

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, January 7, 2025
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.

Videoconferencing: meet.google.com/gmw-kzgs-aqv

Audio: [+1 435-990-5242](tel:+14359905242) PIN: 769 078 772#

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 or 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. WLCTA Report
 - ii. Principals’ Reports
- VII. BOARD BUDGET/WARRANT DISCUSSION**
- VIII. POLICIES**
 - a. 2nd Read**
 - i. BDFF-Facilities Committee Goals and Preparation of Capital Improvement Plan
 - ii. BDFF-R CIP Worksheet
 - iii. IGA-Curriculum Development
 - iv. IMGB-Therapy Animals
 - v. EH-Public Access to School District Records
 - vi. EH-R-Public Access to School District Records-Procedures for Public Access to District Records “Right to Know Requests”
 - vii. EH-F (1)-Request for Waiver of Electronic Communication Record Charge
 - viii. EH-F (2)-Affidavit of Indigency for Waiver of Electronic Communication Charge
 - b. Withdrawals**
 - i. BEDG-R-Access to minutes and Public Records
 - ii. IGD-Curriculum Adoption
 - iii. JLCE-R-Emergency Information Form
- IX. ACTION ITEMS**
 - a. Approve Minutes of Previous Meeting**
- X. PUBLIC COMMENTS**
- XI. SCHOOL BOARD MEMBER COMMENTS**

XII. ADJOURNMENT

INFORMATION: Next School Board Meeting-January 21, 6:30 PM at WLC

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

WLCTA Board Report

January 7th, 2025

WLC:

- iReady testing January 6-9
- Midterms January 15-17
 - Teachers are working to prepare students for midterms and continue to uphold rigor
 - Teachers have been using PLC time to discuss, create, and edit midterms
- New semester begins Jan. 21- teachers are working to prepare for any new classes beginning
- NHS continuing to provide monthly tutoring for MS students in all subjects
- NHS and Mr. Comerford working together to provide weekly Math tutoring during WIN
- Students doing on the France/UK trip in 2026 raised approx. \$1500 towards their trip with the Double Good Popcorn fundraiser; thank you to all of those who contributed!
- Unified Arts teachers held a Holiday Fair on Dec. 13 at town hall– kids had a great time! Special thank you to Emily Hall and Olympia Clark
- Danyele Manning spearheaded our Winter Pep Rally on Dec. 20th– the kids and faculty had a great time!

FRES/LCS:

- FRES and LCS will be hosting the New Hampshire Dance Institute for a residency from January 15th to the 22nd. Students will be dancing every day and putting together a performance for the 22nd, which will be on Wednesday, January 22nd, in the WLC gym. Please check Parentsquare for more details!
- FRES will be hosting the Scripps Spelling Bee on Thursday, January 23rd at 8:15. Throughout the first two weeks of January 3rd, 4th, and 5th grade students will be competing in classroom competitions, and the top three students from each classroom will move on to compete in the school-wide competition. We are looking for community members to volunteer as judges for this event, so if you are interested please email Morgan Kudlich at m.kudlich@sau63.org.
- The FRES/LCS PTO is hosting a Read-A-Thon starting on January 13th to encourage students to read more. You can register your reader at the following link:
<https://www.read-a-thon.com/readers/r/323831373239/1>.
- Second quarter wraps up on January 17th, and learning profiles will go home on January 24th. We are officially halfway through the year, and students will be completing mid-year benchmark testing to make sure they are on track to meet their goals for this year. Teachers will be meeting to go over data once testing is complete to shape their plans for the rest of the year and make sure any weak spots are being reinforced.
- 4th graders will be going on a field trip this month to the state capitol in Concord to learn more about our government and state.
- 5th graders will be going on a field trip this month to the Science Museum in Boston.

Respectfully submitted,

Erin Rosana, WLCTA Co-President
Morgan Kudlich, WLCTA Co-President

School Board Report: January 7, 2025

By: Tom Ronning and Katie Gosselin

The December concert was awesome.

National Honor Society

- Additional members inducted this fall (Alphabetical order) Vito Anzalone, Jason Benn, Jason Caragher, Emily Hanks, Emily Hazelton, Maddy Labrecque, Josh Lord, Izzy Mason, Eila O'Toole
- Math tutoring for Middle School students

Grade 7 - The Christmas Carol

- Read the play in class
- Viewed the play @ the Palace Theater in Manchester
- In groups assigned roles, wrote their own scripts, and performed the play in class

Pillow Drive:

- The WLC community collected 168 pillows for Sleep in Heavenly Peace, a nonprofit 501(c) (3) organization for children under the age of 18 in need in our community.
- A big thank you to Coach Levesque for organizing this event and to everyone who participated.

Spirit Week prior to the break

- With a holiday theme pep rally to end Friday.

Through the generosity of WLC teachers, retired staff, community members, the American Legion family and Women's Club, our school was able to help families with gift cards this holiday season. We are so thankful for the generous donations from everyone!!

Friday, January 3, 2025 the gym will be dedicated to David Finch; a long time teacher, coach and Athletic Director at WLC. David is still active with our school as a member of the Hall of Fame Committee.

Mid year assessment:

- iReady benchmarks, midterms/semester finals, NH SAS modular testing

Upcoming Dates:

- iReady Assessment Jan 6 through Jan 9
- Midterm Assessments: Jan 15, 16, and 17
- End of Semester One: January 17

- No School: January 20 (MLK Day)
- Semester 2/Quarter 3 begins: Tuesday, January 21st
- Annual Milford CTE Field Trip: Wednesday, January 29th field trip to promote and encourage the CTE program

High School Discipline Referrals:

- For the month of December, there were 7 log entries that required administration's attention. This is an increase of 3 log entries from last month.
- These log entries represent 6 students out of 148 students, which makes up 4% of the student population.

<u>Category</u>	<u>Aug/Sept 2024</u>	<u>October 2024</u>	<u>November 2024</u>	<u>December 2024</u>	<u>December 2023</u>
Total Log Entries	7	9	4	7	11
Detentions	1	0	2	1	4
In School Suspension	2	0	0	2	0
Out of School Suspension	0	1	0	0	1
Restorative Practice	3	0	1	0	1
Other	1	8	1	4	5

Middle School Discipline Referrals:

- For the month of December, there were 8 log entries that required administration's attention. This is a decrease of 5 from last month.
- These log entries represent 5 students out of 132 students, which makes up 3.8% of the student population.

<u>Category</u>	<u>Aug/Sept 2024</u>	<u>October 2024</u>	<u>November 2024</u>	<u>December 2024</u>	<u>December 2023</u>
Total Log Entries	18	16	13	8	16
Detentions	7	6	4	0	6
In School Suspension	7	5	3	6	2
Out of School Suspension	2	1	0	0	2
Restorative Practice	1	1	6	1	5
Other	0	3	0	1	0

**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

Samuel Metivier, School Counselor
Sherry LeBlanc, Administrative Assistant LCS

**Principal Report
January 7, 2025**

Overview and Appreciation

December was a lively month, rich in experiences for students and staff beyond the regular curriculum. On December 11, 2024, Ms. Kudlich and her 3rd, 4th, and 5th-grade students dazzled the community with a festive evening concert. On December 12, the students showcased their musical talents in a daytime performance for K-5 students and staff. Additionally, the PTO hosted a week-long book fair, providing every kindergarten student with a complimentary book and two evening shopping events. This event reinforced our commitment to fostering reading.

Many students and staff at LCS and FRES participated in Holiday Spirit Week, December 16-20, 2024. The fun continued with the district kitchen crew treating staff to a wonderful Holiday Feast on December 18 and 19, thanks to Meghan Nantel and her team for their excellent work. On December 19 and 20, Dennis Markaverich welcomed Florence Rideout Elementary students to our annual holiday movie at the Wilton Town Hall Historic Theater, a cherished tradition. We appreciate the PTO for providing popcorn and water. Students at LCS also enjoyed a holiday movie with popcorn and PJs at LCS.

Lastly, we are grateful for a generous community member who donated \$2,000 in gift cards to FRES families in need. This thoughtful act continues to bring joy to our community and exemplifies the spirit of giving.

District Partnership

Thank you to Mr. Ronning and the WLC Athletic Department for allowing FRES to use the gymnasium for our upcoming artist-in-residence program on January 22, 2025, at 5 pm. On behalf of the NHDI planning committee, we appreciate your flexibility and willingness to allow us to use this space for our evening performance.

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Behavior Update

FRES	September 2024 Referrals	October 2024 Referrals	November 2024 Referrals	December 2024 Referrals
Total Log Entries Bus	05	02	01	03
Log Entries for “Major Behavior & Gross Misconduct” at School	12	10	7	10
Loss of Privilege	1	3	2	3
Detention	7	2	1	4
In School Suspension	2	4	2	2
Out of School Suspension	2	1	2	1

In **September 2024**, **17 log entries** (Bus and School) were recorded in PowerSchool and classified as “Major Behaviors or Gross Misconduct.”

- These log entries represent 6% of students (12 students out of 212)
- Year 2 of Student Support Center
- Bus 6 monitor hired

In **October 2024**, **12 log entries** (Bus and School) were recorded in PowerSchool and classified as “Major Behaviors or Gross Misconduct.”

- These log entries represent 3% of students (6 students out of 212)

In **November 2024**, **8 log entries** (Bus and School) were recorded in PowerSchool and classified as “Major Behaviors or Gross Misconduct.”

- These log entries represent 4% of students (8 students out of 211)

In **December 2024**, **13 log entries** (Bus and School) were recorded in PowerSchool and classified as “Major Behaviors or Gross Misconduct.”

- These log entries represent 5% of students (10 students out of 212)

IMPORTANT DATES

January 6-17, 2025: Middle of Year (MOY) testing window

January 10, 2025: PTO Sponsored Skate Night at FRES 5:30-6:30 (K-2); 6:30-7:30 (3-5)

January 13-January 17, 2025: PTO Read-a-thon, K-5

January 15-22, 2025: NHDI Artist in Residence Program & Grades 3-5 In-classroom Spelling Bees

January 17, 2025: Grades close

January 21, 2025: School Board Meeting (WLC 6:30 p.m.)

