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3 **Public Notice of Meeting**
4 **WILTON-LYNDEBOROUGH COOPERATIVE**
5 **POLICY COMMITTEE MEETING**
6 **Wednesday, November 13th, 2024**
7 **Wilton-Lyndeborough Cooperative Library**
8 **6:30 p.m.**
9

10
11 **I. CALL TO ORDER** at 6:31pm Jon Lavoie, Brianne Lavallee and Cynthia Foss present
12

13 **II. REVIEW MEETING MINUTES**

14 **a. 12/06/2023**
15

16 *A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to accept the meeting minutes*
17 *as written.*

18 *Voting: 3 ayes, motion carried.*
19

20 **b. 08/29/2024**
21

22 *A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to accept the meeting minutes as*
23 *written.*

24 *Voting: 2 ayes, Jon Lavoie abstained, motion carried.*
25

26 **III. OLD BUSINESS**

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

- 28 **i. BDFF-R - Project Request Worksheet** discussion was had that the final drafts are
29 completed, no further changes other than minor language changes and additional legal
30 references
31

32 *A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt*
33 *the new policy BDFF and BDFF-R to the Board Voting: 3 ayes, motion carried.*
34

35 **b. EBCA - Emergency Plans** discussion was had that this was on the list of updated policies
36 from NHSBA, was this the one used in creation of the new policy, Peter verified this was the most recent one
37 prior to the meeting; Administration has reviewed the policy; name will be changed to "Crisis Prevention and
38 Emergency Response Plans"
39

40 *A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt*
41 *the new policy EBCA with updates to the Board.*

42 *Voting: 3 ayes, motion carried.*
43

44 **ii. EBB - School Safety Program** discussion was had that the most recent updates are
45 now included in the draft policy; Administration has reviewed the draft and agrees with changes.
46

47 *A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt*
48 *the new policy BDFF and BDFF-R to the Board.*

49 *Voting: 3 ayes, motion carried.*
50

51 **c. Board Management/Procedures/Evaluation Discussion** discussion was had that the task
52 of review and development has been assigned to Jon Lavoie; new google survey has been created and shared
53 with the committee to review; new BA policy is in creation and will be on the next agenda
54

e. EH - Public Use of School Records

55 **i. EH-R - Procedures for Public Access to District Records “Right to Know Requests”**

56 discussion was had that EH and EH-R required updates in accordance with HB 1002 which amended RSA 91-
57 A:4; a new statute regarding electronic records and which (a) puts into law the long recommended practice of
58 contacting a requester to try and simplify complicated or overly-broad requests, (b) allows additional charges
59 for certain requests that result in extensive electronic communications - subject to certain exceptions, and (c)
60 requires an estimation of costs to be made at the same time as the initial response to a request if the request will
61 not be satisfied within the allotted 5 days, the appropriateness of allowing public bodies to charge for
62 electronic communication records and requiring fee waivers in case of the requestor's financial hardship.

63 Discussion was had regarding the related forms EH-F(1) and EH-F(2) no changes to draft forms recommended
64

65 *A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt*
66 *the new policy EH and all related policies EH-R, EH-F(1), and EH-F(2) to the Board.*

67 *Voting: 3 ayes, motion carried.*
68

69 **ii. BEDG-R** withdrawal discussion was had regarding the need to withdraw then content
70 is now included in EH-R including the 2019 changes to RSA 91-A:4, IV by 2019 N.H. Laws Ch. 163 (HB 286)
71 and Ch. 107 (HB 396), the most significant of which requires a written statement identifying the specific
72 exemption under 91-A:5 or otherwise that applies when a record is withheld from disclosure (or redacted).
73

74 *A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to withdraw*
75 *policy BEDG-R to the Board.*

76 *Voting: 3 ayes, motion carried.*
77

78 **IV. NEW BUSINESS**

79 **a. EBCG - Communicable & Infectious Diseases** discussion was had regarding the new
80 policy intended to address responses to a broad class of communicable diseases, and replaces former identical
81 sample policies JLCAA/GBGAA/IHAMC, which addressed only HIV/AIDS. Discussion was had regarding
82 related policies JLCG ours was last updated in 2010 we need to update and potentially withdraw JLCG-R ?
83 consolidate and withdraw both; IHAM we last updated this in 2022 but there are new changes regarding
84 parental notification that we should look at ; JLCA we updated this in 2023 no new changes needed; JLCB we
85 updated this in 2023 and no new changes are needed
86

87 *A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt*
88 *the new policy EBCG and withdraw JLCG and JLCG-R to the Board.*

89 *Voting: 3 ayes, motion carried.*
90

91 **i. GBGAA - HIV/AIDS - withdrawal**

92 **ii. JLCCA - HIV/AIDS - withdrawal**

93 **iii. IHAMC - HIV/AIDS - withdrawal**
94

95 *A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to withdraw*
96 *policies GBGAA; JLCCA; IHAMC to the Board.*

97 *Voting: 3 ayes, motion carried.*
98

99 **iv. JLCC - Communicable Disease - name change to Head Lice and Peticulosis to properly**
100 **align it with the content of the policy and reduce confusion; no objection heard; will send FYI to board.**
101

