

**WILTON-LYNDEBOROUGH COOPERATIVE  
POLICY COMMITTEE MEETING MINUTES  
Wednesday, February 12th, 2025  
Wilton-Lyndeborough Cooperative Library  
6:30 p.m.**

**I. CALL TO ORDER** at 6:31pm Jon Lavoie, Brianne Lavallee and Cynthia Foss present; Peter Weaver online

**II. REVIEW MEETING MINUTES**  
**a. 11/13/2024**

*A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to accept the meeting minutes as written Voting: 3 ayes, motion carried.*

**III. OLD BUSINESS**

**a. EBCH - Chemical Safety and Chemical Hygiene Plan** discussion was had regarding the newly required policy; this new sample policy was created 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. It also requires the policy 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. **EBCH-E** is an example that the Upper Valley Lake Sunapee Regional Planning Commission has graciously made available as a Chemical Hygiene Plan template for districts to use in preparing their own plans. Administration is aware of the requirement and is working on creating a plan that is specific to our district needs, per the policy page 2 Peter Weaver will ensure the Student Handbook is updated.

*A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt the new policy EBCH to the Board Voting: 3 ayes, motion carried.*

**b. KFD - Use and Location of Automated External Defibrillators** this policy was reclassified as "Priority/Required", and revised in response to passage of SB379, which, among other things, amended provision in RSA 200:40-c relating to location and maintenance of AEDs (the required maintenance provision was already in paragraph 3 of the earlier version of KFD); discussion was had regarding this policy is tri-coded in three sections, G - employees (GBGBA), J - students (JLCEA), and K - community (KFD) as it has provisions which apply generally to employees, students and more generally. We may, but do not need to, maintain all three. If choosing to maintain one, NHSBA recommends using KFD, and further that the board formally withdraw/rescind/repeal the other two, with a permanent record of the rescinded policy. I also just received a newly updated copy that includes changes to replace the link for the appropriate NH Dept. of Safety page, and to revise the incident reporting process, and to include alternative language to use of the AED by untrained personnel. Discussion was had regarding Note - RSA 155-A:31 provides immunity for persons who "in good faith and without compensation" administer an AED. It is unclear from the language whether the "without compensation" provision would apply to employees of the school district if they administer it while they are "on the clock" so to speak. For that reason we will leave the limitation to administration only by employees trained in its use.

*The language in tonight's draft was to be updated to reflect the other minor changes.*

**GBGBA** discussion was had regarding need to withdraw

**JLCEA** discussion was had regarding need to withdraw

A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt the updated policy KFD to the Board and to recommend withdrawal of GBGBA and JLCEA Voting: 3 ayes, motion carried.

- c. **IC - School Year** was revised to include reference to the requirement under newly enacted RSA 288:4, III, that schools use the state designated names for certain holidays, and also changed the reference from "vocational schools" to CTE centers; Policy was revised to combine sample policies IC and ICA school calendar in an effort to reduce redundancies. The revision also included information on distance learning reflecting the 2022 amendments to Ed. Rule 306.22 effectively limiting the use of "blizzard bags"/remote instruction during inclement weather. Sept. 2021, policy was revised to (i) include definition of academic freedom; (ii) include provisions relative to RSA 193:40 enacted in 2021; and (iii) more directly connect policy to other sample policies; Peter took time to do a good review and provided his updates to us this afternoon. **ICA** discussion was had that in adopting the revised IC, we should withdraw policy ICA.

A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt the updated policy IC to the Board and to recommend withdrawal of ICA Voting: 3 ayes, motion carried.

**IMBA-Distance Education** this is a required policy, our last update was in 2010; this new policy revised to draw a distinction between district-wide distance education due to inclement weather and individualized distance education and include N.H. Department of Education Rules Ed. 306.18(a)(7) and 306.22 as amended in 2022. We need to remove reference to IC after Peter made changes to IC it is no longer relevant, sentence added from the first draft of IC regarding Ed rules

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt the updated policy IMBA to the Board Voting: 3 ayes, motion carried.