January 22, 2025: NHDI's evening performance will be at WLC in the gym at 5 p.m

January 23, 2025: Spelling Bee in the FRES gym at 8:15 am

January 24, 2025: Report cards go home

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**FRES and LCS Spirit
Week
December 16-20, 2024**



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BDF- Facilities Committee Goals and Preparation of Capital Improvement Plan

Category: Recommended

Related Policies: BDE, BDF-R

- A. Purpose. The purpose of this policy is to establish criteria and operating norms for the Wilton-Lyndeborough Cooperative School District (WLC) Facilities Committee and the WLC District's Capital Improvement Plan (CIP). In accordance with Policy BDE the Facilities Committee shall be responsible for the ongoing development of a Facilities plan to include:
- A one year plan due each year by October 1st that would include specifics for budget planning
 - A 3 year plan, revised on a yearly basis
 - A long term plan, revised on a yearly basis
 - Maintain and update the District's Capital Improvement Plan annually.
- E1 Facility Considerations, Goals and Objectives. In establishing specific facility plans the Board will use the following considerations, goals and objectives
- Shall collaborate with the Superintendent, the District's Director of Maintenance and other District employees as designated by the Superintendent or requested by the Committee.
 - "Facilities" shall include all buildings, grounds, and playing fields that accommodate the organization and instructional patterns that support the district's educational philosophy and instructional goals.
 - Should tour and review all District facilities at least once annually.
 - Ensure all renovations or new construction follows all applicable State and Federal laws requirements
 - Should prioritize building designs, construction, and renovations that will lend themselves to low maintenance costs and the conservation of energy.
 - Facilitate community awareness by providing information about the condition of district facilities as well as the perceived needs in the areas of capital improvement expansion and acquisition.
 - Decisions pertaining to education specifications of new buildings and those undergoing extensive remodeling will be developed with the input of teachers, students, parents, and the community
 - The Facility Plan shall account for each facility owned by the District and document the use of each such facility. For each then unused facility, the plan shall specify any uses intended within the next two years of the annual plan approval relative to academic purposes, extracurricular activities, administrative functions, and/or sports. The Superintendent shall submit a report of "Unused Facilities" to the New Hampshire Department of Education no later than July 1 of each year in accordance with RSA 194:61. "Unused Facilities" shall mean any district owned school building which is not currently used for academic purposes, extracurricular activities, administrative school functions, or sports, and for which the School Board has not approved a written plan for future use.
 - The Facilities Committee will provide its all recommendations to the School Board for the board's approval.
 - The approved CIP will be used annually by the School Board and Budget Committee as a tool during the annual budget process.
- C. Members and Terms. The Facilities Committee will consist of three (3) School Board members to be appointed in accordance with Policy BDE, the Superintendent or their

BDF- Facilities Committee Goals and Preparation of Capital Improvement Plan

designee, the District's Facilities Director, two representatives from the WLC Budget Committee and one (1) community member from Lyndeborough and Wilton. Only School Board members will have voting authority, and non-school board members serve as advisory members only. All actions by the Facilities Committee are ONLY recommendations that must receive approval from the majority of the School Board unless so designated by the School Board in advance.

- a. When possible each School Board member should serve on the Facilities Committee for the length of their elected term. This is designed to ensure continuity.
 - b. The District's Budget Committee may appoint two of its members to the Facilities Committee each year following the district's elections.
 - c. Community members will be appointed in accordance with policy BDE.
- D. CAPITAL IMPROVEMENT PLAN (CIP) Facilities Committee will provide the School Board with an updated 20-year CIP by October 1st each year. This program will be provided to the Department of Education pursuant to RSA 198:15-a, so that the state can project funds needed for building projects occurring in the District and elsewhere. The CIP will include:
- a. All identified items even if replacement isn't anticipated within the 20-year period.
 - b. Any unspent fund from completed projects will be reallocated within the CIP.
 - c. The projected revenues needed for at least the next five (5) years to support the plan.
 - d. All fund balances for existing projects will be indicated.

[CIP Document](#)

- E. REQUIREMENTS FOR CIP PROJECTS. Projects to be included in CIP based on:
1. The projects will cost \$20,000 or more.
 2. Projects less than \$20,000, if approved in advance by the School Board, i.e., paving of a parking lot at a smaller facility, may be included.
 3. New project expenditures shall not be added within three (3) years of their due date. These projects will be added to the CIP and funded for their next replacement.
- F. FORMAT AND FUNDING. To be added to CIP, application must be submitted to the Facilities Committee, vetted, discussed, and defined, then presented to the board for approval. Items for consideration of being added or removed should be submitted using form BDF- R.

The CIP used by the Facilities Committee will include the following for each capital project:

- a. Description of each proposed project
- b. Last date completed
- c. Last project cost
- d. Life expectancy of the project
- e. Estimated replacement cost and year
- f. Amount of funding allocated for each project annually, unless \$0
- g. Project funding outside of the District's CIP
- h. Allocating funding in the CIP for projects should begin no later than:
 - i. 15 years prior to the due date for items costing \$100,000 or more
 - ii. 10 years prior to the due date for items costing between \$50,000 and \$99,999
 - iii. 5 years prior to the due date for items costing less than \$50,000

BDFB- Facilities Committee Goals and Preparation of Capital Improvement Plan

- G. RANKING CIP ITEMS. The ranking for CIP projects will be reviewed annually to ensure;
- a. Replacement cost and date of replacement is accurate.
 - b. The annual planned spending is prioritized by items that are:
 - i. mandated by State, Federal or School Board
 - ii. needed to mitigate a known public health or safety hazard
 - iii. failed or will fail in the next year
 - iv. able to maintain a stable effect on the tax rate
 - v. able to reduce operating costs
- H. PUBLIC NOTIFICATION. The CIP approved annually by the School Board should be included in the District's Annual Report and published on the District website. The CIP posted should include as a minimum the next five (5) years; both expenditures and anticipated revenue needs the project description, estimated replacement cost and year of replacement and annual project funding.
-

District Policy History:

First reading: December 17, 2024

Second reading/adopted:

District revision history:

Legal References:

RSA 194:61 Unused District Facilities

RSA 198:15-a Grant for School Construction

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
CAPITAL IMPROVEMENT PROGRAM PROJECT WORKSHEET

Use for projects of \$20,000 or more

Request For: _____

School: LCS ☐ ☐ ES ☐ WLC

Type of Project:

Primary effect of project is to:

- | | | |
|---|--|--|
| <input type="checkbox"/> Replace or repair | <input type="checkbox"/> Existing facilities | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Improve quality of | <input type="checkbox"/> Existing facilities | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Expand capacity of | <input type="checkbox"/> Existing facilities | <input type="checkbox"/> Service level |
| <input type="checkbox"/> Provide NEW : | <input type="checkbox"/> Facility | <input type="checkbox"/> Equipment |

Rationale for Project:

- ☐ Removes imminent threat to public health or safety
- ☐ Alleviates substandard conditions or deficiencies
- ☐ Responds to federal or state requirement/s to implement
- ☐ Improves the quality of existing services
- ☐ Provides added capacity to serve growth
- ☐ Reduces long-term operating costs
- ☐ Other: _____

Cost Estimate:

Capital Costs

Impact on Operating and Maintenance

\$ _____ Design & Build
\$ _____ Renovation/Upgrade
\$ _____ Building Improvements
\$ _____ Furnishings & Equipment
\$ _____ Vehicles & Capital Equipment
\$ _____ Other: _____

\$ _____ Add Personnel
\$ _____ Increased Oper. & Maint. Costs
\$ _____ Reduced Personnel
\$ _____ Decreased Oper. & Maint. Costs

Total Project Costs: \$ _____

Sources of Funding:

\$ _____ Grant from: _____
\$ _____ Donation/bequest/private: _____
\$ _____ Capital Reserve Withdrawal: _____
\$ _____ Current Revenue/Op. Budget: _____
\$ _____ General Obligation Bond: _____

Total Project Revenue: \$ _____

Project Description, Narrative and Justification:

Desired Date of Project Completion: _____

(Provide quotes, estimates, any back up data to support need) Provide useful life, recurring/non-recurring (not annual budget item), require bonding?)

DRAFT

Prepared By: _____

Signature: _____

Date: _____

IGA - CURRICULUM DEVELOPMENT

Category: Recommended

Curriculum development must be viewed as an encompassing task involving the total community -- students, teachers, parents, -- working cooperatively to develop a curriculum that offers a wide variety of approaches to education and to provide a more flexible and purposeful approach to the search for an increasingly complex world.

The Wilton-Lyndeborough Cooperative School Board will encourage and support the professional staff in its efforts to investigate new curricular ideas, develop and improve programs, and evaluate results.

The Superintendent or designee will spearhead curriculum development for the school system. The Superintendent will establish curriculum committees for the study of curriculum improvements, including the selection of new instructional materials, as found necessary and desirable.

The Superintendent or designee will actively engage with the NH Department of Education to stay updated on any Technical Advisories, legislative updates, or changes to National and State Standards that could impact curriculum requirements, program development, and professional staff development. When significant changes to the curriculum are required the Superintendent or designee will update the School Board at least annually. If changes require policy updates the Superintendent or designee will follow Board policy BG and BGA.

The Board will make final decisions on curriculum change. The Superintendent or designee will submit to the Board recommendations developed by the curriculum committees and the professional staff. It is the policy of the Wilton-Lyndeborough Cooperative School Board that no basic course of study shall be eliminated or new courses added without approval of the Board, nor shall any significant alteration or reduction of a course of study be made without such approval. The Board in reviewing and evaluating curriculum recommendations may solicit community opinion. Recommendations will be submitted to the Board for its consideration and adoption.

District Policy History:

First reading: September 14, 2010, December 17, 2024

Second reading/adopted: October 12, 2010

District revision history:

Legal References:

NH Dept of Ed Regulation Description N.H. Code Admin. Rules Ed 303.01 (g) Substantive Duties of School Boards

N.H. Code of Admin. Rules, Sect. Ed. 302.02(f) Substantive Duties of Superintendents

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.

IMGB - THERAPY ANIMALS

Category: Recommended

Related Policies: IMGA

A. General Policy.

The District recognizes that specially trained therapy animals can provide educational benefits for District students. The School Board authorizes the Superintendent or the Superintendent's designer to allow appropriate staff to make a therapy animal available to students during the school day only as provided in this policy.

This policy is not intended to, and does not, allow students, parents, or staff to bring emotional support or comfort animals onto District property. Individuals, who bring onto District property an animal that does not meet the definition of a service animal under policy IMGA or that has not been approved under this policy, shall be asked to remove the animal from District property. Repeated violations may result in disciplinary or legal action.

B. Definitions.

Service animals. See Board policy IMGA.

Therapy animal. An animal that has graduated from an assistance animal training program affiliated with Therapy Dogs International or a similar nonprofit organization which adheres to the highest training standards. Such a graduate animal has been trained specifically for the purpose of providing emotional support, well-being, comfort, or companionship. Therapy animals are the personal property of a District employee or volunteer and are not owned by the District. Therapy animals do NOT meet the definition of "service animals" under Board policy IMGA or the Americans with Disabilities Act.

