of Health and Human Services.
- H. **Mandatory Reporting of Violations by Others.** Any school employee who has reason to believe that the action of another may constitute a violation of this policy, or the provisions of RSA 126-U, must report the suspected violation to the Principal or Superintendent. The conduct giving rise to the suspected violation may well likely require reporting under Board policies JLF – Reporting Child Abuse or Neglect.
- I. **Complaints of Violation of RSA 126-U.** Any individual may file a complaint with the Superintendent's office alleging a violation of this policy or RSA 126-U. The complainant should be encouraged to file the complaint in writing with the information listed in paragraph 1 below, but if declined, the Superintendent/designee should promptly prepare a written summary of the complaint with such information as could be obtained from the complainant. The complaint should be made as soon as possible after the incident. (Note that under Ed 1203.02, complaints to the New Hampshire Department of Education made more than twelve months after an incident will be dismissed by the Department.)
 - 1. **Complaint Contents.** The written complaint or complaint summary should include:
 - a. The complainant's name, unless the complaint refuses;
 - b. The date or approximate date of the alleged incident;
 - c. The location of the alleged incident;
 - d. The name of the child or children subject to the alleged restraint or seclusion, if known;
 - e. The name of the school personnel alleged to have restrained or secluded the child, if known;
 - f. A description of the alleged restraint or seclusion; and
 - g. The date of complaint.
 - 2. **Investigation and Resolution of Complaint.** The complaint or grievance will be investigated by the Superintendent, or another person designated by the Superintendent. The Complainant should be contacted no later than 5 business days (excluding school year vacations) following the date of the complaint.

In most cases, investigation of the complaint should be completed within 20 days

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following receipt of the complaint. If the Superintendent is not personally conducting the investigation, however, the extension of time must first be approved by the Superintendent. When extra time is required, the reasons for the extension should be included in the final investigative report.

A written investigative report of the findings and conclusions (whether the complaint is founded or unfounded) should be completed within five days of completion of the investigation. In addition to findings and conclusions, the investigative report must include the documentation of the evidence (or summary of oral evidence) relied upon.

The Superintendent will contact the complainant within 5 days after the report is completed to discuss the completion of the investigation. The amount of information provided is dependent on the nature of the complainant and the legal privacy of the concerned parties. If the complainant is the parent or guardian of the child concerned, the Superintendent may allow the parent/guardian access to the written report in the same manner as any other student record.

The Superintendent shall take such actions as are appropriate in light of the investigative report, including, without limitation, any mandatory or discretionary reports to outside agencies, employee discipline, ordering further investigation, training, etc..

Any further review of the original complaint or investigative report will be in accordance with other established processes, e.g., grievance processes within applicable collective bargaining agreements, Board policies relating to complaints such as found in KEB.

The written complaint/complaint summary, the investigative report, evidence and other documents concerning the complaint shall be retained in accordance with Ed 1202.02(e).

- J. **Review of IEP or 504 Plan Following the Use of Restraint or Seclusion.** Pursuant to RSA 126-U:14, upon information that restraint or seclusion has been used for the first time upon a child with a disability as defined in RSA 186-C:2, I or a child who is receiving services under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. section 701, and its implementing regulations, the school shall review the individual educational

JKAA - USE OF CHILD RESTRAINT AND SECLUSION

program and/or Section 504 plan and make such adjustments as are indicated to eliminate or reduce the future use of restraint or seclusion.

If there have been multiple instances of restraint or seclusion of a child with a disability since the last IEP/504 plan review, an additional review shall occur at the request of the parent or guardian of the child.

- K. **Prohibition Against Retaliation or Harassment.** No person shall subject any individual to harassment or retaliation for filing, in good faith, a report under this policy, RSA 126-U, or Department of Education Rules Ed 1200.
- L. **Dissemination of Policy.** A copy of this policy shall be provided to the parent, guardian, or legal representative of each full or part-time student upon enrollment, and annually thereafter printed in each student handbook. Additionally, the policy will be included on each school's website and/or the online School Board Policy Manual available to the general public.

