

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING
Thursday, August 29, 2024
Wilton-Lyndeborough Cooperative MS/HS
6:30 p.m.

Videoconferencing: meet.google.com/jyt-bgox-kby

Audio: [+1 413-341-8730](tel:+14133418730) PIN: 644 776 414#

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- I. CALL TO ORDER**
- II. APPROVE MEETING MINUTES**
 - a. 12/6/23**
 - b. 4/30/24**
 - c. 5/28/24**
- III. OLD BUSINESS**
 - a. Pending Policy Updates**
- IV. NEW BUSINESS**
 - a. Legislative Update**
- V. PUBLIC COMMENT**
- VI. SET NEXT MEETING DATE AND AGENDA**
- VII. ADJOURNMENT**

**WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING MINUTES
Wednesday, December 6, 2023
Wilton-Lyndeborough Cooperative MS/HS-Library
6:00 p.m.**

- I. CALL TO ORDER** *meeting was called to order at 6:05pm, Brianne Lavallee and Jonathan Lavoie present Peter Weaver online*

- II. ADJUSTMENTS TO AGENDA** discussion was had that Tiffany was working on EBCA and has numerous recommendations for the committee but with her absence it may be better to wait for her to finalize the policy

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to remove EBCA-Emergency Plans from the agenda and place them on the next agenda. Voting: 2 ayes, motion carried.

- III. REVIEW MEETING MINUTES
09/19/23**

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to accept the minutes as written. Voting: 2 ayes, motion carried.

- IV. OLD BUSINESS**

- a. BDFF - Facilities Committee Goals and Preparation of Capital Improvement Plan :** Brianne Lavallee provided update, policy in review per direction of the board; Facilities Committee completed a first draft and provided it for review; policy was then forwarded to the NHSBA lawyer for review, following his feedback and cross reference with our current policies, and the NHSBA sample policies related to facilities this draft was created and includes questions/clarifications for Facilities Committee; the updated policy has been provided to Facilities to review. Additions to note include specific provisions relating to statutory rights charter schools have to school district property when the district is neither using the property and has no plan to use it within two years. It also accounts for new statutory obligations germane to unused facilities lacking in an official plan pursuant to RSA 194:61, as effected in HB 278. Under RSA 194:61, the District is required to submit a list of "unused facilities" to the DOE no later than January 1, 2022, and updated plans each July 1 thereafter. Sept. 2023; sample revised to reflect passage of HB365 which amended RSA 198:15-a. Discussion was had regarding feedback, Geoffry Allen is working on comparing the updates to his notes, Dennis Golding had agreed with the opinion that F1 subsection J conflicts with current policy, requested we discuss having the BA as a regular participant, clarification regarding "Director of Maintenance" vs. "Facilities Director" and review wording of the Budget Committee title. Discussion was had regarding fixing the sections "D1" should read "A" and "F1" should read "C" Discussion was had regarding adding "Shall tour and review all District facilities at least once annually." after Section C. c. Discussion was had that we can clean it up and send our changes to the facilities committee to have them clean it up and trim it down significantly. Brianne Lavallee will send it to Geoffry Allen, Facilities Chair to follow through with making the changes we are suggesting.

- b. JLCF-Wellness Policy:** Brianne Lavallee provided an update, policy has been under revision in past few meetings, JLCF was completely revised to conform to current federal regulations pertaining to school lunch and school breakfast programs, and N.H. Department of Education guidelines and to reflect SB 233 (2022 N.H. Laws Ch. 149) which amended RSA 200:11-b; discussion was had regarding Administration update after their review, it was noted that many of the links did not work, we will have to ask Nick to help with this, Also discussion was had regarding the request to change September 30th to October 15th; discussion was had regarding the verbiage in the water bottles section, number 3 “are filled exclusively with water” administration requests we discuss alternative verbiage. We still need to add the hyperlink to either the NHIAA (New Hampshire Interscholastic Athletic Association) or NFHS (National Federation of State High School Associations). Discussion was had regarding deleting the “Building Coordinator” wording throughout the policy and Peter Weaver will check over page 5 and it can go to the board if Admin has no further changes.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board after administration reviews the policy. Voting: 2 ayes, motion carried.

