

WILTON-LYNDEBOROUGH COOPERATIVE  
POLICY COMMITTEE MEETING  
Tuesday January 31, 2023  
Wilton-Lyndeborough Cooperative MS/HS-Library  
7:30 p.m.

Videoconferencing: [meet.google.com/ehf-pmcf-rzh](https://meet.google.com/ehf-pmcf-rzh)

Audio: +1 575-587-5910 PIN: 391 667 680#

**I. CALL TO ORDER** *meeting called to order at 7:30pm, Brianne Lavallee ,  
Tiffany Cloutier-Cabral , Alex Loverme, Darlene Anzalone , and Peter Weaver in attendance.*

**II. REVIEW MEETING MINUTES**

a. 09/15/2022 : *A MOTION was made by Alex Loverme and SECONDED by Tiffany Cloutier-Cabral to approve the minutes of September 15, 2022 as written.  
Voting: four ayes; motion carried.*

b. 10/20/22 : *A MOTION was made by Alex Loverme and SECONDED by Tiffany Cloutier-Cabral to approve the minutes of October 20, 2022 as written. Voting: three ayes; one abstention from Darlene Anzalone; motion carried.*

**III. OLD BUSINESS**

**a. EHAB - Data Governance and Security** *Brianne Lavallee presented the new changes that are not reflected in the policy provided tonight for discussion because HB 1277 added RSA 103-b, in regards to cybersecurity breaches providing specific definitions and reporting requirements; effective date August 16,2022; Discussion was had regarding the additional changes, committee recommends they should be added and reviewed by Director of Technology for compliance Brianne Lavallee stated she already had a discussion with him about it so he will be anticipating it. The changes will be minor with just an update to legal references and the addition of section B(1)(d) “(d) A response plan for any breach of information/cybersecurity incidents; see RSA 31:103-b and RSA 359-C:19-21” Discussion was had :does the committee support sending this to the board after Nick has had a chance to look at it or do we need to review it again? Consensus of the committee to send it to the board for approval.*

*A MOTION was made by Alex Loverme and SECONDED by Tiffany Cloutier-Cabral to approve the draft and send it to the board as written.  
Voting: four ayes; motion carried.*

**b. JICK – Public Safety and Violence Prevention – Bullying** *following the last policy committee meeting Brianne Lavallee had a conference call with Will Phillips at NHSBSA and*

verified that the wording Mr.Vanderhoof requested to be removed is actually legally required to be in the written policy. Some laws require specific wording and this one does have that requirement. Recommendation was made to help clarify by adding “Granting of a waiver shall not negate the school's responsibility to adhere to the remainder of its approved written policy.” page 5 end of paragraph in section X. All committee members in agreement with making that change and then review it and discuss at the next committee meeting.

**c. EHAA – Computer Security, Email and Internet Communications** discussion was had regarding the changes, all changes were minor and required by law.

A MOTION was made by Alex Loverme and SECONDED by Tiffany Cloutier-Cabral to approve the draft and send it to the board as written.

Voting: four ayes; motion carried.

**d. Updates From Finance Committee Policies** they have not had a meeting since we last discussed this, should we ask Kristie LaPlante to just take a look and move forward with the Policies (DAF-11; DAF-6; EHB; EHB-R) they have been completed and reviewed by Brianne Lavallee but the committee would feel better with the Administration taking a good look before we send them to the Board. Brianne to send and FYI and possibly bring it to a meeting after the district meeting.

**e. Legislative Updates** Brianne provided an update and a list of policies in need of review and suggested we start work on the following:

- **Policy JLCB:** HB 1035 repealed the Notarization Requirements for Religious Immunization Exceptions; effective July 19th, 2022 Brianne Lavallee provided feedback from a discussion with school nurses and it was reported that currently we are in compliance in practice so we are legally following the changes. We need to review this policy to reflect the removal of the requirement, the policy will be rewritten by Brianne Lavallee . The policy with changes will be presented at the next policy committee meeting.
- **Policy EBCA and EBCA-R:** HB 1125 made multiple changes to RSA 189:64-Emergency Response Plans; the most significant are the title, the agency we send the submission to, the annual date of submission, FEMA requirements, list of hazards to address, trainings to be conducted, extension for reporting delines, etc. effective June 17th 2022, The practice impact for us is just the who and when of reporting, Our submission was reported on Oct 14th to Division of Homeland Security and emergency management, suggestion was made that we need to review our current policy, it was last updated in 2010. The policy will be reviewed by: Tiffany Cloutier-Cabral . The policy with changes will be present at the next policy committee for the rest of the committee to review
- **Policy JICI and JICI-R; KFA and KFA-R:** HB 1178 this bill added chapter 159-E which prohibits the state of NH from enforcing, administering, or cooperating with the US

*Federal Government statutes regarding the regulation of firearms; effective date June 24th 2022. Current practice is the Superintendent has been working on coordinating with local police regarding potential responses and how our emergency response plans need to be updated. ALICE training has been completed by staff and local police, JICI last updated by us in 2019 and JICI-R was last updated in 2010, KFA and KFA-R was last updated in 2010. The policies will be reviewed by: Alex Loverme. The policy with changes will be present at the next policy committee for the rest of the committee to review*

