

**WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING MINUTES
June 22, 2023
Wilton-Lyndeborough Cooperative MS/HS-Library
6:30 p.m.**

- I. CALL TO ORDER @ 6:32pm** present [Tiffany Cloutier-Cabral](#), Jonathan Lavoie, and Brianne Lavallee. Discussion was had regarding moving Policy JICK until Darlene could join the meeting.

A MOTION was made by Brianne Lavallee and SECONDED by Tiffany Cloutier-Cabral to adjust the agenda to accommodate the request. Voting: via roll call vote, three ayes, motion carried.

Darlene Anzalone joined the meeting at 6:38pm

- II. REVIEW MEETING MINUTES:** 4/26/23 minutes were reviewed, discussion was had accept with adjustments to indicate Darlene was online and make a note to indicate the connect was poor

A MOTION was made by Tiffany Cloutier-Cabral and SECONDED by Brianne Lavallee to accept the minutes with the proposed adjustments. Voting: via roll call vote, three ayes, one abstention by Darlene Anzalone, motion carried.

III. OLD BUSINESS

- A. JICK – Public Safety and Violence Prevention – Bullying** Discussion was had regarding the waiver and the timeline for investigation, change the wording under number 1 and number 4 to calendar days and add to number 6 the wording 7 calendar days or as needed in extenuating circumstances.

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

- B. DAF-11- Subrecipient Monitoring and Management** Discussion was had regarding the final draft, no new changes have been proposed by administration.

A MOTION was made by Tiffany Cloutier-Cabral and SECONDED by Darlene Anzalone to send the final draft of DAF-11 to the Board as written. Voting: via roll call vote, four ayes, motion carried.

- C. DAF-6 - Inventory Management -Equipment and Supplies Purchased with Federal Funds**
Discussion was had regarding the final draft, no new changes have been proposed by administration.

A MOTION was made by Tiffany Cloutier-Cabral and SECONDED by Darlene Anzalone to send the final draft of DAF-6 to the Board as written. Voting: via roll call vote, four ayes, motion carried.

- D. EB-Safety Program: EBCA-Emergency Plans** Discussion was had regarding the need for Administration to review the current policy and related policies, Peter will look at all these policies; this and they will cross reference everything and the related policies and possibly strike

this one and not move forward with adopting the actual policy. Peter can provide the information regarding if we are already doing this so there is no need to reinvent the wheel we will discuss at the next meeting; We had a discussion about the Sports emergency policies and this should be an item on a future agenda.

E. BOARD POLICIES

- 1. BEDDA-Board Meeting Rules of Order and Procedure** *Discussion was had under section B meeting rules, number 7: no changes made but clarification of rule was discussed, Number 13 discussed and we will add lines to create table format.*

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

- 2. BBBF-Student Board Members** *Discussion was had that this has already been addressed at the Board meeting.*

IV. NEW BUSINESS

- A. JLCD - Administering Medications to Students** *Discussion was had regarding a the policy no changes need will add review date*
- B. JLCD-R - Procedures for Administering Medications to Students** *Discussion was had regarding the draft presented to the committee, no new changes indicated*

A MOTION was made by Tiffany Cloutier-Cabral and SECONDED by Darlene Anzalone to send the final draft JLCD-R to the Board with the changes discussed. Voting: via roll call vote, four ayes, motion carried.

- C. JAA - Allergy Management and Guidelines** *Discussion was had regarding this is not a required policy; the management of allergies varies student to student and is based on physician orders and the allergy plan. The handling of allergies in the cafeteria also varies based on the school and the child's needs. The policy is not user friendly based on the size of the document and the extensive information presented in it. The committee agreed in our recommendation to withdraw this policy.*

A MOTION was made by Tiffany Cloutier-Cabral and SECONDED by Darlene Anzalone to send the recommendation to withdraw JAA to the Board. Voting: via roll call vote, four ayes, motion carried.

- D. JLCA - Physical Examination of Students** *Discussion was had regarding the draft with changes proposed, no new changes recommended*

A MOTION was made by Tiffany Cloutier-Cabral and SECONDED by Darlene Anzalone to send the final draft JLCA to the Board with the changes discussed. Voting: via roll call vote, four ayes, motion carried.

- E. JLCA-R Family Physician Report** *Discussion was had that the form is not currently being used and has not been used for a number of years; the recommendation would be to withdraw it.*

A MOTION was made by Tiffany Cloutier-Cabral and SECONDED by Darlene Anzalone to send the withdrawal recommendation of JLCA-R to the Board. Voting: via roll call vote, four ayes, motion carried.

- F. JLDBB-Suicide Prevention and Response** *Discussion was had regarding the need for this policy, it is a required policy, we currently are doing what is required under the law, the policy just needs to reflect it. Weaver will need to review the information and bring a proposed policy to the committee at our next meeting.*

V. PUBLIC COMMENT

VI. SETTING NEXT MEETING DATE AND AGENDA

- 1. Health Policies Meeting Update was provided, the goal to complete the required policies and bring them forward in a future meeting.*
- 2. Discussion was had regarding the mention of JICI and JICI-R KFA and KFA-R In regards to HB 1178, Brianne will cross reference with the attorney general's info if available and look at possible policy updates*
- 3. IHBA-Programs for People with Disabilities/ IHBA-R- Procedural Safeguards and IKFC- Alternative Diploma for Students with Significant Cognitive Disabilities: HB 1513 Tiffany will review*
- 4. Military Connected Students: HB 1653; No action yet, awaiting NHSBA policy Darlene will review*
- 5. JLCF-Wellness Policy: SB 233 Brianne will review; we have one no update since 2014*
- 6. JLDBB- Suicide Prevention and Response: SB 234; We do not have this policy, it is a REQUIRED policy since 2019*
- 7. GBCE- Criminal Record Checks: SB 352 Brianne will review*
- 8. IHBA and IKFC: SB 394 Jon*
- 9. BEDH: SB 410 Brianne*
- 10. Brianne will bring list of required policies we do not have and ones we can withdraw*
- 11. Agenda for the next meeting Facilities is looking at a policy regarding the CIP process this was approved by the board during the facilities report.*
- 12. Jon is asking about GEBDA regarding staff dress code; discussion was had regarding the wording of the motion that suspended it and administration is working on it; discussion was had regarding reviewing the policy and updating it to help with staff retention and the language in the CBA Jon will review*
- 13. Jon Lavoie brings up the cell phone issues we have and the vandalism related to tik tok challenges; can the administration look at cell phone use and create a procedure to address this in the handbook. Mr. Weaver discussed the practice, vs. the enforcement and teachers monitoring, rule can be inconsistently enforced*

B. *Next Meeting August 15th 5:30pm update from Peter will come the week before in his absence.*

VII. 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 8:46pm.