

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING
Wednesday, March 26th, 2025
Wilton-Lyndeborough Cooperative Library
6:30 p.m.

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

II. ELECTIONS Cynthia Foss nominated Brianne Lavallee to be Chair of the policy committee. Brianne Lavallee accepted the nomination; the committee voted unanimously to support the nomination. Brianne Lavallee nominated Jon Lavoie to be Vice-Chair of the Policy Committee. Jon Lavoie accepted the nomination; the committee voted unanimously to support the nomination.

III. REVIEW MEETING MINUTES

a. 02/12/2025

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

IV. OLD BUSINESS

a. EBCH-R Chemical Safety and Chemical Hygiene Administrative Procedure Peter provided an update for the committee, it is an extensive plan so it will take time to create; currently the sciences teachers have been provided the information and they will be working with Tom to update the plan, hoping to have it completed by next committee meeting.

b. GBCD-R- Background Investigation and Criminal History Record checks-Internal Controls : Peter completed created a new procedural document GBCD-R in order to provide guidance on complying with FBI and Department of Safety regulations relative to protection of criminal history records. The policy was largely based on information in the FBI's CJIS Security Policy and the New Hampshire Department of Safety's CHRI Proper Access, Use and Dissemination Procedures. This is a required Procedure.

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt the new policy GBCD-R to the Board Voting: 4 ayes, motion carried.

c. IHBA-R - Programs for Pupils with Disabilities Peter created this new policy to meet the requirement that districts post a procedure for parental reference, with a notice of rights relative to Section 504, The Rehabilitation Act of 1973. Changes made to page 2 of the draft under "Duel Eligibility" last sentence we updated it to read "Student Support Services Department" Discussion was had regarding the need to include information on page 3 to insert the contact information for the Student Support Services office and update the "Note" to remove reference to policy AC-E since we currently do not have this policy and all the anti-discrimination policies are currently under review. We can update with a related policy following review of those policies.

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt the new policy IHBA-R including the updates discussed above to the Board Voting: 4 ayes, motion carried.

d. IHBA - Evaluation Requirements for Students with Disabilities Peter created this policy in collaboration with the Director of Student Support Services in response to our required policy audit. The policy includes options for the method(s) and model(s) for the district to use in order to determine if a child has a specific learning disability under both federal and state law/rules.

Discussion was had regarding the option on page two to include both types of determinations for eligibility or one; the opinion of the committee was to include both, Peter Weaver verified with Ned Pratt that both models are appropriate for our district to include.

A MOTION was made by Brianne Lavalley and SECONDED by Erin Collins to send the recommendation to adopt the new policy IHBA with the changes discussed above to the Board Voting: 4 ayes, motion carried.

e. **JLF - Reporting Child Abuse and Neglect** Jon completed the updates to this policy, our last update had been in 2011, changes are indicated in red in response to revisions recommended by DCYF and the Granite State Children's Alliance. Jon recommended pairing the sample from NHSBA down to reduce redundancies. Updates also reflect **new** sample reporting form JLF-F completed by Peter.

A MOTION was made by Brianne Lavalley and SECONDED by Erin Collins to send the recommendation to adopt the updated policy JLF to the Board Voting: 4 ayes, motion carried.

i. **JLF-R Reporting Form** Peter updated the formatting to be specific to our district, this is a new form.

A MOTION was made by Brianne Lavalley and SECONDED by Cynthia Foss to send the recommendation to adopt the new policy JLF-R to the Board Voting: 4 ayes, motion carried.

f. **DAFB - Equivalence in Instructional Staff and Materials** Diane provided an update that she did not edit the policy given that it may not apply to us. Discussion was had regarding the need for this policy since we do not have a separate Title I school, definition of Title I school reviewed: A "Title I school" is a school that receives federal funding under Title I of the Elementary and Secondary Education Act (ESEA) to support students from low-income families and address achievement gaps. Peter verified that we are not required to have this policy given the size of our district.

g. **EBBC/JLCE - Emergency Care and First Aid** No real update needed, the reference to JLCE-R will need to be removed since we withdrew that form. Discussion was had that since the content of the policy is not changed and the Board already voted to withdraw JLCE-R then we can have Kristina remove the reference without going through the board

A MOTION was made by Brianne Lavalley and SECONDED by Cynthia Foss to have Kristina update the online policy Voting: 4 ayes, motion carried.

h. 2024 Spring policy update review

i. **ADB - Drug Free Workplace & Drug Free Schools** very minor changes were made, formatting changes; added the word "in writing" to comply with federal requirements.

A MOTION was made by Brianne Lavalley and SECONDED by Cynthia Foss to send the recommendation to adopt the revised policy ADB to the Board Voting: 4 ayes, motion carried.

ii. **ADC - Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes, and Eliquids in and on School Property** Brianne reviewed the updates she made; added specific language to now D.2 from RSA 126-K:8, I(a) relative to prohibition against providing tobacco products, etc. to persons under 21; added specific reference to district buildings to remove a perceived ambiguity; separated Section D into subsections for clarity; and added paragraphs in both Sections B & C linking to D.2. Added the definition of employee; added the term

111 "covered person" in order to clarify that the requirements of the policy,
112 as well as under RSA 189:13-a, extends far beyond applicants for
113 "employment". As used in this sample, it includes all of the positions
114 included in the statute (e.g., applicants, designated volunteers,
115 representatives of contractors, student teachers, short term substitutes,
116 coaches, etc.) Discussion was had regarding the repetitive
117 statements/paragraphs committee decided to leave them in place since the
118 address students vs. employees.
119

120 A MOTION was made by Brianne Lavallee and SECONDED by Erin Collins to send the recommendation to
121 adopt the revised policy ADC to the Board Voting: 4 ayes, motion carried.
122

