

**WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING MINUTES
Wednesday April 26, 2023
Wilton-Lyndeborough Cooperative MS/HS-Library
6:30 p.m.**

- I. CALL TO ORDER @ 6:32pm** present *Tiffany Cloutier-Cabral , Darlene Anzalone , Jonathan Lavoie, and Brianne Lavallee*
- II. ELECT OFFICERS:** *NOMINATION for Brianne to be chair made by Jonathan Lavoie and SECONDED by Darlene Anzalone. Voting: via roll call vote, four ayes, motion carried. NOMINATION for Jonathan Lavoie to be vice by Brianne Lavallee SECONDED by Tiffany Cloutier-Cabral. Voting: via roll call vote, four ayes, motion carried. all yes*
- III. REVIEW MEETING MINUTES**
 - a. 03/09/23** *A MOTION was made by Tiffany Cloutier-Cabral and SECONDED by Brianne Lavallee to accept the minutes as written. Voting: via roll call vote, two ayes, two absentions by Johnathan Lavoie and Darlene Anzalone motion carried.*
 - b. 01/31/23** *A MOTION was made by Tiffany Cloutier-Cabral and SECONDED by Brianne Lavallee to accept the minutes as written. Voting: via roll call vote, two ayes, two absentions by Johnathan Lavoie and Darlene Anzalone motion carried.*
- IV. OLD BUSINESS**
 - a. JICK – Public Safety and Violence Prevention – Bullying** *Discussion was had regarding the notification waiver by the superintendent. Darlene Anzalone suggested that we look at this at our previous meeting, Brianne Lavallee had emailed Peter Weaver for his opinion, Peter Weaver stated in his email response to Brianne “The waiver of notification language is verbatim from NH RSA 193-F:4. We would not be able to change that.” Brianne stated if there is a safety reason that the superintendent needs to waive it it will not be resolved in another 24hrs. Discussion continued regarding the timeline in relation to the waiver. Jon Lavoie suggested we remove the word school from “school days” and replace it with “calendar days” under section XI. The committee agreed that this could be a good compromise, we will make the change and then have Peter and Administration look at it again and weigh in about the change. Discussion was continued regarding the waiver and potential Board notification of when a bullying investigation has arisen that requires a waiver. A request was made that the board be updated in this instance, Brianne Lavallee stated concern regarding a potential conflict regarding the board role in the appeal process and our ability to act in the judicious capacity with prior knowledge. Discussion was had regarding making sure we stay neutral and that it would be okay as long as no personal information is provided. The suggestion was made that we could add a sentence to section XVI. following the word implement : “Notification that the Superintendent has evoked a waiver as stated in section X will be provided to the School Board at the next scheduled meeting in non-public. No identifying details will be provided to the Board.” The committee all agreed with this change. Discussion was had regarding the student handbooks and the section regarding bullying, Brianne had followed up with administration and received the following feedback from Peter Weaver after he reviewed them and stated in his email response to Brianne “We have the bullying policies in the student handbook, and the handbook is also on the website for parents to access along with our SAU 63 policies.” Discussion was had regarding the related policies: **JIC-Student Conduct** was updated in 2022; **JICD-Student Discipline and Due Process** was updated in 2022; **IHBA-Program for Pupils with Disabilities** was last updated in 2010, Brianne*

stated she was unable to access the NHSBA website to research when they last updated it. She did check 3 other districts in our area and could not find this policy on any of their websites, so she feels further research is needed, was this withdrawn and/or incorporated into a different policy over the past 10 years.

Brianne Lavallee will follow up with NHSBA for details.