District Policy History:

First reading:

Second reading/adopted:

District revision history:

Legal References:

XXX

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.

EFAA - MEAL CHARGING

Category: Required

Related Policies: AC, DAF, EFA, EFE, & JLCF

The Wilton Lyndeborough Cooperative School District encourages all parents and guardians (hereinafter “parents”) to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a “brown bag/lunch box” meal. The District provides the opportunity to purchase breakfast and lunch from the school cafeteria. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash (check) or as a debit against funds deposited into an established student lunch account.

The school lunch program is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school lunch program from other funds. The District’s policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

Student Meal Accounts

The District uses a point-of-sale computerized meal payment system which has an account for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student’s meal account.

Funds may be deposited into a student lunch account by cash, check, or on-line payment. Cash or checks made out to Wilton-Lyndeborough Cooperative School District should be presented to the Cashier at the cafeteria, the Principal’s Office, or the Food Service Office. A check may also be mailed to: 192 Forest Rd. Lyndeborough, NH 03082. The District utilizes the services of www.MyMealTime.com. The use of checks or on-line payments is encouraged, as each provides a record. Parents are responsible for any fees charged by the on-line service. In accordance with United States Department of Agriculture (“USDA”) guidance SP 02-2015, there will be no processing fee for deposits to a student meal account made by cash or check.

Bank fees incurred on any check returned for insufficient funds will be charged to the parent. The fee may not exceed \$25.00, RSA 358-C:5, I.) In accordance with RSA 358-C:5, notice of the fee charged for a check that is returned for insufficient funds shall be included in any letter sent to a Parent seeking payment because the student meal account has a negative balance.

Each notice to parents will include information on how to verify a student meal account balance, to resolve concerns regarding the accuracy of the account balance, or to obtain information on the school meal program, including the name, title, hours when available, phone number, and e-mail address of an appropriate member of the District staff.

EFAA - MEAL CHARGING

Parental Restrictions on Use of Student Meal Account

Parents/guardians who fund a meal account for their student are responsible for establishing any restrictions with their student that the parent chooses to place on use of the account; any restrictions must be submitted in writing to the Food Service Director. Unless restricted by the parent, a student may purchase a la carte items in addition to the regular meal choices. Parents must monitor the student's use of the meal account to ensure that a sufficient balance is available at all times for their student to charge for meals. (The District's on-line payment system www.MyMealTime.com allows a parent to check their student's balance at any time.)

The District's policy is to ensure that students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. This policy applies to all meal offerings generally available at the cafeteria. Example: Breakfast and lunch. Students with insufficient funds in their meal account will not be allowed to charge snack items, beverages, and a la carte items.

Balance Statements

The Superintendent shall establish a procedure at each school requiring that a low balance statement be sent to parents whenever the balance in a student's meal account falls to or below a set amount that approximates the amount typically necessary to pay for one week of meals.

The notices will be sent by e-mail when practical, otherwise by a note, sealed in an envelope, can be sent home with the student. Notice prior to the account reaching zero is intended to reinforce the requirement that a positive balance be maintained in the student meal account. If a student meal account falls into debt, the initial focus will be on resuming payments for meals being consumed to stop the growth of the debt. The secondary focus will be on restoring the account to routinely having a positive balance. Only Those District staff who have received training on the confidentiality requirements of federal and state law, including the United States Department of Agriculture's ("USDA") guidance for school meal programs, and who have a need to access a child's account balance and eligibility information may communicate with parents regarding unpaid meal charges. Volunteers, including parent volunteers will not be used to communicate with parents regarding unpaid meal charges. 42 U.S.C. 1758(b)(6).

Free or Reduced Price Meals

The District participates in the federally supported program to provide free or reduced price meals to students from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the USDA. The District will ensure parents are informed of the eligibility requirements and application procedures for free or reduced cost meals as well as the requirements of this policy.