- d. **IGE - Parent Objections to Specific Course Material** minor changes indicated in red, revised to reflect updates to NH RSA 186:11, IX-c due to HB1312. discussion was had regarding what grades have instruction provided related to specific listings in the "Note" section of the policy, Peter Weaver verified that currently any human sexuality instruction, related to puberty or safety is always delivered in accordance with age appropriate standards, there is no specific curriculum that includes sexual orientation, gender identity, or gender expression at this time. Jon Lavoie questioned the use of the word "affirmative", discussion was had clarifying that the language is in place to affirm that parents or guardians have the right to be made aware and opt their children out of any specific instruction.

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt the updated policy IGE to the Board Voting: 3 ayes, motion carried.

- e. **IHAM - Health Education and Exemption from Instruction** minor changes reflected in red to reflect updates to 186:11, IX-c due to HB1312 regarding curricula requiring parental notification.

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt the updated policy IHAM to the Board Voting: 3 ayes, motion carried.

- f. **IKF - High School Graduation Requirements** Revised to reflect HB1066, which amended RSA 193:26-a to remove the 2021 requirement that students complete a FAFSA as a graduation requirement. RSA 193:26-a, now only requires school districts to provide information to students eligible for graduation as to how to obtain and properly complete the free FAFSA application. Revision also included placing the early graduation language into a separate section. The draft has been shared with the WLC Admin team, including guidance to

verify policy aligns with practice and to get input from the staff using the policy; feedback is reflected in the newest version of the policy shared with us this afternoon. Peter Weaver explained that the table now includes the 2026-2027 changes as well so we will not have to update them again in a year; he also updated the language regarding the civics exam in anticipation of additional changes related to the direction the state is moving regarding the Civics testing, and the language regarding FAFSA has been updated to reflect our ability to access the system. Discussion was had that when related policy cross reference was done Brianne noted policy IHBI needs updating and will be included in our March committee meeting

A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt the updated policy IKF to the Board Voting: 3 ayes, motion carried.

g. **JJIB/JJA/JJJ/JJIC** : legal updates needed, no further ruling in NH court case, and no further advisories released from NH DOE; JJIC (we updated in 2010) and JJJ (we updated in 2023) are both required policies. We do not have policy JJIB-School Sponsored Athletic Programs or JJA - Student Activities and Organizations neither policies are required so we will not move forward with creation at this time; Both JJIC and JJJ are both required policies so we do need to address the changes, discussion was had regarding our fall committee discussion, we reviewed the inherent conflict between then newly adopted HB1205 (RSA 193:41-42) and federal law, including the Title IX regulations passed in 2024 (the "2024 Title IX Regulations"). Since that time, the 2024 Title IX Regulations have been vacated, and on February 5, 2025 the President of the United States issued an Executive Order directing that federal funds be rescinded from institutions that do not restrict participation in girl's/women's competitive sports to the female "sex" based upon "an individual's immutable biological classification as either male or female." However it was further complicated when on September 12, 2024, the United States District Court for the District of New Hampshire issued a preliminary injunction finding HB1205 both unconstitutional and violative of Title IX. See Tirrell, et al. v. Edleblut, et al., Case No. 24-cv-251-LM-TSM (Order dated 9/12/2024). This finding did not concern the 2024 Title IX Regulations, but rather the Title IX statute that was in place prior to Biden's 2024 update. The New Hampshire District Court's Order, although not a final order, is consistent with those issued in several other Federal Courts throughout the country. (Most recently, see Doe v. Horne, No. 23-16026, (9th Cir., Sept. 9, 2024). Because the Court's order did not involve the 2024 Title IX Regulations, the fact that those regulations have been nullified has no bearing on the case. Likewise, as it is the judicial branch that is assigned the authority to interpret the Constitution and statutes, the Court's ruling still stands. Because there are very significant risks inherent with choosing one or the other, and the extent or scope of those risks will depend on local circumstances, we should consult with private legal counsel before deciding on changes. Brianne will continue work on these policies with Administration and bring them forward when clarification allows for completion

h. **JLCJA-Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation** This is a required policy we just updated it in 2023 but it needs new updates to reflect passage of SB379 which, in part, amended RSA 200:40-c, adding a mandate that sports injury plans include a requirement that all school sponsored sports activities for any of grades 6-12 be supervised by a person trained in CPR. The amended statute also includes requirements that for schools which have AEDs, the AED's will be maintained per the manufacturer's instructions, and that at least one AED be readily accessible, this is reflected in new KFD policy. Discussion was had regarding the difficulty this will cause in finding and/or training coaches, in practice the benefit in an emergency situation can be seen. Minor rewording reviewed, draft needs to be created with the changes but it can be sent to the board.

