

**WILTON-LYNDEBOROUGH COOPERATIVE  
POLICY COMMITTEE MEETING  
Thursday, April 21, 2022  
Wilton-Lyndeborough Cooperative MS/HS 7:00 p.m.**

**I. CALL TO ORDER** The meeting was called to order at 7:00pm in the WLC Media room, [Brianne Lavallee](#) and [Darlene Anzalone](#) were present and Tiffany Cloutier-Cabral joined remotely. Mary-Beth Wiley, Peter Weaver attended the meeting remotely.

**II. OLD BUSINESS**

**a. Review Feedback from School Board**

**i. IJL-Library Materials:** Ms. Lavallee reviewed the comments documented in the draft minutes from the School Board meeting on 04/05/2022. First edit to discuss is regarding the paragraph that included the “Library Bill of Rights” and the “Right to Read” section. A suggestion from Mr. Kofalt during the School Board meeting was to include the American Library Association in the sentence so people know where the information came from. All committee members agree with making the change suggested by the board, no objections noted. Discussion was had regarding an R policy to include with the policy in regards to statement “the Superintendent or designee can adopt/enact any procedures necessary to provide a system for the Selection Criteria, Acquisition Procedures and Materials Reconsideration/Parental Objection” Ms. Lavallee noted that the Materials Reconsideration/Parental Objection would be covered with the use of Policy KEB, which is already referenced in the draft policy. Ms. Wiley voiced agreement with that and stated the content and process in KEB is essentially identical to the process the Librarians had suggested. Discussion was had regarding the draft document that had been created by the district Librarians and consensus was that Administration will continue work on the Procedures, it was noted that there has been a process in place that has not changed since both Librarians began work here but it was not yet written down and the Librarians would like to have the process outlined and available for anyone to see. Discussion was had regarding publishing the Administrative process on the Library page of the SAU website once it has been completed. Consensus of the committee to have administration continue work on this. Per the meeting, minutes Mr. Post had requested a date be added to the statement from the American Library Association. No objections were noted, committee consensus that the date will be added. There were no additional edits requested by the Board. The Committee in agreement that the Policy can be sent back to the Board for approval with all the above edits included.

**ii. JLCE-Emergency Care & First Aid:** Ms. Lavallee reviewed the comments documented in the draft minutes from the School Board meeting on 04/05/2022.

42 Discussion was had regarding the inclusion of Narcan in the policy; Ms. Cloutier-Cabral  
43 shared her information regarding research of previous Board discussions. Documentation  
44 was found that indicated the Board did vote to approve the use of Narcan but no further  
45 action was taken, there is some indication that the previous Superintendent had followed  
46 up with Primex Insurance regarding our implementation of Narcan but no follow up  
47 information could be located. Ms. Lavallee voiced concern over adding this to the policy  
48 before having a clear idea of how this will be implemented, what training would be  
49 required, who would be responsible for its use, etc. Ms. Lavallee shared the information  
50 she received from Mr. Phillips, attorney at the NHSBA, he stated that if we do choose to  
51 use Narcan this Policy could include the Narcan information preventing us from having  
52 to create a new policy and that we should be sure to use the word “may” not “shall” as  
53 indicated in the sample policy. A clear procedure that is specific to our school district  
54 should be researched and presented to the Board to enable us to make an informed  
55 decision. Consensus of the committee is to present this information to the Board for  
56 discussion. There was a question raised during the School Board meeting in regards to  
57 untrained personnel administering epinephrine, Ms. Lavallee shared her research that all  
58 personnel receive this training yearly and the School Nurse keeps a log. Ms. Lavallee  
59 also shared that the Nurses also checked in with teachers prior to them chaperoning field  
60 trips in case a review was needed, Mr. Weaver confirmed this. Ms. Cloutier-Cabral  
61 asked the question regarding substitute teachers, were they also trained? Mr. Weaver  
62 indicated that he would look into that. Consensus of the committee that no changes  
63 indicated following the information we received. Mr. Kofalt raised a question in the  
64 School Board meeting regarding the chain of command during an emergency should  
65 there be a member of the public who is a medical doctor present at the time. Ms.  
66 Lavallee shared the information she received from her discussion with Mr. Phillips and  
67 her research from the NH School Nurses Association. The policy as written covers that  
68 scenario since the nurses are governed by the Nurse Practice Act, which has a provision  
69 that nurses “recognize limits of knowledge” in themselves as well as other professionals.  
70 Each emergency has its own circumstance and the limits would change depending on the  
71 person involved and situation at hand and it is the professional obligation of the nurse to  
72 assess the situation and act accordingly. Consensus of the committee to send the policy  
73 back to the Board with no changes indicated at this time but discussion encouraged  
74 regarding the Narcan and information provided to the Board regarding the additional  
75 concerns.