EFAA - MEAL CHARGING

Parents shall be provided with a copy of this policy and an application for free or reduced cost meals annually at the start of the school year through a mailing or in the parents' handbook, upon enrollment of a transfer student during the school year, and as a component of all notices sent to parents seeking payment to correct a negative balance in the student meal account. The communication explaining the availability of the free or reduced price meals shall include all the elements required by federal regulation, 7 C.F.R. 245.5. Each notice shall also identify a member of the District staff, with contact information, who is available to answer questions or assist the parents with applying for free or reduced price meals.

As required by the Civil Rights Act of 1964 and USDA guidance, parents with Limited English Proficiency ("LEP") will be provided with information on this policy and the free and reduced price meal program in a language the parents can understand. The District will utilize USDA and community resources to fulfill this requirement. This policy and links to application materials for the free or reduced price meal program will be posted on the school website and made available to parents at each school.

The District will enroll students found to be categorically eligible by the State of New Hampshire into the free and reduced meal program. When eligibility is established, the District will apply the earliest effective date permitted by federal and state law.

Students Without Cash in Hand or a Positive Account Balance

Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student's parents have provided the District with specific written direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has access to an appropriate meal. Under no circumstances will a student's selected meal be thrown away because of the status of the student's meal account.

It is the parents' responsibility to provide their student with a meal from home or to pay for school prepared meals. Therefore, the District's policy is to direct communications to parents about student meal debt. When parents choose to provide meals sent from home, it is the parents' responsibility to explain to their student the necessity of the student not using the school meal program.

Initial efforts to contact parents will be by email or phone, however if those efforts are unsuccessful, letters to parents may be sent home in sealed envelopes with the student. Resolution of the problem should seek to ensure the student has ongoing access to an appropriate meal. Should the student's meal account balance fall below zero, a balance statement requesting immediate payment shall be sent to parents no less than once each month.

EFAA - MEAL CHARGING

If the account continues to accumulate debt to negative \$50 or more and the parents/guardians do not respond to emails and/or phone calls, the District will send a letter to the parents/guardians. If the student continues to use the school meal program, a second letter will be sent to the parents/guardians using certified mail return receipt requested. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the District may work with the parents to identify and engage governmental and private charitable resources which are available to assist the family.

If a student with a negative balance in his or her meal account seeks to purchase a meal (or a la carte item) with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt.

Unresolved Debt

If the District determines that the best available information is that the parents are able to pay the expenses of the student's meals and the parents decline to cooperate with resolving the debt in a timely manner, the District shall send a letter to the parents directing them to have their student bring meals from home and cease utilizing the school meal program. The student may resume using the school meal program when a positive account balance is restored in the student's meal account. Note: this does not apply to free or reduced priced meals.

If the student continues to use the school meal program, a second letter shall be sent to the parents using certified mail, return receipt requested. Note: this does not apply to free or reduced priced meals.

If parents continue to fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school lunch program, continue to refuse to cooperate with reasonable requests by District staff to address the overdue debt, and the parent is believed to have the ability to pay, the Superintendent may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503. The Superintendent is delegated authority to assess the likelihood that civil action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the District. Note: this does not apply to free or reduced priced meals.

The Superintendent shall try to identify non-profit charities that are willing to contribute funds to the district to assist in keeping a positive balance in the meal account of students whose parents do not qualify for free meals and who due to financial hardship are unable to consistently keep the student meal account in a positive balance.

If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meal program from other District funds, the

EFAA - MEAL CHARGING

parents' debt for unpaid meal charges shall be owed to the District. Note: this does not apply to free or reduced priced meals.

Applying the policy set forth above, the Superintendent shall determine if further collection efforts are in the best interest of the District. Any payments collected on debt that has been offset with District funds, shall be credited to the District. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act.

There are situations in which students possess positive balances in their food service account either at the end of high school or because of leaving the District. The Food Service Director will notify those account holders in late May of each school year of positive balances so they may be exhausted prior to the end of the school year or transferred to a sibling. Graduated students or students who have left the District have until October 1st of the following school year to request a reimbursement. After October 1st, any account balances under \$10 of graduated students or other students who have left the District will be retained by the Food Service Fund.