A MOTION was made by Brianne Lavalllee and SECONDED by Jon Lavoie to send the recommendation to adopt the updated policy IHAM to the Board Voting: 3 ayes, motion carried.

i. **JLF/GBCE- Reporting Child Abuse or Neglect** This is a required policy, Our last update was in 2011, Jon Lavoie will complete a new draft to reflect the changes recommended by

representatives of DCYF and the Granite State Children's Alliance: to improve reporting and record requirements; to provide a mandate for annual training as now required by RSA 189:13-a, XII; and to reflect **new** sample reporting form **JLF-F(1)**. Updates also needed to (a) more closely track the requirements RSA 169-C, (b) clarify the participation of the Principal, (c) include reference to the NH Code of Conduct for Educators, and (d) provide a mandate for annual training

i. JLF-F - was sent to Administration to look at the example and decide if we would use that or create our own.

j. **JLP - Parent Notification of and Involvement in Student Welfare** this is a new required policy created in response to passing of HB 1312, which, among other things, created new paragraph IX-e RSA 186:11, and requires a policy relating to disclosure/disclosure to parents of information concerning a student's mental, emotional or physical health. Discussion was had regarding the NHSBA draft included in tonight's packet, everyone in agreement that the draft will meet our districts needs

A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt the new policy JLP to the Board Voting: 3 ayes, motion carried.

k. **BA - School Board Self Evaluation and Goal Setting** - updated policy that combines our old BA and BAA, discussion was had regarding google survey completed

A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to adopt the new policy JLP to the Board Voting: 3 ayes, motion carried.

#### IV. NEW BUSINESS

a. **Yearly review of NHSBA withdrawn policies;** discussion was had regarding the audit results completed by Brianne; 16 policies we currently have have been rescinded by NHSBA

- i. EBCA-R(1) Crisis Prevention and Emergency Response Plans; withdrawn from NHSBA in 2022; discussion was had that form is not being used we can withdraw
- ii. EBCB-R(1) Fire and All Hazard Drills - Fire Exit Drills in Educational Occupancies; withdrawn 2019 from NHSBA discussion was had that form is not being used we can withdraw
- iii. EEA-R(1) - Student Transportation Services; see EEA & JICC; withdrawn from NHSBA in 2021; we reviewed this last year and it is still relevant to our district so we DO NOT recommend withdrawal
- iv. ICA - School Calendar; now included in IC; withdrawn from NHSBA 2022 by NHSBA; discussed earlier, will be withdrawn
- v. IHBG-R(1) - Home Education Intruction; see JJJ-R; withdrawn from NHSBA 2022 discussion was had that we can withdraw IHBG-R and instead use JJJ-R, we just updated JJJ in 2023
- vi. IJNDB - School District Internet Access; see JICF and JICL; withdrawn from NHSBA in 2019, we need to withdraw it
- vii. JIA - Student Due Process; see JICD; withdrawn from NHSBA in 2021, we updated JICD in 2022 when there was a significant overhaul, we should withdraw JIA, it is now in JICD, we will also be updating this policy again in the coming months
- viii. JIE - Pregnant Students; withdrawn from NHSBA in 2024, no longer needed, we have IHBCA which addresses the needs of pregnant students, that policy does need an update assigned to Brianne Lavallee to complete for our next meeting
- ix. JLCG-R(1) - Exclusion of Students Who Present a Hazard; withdrawn from NHSBA in 2020; now included in EBCG, we can withdraw



- x. JLI - Joint Loss Management Committee; withdrawn from NHSBA in 2020, we can withdraw, content is included in EB
- xi. JRA-R(1) Student records and access FERPA; withdrawn from NHSBA in 2009; JRA was update by us in 2015 and the information in JRA-R is included in that policy, we can withdraw
- xii. KDA-Public Information Program; see EG; withdrawn from NHSBA in 2022, should we keep this or adopt EG which we do not have, both policies reviewed, neither are required, discussion was had regarding the requirement that Administration follows the law regarding all required public information postings, discussion was had regarding inclement weather or school closing notificatins and information included in our new school closings policy; Jon Lavoie inquired about the process currently used by Administration and recommended that upon withdrawal of policy Administration has a procedural document outlining how they communicate with newspapers, community, etc; committee will recommend withdrawal
- xiii. KED - Facilities and Services Grievance Procedure; withdrawn from NHSBA in 2024, we can withdraw while we figure out the anti-discrimination policies r/t Title IX, we do not currently have policy ACA, but the content of the policy touched upon in our current AC-ACE policies, there are updates that will be needed, we can withdraw at this time
- xiv. KFAA-Public Conduct on School Property- Athletic Events ;withdrawn from NHSBA in 2013; discussion was had that our district still feels the need to have this policy in place, we recently used this policy in handling a situation at a basketball game, content reviewed and committee feels no changes need to be made at this time, a review date will be added