Therapy animal handler. An employee of the school district or volunteer who has received training and passed an evaluation from Therapy Dogs International or a similar nonprofit organization for handling a specific therapy animal and who will be overseeing care of that specific therapy animal for the entire time the animal is on District property.

C. Minimum Standards Required for Presence of a Therapy Animal.

1. No therapy animal will be permitted in school buildings or on school grounds during the school day unless and until prior approval has been given by the Superintendent/designee.
2. District employees will not receive any additional pay, stipend, or compensation for providing the therapy animal or for being the handler and/or the owner of the therapy animal.
3. Supervision and care of the approved therapy animal is solely the responsibility of the therapy animal handler(s) and the District staff who request approval for a therapy animal.
4. The therapy animal handler will assume full responsibility and liability for any damage to District property or injury to District staff, students, or others while the therapy animal is on District property.
5. The therapy animal handler must maintain an insurance policy that provides liability coverage for the therapy animal while on District property.
6. Approved therapy animals must be clean, well-groomed, in good health, housebroken, and be current on all vaccinations and immunizations.
7. The therapy animal shall display appropriate identification indicating it is a therapy animal at all times while on District property.

IMGB - THERAPY ANIMALS

8. The therapy animal shall be under the control of the therapy animal handler(s) at all times, which requires the therapy animal be attached to the therapy animal handler by means of a leash or harness whenever the therapy animal is on District property and outside of the approved location.
9. At no time will a therapy animal be taken through a District building to meet with a student. Students who have time scheduled with a therapy animal shall go to the room where the therapy animal is located.
10. A student shall not schedule or attend a session with the therapy animal until the student's parent/guardian, or the student if over eighteen (18) years of age, provides written authorization for the student to use the services of a therapy animal.

D. **Aggressive or Defensive Behavior.**

The building Principal is to receive a verbal report within fifteen (15) minutes of any act of aggressive - including vocalizations such as growling - or defensive behavior by a therapy animal toward a human or any aggressive or inappropriate behavior by a student toward a therapy animal. A full written incident report shall be submitted to both the building Principal and the Superintendent, or designer, before the close of the following school day.

An act of aggressive or defensive behavior by a therapy animal shall result in:

1. An immediate end of the student's current session with the therapy animal;
2. The prohibition of any further interactions between the therapy animal and students for the remainder of the school day; and
3. Exclusion of the therapy animal from District property until the superintendent, or designee, completes an investigation and authorizes the therapy animal's return.

E. **Allergic Reactions.**

If a student has a known allergy to the therapy animal, the student shall not have any sessions with the therapy animal without the specific written authorization of the student's parent/guardian, or the student if over eighteen (18) years of age.

If a student demonstrates symptoms of an allergic reaction during or after a session with the therapy animal, the student's parent/guardian shall receive written notification of the possibility of their student's allergy and that the student shall not have any future sessions with the therapy animal.

If other students in the same classroom demonstrate symptoms of an allergic reaction following a student's return to class after a session with the therapy animal, no further sessions with the therapy animal shall be scheduled for any student in that classroom and the parents of any student who demonstrated symptoms of an allergic reaction shall receive written notification of their student's possible allergy.

F. **Therapy Animal Proposal.**

1. **Requirements.** Any individual seeking to bring a therapy animal into a school building or onto other School District property during the school day shall submit a written proposal to the Superintendent/designee addressing each of the following areas:
 - a. **Location Information.** The location for the therapy animal to be kept when the therapy animal is on campus must meet all of the following conditions:

IMGB - THERAPY ANIMALS

- i. Appropriate access to the outdoors to permit the therapy animal to enter and exit the building without using - or with minimal usage of - the building's interior hallways;
 - ii. Ample space away from intake for the building or room ventilation system or an independent ventilation system;
 - iii. Non-porous surfaces, including carpet-free floors, for easy hair removal, cleaning, and sanitation.
 - b. **Appropriateness of Animal and of Certification Providers.**
 - i. The certification the proposed therapy animal has received, including the training required to receive the certification;
 - ii. The credentials of the certification providers;
 - iii. Satisfactory evidence of appropriate temperament of the proposed therapy animal (e.g., AKC Temperament Test or other temperance evaluation(s);
 - iv. The credentials of the temperance evaluator(s);
 - v. Proof demonstrating the therapy animal is current on all vaccinations.
 - c. **Therapy Animal Handler.**
 - i. The individual(s) who will be responsible for handling the therapy animal;
 - ii. Training obtained by the proposed handler(s);
 - iii. The credentials of the providers of the handler's training;
 - iv. Proposed schedule for the handler(s) to provide necessary care for the therapy animal, including exercise, feeding, watering, bodily functions, and any cleanup resulting from caring for the animal; and
 - v. Proof of an insurance policy that provides liability coverage for the therapy animal while on District property.
 - d. **Students.**
 - i. The set(s) of students whom the therapy animal is intended to serve and/or to whom the animal will be available;
 - ii. Proposed training to be provided to students on the appropriate behavior and treatment of the therapy animal;
 - iii. Consequences for inappropriate treatment of the therapy animal;
 - iv. The anticipated goals for and intended uses of the therapy animal.
2. **Administrative Discretion.** The Superintendent/designee may reject the proposal if:
 - a. The proposal does not include sufficient information regarding each of the areas identified in Section F.1, above, or does not otherwise meet the requirements of this policy;
 - b. The Superintendent/designee does not perceive any educational benefit to be achieved based on the information contained in the proposal;
 - c. The Superintendent/designee believes that the time required to meet the needs of the therapy animal is inconsistent with the assigned duties of the school employee either proposed as the therapy animal's handler or in whose class/activity the therapy animal would be present; or
 - d. The proposal is otherwise inconsistent with the needs of the school or school building.
3. **Approval.** The approval of a proposal must be in writing with the proposal attached, and with any additional requirements or modifications imposed by the Superintendent/designee. The written approval is required before the therapy animal may be present in school, or on School District property, during the school day.

District Policy History:

First reading: December 17, 2024
Second reading/adopted:
District revision history:

Legal References:

Federal Statutes	Description
20 U.S.C. § 1400-1417	<u>Individuals with Disabilities Education Act (IDEA)</u>
29 U.S.C. 794	<u>Rehabilitation Act of 1973 (Section 504)</u>
42 U.S.C. 12101, et seq.	<u>Title II of The Americans with Disabilities Act of 1990</u>

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.

EH - PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

Category: Required

Related Policies: EH-R; EHB; EHB-R; BEDG

The Superintendent is hereby designated the custodian of all “District records”, which term shall have the same meaning as “governmental records” as that term is defined in the state’s Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).

The Board has adopted procedural policy EH-R, to serve as the minimum requirements for procedures governing all requests by the public to inspect or obtain copies of school district records (i.e., “governmental records”) and the District's responses to those requests. The Superintendent should develop additional written administrative procedures to ensure appropriate implementation of this policy and procedural policy EH-R. Such administrative procedures shall conform in all respects to the Right to Know Law. They should contain provisions clearly indicating personnel responsible for processing any request for District records, as well as a method for logging and tracking both the requests and the responses, and may contain provisions for including a log on the District's website.

The Superintendent shall review such procedures annually and make such changes as are required as a result of legislative changes to the Right to Know or other applicable law or regulations, or as the Superintendent deems appropriate. Any changes to the written procedures should be provided to all appropriate personnel and to the School Board.

All District records shall be retained, deleted or destroyed in accordance with Board policy EHB, and Administrative Procedures EHB-R. Minutes of school board meetings, and materials used to prepare the same, shall also be made available in accordance with Board policy BEDG

The Superintendent or designee is authorized to contact the District's attorney for any matter related to requests for public records and/or the development of the written procedures required under this policy.

District Policy History:

First reading: December 17, 2024

Second reading/adopted:

District revision history:

EH - PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

Legal References:

NH Statutes	Description
RSA 91-A	<u>New Hampshire Right To Know Law ("Access to Governmental Records and Meetings")</u>

Cross References

Code	Description
BEDG	<u>Meeting Minutes</u>
EHB	<u>Data/Records Retention</u>
EHB-R(1)	<u>Data/Records Retention - Local Records Retention Schedule</u>
JRA	<u>Student Records and Access (FERPA)</u>
JRA-R(1)	<u>Student Records and Access (FERPA)</u>

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.

EH-R - PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS-PROCEDURES FOR PUBLIC ACCESS TO DISTRICT RECORDS “RIGHT TO KNOW REQUESTS”

Category Required

1. **Board and Staff Member Responsibilities.** All requests for access to or copies of District records should be made through the SAU office. Any board member or staff member who receives a request from a member of the public to see, receive or otherwise inspect any District record(s) (“Right to Know request”) should immediately communicate that request to the SAU office for processing under Board policy EH and these procedures.
2. **Written Requests-Encouraged-Required.** To help ensure common understanding between the requester and the staff responsible for responding to a request, persons making requests for records are ~~strongly encouraged~~ **required** to submit their requests in writing and include a specific description of the desired record(s). ~~A written request can greatly assist in minimizing confusion or misunderstanding exactly what is being requested.~~

~~However, although written requests are preferred, a request will not be denied simply because it is not in writing. If the person making the request is unwilling or unable to put the request in writing, the staff member receiving the request shall reduce the request to writing and shall provide the person with a copy.~~

3. **Clarification, Refinement & Modification of Requests.** Carefully tailored requests can often be fulfilled more promptly and help avoid resources being expended retrieving and preparing material which exceeds what the requester is actually seeking. The Superintendent, designee or staff responsible for responding to a request may contact the person making the request if the request is unclear or will be time-consuming or onerous to fulfill to determine if the person will clarify the request or agree to narrow the request. Staff responsible for responding to the request may suggest to the requestor reasonable modifications to the scope or language of the request, but the requester is not required to accept them. Any modification, clarification or narrowing of the request agreed upon by the requester shall be documented in writing and a copy of the re-formed request provided to the person making the request.
4. **Record Availability.** Records requested under the Right-to-Know law which are not exempt under RSA 91-A:5 (or otherwise) will be made available immediately when such records are so available for such release. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent or designee will, within five (5) business days of the request, respond to the requestor, in writing. The response shall acknowledge receipt of the request, provide a statement of the time reasonably necessary to determine whether the request shall be granted or denied, and include an itemized estimate of the cost of making the record available. Records will be reviewed in their entirety by either the Superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.
5. **Exempt Information and Redaction.** Information exempt from disclosure by RSA 91-A:5 or other law will not be disclosed. The Superintendent may authorize District staff to consult with the District's legal counsel when questions regarding application of exemptions to certain records or information arise.