- c. JLCJ-Concussions and Head Injuries :** Brianne Lavallee provided updates completed as discussed at last meeting and a recommendation made to withdraw JHCI and JHCI-R once adopted.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

V. NEW BUSINESS

- a. EEA - Student Transport Services :** Brianne Lavallee provided an update, this policy was reviewed after Administration had requested we look at it; Student policy was revised generally with duplicative language or content in the former version replaced with references to other applicable policies and procedures. Also, the revisions add a Transportation Coordinator, a position that was formerly referenced in many NHSBA samples but not specifically established. Clarification was added via an “Authorized Transportation Providers” subsection to define applicable services in accordance with the new contracted carrier provisions in SB 147 (Part III), which will be codified as RSA 376:2, VII. Revisions also included addition of the new requirement to provide transportation services to students attending CTE and alternative programs in accordance with RSA 188-E:8 (SB 148, Pt II). September, 2016: Amended to allow charter school pupils access to traditional transportation services under RSA 194-B:2, V.; discussion was had regarding the language in section A. paragraph 4 “or non-public schools...” Is this actually required if it’s a “private school” the language of RSA :

I. Any school district legislative body may vote to designate one or more of its schools as a chartered public school.

II. Every chartered public school shall make available information about its curriculum and policies to all persons, and parents and pupils considering enrollment in that school.

III. There shall be no application fee for pupil admission to any chartered public school.

IV. All chartered public schools shall accept qualified pupils from any school district. A pupil who meets the admission requirements of a chartered public school, and who is a resident of the district where the school is located, shall be given absolute admission

preference over a nonresident pupil. Once admitted and unless expelled, chartered public school pupils need not reapply for admission for subsequent years.

V. Attendance at a chartered public school for the purposes of transportation shall not constitute assignment under the provisions of RSA 189:6 and RSA 189:8. Pupils who reside in the school district in which the chartered public school is located shall be provided transportation to that school by the district on the same terms and conditions as provided for non-chartered public schools in the district and utilizing the same regular bus schedules and routes that are provided to pupils attending non-chartered public schools within that district.

VI. Upon approval by each of the district's legislative bodies and after a public hearing, 2 or more school districts may consolidate otherwise eligible resident pupils into one applicant pool for the purposes of an admissions lottery for designated chartered public schools.

VII. A chartered public school may be physically located outside the district establishing it, but shall be deemed within the school district for purposes of RSA 194-B.

Discussion was continued regarding the related policies, there will need to be a thorough review since many have not been updated since 2010 and may contain conflicting information; Kristie Laplante provide feedback regarding EEA-R having redundant language, NHSBA withdrew this policy in Sept 2021 for this reason, recommendation to withdraw it; EEAE needs the addition of #6 audio and video recording in relation to student discipline proceedings; EEAG will need significant updates and JICC will too. Brianne will work on this with Kristie LaPlante and bring final recommendations to the committee at the next meeting for final review.

- b. DFGA-Crowdfunding :** Brianne Lavallee provided an update, policy was created at the request of Administration; discussion was had regarding the dollar amounts in this sample; they are intended to align with the amounts found in policy KCD because some of the amounts included in sample KCD are limited by statute. Our policy KCD was last updated in 2012 so it needs updating to reflect 2023 passage of HB207, which amended RSA 198:20-b, and increased the amount from \$5,000 to \$20,000 of unanticipated revenue a school board may accept without the need for 7 day notice and public hearing. Decision to remove 2nd paragraph, section B, section C to remove the beginning of the sentence, and remove section 5. KCD needs to be changed and added to our next agenda as well.
- c. JH - Student Absences and Excuses :** Brianne Lavallee provided update, policy review was requested by Administration; discussion was had regarding changing the name to "Attendance, Absenteeism, and Truancy"; discussion was had regarding proposed changes from Administration