A MOTION was made by Jon Lavoie and SECONDED by Cynthia Foss to send the recommendation to withdraw policies EBCA-R, EBCB-R, ICA, IHBG-R, IJNDB, JIA, JIE, JLCG-R, JLI, JRA-R, KDA, KED to the Board Voting: 3 ayes, motion carried.

**b. Yearly review of Required by law policies** discussion was had regarding audit results, we need to work on/adopt the following policies:

- i. AC-R(2) Non-discrimination, Equal Opportunity Employment, and Anti-Discrimination Plan-Annual Notice of Contact Information we need to do a comprehensive review of all of our anti discrimination policies, including all of the missing policies; our current policies were put in place after the Trump Administration's 2020 Title IX Rule so the most recent executive order basically was reversing back to that; we do have the terms "gender identity and sexual orientation" in our 2020 adopted version, it is important to note that as of my research February 7, 2025, both classes are protected under state law, and have been recognized by multiple federal courts as falling within the protection of Title IX. Accordingly, Boards may choose to leave gender identity out of the language of this policy, understanding that as a protected class at least under state law, the district's response to reports of harassment claims relating to a person's gender identity or sexual orientation would be processed under ACA. Boards are strongly encouraged to review with their private counsel any circumstances specific to their district that may suggest specific inclusion of gender identity/sexual orientation in the restatement of policy.
- ii. ACA- Discrimination and Harassment Grievance Procedure discussed above in AC-R

- iii. ACAC - Title IX Prohibition of Sex Discrimination and Sex based Harrassment: Policy and Grievance Procedure discussed above in AC-R
- iv. ACF- Food and Nutrition Services: Nondiscrimination on the Basis of Disability discussed above in AC-R
- v. DAFB - Equivalence in Instructional Staff and Materials assigned to Cynthia Foss
- vi. EBBC/JLCE Emergency Care and First Aid assigned to Brianne Lavallee
- vii. EBCH- Chemical Safety and Chemical Hygiene discussed earlier, already completed
- viii. GBCG-RG(1) Background Investigation and Criminal History Records Check- Internal Controls and Procedures assigned to Peter Weaver to work on
- ix. IHBA-R(1) Programs for Pupils with Disabilities - Section 504- Notice of Parent & Students Rights assigned to Peter Weaver to work on
- x. IHBAA - Evaluation Requirements for Children with Specific Learning Disabilities assigned to Peter Weaver to work on
- xi. JLP - Parental Notification of and Involvement in Student Welfare; discussed earlier

c. **2024 Spring policy update review;** in progress; most updates are minor; Brianne will bring the drafts forward next meeting

- i. ADB – Drug-Free Workplace & Drug-Free Schools (dually coded as ADB/GBEC) Priority / Required by Law Also Coded As: GBEC NHSBA revised sample ADB to add federal requirement that employee reports of work-related drug convictions be made in writing.
- ii. ADC – Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes and ELiquids in and on School Facilities and Grounds (tri-coded as ADC/GBED/JICG) Priority / Required by Law Also Coded As: GBED, JICG NHSBA revised sample ADC to: add specific language to what has now been renumbered as Section D.2 from RSA 126-K:8, I(a) relative to prohibition against providing tobacco products, etc. to persons under 21; add specific reference to district buildings to remove a perceived ambiguity; separate Section D into sub-sections for clarity; and add paragraphs in both Sections B & C linking to D.2.
- iii. DAFB – Equivalence in Instructional Staff and Materials Priority / Required by Law for Districts with Title I Schools NHSBA created new sample policy DAFB for districts which have Title I schools, or more specifically, districts with a Title I school (with 100 or more students) in the same grade span as another District school. Grade spans include elementary schools, middle schools, high schools, and combined elementary/secondary schools. The policy details Board requirements for the District to maintain comparability of programs and services at schools throughout the District. Key elements include maintaining consistent funding year-to-year; using federal funds to supplement (not supplant) state and local resources, and ensuring all schools offer comparable services, whether or not they receive federal aid. The District must provide written assurances to the New Hampshire Department of Education, establish procedures for compliance, and maintain and update records biannually.
- iv. GBCD-R-RG(1) – Criminal History Records Information Internal Controls and Procedures Priority / Required by Law NHSBA created this new procedural document sample GBCD-R-RG(1) to provide guidance on complying with FBI and Department of Safety regulations relative to protection of criminal history records. The policy was largely based off