In some instances, records containing information exempt from disclosure may reasonably be redacted in order to make the remainder of the record accessible.

If a member of the public requests records that are determined to include information exempt from

disclosure, the Superintendent/designee will respond to the requestor, in writing, including a statement of the specific exemption authorizing the withholding, and a brief explanation of how the exemption applies to the record(s) or information withheld.

Records will be reviewed in their entirety by either the Superintendent/designee before they are released in order to ensure that no confidential or exempted information is disclosed.

6. **Copy Fees.** The School District will charge a fee of \$0.25/page for copying/photocopies of records when the person requests a paper copy. This fee reflects the actual cost of producing the copy(ies). No cost or fee shall be charged for the inspection or delivery, without copying of records, whether in paper, electronic, or other form except as described below for certain individual electronic communications. Any costs associated with mailing copies - if available - must be paid for in advance of mailing.

~~Electronic records may be provided on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.~~

7. **Electronic Records.** Electronic records (including electronic communications as defined in Section 8) may be provided on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must ~~either~~ be provided by the requestor in unopened manufacturer's packaging ~~or purchased at cost from the District.~~

8. **Charges for Certain Electronic Communications.** In addition to the copying fees permitted under paragraph 6, the District may charge a reasonable fee prior to disclosing certain electronic communications as set forth in this Section.

- a. **Definitions.** For purposes of this Policy, the terms below will have the definitions provided.

“Individual electronic communication” includes the communication itself as well as the responses and attachments to each communication, under a single subject line. However, text or chat message threads regarding the same topic shall be considered an individual electronic communication unless the thread exceeds 50 individual messages, at which point each additional group of 50 messages will be a separate individual electronic communication.

“Media requestors” means organizations or individuals who publish information in accepted digital, print, or broadcast formats and to standards generally recognized by professional news organizations that do not serve primarily as a platform to promote the interest and/or opinions of a special interest group, government, individual or cause.

- b. **Digital Communication Charges.** The District will charge \$0.25/ per individual electronic communication, regardless of whether the records are delivered in hard copy or electronically, subject to the following:
- i. No charge shall be issued for the first 250 individual electronic communications
 - ii. Multiple requests from any person or entity to the same public body within a 30-day time period (measured from the date of the first request) shall be considered a single request (i.e. in the aggregate;

- iii. The charge shall be paid prior to any copies of electronic communications exceeding the first 250 individual electronic communications (as described above).
- c. Waiver of Digital Communication Charges. Waiver of digital communication charges is available as set forth below. It is up to the person or entity making the records request to apply for and establish the waiver using the **District's Waiver of Electronic Communication Record Charge Form EH-F(1) ("Waiver Request Form")**. The **Waiver Request Form** may be filed at any time, but it is required after the requester receives the cost estimate for the charges and before the requested records are copied and made available). The waiver is available to requestors falling into one or more of the following categories:
 - i. Any individual who can establish indigency as established by the federal poverty line (published each year by the Federal Department of Health and Human Services). For purposes of establishing indigency, individuals may use:
 - 1. copies of documentation submitted to or received from state or federal benefits agencies dated within 9 months;
 - 2. a completed "**Financial Affidavit for Waiver of Electronic Communication Charge**" EH-F(2) ; or
 - 3. other documents or evidence satisfactory to the Superintendent or Superintendent's designee.
 - ii. A media requestor or authorized representative of a media requester (satisfactory evidence of the status must be produced with the **Waiver Request Form**).
 - iii. Any individual or entity who can establish that the disclosure of requested information requesting information is likely to contribute significantly to public understanding of the operations or activities of the district, its officials and its schools, and is not primarily in the commercial interest of the requestor. For purposes of meeting the criteria, the requestor must complete the pertinent section of the **Waiver Request Form**. In deciding whether the fee should be waived under this criteria, the Superintendent/designee will consider the following factors:
 - 1. The subject of the request must concern identifiable operations or activities of the District, with a connection that is direct and clear, not remote or attenuated.
 - 2. The disclosable portions of the requested records must be meaningfully informative about government operations or activities to be "likely to contribute" to an increased public understanding of those operations or activities. Information that is already in the public domain, in either the same or a substantially identical form, would not contribute to such understanding.
 - 3. The disclosure must contribute to the understanding of a reasonably broad audience of persons interested in the subject, as opposed to the requestor's individual understanding.
 - 4. It should appear likely that the public's understanding of the subject will be enhanced to a significant extent by the disclosure.

First reading:
Second reading/adopted
District revision history:

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.*

NH Statutes

RSA 91-A

Description

[New Hampshire Right To Know Law \("Access to Governmental Records and Meetings"\)](#)

Cross References

Code

BEDG

EHB

EHB-R(1)

JRA

JRA-R(1)

Description

[Meeting Minutes](#)

[Data/Records Retention](#)

[Data/Records Retention - Local Records Retention Schedule](#)

[Student Records and Access \(FERPA\)](#)

[Student Records and Access \(FERPA\)](#)

EH-R - PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS-PROCEDURES FOR PUBLIC ACCESS TO DISTRICT RECORDS “RIGHT TO KNOW REQUESTS”

Category Required

1. **Board and Staff Member Responsibilities.** All requests for access to or copies of District records should be made through the SAU office. Any board member or staff member who receives a request from a member of the public to see, receive or otherwise inspect any District record(s) (“Right to Know request”) should immediately communicate that request to the SAU office for processing under Board policy EH and these procedures.
2. **Written Requests Encouraged.** To help ensure common understanding between the requester and the staff responsible for responding to a request, persons making requests for records are strongly encouraged to submit their requests in writing and include a specific description of the desired record(s). A written request can greatly assist in minimizing confusion or misunderstanding exactly what is being requested.

However, although written requests are preferred, a request will not be denied simply because it is not in writing. If the person making the request is unwilling or unable to put the request in writing, the staff member receiving the request shall reduce the request to writing and shall provide the person with a copy.

3. **Clarification, Refinement & Modification of Requests.** Carefully tailored requests can often be fulfilled more promptly and help avoid resources being expended retrieving and preparing material which exceeds what the requester is actually seeking. The Superintendent, designee or staff responsible for responding to a request may contact the person making the request if the request is unclear or will be time-consuming or onerous to fulfill to determine if the person will clarify the request or agree to narrow the request. Staff responsible for responding to the request may suggest to the requestor reasonable modifications to the scope or language of the request, but the requester is not required to accept them. Any modification, clarification or narrowing of the request agreed upon by the requester shall be documented in writing and a copy of the re-formed request provided to the person making the request.
4. **Record Availability.** Records requested under the Right-to-Know law which are not exempt under RSA 91-A:5 (or otherwise) will be made available immediately when such records are so available for such release. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent or designee will, within five (5) business days of the request, respond to the requestor, in writing. The response shall acknowledge receipt of the request, provide a statement of the time reasonably necessary to determine whether the request shall be granted or denied, and include an itemized estimate of the cost of making the record available. Records will be reviewed in their entirety by either the Superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.
5. **Exempt Information and Redaction.** Information exempt from disclosure by RSA 91-A:5 or other law will not be disclosed. The Superintendent may authorize District staff to consult with the District's legal counsel when questions regarding application of exemptions to certain records or information arise.

In some instances, records containing information exempt from disclosure may reasonably be redacted in order to make the remainder of the record accessible.

If a member of the public requests records that are determined to include information exempt from disclosure, the Superintendent/designee will respond to the requestor, in writing, including a statement of the specific exemption authorizing the withholding, and a brief explanation of how the exemption applies to the record(s) or information withheld.

Records will be reviewed in their entirety by either the Superintendent/designee before they are released in order to ensure that no confidential or exempted information is disclosed.

6. **Copy Fees.** The School District will charge a fee of \$0.25/page for copying/photocopies of records when the person requests a paper copy. This fee reflects the actual cost of producing the copy(ies). No cost or fee shall be charged for the inspection or delivery, without copying of records, whether in paper, electronic, or other form except as described below for certain individual electronic communications. Any costs associated with mailing copies - if available - must be paid for in advance of mailing.

Electronic records may be provided on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.

7. **Electronic Records.** Electronic records (including electronic communications as defined in Section 8) may be provided on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.
8. **Charges for Certain Electronic Communications.** In addition to the copying fees permitted under paragraph 6, the District may charge a reasonable fee prior to disclosing certain electronic communications as set forth in this Section.

- a. **Definitions.** For purposes of this Policy, the terms below will have the definitions provided.

"Individual electronic communication" includes the communication itself as well as the responses and attachments to each communication, under a single subject line. However, text or chat message threads regarding the same topic shall be considered an individual electronic communication unless the thread exceeds 50 individual messages, at which point each additional group of 50 messages will be a separate individual electronic communication.

"Media requestors" means organizations or individuals who publish information in accepted digital, print, or broadcast formats and to standards generally recognized by professional news organizations that do not serve primarily as a platform to promote the interest and/or opinions of a special interest group, government, individual or cause.

- b. **Digital Communication Charges.** The District will charge \$0.25/page per individual electronic communication, regardless of whether the records are delivered in hard copy or electronically, subject to the following:
 - i. No charge shall be issued for the first 250 individual electronic communications
 - ii. Multiple requests from any person or entity to the same public body within a 30-day time period (measured from the date of the first request) shall be considered a single request (i.e. in the aggregate;

- iii. The charge shall be paid prior to any copies of electronic communications exceeding the first 250 individual electronic communications (as described above).
- c. Waiver of Digital Communication Charges. Waiver of digital communication charges is available as set forth below. It is up to the person or entity making the records request to apply for and establish the waiver using the **District's Waiver of Electronic Communication Record Charge Form EH-F(1) ("Waiver Request Form")**. The **Waiver Request Form** may be filed at any time, but it is required after the requester receives the cost estimate for the charges and before the requested records are copied and made available). The waiver is available to requestors falling into one or more of the following categories:
 - i. Any individual who can establish indigency as established by the federal poverty line (published each year by the Federal Department of Health and Human Services). For purposes of establishing indigency, individuals may use:
 - 1. copies of documentation submitted to or received from state or federal benefits agencies dated within 9 months;
 - 2. a completed **"Financial Affidavit for Waiver of Electronic Communication Charge" EH-F(2)** ; or
 - 3. other documents or evidence satisfactory to the Superintendent or Superintendent's designee.
 - ii. A media requestor or authorized representative of a media requester (satisfactory evidence of the status must be produced with the **Waiver Request Form**).
 - iii. Any individual or entity who can establish that the disclosure of requested information requesting information is likely to contribute significantly to public understanding of the operations or activities of the district, its officials and its schools, and is not primarily in the commercial interest of the requestor. For purposes of meeting the criteria, the requestor must complete the pertinent section of the **Waiver Request Form**. In deciding whether the fee should be waived under this criteria, the Superintendent/designee will consider the following factors:
 - 1. The subject of the request must concern identifiable operations or activities of the District, with a connection that is direct and clear, not remote or attenuated.
 - 2. The disclosable portions of the requested records must be meaningfully informative about government operations or activities to be "likely to contribute" to an increased public understanding of those operations or activities. Information that is already in the public domain, in either the same or a substantially identical form, would not contribute to such understanding.
 - 3. The disclosure must contribute to the understanding of a reasonably broad audience of persons interested in the subject, as opposed to the requestor's individual understanding.
 - 4. It should appear likely that the public's understanding of the subject will be enhanced to a significant extent by the disclosure.