- i. **JICIB-BULLYING & CYBERBULLYING--Pupil Safety and Violence Prevention:** we could withdraw since it has been incorporated into this policy.
 - ii. Brianne Lavallee also noted when reviewing the related policies should be reviewed since **JIA-Student Due Process Rights** (2010) and **JICDD-Student Discipline and Out-of-School Actions** (2010) may have been incorporated into **JICD-Student Discipline and Due Process Rights** in 2022, further research through NHSBA is needed. Brianne will have this information for the next meeting.
- b. **JLCB-Immunization of Students** Discussion was had regarding the feedback from Administrators and the district nurse regarding whether to keep it as a policy. The email response from Administration and the nurses was that it looks good and no changes to the draft were requested or recommended. Brianne Lavallee presented that we keep it as a policy but update it with the proposed draft. In addition to updating the policy discussion was had again regarding concerns over parent compliance with completing the required forms. Per our previous committee discussion in March Administration researched the capability of Powerschool to make the forms available online for parents to increase compliance with completion and Nick Burocker found the following: “The summary is that it would cost ~\$1500 per year with around \$4700 in one time set-up fees.” Attached to the minutes is the official quote. Discussion was had. Does this quote end up covering all forms? Information will be provided to the entire board in our committee report.
- i. Discussion was had regarding the list of related policies: **EBC-Pandemic/Epidemic Emergencies**, we do not have this policy, Brianne needs to research it further to see if it required; If not required Brianne suggested no, Jon voiced agreement, Tiffany and Darlene are in agreement as well; **EBCG**, Brianne needs to research it further to see if it required, we do not have this policy, Brianne could not find it on ; **JFABD - Admission of Homeless Students**, we have this policy last update was 2010, Brianne needs to research it further to see if it required; **JFAM**, we do not have this policy; **JLC - Student Health Services**, we have this last update was 2010 has old references in it, NHSBA updated it in 2020; **JLCA - Physical Examination of students**, our last update was 2010 NHSBA updated it in 2020.

A MOTION was made by Tiffany Cloutier-Cabral and SECONDED by Darlene Anzalone to send the final draft of JLCB to the Board as written. Voting: via roll call vote, four ayes, motion carried.

- c. **EBCA-Emergency Plans :** The newest NHSBA policy is recommended by the committee and was included in the packet; Peter needs to look at details we changed. section A date added. or designee added: discussion was had regarding policy JLCJA we don't have it ? we need it. Darlene suggested we cover that in our health policy discussion There are a number of related policies we can also discuss:
- i. **EBCD- Emergency Closings:** this was last updated in 2010 in our district; would we be able to just incorporate this into EG- Communication Plan?
 - ii. **Policy ADD** referenced was withdrawn by NHSBA in 2020 discussion was had regarding would it be relative to WLC for the purpose of this document? If we keep it as a stated related policy... reasons why, it was likely part of how this policy was created. Reasons why not, we

don't have it, but maybe we did previously, Brianne Lavallee stated she looked into this and Kristina can not find any record of us having this policy.

- iii. Also listed as a related policy is **JICK** which is being worked on currently.
- iv. We do not have **JLCJA**, is this something we should consider adopting? Brianne will research this further and bring the information to our next meeting.
- v. **Policy EG** : NHSBA updated in August 2022, On the heels of the COVID-19 pandemic and in the presence of ever evolving modes of communication, districts should strongly consider adopting a communications plan to guide school administrators and provide information to stakeholders. NHSBA created this sample policy to provide guidance on the creation of such a plan and indicate what districts may consider including in their plan. NHSBA also created a sample template plan, EG-R, to supplement this policy. In conjunction with release of this sample EG, NHSBA withdrew prior sample policy KDA which addressed generally many of the provisions which are to be included in the District Communication Plan. Tiffany will research these and Brianne can obtain examples from NHSBA.

- ii. **EB-Safety Program**: Draft version is in our packet tonight to review; NHSBA updated it in **2020** our last update was, 03/2019. Administration feedback was "It's fine the way it is. We have to update our emergency procedures, safety plans like chemical spills, and train staff like Slips, Trips, and Falls." The NHSBA changes reflected in the new draft were to - Removed the provisions relative to general safety plans and programs which are now addressed in EBB, and also removed provisions regarding the establishment of a crisis/emergency plan (addressed in sample policy EBCA). With the removal of those policies, EB is no longer designated as a "Priority/Required by Law" policy. Rather, as the requirement of a joint loss management committee is required for all NH employers with 15 or more employees, the policy is now classified as recommended. Revisions also include specific requirements of the Department of Labor relative to workplace safety programs, as well as the Joint Loss Management Committee. Finally, the revisions include reference to requirements imposed by 2020 Legislative amendments to RSA 281-A:64 relative to school employee safety and violence against employees. Those amendments also require the Dept. of Labor to adopt additional rules regarding that subject matter. As of November 2020, those rules have not yet been proposed. Discussion was had that we need an update regarding the Administration's Safety Committee and the progress they are making in addressing. Discussion was had regarding policy **JLI Safety Program**. Committee agreed that we would need Peter to cross reference all the related policies and add the revision history.

- d. **BBBF-Student Board Members** This is the final draft that we agreed on from our previous meeting; discussion was had regarding the requirement for them to attend all meetings we need feedback from Peter Weaver. It is how the law reads.