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- d. BBBE - Vacancies and Unexpired Term Fulfillment :** Brianne Lavallee provided update, policy revision at the direction of the board; substantially revised to: (a) include the statutory provisions and reference for the definition of a vacancy; (b) include 2021 amendments to RSA 671:33 (see, HB409 regarding determination of term fulfillment, and HB2 (2021 Session Laws Chapter 91 Section 318), regarding the manner in which at-large seats in cooperative districts are filled); (c) add "Vacancies" to the title; and (d) clarify that the statute applicable for most school board/officer vacancies is RSA 671:33, and not RSA 197:26). The comprehensive revisions also reflect some of the more nuanced or

hard-to-find legal requirements pertaining to vacancies so we can ensure consistency in our practice.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- e. **JKAA - Use of Child Restraint and Seclusion** : Jon Lavoie provided update, policy review required related to legislative update; This required policy seems to include our JKAA-R within it now. We should delete JKAA-R from our policy list after adopting the new JKAA. Our current JKAA has a preamble that I'm not sure is required. Discussion was had regarding section D line 2 Suggestion made to remove "district and" Peter Weaver will have Ned Pratt review our recommendations and get back to us with input.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption after Administration double checks it. Voting: 2 ayes, motion carried.

- f. **ACN - Nursing Mother Accommodation** : Jon Lavoie provided update; policy in review related to legislative requirements; discussion was had that it is now a required by law policy, Effective for 2023, both the state and federal legislatures (respectively, HB 358 and the Pump for Nursing Mothers ("PUMP") Act) passed laws mandating – with limited exceptions - accommodations in the workplace for employees who are nursing. Both statutes only apply to employees. However, students who are nursing are protected from discrimination under other statutes like Title IX and RSA 193:38, such that denying reasonable accommodation is discriminatory and exposes a district liability. As such, districts with high schools or other schools anticipating the possibility of students who have such needs may wish to adopt a singular policy for both students and employees. Discussion was had regarding the two options for wording in NHSBA sample, recommendation after discussion is to go with option 2.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption with changes as discussed Voting: 2 ayes, motion carried.

- g. **EFAA - Meal Charging** : Jon Lavoie provided update, policy in review following Administrative request; Policy was shared with Megan Nantel and Kristie Laplante; recommendations for minor grammatical changes as well as the following:

- 1) page 2 "Parental Restriction on Use of Student Meal Account" section removing the word establishing and replace with funding
- 2) page 3 recommendation to remove paragraph 4 and 5 and replace with "The District will enroll students found to be categorically eligible by the State of New Hampshire into the free and reduced meal program. When eligibility is established, the District will apply the earliest effective date permitted by federal and state law."
- 3) page 4, remove paragraph 4 and 5 and replace with "If the account continues to accumulate debt to negative \$50 or more and the parents/guardians do not respond to emails and/or phone calls, the District will send a letter to the parents/guardians directing them to have their student bring meals from home and cease utilizing the school meal program. If the student continues to use the school meal program, a second letter will be sent to the parents/guardians using certified mail return receipt requested."
- 4) Adding to the end of page 5 "There are situations in which students possess positive balances in their food service account either at the end of high school or because of leaving the District. The Food Service Director will notify those account holders in late

May of each school year of positive balances so they may be exhausted prior to the end of the school year or transferred to a sibling. Graduated students or students who have left the District have until October 1st of the following school year to request a reimbursement. After October 1st, any account balances under \$10 of graduated students or other students who have left the District will be retained by the Food Service Fund.”

Discussion was had regarding the legality of the proposed changes above, Administration will need to review again and bring back for our next meeting.