First reading: December 17, 2024
Second reading/adopted
District revision history:

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.*

NH Statutes	Description
RSA 91-A	New Hampshire Right To Know Law ("Access to Governmental Records and Meetings")

Cross References

Code	Description
BEDG	Meeting Minutes
EHB	Data/Records Retention
EHB-R(1)	Data/Records Retention - Local Records Retention Schedule
JRA	Student Records and Access (FERPA)
JRA-R(1)	Student Records and Access (FERPA)

EH-F (1) – REQUEST FOR WAIVER OF ELECTRONIC COMMUNICATION RECORD CHARGE

Wilton-Lyndeborough Cooperative School District, SAU 63

Request for Waiver of Charge for Individual Electronic Communications

This form should be used only when a person/entity is requesting a waiver of a charge for records of Individual Electronic Communications.

Requestor Information:

Full Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____

Information Relating to Request for Electronic Communications:

Date of Records Request: _____

Records Requested: (general description only) _____

Estimated Charge Provided by District/SAU \$ _____

Reason for Requesting Fee Waiver:

(Please check the box(es) that apply to your situation.)

☐ **Financial Hardship/Indigency.** This waiver is available to any individual who can establish indigency as established by the federal poverty line (published each year by the Federal Department of Health and Human Services). For purposes of establishing indigency, individuals may use:

- i. copies of documentation submitted to or received from state or federal benefits agencies dated within 9 months;
- ii. a completed "Financial Affidavit for Waiver of Charges";
- iii. other documents or evidence satisfactory to the Superintendent or Superintendent's designee.

☐ **Media Requestor** (defined in EH-R and RSA 91-A:4, X). (Satisfactory evidence of the status must be produced at the time this form is submitted.)

☐ **Public Understanding** The request is not primarily in the commercial interest of the

requestor, and disclosure requested information requesting information is likely to contribute significantly to public understanding of the operations or activities of the district, its officials, employees or its schools.

In deciding whether the fee should be waived under this criteria, the Superintendent/designee will consider the following factors:

- i. The subject of the request must concern identifiable operations or activities of the District, with a connection that is direct and clear, not remote or attenuated.
- ii. The disclosable portions of the requested records must be meaningfully informative about government operations or activities to be "likely to contribute" to an increased public understanding of those operations or activities. Information that is already in the public domain, in either the same or a substantially identical form, would not contribute to such understanding.
- iii. The disclosure must contribute to the understanding of a reasonably broad audience of persons interested in the subject, as opposed to the requestor's individual understanding.
- iv. It should appear likely that the public's understanding of the subject will be enhanced to a significant extent by the disclosure.

Outline or provide any information relative to the above criteria (especially iii & iv) which might assist the Superintendent/designee making a determination relative to the potential contribution to public understanding of the operations or activities of the District, its officials, employees or schools.

(Please attach any documents that support your request for a waiver.)

CERTIFICATION

I hereby certify that the information provided in this request is true and correct to the best of my knowledge. I understand that providing false information may result in the denial of my request for a fee waiver.

Signature: _____ Date: _____

****For Office Use Only:****

Date Received: _____

Request Approved: ☐ Yes ☐ No

Approved By: _____

Legal Reference:

First Reading: December 17, 2024

Second Reading:

Final Adoption:

Revision:

DRAFT

EH-F (2) - AFFIDAVIT OF INDIGENCY FOR WAIVER OF ELECTRONIC COMMUNICATION CHARGE

Wilton-Lyndeborough Cooperative School District, SAU 63

Request for Waiver of Charge for Individual Electronic Communications

This form should be used only when a person/entity is requesting a waiver of a fee for waiver of a charge for records of Individual Electronic Communications based upon indigency.

Requestor Information:

Full Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____

Information Relating to Request for Electronic Communications:

Date of Records Request: _____

Records Requested: (general description only) _____

Estimated Charge Provided by District/SAU \$ _____

Eligibility Determination Form: Federal Poverty Guidelines Applicant Information

● Name: _____

● Address: _____

● City: _____ State: _____ Zip Code: _____

● Phone Number: _____

● Email Address: _____

Household Information

1. Household Size

○ Total number of people living in your household (including yourself): _

2. Household Members

○ Please list each household member and their relationship to you:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Include additional household members on rear of form.

Income for the Current Year

● Annual **CURRENT*** gross income of the **ENTIRE** household (before taxes): \$ _____
(Although a tax return from a prior year can be helpful documentation, the amount included here should be based upon current circumstances. Include all sources of income: wages, salaries, social security, unemployment benefits, child support, etc.)

4. **Sources of Income** (Check all that apply):

- ☐ Wages/Salary _____
- ☐ Social Security
- ☐ Unemployment Benefits
- ☐ Child Support/Alimony
- ☐ Pension/Retirement
- ☐ Disability
- ☐ Self-employment
- ☐ Other: _____

Please attach any documents that support your statements above.

CERTIFICATION

I hereby certify that the information provided in this request is true and correct to the best of my knowledge. I understand that providing false information may result in the denial of my request for a fee waiver.

Signature: _____ Date: _____

****For Office Use Only:****

Date Received: _____

Request Approved: ☐ Yes ☐ No

Approved By: _____

First Reading: December 17, 2024

Second Reading:

Final Adoption:

Revision:

DRAFT

For Withdrawal

IGD - CURRICULUM ADOPTION

It is the policy of the Wilton-Lyndeborough Cooperative School Board that no basic course of study shall be eliminated or new courses added without approval of the Board, nor shall any significant alteration or reduction of a course of study be made without such approval.

New programs and courses of study shall not be acted upon by the Board until the meeting following their presentation by the administration so that Board members may have opportunity to review the proposed program.

Legal Reference:

NH Code of Administrative Rules, Section Ed. 302.02(f), Substantive Duties of Superintendents

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

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

JLCE-R

EMERGENCY INFORMATION FORM

Student's Name Last _____ First _____

Please Print

Address _____

Telephone: _____

Where can parents be reached if not at home? _____

Mother: Address _____ Tel. _____

Father: Address _____ Tel. _____

List two neighbors or nearby relatives who will assume temporary care of your child if you cannot be reached.

1. Name _____

Address _____ Tel. _____

2. Name _____

Address _____ Tel. _____

In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his instructions. If it is impossible to contact this physician, the school may make whatever arrangements seem necessary.

Local Physician's Name _____

Address _____

Office Telephone _____ Home Telephone _____

Signature

Date

See policy JLCE

First Reading: June 2, 2010

Second Reading: July 13, 2010

Final Adoption: August 10, 2010

BEDG-R

ACCESS TO MINUTES AND PUBLIC RECORDS

1. These procedures will apply to all requests for access to public records and minutes received by the administrative offices of the school district.
2. The Board encourages members of the public to make their requests for access to public records in writing and to include a specific description of the desired documents. No request will be denied if it is not in writing. All steps taken to comply with such requests will be documented in writing and will include a specific description of all documents that were made available.
3. Public documents requested under the Right-to-Know Law must be made available within five (5) business days. In the event a reply will take longer than five (5) days, a letter will be sent to the individual requesting the documents acknowledging receipt of the request and either estimating when a substantive reply will be available or explaining why such documents are unavailable.
4. Access to public records will ordinarily be afforded by providing photocopies of the requested materials. In some instances alternate methods -- such as allowing personal review of a particularly voluminous file -- may be more appropriate.
5. The school district will charge a basic fee of \$.10 per page for producing photocopies of records.
6. Records must be reviewed in their entirety by either the Superintendent or building principal before they are released, in order to ensure that no confidential or exempted information is disclosed.
7. Records exempted from disclosure requirements include: personnel records; student records; privileged documents (e.g. lawyer-client communication); records pertaining to litigation; collective bargaining; real estate negotiations; records containing certain types of confidential commercial or financial information; and other such documents as defined in RSA 91-A:5.
8. It is possible that only a portion of the information contained in a district record will be subject to public access under the Right-to-Know Law. In such cases the district will make a reasonable effort to provide access to the public portions of the record. For instance, a redacted photocopy of the document may be provided.
9. This procedure shall be effective immediately and shall continue in force until otherwise amended or repealed.

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, December 17, 2024
Lyndeborough Central 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, Tiffany Cloutier-Cabral, Darlene Anzalone (6:45pm-7:44pm), Geoffrey Allen, Diane Foss, and Jonathan Lavoie*

Superintendent Peter Weaver, Business Administrator Kristie LaPlante, Director of Student Support Services Ned Pratt, Technology Director Nicholas Buroker, Curriculum Coordinator Samantha Dignan, and Clerk Kristina Fowler

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. STUDENT/STAFF ACKNOWLEDGEMENT

There was no acknowledgement.

IV. ADJUSTMENTS TO THE AGENDA

Superintendent requested to remove agenda item 3 and add an overview of the WLC gym dedication.

*A MOTION was made by Ms. Lavallee and SECONDED by Ms. Foss to remove agenda item three and add the Superintendent's dedication report under Board Correspondence, item 1.
Voting: all aye, motion carried.*

V. PUBLIC COMMENTS

The public comment section of the agenda was read. Online audio was only going one way. There was no public comment.