Staff Enforcement of Policy/Training

A copy of this policy and refresher training shall be provided annually to all food service and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. In accordance with federal requirements, a record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

Student with Special Dietary Needs

Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Section 504, or IEP. If the meal is medically required, and the student has a negative student meal account balance, or does not have cash to purchase the meal, the necessary dietary needs will be met.

To request meal accommodations for students whose dietary needs qualify them for accommodation under law or to file a school meal program complaint with the District, contact WLC Food Services at phone number 603-732-9344.

To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

EFAA - MEAL CHARGING

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.
This District is an equal opportunity provider.

Nondiscrimination

It is the District's policy that in the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. 7 C.F.R. 245.5(a)(1)(viii). Students will not be denied meals due to the existence of other unpaid charges at the school or for disciplinary reasons.

Assessment for Neglect Reporting

If a student who has been determined to be ineligible for free or reduced cost meals or whose parents have refused to cooperate with filing an application for free or reduced cost meals is consistently not provided with meals, either through a meal sent from home or the payment for a meal through the school meal program, the Principal will assess whether a report of child neglect is warranted to the New Hampshire Department of Health and Human Services, Division for Children, Youth, & Families, as required by RSA 169-C:29-31.

District Policy History:

First reading:

Second reading/adopted:

District revision history:

Legal References:

USDA Guidance SP37-2016

Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs

USDA SP 46-2016

No later than July 1, 2017, all SFA's operating the Federal school meal program are required to have a written meal charge policy.

EFAA - MEAL CHARGING

<i>RSA 189:11-a</i>	<i><u>Food and Nutrition Programs</u></i>
<i>RSA 358-C</i>	<i><u>New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act; NH Dept. of Education Technical Advisory - Food and Nutrition Programs</u></i>
<i>2 C.F.R. §200.426</i>	<i><u>Bad Debts</u></i>
<i>7 C.F.R §210.09</i>	<i><u>Agreement with State agency</u></i>
<i>7 C.F.R §210.10</i>	<i><u>Meal requirements for lunches and requirements for afterschool snacks</u></i>
<i>7 C.F.R §210.15</i>	<i><u>Reporting and recordkeeping</u></i>
<i>7 C.F.R. §245.5</i>	<i><u>Public announcement of the eligibility criteria</u></i>
<i>7 C.F.R. Part 15, Subpart A & B</i>	<i><u>Civil Rights Act of 1964 PENDING LINK</u></i>
<i>15 U.S.C. § 1692-1695</i>	<i><u>Federal Fair Debt Collection Practices Act (FDCPA)</u></i>
<i>42 U.S.C. 1758(b)(6)</i>	<i><u>Use or disclosure of information</u></i>

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.



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

BUSINESS ADMINISTRATOR REPORT

May 14, 2024

The Business Office has issued Teacher Contracts for the next school year and is coordinating with Superintendent Weaver to issue contracts to our remaining staff (custodial, various administrative/office staff, Support Staff, ABAs/RBTs, and Administrators).

With our FY 25 Budget process complete, Peter Weaver, Dennis Golding, and I met with Budget Committee Chair Jeff Jones to discuss a more efficient and streamlined schedule for the FY26 Budget. The goal was to reduce the number of joint Budget Committee/School Board sessions to allow the Budget Committee the time and space to focus on budget development. In looking at the School Board's established calendar for FY25, we have proposed the following schedule:

- September 10 – Joint School Board/Budget Committee
 - Recap of FY24 budget/actual
 - Discuss strategy/goals/objectives for FY26 Budget
 - Establish guidelines for Admin to build the budget
- October 8 – Joint School Board/Budget Committee
 - Superintendent/BA present first draft of FY26 Budget
- October 15 or 22 (but not both dates) – Admin and Budget Committee
 - Superintendent/BA
 - Building/Program Admin present their budget (specifics to be confirmed later)
- October 29 – regular School Board Meeting
 - Budget Committee liaison report out
 - Superintendent/BA report out on any deliverables
 - School Board discussion of Warrant Article considerations
- November 5 – Admin and Budget Committee
 - School Board liaison report out
 - Superintendent/BA
 - Building/Program Admin present their budget (specifics to be confirmed later)