information in the FBI's CJIS Security Policy and the New Hampshire Department of Safety's CHRI Proper Access, Use and Dissemination Procedures. Note that this sample is wholly dependent on regulations and guidelines of the FBI and the New Hampshire Department of Safety, and therefore, any modifications should first be reviewed with the Department of Safety. THIS SAMPLE DOES NOT REQUIRE SCHOOL BOARD APPROVAL.

- v. IHBA – Programs for Pupils with Disabilities Priority / Required by Law NHSBA revised sample IHBA to include more specific information relative to both the IDEA and Section 504 of the Rehabilitation Act of 1973. Also, the sample was reclassified as "Priority / Required by Law" after inadvertently being listed as "Recommended" in a previous update.
- vi. IHBA-R – Programs for Pupils with Disabilities - Section 504 - Notice of Parent & Student Rights Priority / Required by Law NHSBA revised sample IHBA-R to replace former language relative to New Hampshire Special Education Procedural Safeguards (which was moved concurrently to policy IHBA), with a notice of rights relative to Section 504. Retitled the sample to reflect the changes.
- vii. JI – Student Rights and Responsibilities Priority / Required by Law NHSBA revised sample JI to change classification from "Recommended" to "Priority/Required by Law."
- viii. JICD – Student Discipline and Due Process Priority / Required by Law NHSBA revised sample JICD to reflect 2023 amendments to Department of Education rule Ed 317. Specifically, NHSBA changed section and paragraph references and removed former footnote 4. Revision note for September 2021 was corrected, as the original entry misstated the applicable statute.
- ix. JKAA – Use of Restraints and Seclusion Priority / Required by Law NHSBA revised sample JKAA to reflect in Endnote ii that the NH DOE report form was made available in late January. DOE form and Technical Advisory are available through live links in the "see more" section in the heading for this sample JKAA.
- x. JRA – Student Records and Access (FERPA) Recommended NHSBA revised sample JRA to: add the FERPA definition of "parent" (i.e., who has access to student records as a parent), which required relettering of what had been Sections E through I; revise definitions in Section H.1 associated with the "school officials with a legitimate educational interest" exception to prior consent requirement; and include additional minor revisions.

- d. **DID - Fixed Assets (Inventories);** we last updated this in 2010, it was noted during the DAF cross check, NHSBA just updated it in May. The policy was re-titled and completely replaced previous language to provide more detailed guidance related to requirements for reporting the value of certain assets in financial statements as required by Governmental Accounting Standards Board Statement 34 (GASB 34).
- e. **JICL- School District Internet Access for Students;** our last update was in 2011; NHSBA has not made any changes since 2010; Nick Brurocker took a look at it and provided the feedback The language of JICL doesn't appear to be out of date, and while it overlaps significantly with other policies such as EHAA, it is addressed to students whereas the rest cover employees. One outlier is policy IJNDB which JICL reports to have replaced but it is still posted on the website.

**VI. SETTING NEXT MEETING DATE AND AGENDA**

- a. *Annual Reviews need to be completed, Brianne has a table listing policies in need of annual review; if no significant changes are required a recommendation was made that they can go straight to the Board in the first meeting in April. We can go over any changes needed and compile a list for our March meeting*
- b. *FF-Naming New Facilities*
- c. *Next meeting discussion had, plan to meet March 26th at 6:30pm*

**VII. ADJOURNMENT**

*A MOTION was made by Cynthia Foss and SECONDED by Brianne Lavallee to adjourn Voting: 3 ayes, motion carried.*

Meeting Adjourned at 7:53pm

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.