VI. BOARD CORRESPONDENCE

a. Reports

• WLC Gymnasium Dedication

Superintendent reported a flyer was sent out about a week ago describing the dedication of the WLC gymnasium to Dave Finch, former longtime teacher, athletic director and coach of 38 years. That will occur on January 3 between 2 varsity games, 1st is the Girls Varsity Basketball which starts at 5pm then the dedication ceremony of the WLC gym to David Finch at 6pm (lasting about a half hour) and the Boys Varsity Basketball game will follow. He apologized for not bringing this to the Board when he heard of it; it was not his intent to leave the Board in the dark as it needs to be a partnership with the Board. It is hard to walk that back once a mistake has been made. In hindsight, the Board should have been involved from the beginning. The process started back in 2019 before he arrived. Apparently, there was a real push to dedicate the gym in his name, in his honor after serving as a coach, an athletic director and teacher. Then we had a pandemic. Around 2022 or 2023 when the Hall of Fame was initiated there was discussion of revisiting that and the decision was made. At that time, the Board should have been part of that conversation and decision but was not. He apologized again and notes the best part that came out of this besides the dedication to Mr. Finch is that there is a need for a policy to guide future Superintendents. There is a draft policy, FF that helps districts work their way through a dedication whether a classroom or gym etc. He would like to introduce that in January when the Policy Committee meets and then work it through the School Board to be approved so that the next time there will be language to guide us. There have only been 2 occasions this has happened, once in 2013 when a Kindergarten classroom was dedicated to a principal and the other time was when FRES was named (after Florence Rideout). Ms. Cloutier-Cabral voiced that she remembers talking about the dedication in earlier years and knows it got away from us but was not surprised about it, it is a great thing, and Mr.

57 Finch has given so much to our community. Superintendent noted there are a lot of positive comments on social
58 media, with some negative regarding this. Mr. Allen questioned if we have a policy for this currently. Chairman
59 Golding responded that right now it would have to go through administration. Superintendent responded from here
60 on out, any dedications will go to the Board. The Board wouldn't necessarily make a recommendation but should
61 hear the recommendation and have the final say as elected officials representing the community. A good process
62 would explain why and how it has a positive impact on our students and the Board can ask thoughtful questions
63 about the recommendations and make the decision. Mr. Allen noted, this time we got it right. Superintendent
64 expressed that he has thought of this over a couple of weeks where there are times when we name a building etc. and
65 perhaps 20 years later something happens that may take away from that and maybe we want to reconsider having that
66 name on a building for example. Without a really good process in place that guides that, we are really winging it.
67 That has happened in his experience. Ms. Lavallee congratulated Mr. Finch; it is a great message to send our staff
68 that we are acknowledging the commitment staff members have and acknowledging longevity in a district has a
69 positive impact on the whole community. Those who had him as a teacher and the parents of students who had him.
70 It is good thing to recognize the teachers that stick with the district and really put in those years and make a positive
71 impact. Superintendent added it will be a beautiful ceremony on January 3 and encourages all to come.

72 **i. Business Administrator's Report**

73 Ms. LaPlante spoke of the tax rate analysis. The tax rates have been certified by the NH DOE and DRA. The school
74 district portion increased again and there are a few factors as to why. A net increase of \$1,042,448 in expenditures
75 that were approved by the voters back in March. A net decrease of about \$160,000 in our general fund revenues; we
76 will recoup a significant portion of that this year but cannot collect on that for last year. A decrease of \$400,000 in
77 previously classified revenues based on how our federal grants are budgeted, we have not lost those grants it is how
78 it is classified as revenue. A net reduction of \$322,268 in money returned to taxpayers. One way that she uses to
79 figure out what we are doing and how we fit into the community is that she looks at the expenditures and revenues of
80 our 2 communities since we are a 2-community district. In communities, they can retain fund balances, whatever
81 they don't spend in expenditures and whatever they get in excess revenues; they can retain the fund balance. They
82 don't have to give 100% back to the towns; they are allowed to retain it. A lot of communities use it to pay down
83 their portion of the tax rate in future years. That is not an accurate measure as far as how we are doing compared to
84 the communities because we have to return absolutely everything at year-end. We cannot reserve any of that for
85 future years when we know what the cost might be. If you strip out the amount of fund balance that each community
86 has used to pay down their taxes, she looks back over the last 5 years what the tax rate looked like in comparison to
87 the whole because your tax rate will change based on your values when you have a revaluation. Tax rates will change
88 especially on the community side when they use their fund balance. If you strip that out, say what part of the whole
89 do we make up, and has that changed significantly. That is what she uses as a marker to see what we are doing and
90 what are the other elements of the tax rate doing. In Lyndeborough, the districts portion of the tax rate over the last 5
91 years and again stripping out fund balance has averaged about 53% of their total tax rate and this year's tax rate is
92 about 55%. In Wilton, the district's portion of the tax rate for the last 5 years has averaged about 56.55% of the total
93 tax rate and right now, we make up about 56.57% of the tax rate. If you strip it out and you look at how we are
94 comparing to how the communities, the county and state are spending tax dollars as well, our portion although
95 significant has not changed because the partner communities also have expenditures. They are seeing decreases in
96 revenues, they are seeing the exact same things we are but we cannot pay down our tax rate to keep things more
97 level. She is confident that with meticulous work of the Budget Committee and with the School Board and with how
98 she and Superintendent oversee the budget we will be able to balance the needs of the district and address the
99 taxpayers concerns and they are legitimate concerns. She takes her role as steward of the district's money extremely
100 seriously. By the time we strip out all of our contracts, which are vetted twice before they go out whether it is for a
101 teacher or whether it is for a para, Title 1 which is grant funded, we vet those twice before they go out and every
102 dollar beyond that comes through her for approval to spend. She knows there is a lot of frustrations, she sees in social
103 media as well and she can absolutely sympathize with the taxpayers. She certainly put it out there that if anybody has
104 any questions or they are questioning an expenditure, or why did we do that, it's open books, it's your money, it's the
105 community's money and she would be happy to answer any questions. A million dollar increase is a lot, a
106 \$15,500,000 budget is a lot. On her end, the back end, she can literally trace every penny and is happy to answer any
107 questions, she doesn't want the public to mistrust what we are doing here, it is a lot of money. She asked for
108 questions. Mr. Allen asked what drove the Lyndeborough increase to be greater than the Wilton increase. Ms.
109 LaPlante responded property values and the way the tax apportions out; even a small percentage. When we break out
110 the tax rate it is based on ADM, average daily membership, the property assessed values; even one shift can offset
111 that a little bit more. Ms. Lavallee asked for clarification, if we take the funds that are "returned" to taxpayers and
112 the town uses that to pay off their portion of the tax rate, for taxpayers it appears that the schools tax rate didn't
113 change but the towns tax rate as gone down. Can they can use what we return to pay down the towns tax rate. Ms.

LaPlante responded no, our money, anything we don't spend or excess revenues gets returned as a credit off the total bill that is owed. Total amount approved, minus our hard revenues, minus what we didn't spend in the last year equals the amount we apportion between the 2 communities. Every dollar that we don't spend or any extra dollar for revenues goes right back to the taxpayers in that year. The communities can retain that and keep that, they can retain up to a certain percentage and they can have a healthy nest egg (not meaning that in a bad way). They can have a healthy fund balance to use in future years. Wilton, for example, is using theirs, a significant portion because of how the bridge was funded and they didn't end up paying all of it so rather than holding that for the future they gave that back this year. Lyndeborough typically goes anywhere from \$95,000 to \$140,000 and Wilton in some years have had in upwards of \$450,000-\$500,000 that they are reducing their portion of the tax rate by. The money we return we talk about heavily, on the town side it has to go through the Selectman and it is not, in her observation, is not as easily transparent and she has been on the municipal side, she can see the paperwork in her head. It is not that Wilton or Lyndeborough are doing anything nefarious, it is how it presents on documents, and it is digging through the behind the scenes tax rate documents that she can find that. Mr. Lavoie commented at every meeting we end up getting the question what does that equal per thousand on the average house in Lyndeborough and the average house in Wilton. He questioned if she has calculated that yet. Ms. LaPlante confirms she has not but will once we have a final budget number. He reminded her that last year the biggest obstacle was that Lyndeborough had their average cost per house but Wilton did not, and she may want to remind them that they need to get that number to her soon. She acknowledges this.

ii. Director of Student Support Services Report

Mr. Pratt reported he provided this document about 4-5 years ago and updated it. It talks about the BCBA, ABA/RBT role. He wanted to point out that he didn't include the paraeducators because they are well known, work in our schools and are the unsung heroes in our district; we have much to thank them for especially during this season. The BCBA is the chief analyst for behaviors in the district and works with the entire staff to integrate students who in our district are on the autism spectrum and more recently are having behavior issues. She is responsible for working with the ABA therapists who do a lot of direct service. RBT's are ABA's who take an exam and courses and get a deeper level of certification and we do encourage them to do that because the course and testing is very thorough. They don't work independently, always under the direction of SPED teachers, general education teachers or the BCBA and always it is a team approach with all our kids. He has never heard, "that is not my kid", "I am not assigned", that doesn't happen here but it does in other districts. He wanted to go over those definitions and talk a little about what they do for the Board and public. A question was raised when we talk about SPED services, are IEP's a part of that. Mr. Pratt responded it is part of the SPED process. A question was raised if we track how many people have IEP's this school year and going back 8 years. Mr. Pratt responded he could provide it for a moment in time. NHEIS, our SPED data system would have that. Mr. Allen questioned that in the last report or two you had said the number of SPED students was almost 23%, looking at numbers across the state it looks like it is growing every year, are we finding that here also, for example in 2018 would that be less at that time. Mr. Pratt responded it would be up and down he thinks, but he can look at the data. We have students graduating, moving in and out etc., it fluctuates. He will get the data. A question was raised what is the percentage of contracted therapists. Mr. Pratt responded we contracted with 2 ABA Therapists outside of our district employees and we did that due to specialized requirements that popped up and are on year-to-year contracts. As we go through the year, we will assess whether we will do that contract again. Ms. Lavallee spoke, looking at SPED through the years and some of the typical diagnosis that would trigger an IEP, in some literature she reads there seems to be an increase not necessarily in neurotypical disorders but also behavior disorders. Are we seeing an increase in the behavior disorders that may trigger an IEP or need for intervention, especially in the younger grades? She asks because there is the SPED process and the student, but there is also impact on the teachers and the general classroom. If we are seeing an increase in behavioral disorders in kids that would be otherwise be considered neurotypical, what is the impact we will see on the typical students in the classroom. Mr. Pratt responded that is a lot to talk about. She sees it in literature across the country and the state and it is a concern we all have in the back of our minds when we talk about special education. Mr. Pratt responds we are seeing kids who are not identified at all, no IEP, no 504 etc. kids just having behavior issues in the classroom. We see this kind of increase that is a bit unusual; we usually see it in the pathway. If you look this, it is happening all over. He is a little perplexed. We are lucky here and keep talking about the team approach; the guidance counselors do a lot of early radar stuff. You have that set of kids and then you have a set that have autism, behavior issues we are ready for those kids and then those in academics with behavior issues. Yes, we are seeing that increase, we have been able to intervene in the elementary school as we have the Student Support Center. Doing intervention ahead of time, bringing in families, and working with teachers. In the long run if you look at predictors the behaviors will continue. There is a lot of pressure on kids; it is not like we didn't have it before. We are always trying to stay ahead of it without using huge amounts of resources. Ms. Lavallee notes it worries her and all the strain it puts on teachers and other students and the kids who are having the behaviors. It is something we

should be aware of especially when talking about the elementary level. Mr. Pratt adds FAPE (Free And Public Education), we are always conscious about this but it doesn't mean it is gold star, we have to provide programming that allows students to have specialized instruction so they can keep up with their classmates and we have only so many resources to go around. Ms. Foss spoke, about in her field, Speech Language Pathologist (SLP), we have had to get several in to cover the increase of need for that service. If you look at the money, it is probably an increase. She gave Mr. Pratt a plug for getting the coverage, she has worked across the country and the fact that Wilton has a number of SLP's and kids are not going without services, there are a lot who are out 6-7 SLP's. If you think our money or contracted services is a lot try having a parent upset that their kid does not have services. Mr. Pratt thanked her and notes he believes in a past board report he spoke of the importance of contracted service staff, we want them to build deep relationships and they want to stay, it is a team approach. They like working here, sometimes they could make more money elsewhere and they choose to stay because here it is a team approach so we are happy.