- h. EHAB - Data Governance :** Brianne Lavallee provided update; policy in review in response to legislative changes; updated definitions with cyber security incident September 2023, revised EHAB by adding paragraph B.1(f), and second paragraph to Section G, both in response to passage of SB213, amending both RSA 189:66, V and RSA 189:70, IV(b). Also added "PII" to definition of confidential data in Section A. Revised Section B(1)(d) and Section F reflect the 2022 passage of HB1277 enacting new RSA 31:103-b (applicable to school districts as political subdivisions of the state), as well existing 359-C:19-21, regarding cybersecurity incidents and data breaches respectively; also updated legal references and added additional reference to and resources from the New Hampshire Department of Education. Nick Buroka has not yet reviewed it but changes are minor so we will move it forward and ask for his input, we can make changes at the board discussion if necessary.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- i. BEDG - Meeting Minutes :** Brianne Lavallee provided update; review in response to legislative changes; revised to reflect the passage of HB321 (amending RSA 91-A:3, III relative to reviewing previously sealed minutes), with additional minor grammatical or formatting revisions throughout, e.g., §4, and ¶4.2.c . also a General re-write, merged minute sections regarding non-public sessions from BEC, restructured generally, and also included references reflecting 2021 amendments to RSA 91-A:3. Revised to reflect 2018 N.H. Laws Ch. 244's requirement that minutes include the identity of members making the first and seconds of all motions. Additional revisions to the policy are included to more clearly reflect the process for sealing non-public minutes. Revised to include requirements of 2017 N.H. Laws Ch. 234 concerning inclusion on a district website of board minutes – or a description of where and when minutes may be inspected. Additional revisions clarified requirements for content of minutes, availability of draft minutes. Discussion was had that we prefer option 2 for the review of the old minutes process so that will be the one we present to the board.. Related policy EH has not been updated since 2010, NHSBA updated theirs in 2019. Also noted that NHSBA has policy EH-R, which we do not have but it is an Administrative procedure that outlines how the public can make a right to know request and how the admin should follow through with it? Shall we look into adopting it? BEC was last updated by us in 2010, NHSBA did theirs in 2021 when elements of BEC that were specific to non-public minutes were moved to sample policy BEDG such that all minutes provisions are in one comprehensive sample policy. Additional changes to BEC include language clarifying on the one hand that non-public sessions may only occur during a public meeting, on the other hand may occur even if there is no reference on the meeting notice or agenda that such a session might occur. Final revisions include reference to Ed 303.01 directing Boards to require the presence of the Superintendent/designee at Board meetings, as well as a reminder that information discussed in non-public is confidential. We still have BEDG-R but it was withdrawn by NHSBA in 2019 and replaced by EH-R; EH-R is more clear and updated in regards to electronic records, I recommend we look at changing to EH-R and withdrawing BEDG-R.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- j. GBCD - Criminal Background** Peter Weaver provided an update, changes made in response to new legislation; revised to reflect: (1) passage of SB39, which reversed the 2020 legislation making the state responsible for criminal history records checks for transportation monitors, and (2) passage of SB136, prohibiting employment or appointment as volunteers of educators whose credentials have been revoked or are under current suspension. The changes relative to bus monitors are found in D.2 and footnotes 5 and 10, and the changes relative to suspended/revoked credentials are found in Section B. The only other significant change is found in Section D.5, wherein language allowing the Superintendent to share information about a criminal record for misdemeanor hires has been revised, with modifications to footnote 8 made to explain options the Board has for a district's policy concerning hiring of persons whose criminal history records check reveals charges, whether convicted or not, for non-section V offenses, and possible charges of Section V offenses that were later pled down or dismissed. Additional minor revisions throughout for clarification and/or style.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- k. KD - School District Social Media Websites :** Peter Weaver provided an update; review made following a discussion at the board level; we will change "twitter" to "X"

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- l. Withdrawn Policies Audit Results :** Brianne Lavallee provided an update; the list pulled from NHSBA contained 11 policies that they have withdrawn and we have in place. Some can be withdrawn now if we send a recommendation to the board; others will need to be incorporated into other policies and then withdrawn;

- VI. PUBLIC COMMENT** Dennis Golding, Wilton, in regards to policy EFAA I would like to add that I do not agree with the wording "making student bring own lunch" that was discussed and suggests you do not include that language

VII. SETTING NEXT MEETING DATE AND AGENDA

- a.** JCA - 2023 passage of SB77 may prompt changes
- b.** Transportation policies
- c.** Inventory Management Policy
- d.** EHB and EHB-R

VIII. ADJOURNMENT

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to adjourn Voting: 2 ayes, motion carried.