- November 12 – regular School Board Meeting
 - Budget Committee liaison report out
 - Superintendent/BA report out on any deliverables
 - Goal is having Warrant Articles finalized
- November 19 – Admin and Budget Committee
 - School Board liaison report out
 - Superintendent/BA
 - Building/Program Admin present their budget (specifics to be confirmed later)
- December 3 – Joint School Board/Budget Committee
 - Attempt to wrap up FY26 Budget
 - Warrant Articles to be finalized
- December 10- - Admin and Budget Committee (*if needed*)
 - To be used if Budget is not ratified/finalized December 3rd
 - Superintendent/BA
- December 17 – Regular School Board meeting
 - To be used if Budget is not ratified/finalized December 17th
 - Superintendent/BA

The Budget Committee will review this proposed schedule at their May 21, 2024, meeting.

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES**Instructions**

Each Board member and each administrator asked to evaluate the Board's effectiveness is to rate the

Board on each criterion, using a number on a scale from 1 to 5.

The Key: 1--Poor 2--Inadequate 3--Adequate 4--Good 5--Excellent

The Board Chairperson or Superintendent will collect all copies of the rating instrument, tally the scores, determine the composite average, and record it on the graph provided. Each member of the

Board will be given a copy of the composite results.

Individual
SUPERINTENDENT

Composite

A. RELATIONSHIP WITH

Rating

Rating

_____ 1. Establishes written policies for the guidance of the Superintendent in the operation of the schools.

_____ 2. Provides the Superintendent with a clear statement of the expectation of performance and personal qualities against which he/she will be measured periodically.

_____ 3. Engenders confidence in the Superintendent by inviting communication from the Superintendent.

_____ 4. Reaches decisions only on the basis of study of all available background data and consideration of the recommendation of the Superintendent.

_____ 5. Requests information through the Superintendent and only from staff members with the knowledge of the Superintendent.

_____ 6. Provides a climate of mutual respect and trust offering commendation whenever earned and constructive criticism when necessary.

_____ 7. Matters tending to alienate either Board member or Superintendent are discussed immediately rather than being permitted to fester and deteriorate.

_____ 8. Provides opportunity and encouragement for professional growth of the Superintendent.

_____ 9. Provides time for the Superintendent to plan.

_____ 10. Takes the initiative in maintaining a

professional salary for the Superintendent comparable with salaries paid for similar responsibility in and out of the profession.

B. COMMUNITY RELATIONSHIPS

_____ 11. Encourages attendance of citizens at Board meetings.

_____ 12. Actively fosters cooperation with various news media for the dissemination of information about the school program.

_____ 13. Ensures a continuous planned program of public information regarding the schools.

_____ 14. Participates actively in community affairs.

_____ 15. Channels all concerns, complaints, and criticisms of the school system through the Superintendent for study with the expectation that he/she will report back to the Board if action is required.

_____ 16. Protects the Superintendent from unjust criticism and the efforts of vocal special interest groups.

_____ 17. An individual Board member does not commit him/herself to a position in answer to an inquiry or in public statements unless Board policy is already established and clear or the question addressed to him/her requires merely a recitation of facts about the school system.

Individual

Composite

Rating

Rating

_____ 18. Encourages citizen participation in an advisory capacity in the solution of specific problems.

_____ 19. Is aware of community attitudes and the special interest groups which seek to influence the district's program.

C. BOARD MEETINGS

_____ 20. Has established written procedures for conducting meetings which include ample provision of the public to be heard but prevents a single individual or group from discussions.

_____ 21. Conducts its meetings in facilities that allow the division's business affairs to be conducted by the Board and its administrative staff effectively.

_____ 22. Selects a chairperson on the basis of his or her ability to properly conduct a meeting rather than on seniority or rotation.

_____ 23. New items of a complex nature are not introduced for action if they are not listed on the agenda but are presented for listing on a subsequent agenda.

_____ 24. Definitive action is withheld until asking if there is a staff recommendation and what it is.

_____ 25. Care is used in criticizing a staff recommendation.

_____ 26. The privilege of holding over matters for further study is not abused.

_____ 27. Each member makes a sincere effort to be informed on all agenda items listed prior to the meeting.

Individual

Composite

Rating

Rating

_____ 28. Controversial, complex, or complicated matters are held over or placed on the agenda for discussion only, prior to consideration for adoption.