- 123 iii. **BGAA - Policy Development, Adoption, and Review:** Policy created by
124 Brianne to streamline our current process and combine our current
125 policies BG, BGA, BGB, BGC and BGE. We would need to withdraw
126 BG, BGA, BGB, BGC and BGE. We need to double check related policies
127 BDE, BDF, and BGD to cross reference. There were also some updates
128 indicating that it is the policy committee that will have the responsibility
129 for developing and maintaining a schedule for review of existing policies,
130 and making recommendations to the board regarding the same; (b)
131 revisions to the note in paragraph E.3 to reflect the 30 minute public
132 comment requirement for board meetings under RSA 189:74; (c)
133 insertion of new Section F permitting the Policy Committee to make
134 non-substantive corrections and revisions to policies with a procedure to
135 report to the Board; and (d) clarifying a process for suspending a policy
136 or waiving the policy approval/rescission/amendment process; (e) other
137 minor changes.
138

139 A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to
140 adopt the new policy BGAA to the Board for adoption and to also recommend the withdrawal of BG, BGA,
141 BGB, BGC and BGE. Voting: 4 ayes, motion carried.
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- 143 iv. **JI - Students Rights and Responsibilities** policy reviewed no change
144 needed
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146 A MOTION was made by Jon Lavoie and SECONDED by Erin Collins to add a review date to the policy
147 Voting: 4 ayes, motion carried.
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- 149 v. **JICD - Student Discipline and Due Process** Brianne presented the
150 changes to section and paragraph references, and removal of former
151 footnote 4, all regarding Dept. of Education rule Ed 317 to reflect 2023
152 amendments to Ed 317; corrected revision note for September 2021, as the
153 original entry mis-stated the applicable statute; discussion was had
154 regarding the new sentences added referencing appeals. Peter
155 recommended we keep the sentence in sections B.1. and B.2. but remove the
156 sentence from B.3. committee in agreement with the proposed change.
157 Discussion was had regarding page 3, third paragraph language in red, and
158 the logistics of having to have the school board convene between meeting to
159 "appoint another person" committee in discussion with Peter decided to
160 replace that language with "the school board authorizes the Superintendent
161 to appoint another School Administrator to oversee the decision ..."
162

163 A MOTION was made by Brianne Lavallee and SECONDED by Erin Collins to send the recommendation to
164 adopt the revised policy JICD to the Board Voting: 4 ayes, motion carried.

- vi. **JKAA- Use of Restraints and Seclusion** policy reviewed no change needed add a review date.

A MOTION was made by Jon Lavoie and SECONDED by Erin Collins to add a review date to the policy
Voting: 4 ayes, motion carried.

- vii. **JRA- Student Records and Access (FERPA)** Our last update had been in 2015, the draft policy is the newest NHSBA policy and has significant formatting changes, changes to section letters and numbers. Added 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. We revised definitions in Section H.1 associated with the "school officials with a legitimate educational interest" exception to prior consent requirement. This update to JRA includes several important modifications to reflect a state requirement that Districts respond to parent requests for access to their student's records within **fourteen (14)** days, and several other content changes to better reflect the requirements of FERPA and applicable regulations. We have also added "post-high school plans" to the list of items included as directory information.

A MOTION was made by Cynthia Foss and SECONDED by Erin Collins to send the new version of JRA to the Board for adoption Voting: 4 ayes, motion carried.

- i. **DID - Fixed Assets (Inventories)** The review of this policy was triggered by updates to our DAF policy, we had not updated this policy since 2010; Kristie has been sent the draft and we are awaiting her feedback.
- j. **TITLE IX update** Kristie and Peter have training Tuesday April 15th and Wednesday April 16th; materials powerpoint written guidance and procedures will be included. Bri to send questions
- k. **JJJ & JJIC** : legal update guidance from the state is still pending, we will have Peter and Kristie include an inquiry about this while attending the above training.

IV. NEW BUSINESS

- a. **FF -Naming Facilities:** Draft policy update provided by Cynthia, discussion was had regarding pairing it down to be more simplified, committee in agreement with that recommendation, draft to be edited and brought back at our next meeting.
- b. **IHBCA - Pregnant Students:** We had not updated this since 2010, our additional policy regarding pregnant students has been combined with this draft one, additionally although the provisions that had been contained in the 2024 Title IX regulations concerning accommodation of pregnant students are no longer specifically included in the regulations, this policy remains a recommended practice to facilitate compliance with both federal and state nondiscrimination laws. Primary changes include Title IX protections prohibiting sex-based harassment or discrimination for pregnant students and those with pregnancy related medical conditions and to refer to policy ACAC for grievance procedures which we do not have, we will continue to work on completing a final draft in conjunction with completing the Title IX policies.
- c. **IHBI - Alternative Learning Plan:** This is a required policy that has not been updated since 2010; no real significant changes other than to legal references, discussion was had that we can just add a review date.

A MOTION was made by Jon Lavoie and SECONDED by Erin Collins to add a review date to the policy and update the legal references Voting: 4 ayes, motion carried.

V. PUBLIC COMMENT

VI. SETTING NEXT MEETING DATE AND AGENDA; *Discussion was had that we can add **BEDG - Meeting Minutes** Peter had received feedback from our lawyer that we may want to add language. **Title IX** will be the bulk of our next meeting since this will be a big project.*
a. Thursday May 22nd 6:30pm will be the next meeting.

VII. ADJOURNMENT

A MOTION was made by Cynthia Foss and SECONDED by Brianne Lavallee to adjourn Voting: 3 ayes, motion carried.
Meeting Adjourned at 8:13pm

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