Meeting Adjourned at 7:40pm

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING
Tuesday, April 30, 2024
Wilton-Lyndeborough Cooperative MS/HS-Library
6:00PM

I. CALL TO ORDER *meeting was called to order at 6:00pm, [Brienne Lavallee](#) and Cynthia Foss present, Peter Weaver online*

II. REVIEW MEETING MINUTES

a. 12/6/2023 *discussion was had that Cynthia Foss was not on the committee in 12/06/2023 and Brienne Lavallee was the author of the minutes so with Jon Lavoie's absence minutes approval will be postponed until next meeting*

III. OLD BUSINESS

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

i. BDF-R - Project Request Worksheet

Discussion was had that the policies we had updated were sent to Facilities Committee with our feedback, we have not heard back from Facilities with any update. Follow up email will be sent to inquire on progress. Items will be added to the next meeting's agenda.

b. EBCA - Emergency Plans *discussion was had regarding the document provided by Tiffany Cloutier Cabral with an overview of all related policies and potential recommendations. Peter Weaver will take over the work on this policy and all the related policies and bring a suggestion forward in a future meeting.*

i. EB - Safety Program *discussion was had related to this policy being obsolete and will be incorporated into EBCA, was changed to a "recommended policy" instead of a "required" policy by NHSBA in 2020 because provisions relative to general safety plans and programs which are now addressed in EBB*

A MOTION was made by Brienne Lavallee and SECONDED by Cynthia Foss to send the recommendation to withdraw policy EB to the Board Voting: 2 ayes, motion carried.

ii. EBB - School Safety Program *discussion was had regarding the draft policy, Peter Weaver will continue work on this as it is related to EBCA*

c. EEA-Student Transport Services *Discussion was had regarding the work on these policies, [Kristie LaPlante](#) and [Brienne Lavallee](#) have reviewed EEA and all our related policies, many had not been updated since 2010 so a complete overhaul was completed including all legal updates and policy name changes, withdrawal recommendations. EEA now establishes general transportation policy with duplicative language or content in the former version replaced with references to other applicable policies and procedures. Clarification was added via an "Authorized Transportation Providers" subsection to define applicable services in accordance with the new contracted carrier provisions in SB 147 (Part III), which will be codified as RSA 376:2, VII. Revisions also included addition of the new requirement to provide transportation services to students attending CTE and alternative programs in accordance with RSA 188-E:8 (SB 148, Pt II) and amended to allow charter school pupils access to traditional transportation services under RSA 194-B:2, V. Discussion was had regarding language required related to charter schools.*

A MOTION was made by Brienne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt the new policy EEA to the Board Voting: 2 ayes, motion carried.

Respectfully submitted [Brienne Lavallee](#)

49
50 **i. EEA-R - Procedure for Requesting Bus Stop Change:** Discussion was had regarding the first draft
51 of this new form, our current EEA-R policy is one similar to the NHSBA policy that was withdrawn
52 in 2021; this example was recommended for use by Administration
53

54 A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the
55 recommendation to adopt updated policy EEA-R to the Board Voting: 2 ayes, motion carried.
56

57 **ii. EEAE - School Bus Safety Program** Amendments were made to this policy to clarify drug and
58 alcohol testing policies for contracted carriers, in accordance with the new contracted carrier
59 provisions in SB 147 (Part III), which will be codified as RSA 376:2. Additionally, some duplicative
60 language has been replaced with references to other applicable sample policies.
61

62 A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the
63 recommendation to adopt updated policy EEAE to the Board Voting: 2 ayes, motion carried.
64

65 **iii. EEAE-R - Regulations for Students Riding Buses** Discussion was had that NHSBA had changed
66 this policy and incorporated the language that was previously found in their old policy EEA-R;
67 guidelines have been updated and cross referenced by Administration
68

69 A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the
70 recommendation to adopt updated policy EEAE-R to the Board Voting: 2 ayes, motion carried.
71

72 Discussion was had that it is recommended by the committee for Administration to send out yearly at the
73 start of the school year for parents to reference.
74

75 **iv. ECAF - Audio and Visual Surveillance on School Buses** Amendments to this sample policy were
76 made to clarify its relationship with Policy EEAA, to emphasize that audio recordings carry
77 separate restrictions, to indicate methods of notification, and to include parents as having a right
78 to view recordings when appropriate in disciplinary proceedings. The policy was also revised to
79 incorporate the statutory limitations on viewing and retaining audio recordings created on school
80 buses.
81