D. STAFF AND PERSONNEL RELATIONSHIPS

_____ 29. Develops sound personnel policies, involving the staff when appropriate.

_____ 30. Authorizes the employment or dismissal of staff members only upon the recommendation of the Superintendent.

_____ 31. Makes provision for the complaints of employees to be heard, and, after full study if staff dissatisfaction is found to exist, takes action to correct the situation through appropriate administrative channels.

_____ 32. Is receptive to suggestions for improvement of the school system.

_____ 33. Encourages professional growth and increased competency through:

a. Attendance by staff members at educational meetings.

b. Training on the job.

c. Salary increments which recognize training and experience beyond minimum qualifications for a given position.

_____ 34. Makes the staff aware of the esteem in which it is held.

_____ 35. Provides a written policy protecting the academic freedom of teachers.

Individual

Composite

Rating

Rating

E. RELATIONSHIP TO INSTRUCTIONAL PROGRAM

_____ 36. Understands the instructional program and the general restrictions imposed on it by the Legislature, the State Board of Education, and college and university requirements.

_____ 37. Realistically faces the community to support a quality education for its children.

_____ 38. Resists the efforts of special interest groups to influence the instructional program if the effect would be detrimental to the students.

_____ 9. Encourages the participation of the professional staff, and in certain instances the public, in the development of the curricula.

_____ 40. Weighs all decisions in terms of what is best for the students.

_____ 41. Provides a policy outlining the district's educational objectives against which the instructional program can be evaluated.

_____ 42. Keeps abreast of new development in course content and teaching techniques through attendance and participation in School Boards association conferences and meetings of other educational groups and by reading of selected books and periodicals.

F. RELATIONSHIP TO FINANCIAL

MANAGEMENT OF THE SCHOOLS

_____ 43. Equates the income and expenditures of the district in terms of the quality of education that should be provided and the ability of the community to support such a program.

_____ 44. Takes the leadership in suggesting and securing community support for additional financing when necessary.

Individual

Composite

Rating

Rating

_____ 45. Establishes written policies which will ensure efficient administration of purchasing, accounting, and payroll procedures, and the risk management program.

_____ 46. Authorizes individual budgetary allotments and special non-budgeted expenditures only after considering the total needs of the district.

_____ 47. Makes provision for long-range planning for acquisition of sites, additional facilities, and plant maintenance.

G. PERSONAL QUALITIES

Each Board Member Exhibits:

_____ 48. A sincere and unselfish interest in public education and in the contribution it makes to the development of children.

_____ 49. A knowledge of the community which the school system is designed to serve.

_____ 50. An ability to think independently, to grow in knowledge, and to rely on fact rather than prejudice, and a willingness to hear and consider all sides of a controversial question.

_____ 51. A deep sense of loyalty to other Board members and respect for group decisions cooperatively reached.

_____ 52. A respect for, and interest in, people and ability to get along with them.

_____ 53. A desire to work through defined channels of authority and responsibility.

_____ 54. A willingness to devote the necessary time to become an effective Board member.

See Policy BA

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

BAA - EVALUATION OF THE BOARD

At the conclusion of each year, the Wilton-Lyndeborough Cooperative School Board shall reflect on the degree to which its goals and objectives have been accomplished by conducting a board self-evaluation. The board self-evaluation shall address performance in the key functions of School Boards - vision, structure, accountability and advocacy. The results of the self-evaluation shall be used in setting goals for the subsequent year, including board development activities where needed.

Appendix BA-R

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010



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

TO: Dawn Hall
FROM: Peter Weaver
DATE: May 14, 2024
RE: Resignation

In accordance with Policy GCQC:

“A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. Said resignation of a licensed employee may take effect on a date approved by the Superintendent acting as agent of the School Board.

I am in receipt of your letter dated April 11 that you intend to resign your position as HS English Teacher effective June 30, 2024.

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