- ***Policy JLCDA:** HB 1244 this bill amended RSA 124-A:4-g and added new sections RSA 126-A:5, XIV-b and RSA 200:27-a which requires a school district to obtain written consent for any medical or dental treatment; effective date July 26th 2022, Discussion was had regarding the language of this new law, it is frustrating as it does not provide a definition of “medical treatment” and there are no specific operating terms AND no specific exceptions for first aid, emergency services, or nursing services. We currently do not have the policy JLCDA; it was created in August of 2022 by NHSBA, it is NOT a required policy. Current practice is all Schools request parents and guardians to complete the Health Office Consent form and my recommendation would be to start here. It would be important to note here that compliance by parents in completing the form may be an obstacle and further research is needed to determine the legal requirements of any district medical professionals in an emergency situation when no form has been completed. Policy and/or form review to be completed by: Brianne Lavallee The recommendation and any policy changes will be present at the next policy committee for the rest of the committee to review*
- ***EHAB:** HB 1277 added RSA 103-b, required changes already discussed earlier in meeting*
- ***IKF:** HB 1367 amends RSA 189:11 in regards to the new Civic requirements, We had updated this just last year the new changes are very minor; Section C needs “This exam may be modified for a student with a disability in accordance with the student's individualized education program.” added. Section C needs the statement regarding the schools ability to administer a “locally developed” competency assessment. It will have to be the USCIS. Discussion was had, do we need to do another complete review or can we just make these minor changes and send it to the board.*
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*A MOTION was made by Alex Loverme and SECONDED by Tiffany Cloutier-Cabral to approve the draft and send it to the board as written.*

*Voting: four ayes; motion carried.*

- ***BBBF:** HB 1381 amends RSA 189:1-c which had stated School Boards had the option of having a non-voting student representative and now requires that we have at least one nonvoting student board member from each public highschool in our district; effective*

January 1, 2023. Currently in practice we are in compliance since the recent addition of WLC School Board Representatives, discussion was had regarding that we should have the title changed to members and they should be included in our website. We currently do not have a policy regarding this, the policy will be rewritten by: **Brianne Lavallee**, the policy with changes will be presented at the next policy committee meeting

Discussion was had that we need to save for the future:

- EBBB-Indoor Air Quality: HB 1421
- IHBA-Programs for People with Dissabilities/ IHBA-R- Procedual Safeguards and IKFC-Alternative Diploma for Students with Significant Cognitive Disabilities: HB 1513
  - *We are in compliance in practice*
- Military Connected Students: HB 1653
  - *No action yet, awaiting NHSBA policy*
- JLCF-Wellness Policy: SB 233
  - *We have one in place but no update since 2014*
- JLDDB- Suicide Prevention and Response: SB 234
  - *We do not have this policy, it is a REQUIRED policy since 2019 Brianne to begin work on it*
- GBCD- Criminal Record Checks: SB 352
- IHBA and IKFC: SB 394
- BEDH: SB 410
- IC/ICA and IMBA: Ed 306.18 and Ed 306.22

**f. BEDH – Public Participation at Board Meetings** *Brianne Lavallee noted the agenda had this listed as BEBH by error. This was revised to reflect the enactment of RSA 189:74 (see, SB 410). The new statute now requires school boards to provide no less than 30 minutes of public comment opportunity at each of its meetings.*

*A MOTION was made by Alex Loverme and SECONDED by Tiffany Cloutier-Cabral to approve the draft and send it to the board as written.*

*Voting: four ayes; motion carried.*

#### **IV. NEW BUSINESS**

##### **a. Withdrawals**

##### **i. GBEC - Drug Free Workplace/Drug Free Schools ADB is an identical policy**

*A MOTION was made by Alex Loverme and SECONDED by Tiffany Cloutier-Cabral to approve withdrawal and send it to the board.*

*Voting: four ayes; motion carried.*

**ii. GBEF-R Acceptable Internet Use Procedures – Staff Discussion was had, obsolete policy, not currently in use.**

*A MOTION was made by Alex Loverme and SECONDED by Tiffany Cloutier-Cabral to approve the withdrawal and send it to the board.*

*Voting: four ayes; motion carried.*

**b. Health Office Policies Audit**

*Brianne Lavallee completed the audit and provided it to the administration for review.*

*Administration and after district nurse recommended that the following policies should be addressed first: Immunization of Students, Physical Examination of Students (there are some inconsistencies - our student handbook mentions physicals every 2 years for athletics, the policy states physicals every year for athletics. It also states that we may schedule physicals (we don't)). Lastly, Administering Medications to Students - this policy is outdated and given the liability surrounding med administration the committee feels it should be addressed. Drafts can begin to be created and brought to the committee for review.*

**d. EDC – Authorized Use of School Owned Materials and Equipment:** *need to compare to NHSBA and also find out about current practice that is non-technology related.*

*Have Kristi weigh in on it and the principals*

**e. IMC – Controversial Speakers and Programs** *Darlene requested we add this to the agenda, there has been no update since 2010, Darlene will complete a draft and bring it to the next meeting following update that we are reviewing it to the whole board.*

**f. Related Policies in Need of Review** *table to next meeting*

**V. PUBLIC COMMENT** *no public present*

**VI. SETTING NEXT MEETING DATE AND AGENDA** ; discussion was had regarding possible dates, no date determined at this time.

**VII. ADJOURNMENT**

*A MOTION was made by Alex Loverme and SECONDED by Tiffany Cloutier-Cabral to adjourn.*

*Voting: four ayes; motion carried, meeting adjourned at 8:49pm.*