82 A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the
83 recommendation to adopt updated policy ECAF to the Board Voting: 2 ayes, motion carried.
84

85 **v. JICC - Student Conduct on School Buses** Updates from NHSBA included the clarification that the
86 District has authority over student behavior on any official District transportation. We have also
87 incorporated the content from policy JICC, old EEAE-R, and our old EEA-R. Discussion was had
88 that legal references need to be added.
89

90 A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the
91 recommendation to adopt updated policy EEA-R to the Board Voting: 2 ayes, motion carried.
92

93
94 **vi. JICC-R - Student rules and Conduct on Bus** Discussion was had that this policy was incorporated
95 into JICC and will be referenced in the student handbooks.
96

97 A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the
98 recommendation to withdraw policy JICC-R to the Board Voting: 2 ayes, motion carried.
99

vii. **EEAEC - Student Conduct on School Buses:** Discussion was had that this information is included in JICC so we can withdraw it. NHSBA withdrew this years ago

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to withdraw policy EEAEC to the Board Voting: 2 ayes, motion carried.

viii. **EEAG - Use of Private Vehicles to Transport Students** The NHSBA policy was looked at and their sample policy was amended to clarify that contracted carriers are not characterized as private vehicles, in accordance with the new contracted carrier provisions in SB 147 (Part III), which will be codified as RSA 376:2. They added the following sentence to paragraph three after the sentence ending in "safety standards" : "If operating a vehicle owned by a contracted carrier of passengers, and designed to transport 16 or more passengers (including the driver), the provisions of Policy EEAE apply in place of this paragraph. Discussion was had regarding the need to add this language.

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt policy EEAG with the addition of the language discussed to the Board Voting: 2 ayes, motion carried.

ix. **EEAG-R - Statement of Insurance on Private Vehicles** : Current NHSBA policy reviewed, no changes are recommended at this time. Review date will be added to policy.

d. **DFGA - Crowdfunding**, This policy was created per the request of administration and language included per Admin's request, cross reference completed with policy KCD

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to send policy DFGA to the Board Voting: 2 ayes, motion carried.

e. **EFAA - Meal Charging** This is a required policy, we have been working on it in committee, the final draft was reviewed by Administration and all changes are in the draft presented tonight.

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to send policy EFAA to the Board Voting: 2 ayes, motion carried.

f. **Withdrawn Policies Audit** discussion that this is still in progress, we will continue to work on it and bring recommendations forward to the committee next meeting.

IV. NEW BUSINESS

a. **KCD - Acceptance of Gifts** this policy was revised principally to reflect 2023 passage of HB207, which amended RSA 198:20-b, and increased the amount from \$5,000 to \$20,000 of unanticipated revenue a school board may accept without the need for 7 day notice and public hearing. Additional revisions made included: (1) change the classification from optional to recommended, (2) increasing amount Superintendent may accept from \$500 to \$2,500 (this amount is not one set by statute, but rather policy, so the board can allow any amount here up to \$19,999), and (3) language added to better coordinate the sample with the sample DFGA relative to crowdfunding efforts. See also adoption notes a and b, above. It was also revised to include and clarify the treatment of small "gifts" by staff and to provide that pre-approval is required for soliciting gifts that will be made to the District, including use of web sites like crowdfunding

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to send policy KCD to the Board Voting: 2 ayes, motion carried.