iii. Director of Technology's Report/Technology Plan

Mr. Buroker reported business as usual, this is their slow season, and coding club has started. He spoke of the changes in the Technology Plan with the biggest failure being training. We tried a few popup professional learnings but there is never a good time for teachers to show up and it was poorly attended. He will look at other options. We need technology and risk training. He gave an example that one staff who didn't know that two fingers on the mousepad could be used to scroll up and down, training is important. He will look at doing micro lessons and emailing them out. H has some concern that people won't watch them. The other big change is the replacement cycle for hardware. The end life for Chromebooks went from 5 years to 10 years and as a result, he is recommending an 8-year cycle. We need to replace 12% of our hardware every year to stay current, which is a decrease from 20%. We will save a fair bit over the years. One of the big failings we have currently is when a teacher leaves for a meeting during the day they take their mobile device and that leaves the smartboard without a computer attached to it and in the case for a substitute, they are left adrift without the means of utilizing it. A question was raised are the Chromebooks are really lasting 10 years and what is he seeing on average. Mr. Buroker responded we get a sense of what goes bad first. We are offsetting hardware replacement with the supply budget for parts. He spoke of Chromebooks getting faster for no reason that he sees. At least from a technology perspective, they can keep up from a practical sense he believes but it depends on the student. Some that are returned look like new, and others less than that. An 8-year replacement cycle is what he is recommending and what we have changed it to.

iv. Curriculum Coordinator's Report

Ms. Dignan reported we have had a few new teacher meetings, we talked about parent teacher conferences and best teaching practices. As a staff, we talked about this in prior years but not with the new teachers. NH SAS (NH Statewide Assessment System) has new features for accessibility. Teachers have started already taking the assessments in order to proctor the test. We are planning to do some NH SAS modular this winter and early spring. Those are mini NH SAS's and students can see what the platform looks like, it is in one area of the test and she gave examples. It is not summative and doesn't count toward their assessment in the spring. Elementary grades 3-5 are piloting our new ELA program and we had some professional development for that. We are starting to do the NH SAS schedule for spring. We may have graduation early this year and want to do that before the spring escapes us. Mr. Allen about teacher observations and if they are ongoing and anything of note she is seeing. Mr. Allen spoke of being at the school, teachers ask him to stay for a bit in their classroom, and he observes. He noted that his kids seem to enjoy their classes and the challenge of their classes. Ms. Dignan responded that they are ongoing and has heard mostly from teachers, (we do a pre-observation, observation and post-observation meeting) that it is much more helpful than just the observation. Because we are having these conversations, teachers find they are doing things in a good way that they didn't know they were doing. They don't see their shining moments like the observer does. It is probably one of her favorite parts of her job. She gets to say these are all of the great things you are doing and these are some things that we can do to get even better. She has heard teachers appreciate those conversations.

VI. BOARD BUDGET & WARRANT DISCUSSION

Chairman Golding reviewed the budget has not been approved yet, we voted on the warrant article for the CIP at the last meeting and we are not putting forward a SPED warrant. The warrant for the SRO numbers are not finalized yet, he asked Ms. LaPlante to confirm. Ms. LaPlante confirms she intends to meet with Wilton to finalize and finesse it and hopes to have it for the first meeting in January. Chairman Golding asked Ms. Alley to speak about the budget committee's meeting. Ms. Alley reported there was a lot of public comments regarding concern for their taxes going up. The next meeting is on January 14 where they said they would vote. They didn't ask her to bring back anything to the Board specifically. When asked what the information they were waiting on she did not know. Ms. LaPlante voiced they heard the communities feedback and asked us to go back and do another look to see if we can make further reductions. Superintendent added the number was \$10,000-\$25,000 additional even though it is not a significant percentage; it is to continue the process of looking for potential cuts. It was noted there was a comment

regarding reducing the \$48,000 in toilet paper and maybe the teachers chipping in. Ms. LaPlante confirms those things are not calculated per student. Those lines are across the district and can be for toilet paper, paper towels, new keys etc. The classrooms supply costs are per student. Mr. Erb has reported a significant increase in the amount of toilet paper used especially at FRES over the years plus there is an increase in cost of materials. Superintendent confirms the Budget Committee wanted us to look to see if we could find another \$10,000-\$25,000 (he believes that is the number) in reductions and he is working with Ms. LaPlante and staff on that. We are at a place where we have really trimmed what we believe we can trim and it is right number for students and staff, if we have to make additional cuts, we will make the adjustments. He wanted to remind people that even though we are working on this year's budget, this is another exercise that we are looking at for years out also because it doesn't necessarily get any easier. While we are trying to meet the needs of the Budget Committee now we are also thinking of the next budget season. We have a strong CBA, which has had a positive outcome on recruiting and retaining staff where prior years we had to settle on staff and teach them how to become a teacher and work on their certifications etc. it is not like that this year. He wants to keep working with the Budget Committee they have been really supportive, it has been a win, win so far and wants to see if we can get to a place where they can take a vote on January 14. He confirms in 1st grade we are looking at enrollment in low 30's. We started the year with 534 overall and currently are at the same. The numbers are tricky, some days there are more needs identified in the 4th grade vs. 2nd grade. There may be multiple needs and higher percentages may require a smaller ratio. It may create in the long run a need for more resources for them to make progress. We are looking at numbers, trends and the dynamics of the grades and classrooms and that is where we are with elementary. At the MS/HS, we look at the numbers and course offerings. A brief discussion was had regarding if we can't add classrooms are we looking at support staff in a classes due to behaviors and making sure identified students have paras and there are other kids who may not have a 504 or IEP but are having behavior problems. Superintendent responded we are having those conversations, all the time and an all hands on deck approach is how to handle that. He gave examples. Kids are developing and growing and changing, it is important for us to stay focused, listen to our teachers and direct resources where they are needed. Part of the budget process is looking at that to meet the needs of the students and district. Chairman Golding voiced that we cannot do anything until the January 21 meeting regarding the budget or SRO warrant. Discussion was had if more specifics will be provided before it goes to vote. Superintendent responded that we presented it before with the police chiefs to the Board. Different schools have different needs and some for example would have them teach health class or law classes in the HS. There is a basic job description around safety, good communication and good relationships with kids, those details will be worked out in an MOU with the police department because the SRO is an employee of theirs but we want to have a common understanding of what it looks like. We want the communities to understand what the person would be doing and we want to give clarity around it and would need to be done before the vote. He confirms there will be some information we will not work out before the vote or share with the public such as details around what times they are in certain buildings, those we will never discuss. He spoke of talking to Mr. Boland, Lyndeborough's Town Manager, regarding the need for a police vehicle. There had been some comment previously about the need for one and it was an insightful conversation today with him. Do we really need \$85,000 for that (he thinks that was the number), but realistically if they got a new one would it really come to the SRO, those details we still have to work out with the Wilton Police Department before we can get a true cost and need to follow up on it. After his discussion with the town manager this afternoon, who oversees a police department, he was able to see it through a different lens. It was enlightening.

VII. POLICIES

a. 1st Read

i. BDF-Facilities Committee Goals and Preparation of Capital Improvement Plan

Ms. Lavallee reviewed this is the 1st reading. The Facilities Committee created the policy. We had NHSBA look at it, provided feedback and streamlined some of the language. She asked for questions or comments, none heard. She adds this is a new policy we do not currently have one. A question was raised what was the purpose of creating it. Mr. Allen responded the Facilities Committee at the time, one of the things we were concerned about was historically the CIP. What should be on it, why were things removed and no one knew about it. It was hard to manage. It can be a historical document now, a living document; we wanted a policy with those things on it, dollar thresholds and maintenance items coming up. We wanted it to be transparent to the public and useful for the Business Administrator. Ms. Cloutier-Cabral added when you are on the Facilities Committee especially as a newer group we were learning and trying to look at older documents and trying to find a roadmap of what we were doing. Not all the pieces of the puzzle were there. This document is important to drive that. The CIP maps out things for the future. Things were coming on and off willy-nilly, without any bad intentions. This keeps track of it and the public can look at it anytime and see how it is broken out. Mr. Allen gave examples such as planning for a large project and splitting the cost over years so that we have the funds when the project comes due. It also helps keep the tax rate flat. If you

determine you are not doing the project in a certain year there is now a record of why it was not done and not just taken off. Ms. Lavallee added she thinks it is good idea from the Board's perspective too because members change and we all have different experiences in different areas and for a long time we had board members on the board for 20 plus years and we lost that piece of history, this helps with that.

ii. BDFR-R-CIP Project Worksheet

Ms. Lavallee reviewed this is the 1st reading. She notes at the top of the form where it has \$10,000, it needs to be changed to \$20,000 to coincide with the policy. She asked for questions or comments, none heard. This will move forward for a 2nd reading.

iii. EH-Public Access to School District Records

Ms. Lavallee reviewed this is the 1st reading. The revisions are the result of an extensive update to EH-R, which is up next. They are a result of HB 286, and extensive because they now require written statements identifying specific exemptions plus caveats of when a record is withheld from disclosure and updates for electronic communications. We took information in BEDG-R and added it to EH-R and after these are accepted, she will bring BEDG-R for withdrawal, as it will not be needed. She asked for questions or comments, none heard. This will move forward for a 2nd reading.

iv. EH-R-Public Access to School District Records-Procedures for Public Access to District Records "Right to Know Requests"

Ms. Lavallee reviewed this is the 1st reading. She explained the changes in the previous policy. She asked for any questions or comments, none heard. This will move forward for a 2nd reading.