76 **iii. IHCD-Advanced Coursework-Advanced Placement Courses** Ms. Lavallee  
77 reviewed the comments documented in the draft minutes from the School Board meeting  
78 on 04/05/2022. Mr. Kofalt suggested that we look at the wording related to the tuition  
79 and fees in sections A and B. Discussion was had regarding the wording and Ms.  
80 Lavallee reviewed the information provided by the NHSBA, Ms. Lavallee suggested we  
81 move the statement regarding tuition to the end of the policy and word it “The District  
82 will not be responsible for any tuition, fees, or other associated costs incurred by the student

for enrollment in such courses as described in sections A and B.” Consensus of the committee to make the change and represent the updated policy to the Board.

**iv. IKF-High School Graduation Requirements** Ms. Lavallee reviewed the comments documented in the draft minutes from the School Board meeting on 04/05/2022. It was noted that the discussion regarding this policy was related to curriculum and administrative work around curriculum. There were no policy questions, directions, or requests during that School Board discussion so no changes to the policy made, consensus of the committee to send the policy back to the board unchanged.

**v. JCA-Change of School or Assignment** Ms. Lavallee reviewed the comments documented in the draft minutes from the School Board meeting on 04/05/2022. Concern was noted regarding section 3 of Reassignment the statement “shall” in regards to tuition for re-assigned students, the Board questioned why we have language saying we must do something. Ms. Lavallee shared the information she gathered in regards to the concerns, the law is a bit oddly written, in an attempt to protect families from a Superintendent agreeing to a reassignment and then the Board refusing to pay the requirement was added that for public schools once a superintendent agrees the Board must pay. However, the law does recognize the limits of districts to pay if it is a private school so that is where the second paragraph referring to public schools clarifies a School Boards requirements in regards to tuition reimbursement. The law allows use of the word “may” in Paragraph 2 of section 3 and the wording in the Policy aligns with this. Consensus of the committee to explain the follow up information to the board and submit it as written, no changes indicated.

### III. NEW BUSINESS

**a. JIC-Student Conduct:** First draft reviewed by the committee, only minor wording edits completed, consensus of committee to make changes and review again before submission to School Board.

**b. IJOC-Volunteers:** First draft reviewed by the committee, only minor wording edits completed, consensus of committee to make changes and review again before submission to School Board.

**c. GDB-Employment of Non-certified Personnel:** First draft reviewed by the committee, document unable to be viewed online so hard copies provided. Only minor wording/formatting edits needed, consensus of the committee to make changes and review again before submission to the School Board.

**d. GBJ-Personnel Records:** First draft reviewed by the committee, document unable to be viewed online so hard copies provided, new policy includes an additional paragraph regarding employee privacy, consensus of committee to make changes and review again before submission to School Board.

**IV. PUBLIC COMMENT:** no public present

124 **V. SETTING MAY MEETING DATE AND AGENDA:** Next meeting to be scheduled at the  
125 end of May if possible.

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127 **VI. ADJOURNMENT:** Ms. Cloutier-Cabral made a motion to adjourn, second by Ms. Lavallee,  
128 roll call vote 3 ayes, 0 nays, meeting adjourned at 8:12pm

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