- 149
- 150 **b. EHB - Data/Records Retention** *Our current sample is included in the packet, it was last updated in*
- 151 *2010 but NHSBA last updated theirs in Aug. 2022, revised to include more specific provisions*
- 152 *relating to destruction of records, and clarify relation to District Record Retention Schedule. In*
- 153 *Sept. 2018, revised to (1) reflect the 2018 passage of HB 1551 which added new section RSA 186-*
- 154 *C:10-a regarding destruction of special education records and (2) include information pertaining*
- 155 *to digital or electronic records. In May 2018, minor style and grammatical changes and in May*
- 156 *2017, revised to (1) comply with 2017 N.H. DOE rule requires a policy on the retention and*
- 157 *destruction of special education records and (2) add information regarding litigation holds or*
- 158 *receipt of a Right-to-Know law request. Discussion was had that we should research the policy*
- 159 *more and discuss at our next meeting.*
- 160 **c. EHB-R - Local Records Retention Schedule** *Our policy seen in the packet tonight was last updated*
- 161 *in 2010, NHSBA updated theirs in 2017; Discussion was had that we should research the policy*
- 162 *more and discuss at our next meeting.*
- 163 **d. EH - Public Use of School Records** *Our last update was in 2010; NHSBA updates included*
- 164 *November 2019, the subject matter of the earlier version of this policy was merged with the content*
- 165 *of the overlapping/redundant BEDG-R, and re-codified as new procedural document EH-R. BEDG-*
- 166 *R has been withdrawn from the NHSBA sample policy/appendix manual. New sample EH-R is based*
- 167 *on former BEDG-R, but also includes revisions to reflect legislative changes to RSA 91-A:4, IV by*
- 168 *2019 N.H. Laws Ch. 163 (HB 286) and Ch. 107 (HB 396), the most significant of which requires a*
- 169 *written statement identifying the specific exemption under 91-A:5 or otherwise that applies when a*
- 170 *record is withheld from disclosure (or redacted); **September 2017**, updated to conform with then*
- 171 *current language of 91-A. The subject matter of the earlier version of this policy has been merged*
- 172 *with the content of the overlapping/redundant BEDG-R. Because of the frequent amendments to*
- 173 *91-A over the past 15 years, and the general lag in time to get policies approved, NHSBA has placed*
- 174 *the procedural elements of former EH and BEDG-R into new procedural document EH-R. A sample*
- 175 *of the administrative procedures referenced in the second paragraph below is included in the 2019*
- 176 *Fall Policy Update as EH-R. **Districts are encouraged to supplement the procedures in EH-R with***
- 177 ***any district specific protocols, forms etc., but should review those changes with local counsel or***
- 178 ***NHSBA.** Discussion was had that we should research the policy more and discuss at our next*
- 179 *meeting.*
- 180
- 181 **e. BEC - Non-Public Sessions :** *NHSBA updated included elements of BEC that were specific to non-*
- 182 *public minutes and were moved to sample policy BEDG such that all minutes provisions are in one*
- 183 *comprehensive sample policy. Additional changes to BEC include language clarifying on the one*
- 184 *hand that non-public sessions may only occur during a public meeting, on the other hand may occur*
- 185 *even if there is no reference on the meeting notice or agenda that such a session might occur. Final*
- 186 *revisions include reference to Ed 303.01 directing Boards to require the presence of the*
- 187 *Superintendent/designee at Board meetings, as well as a reminder that information discussed in*
- 188 *non-public is confidential. We just updated our BEDG in Feb of 2024. Discussion was had that we*
- 189 *should research the policy more and discuss at our next meeting.*
- 190 **i. KB - Title I Parent Involvement in Education Administration** *is currently working on this and the*
- 191 *drafts will be reviewed at our next meeting.*
- 192 **j. JFABD - Admission of Homeless Children and Unaccompanied Youth Administration** *is currently*
- 193 *working on this and the drafts will be reviewed at our next meeting.*
- 194 **k. IHBB - Limited English Proficiency Instruction Administration** *is currently working on this and*
- 195 *the drafts will be reviewed at our next meeting.*

196 **V. PUBLIC COMMENT** *no public present at meeting*

197 **VI. SETTING NEXT MEETING DATE AND AGENDA** *discussion was had, next meeting scheduled*

Respectfully submitted [Brienne Lavallee](#)

198 *for May 28th at 5:30pm prior to board meeting.*

199 **VII. ADJOURNMENT**

200 *A MOTION was made by Cynthia Foss and SECONDED by Brianne Lavallee to adjourn Voting: 2 ayes,*
201 *motion carried.*

202

203 Meeting Adjourned at 8:40pm

DRAFT

1
2
3 **Public Notice of Meeting**
4 **WILTON-LYNDEBOROUGH COOPERATIVE**
5 **POLICY COMMITTEE MEETING**
6 **Tuesday, May 28, 2024**
7 **Wilton-Lyndeborough Cooperative MS/HS-Admin Conference Room**
8 **5:30 p.m.**
9