v. IGA-Curriculum Development

Ms. Lavallee reviewed this is the 1st reading. This policy has not been updated since 2010. We added the curriculum coordinator language and legislative updates and DOE updates. She met with the curriculum coordinator to put this together. Content was taken from policy IGD and added to this because we had 2 short policies that were related and it made sense to add them into one. She will withdraw IGD after this is approved. She asked for questions or comments, none heard. This will move forward for a 2nd read.

vi. IMGB-Therapy Animals

Ms. Lavallee reviewed this is the 1st reading. This was a new policy developed as requested by administration to have it in place in case we have therapy animals. She knows one of the Wilton police officers will bring his dog in and the kids love it, it's a great icebreaker. We wanted this in place in case it is needed in the future. She asked for questions or comments, none heard. This will be moved forward for a 2nd reading.

vii. EH-F (1)-Request for Waiver of Electronic Communication Record Charge

Ms. Lavallee reviewed this is the 1st reading. This is a waiver for fees for electronic communications and is related to EH-R. There is also EH-F 2, which is an affidavit of indigency so they do not have to pay for it. She asked for questions or comments none heard. This will move forward for a 2nd reading.

viii. EH-F (2)-Affidavit of Indigency for Waiver of Electronic Communication Charge

See EH-F. No questions or comments, this will move forward for a 2nd reading.

b. 2nd Read

i. EBCA-Crisis Prevention and Emergency Response Plans

Ms. Lavallee reviewed this is the 2nd reading; no new changes were made since the last reading. She asked for any questions or comments, none heard.

ii. EBB-School Safety

Ms. Lavallee reviewed this is the 2nd reading; no new changes were made since the last reading. She asked for any questions or comments, none heard.

iii. EBCG-Communicable and Infectious Diseases

Ms. Lavallee reviewed this is the 2nd reading; no new changes were made since the last reading. She asked for any questions or comments, none heard.

iv. EBCD-Emergency School and District Closings

Ms. Lavallee reviewed this is the 2nd reading; no significant changes were made since the last reading. No questions or comments heard.

A MOTION was made by Ms. Lavallee and SECONDED by Ms. Cloutier-Cabral to accept policies EBCA-Prevention and Emergency Response Plans, EBB-School Safety and EBCG-Communicable and Infectious Diseases and EBCD-Emergency School and District Closings, all as written.

339 *Voting: all aye, motion carried.*

340 **VIII. ACTION ITEMS**

341 **a. Approve Minutes of Previous Meeting**

342 *A MOTION was made by Mr. Lavoie and SECONDED by Ms. Foss to approve the minutes of December 3, 2024 as*
343 *written.*

344 *Voting: seven ayes; one abstention from Ms. Alley, motion carried.*

345 **IX. COMMITTEE REPORTS**

346 **i. Budget Liaison**

347 Ms. Alley did not have anything additional to add, she reported out during the budget discussion.

348 **X. PUBLIC COMMENTS**

349 The public comment section of the agenda was read. Online audio was only going one way. There was no public
350 comment.

351 **XI. SCHOOL BOARD MEMBER COMMENTS**

352 Ms. Alley thanked Ms. LaPlante for being capable of answering literally every question thrown at her. Ms. LaPlante
353 mentioned in her report that she cared greatly about the process and Ms. Alley voiced that she appreciates her being
354 open, clear, and able to answer their questions. Ms. Alley thanked Mr. Buroker for all his work on technology and
355 making the Chromebooks a science when it comes to being able to figure out when it needs to be replaced. She likes
356 the idea of an SRO but wants to see more details about what they will do in the district. It is a big deal and having all
357 the towns do warrants for it and wants it as clear as possible.

358 Ms. Cloutier-Cabral commented the tax bill coming during the holidays is difficult for everyone. It puts a lot of stuff
359 into question but it is important to remember how hard administration and teachers work and having a fully staffed
360 district comes with a price. This has been the smoothest year that she has seen before. Thanks for all your hard work
361 and remember how special you are.

362 Mr. Allen echoes what Ms. Cloutier-Cabral said. He feels this has been for the time he has lived here one of the best
363 years we have seen. It is incredible the quality and dedication of the teachers we have been able to maintain. The
364 legitimate questions or complaints we hear are fewer and more direct as opposed to in the past blanket complaints.
365 There are very inquisitive questions to understand things. He loves it when people show up to a Budget Committee
366 meeting because when you see how the budget is put together and you go line by line, see what is in there and see
367 what it costs to run the district. You can look at those lines and recognize any single line you decide to pull out has a
368 direct impact on students. He appreciates administration for taking it seriously and looking at it from a total
369 perspective, how we can provide the best quality education for our students and still be mindful of our neighbors who
370 pay for it.

371 Mr. Zavgren seconds Mr. Allen's comments.

372 Mr. Lavoie voiced that basketball has started! Mr. and Mrs. Lavoie saw a need or an opportunity to start and open
373 gym for kids in 5th grade through 8th grade. The first one was Sunday and we had 20 plus kids turn out. He thanked
374 Ms. Nantel for being the staff volunteer they needed and Ms. LaPlante for doing the legwork on the insurance issues
375 they had to work out. It is 2:30pm on Sundays after the men's league. Both the boys and girls varsity had wins last
376 night vs. Sunapee. He would like to see our sports program pushed and include assistant coaches for all sports.
377 Hopefully with a little more help from some assistant coaches and the coaches they have now we will see some
378 dividends at the HS level in a few years. He spoke of being at another school in another district and expressed that
379 we should be really proud of our school building conditions, it is a testament to Mr. Erb and his crew. At this other
380 school not that far from here our gym puts theirs to shame from the rugs you walk in on to the paint peeling on the
381 walls. We really have a nice school. Look at the room we are in tonight, it is beautiful. We should be proud and
382 spread that. As people who represent our school, we are representatives of school and should be proud of that and
383 spread the word, the negatives and stereotypes of this school are just not true. Ms. Lavalley commented she loves to
384 hear that as someone who went here. We would hear that in other communities and she never quite understood it or
385 felt it was true. She feels like we have a great school and not just the athletic fields. We have a great teaching staff
386 too. She has been working with the Chairman on our yearly report letter, did some numbers with the curriculum
387 coordinator and we should celebrate our NH SAS scores for science. We were at 49% from 29% and the state
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average is 36% that is amazing. This report is based on last year and shows we are moving in the right direction. We had 100% graduation rate, that's above the national and state average. We have a lot to celebrate and the more we get that out there the better. She thinks that demonstrates what we are doing with our budget. People can see where the money is going but also see some of the positive results that are coming out of it. She thinks it is great that the Superintendent and WLC are working to increase the opportunities we have for kids like the swim team this year and hope to have a tennis team this year; the courts are done and have unified basketball. By us building relationships with other schools, we can maintain what is special about our district, these partnerships can provide more opportunities, and she is trying to celebrate our accomplishments.

Superintendent asked to speak. He informed the group that a student of ours has been accepted to Dartmouth College that is pretty impressive to be accepted by an Ivy League School. It is not necessarily public knowledge yet. What it tells him is if a student has their mind made up and they driven and motivated the quality of education is here for them to achieve anything they want including being accepted into a good school that is incredibly selective. The wait list is insane. People don't apply because they know they can't get in and we are talking about class valedictorians, 4.0's, and captains of their sports teams and everything else. We are really proud of that and the other thing is our SAT scores are higher than 5 schools in our region. He doesn't want to name them but they are schools that have always been identified as better schools and he proud to say that our SAT scores in both math and reading together and separately are higher. These schools have a pretty significant presence in our region and there's a lot of other good data too.

Mr. Allen voiced that Ms. Hall and Mr. Scalisi at the Art Festival did a bang up job. Talk about teachers who take time out of their day to add value. Our kids sold art for a decent amount of money and don't forget the Nutcracker is Friday.

Chairman Golding added our teachers work extremely hard and don't seem to get enough public recognition for what they do. All we have been hearing since the tax bills have come out is that our teachers forced our hand to give them a giant raise and that is the furthest thing from the truth. They hadn't had a raise in 5 plus years and deserve every penny they got and the improvement we see in the test scores and the amount of time they stay to catch up and tutor to make sure our kids learn is phenomenal on their part. He appreciates everything they do for our district.

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

A MOTION was made by Ms. Lavallee and SECONDED by Ms. Foss to enter Non-Public Session to review the non-public minutes RSA 91-A: 3 II (C) at 7:53pm.

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

RETURN TO PUBLIC SESSION

The Board entered public session at 7:57pm.

Nonpublic minutes of December 3, 2024 were approved and made public.

XIII. ADJOURNMENT

A MOTION was made by Mr. Lavoie and SECONDED by Ms. Lavallee to adjourn the Board meeting at 7:58pm.

Voting: all aye, motion carried.

Respectfully submitted,

Kristina Fowler

**Nonpublic Session Minutes
Wilton-Lyndeborough Cooperative School District
Lyndeborough Central School**

Date: 12/17/24

Time: 7:53pm

Members Present: Dennis Golding, Brianne Lavallee, John Zavgren, Geoff Allen, Michelle Alley
Tiffany Cloutier-Cabral, Jonathan Lavoie, and Diane Foss

A MOTION was made by Ms. Lavallee and SECONDED by Ms. Foss to enter Non-Public Session to review the non-public minutes RSA 91-A: 3 II (C) at 7:53pm.

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

Specific Statutory Reason cited as foundation for the nonpublic session:

____ RSA 91-A:3, II(a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

____ RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

 x RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

____ RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

____ RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

____ RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

Roll Call vote to enter nonpublic session:

Dennis Golding	Aye
Tiffany Cloutier-Cabral	Aye
John Zavgren	Aye
Brianne Lavallee	Aye
Michelle Alley	Aye
Geoff Allen	Aye
Diane Foss	Aye
Jonathan Lavoie	Aye

Entered nonpublic session at 7:57p.m.

Other persons present during nonpublic session: Superintendent Peter Weaver and Clerk Kristina Fowler

Description of matters discussed and final decisions made: Nonpublic minutes of December 3, 2024 were reviewed.

*A MOTION was made by Ms. Lavallee and SECONDED by Mr. Lavoie to make the nonpublic minutes of December 3, 2024 public and approve the same non-public minutes as written.
Voting: seven ayes, one abstention from Ms. Alley, motion carried.*

Note: Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

*A MOTION was made by Mr. Lavoie and SECONDED by Ms. Lavallee to exit the Non-Public Session at 7:57pm.
Voting: all aye, motion carried.*

Public session reconvened at 7:57p.m.

These minutes recorded by: Kristina Fowler