A MOTION was made by Tiffany Cloutier-Cabral and SECONDED by Darlene Anzalone to send the final draft of BBBF to the Board as written. Voting: via roll call vote, four ayes, motion carried.

- e. **IMC-Controversial Speakers and Programs** This is the draft from our last meeting, Administration provided the following feedback "The one week parent notification is reasonable, but it is also appropriate to add permission forms here as well. Recording a presentation is likely not available (there would be no point in paying for a speaker when we could just download a presentation off YouTube for example). Reporting out in a principal's report is something we typically do already. This recommendation is a slippery slope. For example, what about the ecology field trip? There were a lot of speakers, activities, etc. Would this also fall under this request? " Discussion was had regarding the

wording under number one “speakers on both sides of the issue” Brianne Lavallee noted that there would be times when she feels it would not be appropriate to do this. The example given was during red ribbon week having speakers that come to speak against drug and alcohol use, discussion was had regarding a change in the wording to reflect scenarios like that. Discussion was had regarding item two, Administration was asked to weigh in on the timeline and notification process. Discussion was had regarding item three we should clean up this language more, should it be so specific, would we need to have the speakers sign a waiver to record them. Is there wording that can satisfy the intent but not lock us into specifics?

A MOTION was made by Tiffany Cloutier-Cabral and SECONDED by Darlene Anzalone to send the final draft of IMC to the Board with the language changes in number one and three. Voting: via roll call vote, four ayes, motion carried.

- f. **Board Policies** These have been sent to all board members after our first meeting of the new board with no feedback received as of tonight's meeting. Brianne Lavallee suggested we go with BEDDA, all min agreement to scrap BEDD and BEDD-R; discussion was had over item section B number 12; we will need to update policy BDB to reflect this. This policy will get cleaned up and brought to the next meeting.
 - i. BEDDA-Board Meeting Rules of Order and Procedure
 - ii. BEDD-Rules of Order
 - iii. BEDD-R-Sample Rules of Order

V. NEW BUSINESS

- a. **DAF-11- Subrecipient Monitoring and Management** This is a first draft, it has been in the finance committee since last year with no changes or comments from them. Peter Weaver looked at it and approved it but requested we also wait for Kristie LaPlante to look at it. It has been sent to Kristie LaPlante for review.
- b. **DAF-6 - Inventory Management -Equipment and Supplies Purchased with Federal Funds** This is a first draft, it has been in the finance committee since last year again no comments, Peter Weaver looked at it and approved it but requested we also wait for Kristie LaPlante to look at it as before sending it to the Board. The draft has been sent to Kristie LaPlante for review.
- c. **Proposed policies** Discussion was had regarding the process for bringing policies forward, Brianne Lavallee stated since there are extensive policies that need updating for legal purposes and after looking at our policies regarding the policy process it is her recommendation that unless Administration has requested a policy be reviewed or it has been identified as requiring legal updating we should bring any proposed policy changes to the board prior to the committee working on it. IShe stated that she feels it is important to let all board members decide where we should be focusing the committee's time and attention. We can bring any policies we want looked at forward in our committee report. **DJE - Bidding Requirements** discussion was had that this will be included in our committee report with the recommendation the board just address it per the policy.
- d. Jonathan Lavoie brought forward some additional edits he noted a list will be compiled and included in the board report, some are outdated and some are just grammatical errors. Discussion was had, should we suspend IJOC-R, administration needs to weigh in if we are even following this policy.

VI. PUBLIC COMMENT

VII. SETTING NEXT MEETING DATE AND AGENDA

- a. **Health Policies Meeting** The WLC nurse has offered to attend a meeting specifically to address the Health Office policy Audit findings and help guide our revisions. She had provided some input for example our current med policy regarding yearly orders for prescription medication, they feel it would be appropriate we could state that we need new orders at the start of each new school year so policy aligns

with practice. We should work to get these aligned with the handbooks too. Brianne will plan a workshop with the nurses to get them reviewed and updated and then the updates will come back to committee for final say.

- b. Dates for the next meeting May 25th at 6:30. It was also discussed having a workshop over the summer July 26th 5pm and Brianne will obtain an updated list of all our required policies prior to.*

VIII. ADJOURNMENT

A MOTION was made by Tiffany Cloutier-Cabral and SECONDED by Darlene Anzalone to adjourn. Voting: via roll call vote, four ayes, motion carried, meeting adjourned at 8:36pm.