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3 **Public Notice of Meeting**
4 **WILTON-LYNDEBOROUGH COOPERATIVE**
5 **POLICY COMMITTEE MEETING**
6 **Tuesday, May 28, 2024**
7 **Wilton-Lyndeborough Cooperative MS/HS-Admin Conference Room**
8 **5:30 p.m.**
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11 **I. CALL TO ORDER** *meeting was called to order at 5:30pm, Brianne Lavallee, Cynthia Foss, and*
12 *Peter Weaver present*
13

14 **II. REVIEW MEETING MINUTES**

15 **a. 12/06/2023** *Discussion was had that Cynthia Foss was not on the committee in 12/06/2023*
16 *and Brianne Lavallee was the author of the minutes so with Jon Lavoie's absence minutes approval will*
17 *be postponed until next meeting.*
18

19 **III. OLD BUSINESS**

20 **a. BDFF - Facilities Committee Goals and Preparation of Capital Improvement Plan**

21 **i. BDFF-R - Project Request Worksheet** *Discussion was had regarding the facilities committee still*
22 *working on this, no new updates provided, the items will move forward to next meetings agenda.*

23 **b. EBCA - Emergency Plans** *Discussion was had that this policy and related policies will*
24 *be thoroughly reviewed by the superintendent and school principals during the annual EOP review over*
25 *the summer and recommendations will be brought forward after those meetings.*

26 **i. EB - Safety Program** *Discussion was had that this was withdrawn at the least meeting.*

27 **ii. EBB - School Safety Program** *will be on August agenda*

28 **c. Withdrawn Policies Audit** *Discussion was had that we should recommend to the board to*
29 *move forward with aligning our policies and withdrawing all that are obsolete.*
30

31 *A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the*
32 *recommendation to send all withdrawal recommendations forward to the Board.*

33 *Voting: 2 ayes, motion carried.*
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35 **d. EHB - Data/Records Retention** *Discussion was had that upon review the NHSBA sample*
36 *policy will meet all district needs.*
37

38 *A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation*
39 *to adopt the new policy EHB to the Board.*

40 *Voting: 2 ayes, motion carried.*
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42 **e. EHB-R - Local Records Retention Schedule** *Discussion was had regarding sample policy,*
43 *Administration to do one last double check and bring to August meeting any recommendations.*

44 **f. EH - Public Use of School Records** *Discussion was had that the cross reference with related*
45 *policies still needs completing, policy will be on next agenda.*

46 **g. BEC - Non-Public Sessions** *Discussion was had that upon review the NHSBA sample*
47 *policy will meet all district needs.*
48

49 *A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the*
50 *recommendation to adopt the new policy BEC to the Board.*

51 *Voting: 2 ayes, motion carried.*
52

Respectfully submitted Brianne Lavallee

53 **h. KB - Title I Parent Involvement in Education** Discussion was had regarding administration
54 review has been completed and upon review the NHSBA sample policy will meet all district needs.
55

56 A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the
57 recommendation to adopt the new policy KB to the Board.
58 Voting: 2 ayes, motion carried.
59

60 **i. JFABD - Admission of Homeless Children and Unaccompanied Youth** Discussion was had
61 regarding administration review has been completed and upon review the NHSBA sample policy will meet all
62 district needs.
63

64 A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the
65 recommendation to adopt the new policy JFABD to the Board.
66 Voting: 2 ayes, motion carried.
67

68 **j. IHBBA - Limited English Proficiency Instruction** Discussion was had that no changes were
69 needed so a review date could just be added; IHBBA-R will need a minor title change only so board review would
70 not be needed.
71

72 **IV. NEW BUSINESS**

73 **a. Board Management/Procedures/Evaluation** Discussion was had that per the
74 recommendation of the Board we should review all three withdrawn policies (BA, BA-R, and BAA) and
75 combine the relevant information and create a draft to discuss and then recommend to the Board. Peter
76 Weaver offered to look at them and work with Brianne Lavallee to bring forward a first draft in August to
77 the committee.
78

79 **V. PUBLIC COMMENT** no public present 80

81 **VI. SETTING NEXT MEETING DATE AND AGENDA** Discussion was had that our goal
82 should be to meet again in August.
83

84 **VII. ADJOURNMENT** A MOTION was made by Cynthia Foss and SECONDED by Brianne
85 Lavallee to adjourn.
86 Voting: 2 ayes, motion carried.
87

88 Meeting Adjourned at 5:59pm
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