10
11 **I. CALL TO ORDER** *meeting was called to order at 5:30pm, Brianne Lavallee, Cynthia Foss, and*
12 *Peter Weaver present*
13

14 **II. REVIEW MEETING MINUTES**

15 **a. 12/06/2023** *Discussion was had that Cynthia Foss was not on the committee in 12/06/2023*
16 *and Brianne Lavallee was the author of the minutes so with Jon Lavoie's absence minutes approval will*
17 *be postponed until next meeting.*
18

19 **III. OLD BUSINESS**

20 **a. BDFF - Facilities Committee Goals and Preparation of Capital Improvement Plan**

21 **i. BDFF-R - Project Request Worksheet** *Discussion was had regarding the facilities committee still*
22 *working on this, no new updates provided, the items will move forward to next meetings agenda.*

23 **b. EBCA - Emergency Plans** *Discussion was had that this policy and related policies will*
24 *be thoroughly reviewed by the superintendent and school principals during the annual EOP review over*
25 *the summer and recommendations will be brought forward after those meetings.*

26 **i. EB - Safety Program** *Discussion was had that this was withdrawn at the least meeting.*

27 **ii. EBB - School Safety Program** *will be on August agenda*

28 **c. Withdrawn Policies Audit** *Discussion was had that we should recommend to the board to*
29 *move forward with aligning our policies and withdrawing all that are obsolete.*
30

31 *A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the*
32 *recommendation to send all withdrawal recommendations forward to the Board.*

33 *Voting: 2 ayes, motion carried.*
34

35 **d. EHB - Data/Records Retention** *Discussion was had that upon review the NHSBA sample*
36 *policy will meet all district needs.*
37

38 *A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation*
39 *to adopt the new policy EHB to the Board.*

40 *Voting: 2 ayes, motion carried.*
41

42 **e. EHB-R - Local Records Retention Schedule** *Discussion was had regarding sample policy,*
43 *Administration to do one last double check and bring to August meeting any recommendations.*

44 **f. EH - Public Use of School Records** *Discussion was had that the cross reference with related*
45 *policies still needs completing, policy will be on next agenda.*

46 **g. BEC - Non-Public Sessions** *Discussion was had that upon review the NHSBA sample*
47 *policy will meet all district needs.*
48

49 *A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the*
50 *recommendation to adopt the new policy BEC to the Board.*

51 *Voting: 2 ayes, motion carried.*
52

Respectfully submitted Brianne Lavallee

53 **h. KB - Title I Parent Involvement in Education** Discussion was had regarding administration
54 review has been completed and upon review the NHSBA sample policy will meet all district needs.
55

56 A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the
57 recommendation to adopt the new policy KB to the Board.
58 Voting: 2 ayes, motion carried.
59

60 **i. JFABD - Admission of Homeless Children and Unaccompanied Youth** Discussion was had
61 regarding administration review has been completed and upon review the NHSBA sample policy will meet all
62 district needs.
63

64 A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the
65 recommendation to adopt the new policy JFABD to the Board.
66 Voting: 2 ayes, motion carried.
67

68 **j. IHBBA - Limited English Proficiency Instruction** Discussion was had that no changes were
69 needed so a review date could just be added; IHBBA-R will need a minor title change only so board review would
70 not be needed.
71

72 **IV. NEW BUSINESS**

73 **a. Board Management/Procedures/Evaluation** Discussion was had that per the
74 recommendation of the Board we should review all three withdrawn policies (BA, BA-R, and BAA) and
75 combine the relevant information and create a draft to discuss and then recommend to the Board. Peter
76 Weaver offered to look at them and work with Brianne Lavallee to bring forward a first draft in August to
77 the committee.
78

79 **V. PUBLIC COMMENT** no public present 80

81 **VI. SETTING NEXT MEETING DATE AND AGENDA** Discussion was had that our goal
82 should be to meet again in August.
83

84 **VII. ADJOURNMENT** A MOTION was made by Cynthia Foss and SECONDED by Brianne
85 Lavallee to adjourn.
86 Voting: 2 ayes, motion carried.
87

88 Meeting Adjourned at 5:59pm
89
90
91
92
93