102 **b. EBCD - Emergency Closing** discussion was had that the policy was revised to combine
103 policies EBCD and EBCE (School Closings, which is now withdrawn) in an effort to have fewer, but more
104 comprehensive, EBCD and EBCE policies had substantial overlap. The section on distance education was
105 added to meet the criteria of Ed. Rule 306.22. Additionally, a section on emergency early release was added.
106

107 *A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt*
108 *the new policy EBCD to the Board.*

Voting: 3 ayes, motion carried.

c. IGA - Curriculum Development discussion was had regarding minor changes that were related to our addition of the Curriculum Coordinator in previous years and to provide direction for the district regarding changes in law and monitoring for updates. We also added language from IGD to have fewer but more comprehensive policies. There was a recommendation from Ms. Dignan that we also add something regarding state/national standards

A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt the new policy IGA to the Board.

Voting: 3 ayes, motion carried.

d. IGD - Curriculum Adoption - withdrawal discussion had regarding the incorporation of the content of IGD into the new IGA

A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to withdraw IGD to the Board.

Voting: 3 ayes, motion carried.

e. JLCE-R - Emergency Information Form - withdrawal discussion was had that this form is no longer in use and has become obsolete

A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to withdraw JLCE-R to the Board.

Voting: 3 ayes, motion carried.

f. IMGB - Therapy Animals discussion was had regarding this policy and the potential need for it in the future; Administration helped in the creation of the draft policy; note made that in section A. designer need to be changed to designee

A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt the new policy IMGB to the Board.

Voting: 3 ayes, motion carried.

g. Legislative Policy Updates and Assignments discussion was had regarding the webinar attended by Ms. Lavallee, priority was placed on the following policies and her recommendation would be to start with these:

i. DAF policies all related to changes in the UGG (Uniform Grant Guidance) discussion that all the NHSBA changes are required by law, we also discussed condensing all our separate policies into one DAF policy.

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt the new policy DAF to the Board and to withdraw the separate DAF policies once new policy is adopted.

Voting: 3 ayes, motion carried.

ii. EBCA discussed above and being completed by Peter

iii. EBCH and EBCH-E we do not have these policies but they are now required (a) to satisfy a requirement in NH Ed 320.02(b)(3) that districts have a policy to minimize the use of toxic chemicals, and provisions prohibiting employees from bringing their own cleaning products or pesticides into school buildings, and (b) to include information regarding the requirement under Ed 320.02(b)(8) that districts create a chemical hygiene plan with elements as described in that section of Ed 320.02 Brianne volunteered to complete these

iv. EH and EH-R these policies were already addressed above

v. GBGBA/JLCEA/KFD all related to the use of external defibrillators and changes are prompted related to SB 379; Brianne volunteered to complete these

- 164 vi. **IC** regarding language used in creating the holiday calendar from passage of HB1014;
165 Brianne volunteered to complete these with Cynthia to train her on policy creation
- 166 vii. **IGE/IHAM** both need updates related to passage of HB1312 which updated language
167 regarding parental objection and religious exemption; Brianne volunteered to complete these with Cynthia to
168 train her on policy creation
- 169 viii. **IKF** updated related to the repeal of the requirement to complete the FAFSA
170 discussion was had regarding the need for the WLC Admin team to give input; Brianne volunteered to
171 complete these with Cynthia to train her on policy creation
- 172 ix. **JJIB/JJA/JJJ/JJIC** these are athletic policies that may be impacted by HB1205;
173 there was discussion regarding the language in the HB and the need for clarification from DOE regarding
174 “original birth certificate” and “other evidence” regarding the timing of when birth certificate was issued;
175 clarification on litigation provisions and there was extensive discussion regarding the legality of making these
176 changes will directly contradict the language in Title ix requirements, it is also is currently being disputed in
177 NH court and in Tirrell v. Edleblut the student was issued a restraining order preventing the implementation
178 stating “as applied” it is unconstitutional; recommendation would be to wait on making changes until issue is
179 worked out in the court system; committee in agreement to pause work in these until more guidance is
180 available.
- 181 x. **JLCJA** needs updates regarding SB379 changes that requires individuals supervising
182 grades 6-12 athletics be CPR certified; Jon volunteered to complete these.
- 183 xi. **JLF/G BCE** updates needed related to NHSBA consulting with DCYF and Granite
184 State Children’s Alliance to clarify reporting requirements, when anonymous mode may not be used, updates
185 related to student records requirements, and training related to RSA 189:13-a XIII; Jon volunteered to
186 complete these.
- 187 xii. **JLP** is a new required policy related to HB1312 we will need to check to make sure it
188 does not conflict with wording in current JBAB policy; Jon volunteered to complete these.

189 **V. PUBLIC COMMENT**

190
191
192 **VI. SETTING NEXT MEETING DATE AND AGENDA** discussion was had that we need to do
193 our yearly review of NHSBA withdrawn policies and Required by law policies; There also was a Spring policy
194 update this year so that will need to be reviewed for potential updates

195 **VII. ADJOURNMENT**