

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING
Tuesday, April 30, 2024
Wilton-Lyndeborough Cooperative MS/HS-Library
6:00PM

I. CALL TO ORDER *meeting was called to order at 6:00pm, Brianne Lavallee and Cynthia Foss present, Peter Weaver online*

II. REVIEW MEETING MINUTES

a. 12/6/2023 *discussion was had that Cynthia Foss was not on the committee in 12/06/2023 and Brianne Lavallee was the author of the minutes so with Jon Lavoie's absence minutes approval will be postponed until next meeting*

III. OLD BUSINESS

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

i. BDFF-R - Project Request Worksheet

Discussion was had that the policies we had updated were sent to Facilities Committee with our feedback, we have not heard back from Facilities with any update. Follow up email will be sent to inquire on progress. Items will be added to the next meeting's agenda.

b. EBCA - Emergency Plans *discussion was had regarding the document provided by Tiffany Cloutier Cabral with an overview of all related policies and potential recommendations. Peter Weaver will take over the work on this policy and all the related policies and bring a suggestion forward in a future meeting.*

i. EB - Safety Program *discussion was had related to this policy being obsolete and will be incorporated into EBCA, was changed to a "recommended policy" instead of a "required" policy by NHSBA in 2020 because provisions relative to general safety plans and programs which are now addressed in EBB*

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to withdraw policy EB to the Board Voting: 2 ayes, motion carried.

ii. EBB - School Safety Program *discussion was had regarding the draft policy, Peter Weaver will continue work on this as it is related to EBCA*

c. EEA-Student Transport Services *Discussion was had regarding the work on these policies, Kristie LaPlante and Brianne Lavallee have reviewed EEA and all our related policies, many had not been updated since 2010 so a complete overhaul was completed including all legal updates and policy name changes, withdrawal recommendations. EEA now establishes general transportation policy with duplicative language or content in the former version replaced with references to other applicable policies and procedures. Clarification was added via an "Authorized Transportation Providers" subsection to define applicable services in accordance with the new contracted carrier provisions in SB 147 (Part III), which will be codified as RSA 376:2, VII. Revisions also included addition of the new requirement to provide transportation services to students attending CTE and alternative programs in accordance with RSA 188-E:8 (SB 148, Pt II) and amended to allow charter school pupils access to traditional transportation services under RSA 194-B:2, V. Discussion was had regarding language required related to charter schools.*

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

Respectfully submitted Brianne Lavallee

i. EEA-R - Procedure for Requesting Bus Stop Change: Discussion was had regarding the first draft of this new form, our current EEA-R policy is one similar to the NHSBA policy that was withdrawn in 2021; this example was recommended for use by Administration

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt updated policy EEA-R to the Board Voting: 2 ayes, motion carried.

ii. EEAE - School Bus Safety Program Amendments were made to this policy to clarify drug and alcohol testing policies for contracted carriers, in accordance with the new contracted carrier provisions in SB 147 (Part III), which will be codified as RSA 376:2. Additionally, some duplicative language has been replaced with references to other applicable sample policies.

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt updated policy EEAE to the Board Voting: 2 ayes, motion carried.

iii. EEAE-R - Regulations for Students Riding Buses Discussion was had that NHSBA had changed this policy and incorporated the language that was previously found in their old policy EEA-R; guidelines have been updated and cross referenced by Administration

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt updated policy EEAE-R to the Board Voting: 2 ayes, motion carried.

Discussion was had that it is recommended by the committee for Administration to send out yearly at the start of the school year for parents to reference.

iv. ECAF - Audio and Visual Surveillance on School Buses Amendments to this sample policy were made to clarify its relationship with Policy EEAA, to emphasize that audio recordings carry separate restrictions, to indicate methods of notification, and to include parents as having a right to view recordings when appropriate in disciplinary proceedings. The policy was also revised to incorporate the statutory limitations on viewing and retaining audio recordings created on school buses.

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt updated policy ECAF to the Board Voting: 2 ayes, motion carried.

v. JICC - Student Conduct on School Buses Updates from NHSBA included the clarification that the District has authority over student behavior on any official District transportation. We have also incorporated the content from policy JICC, old EEAE-R, and our old EEA-R. Discussion was had that legal references need to be added.

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt updated policy EEA-R to the Board Voting: 2 ayes, motion carried.

vi. JICC-R - Student rules and Conduct on Bus Discussion was had that this policy was incorporated into JICC and will be referenced in the student handbooks.

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to withdraw policy JICC-R to the Board Voting: 2 ayes, motion carried.

vii. **EEAEC - Student Conduct on School Buses:** Discussion was had that this information is included in JICC so we can withdraw it. NHSBA withdrew this years ago

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to withdraw policy EEAEC to the Board Voting: 2 ayes, motion carried.

viii. **EEAG - Use of Private Vehicles to Transport Students** The NHSBA policy was looked at and their sample policy was amended to clarify that contracted carriers are not characterized as private vehicles, in accordance with the new contracted carrier provisions in SB 147 (Part III), which will be codified as RSA 376:2. They added the following sentence to paragraph three after the sentence ending in "safety standards" : "If operating a vehicle owned by a contracted carrier of passengers, and designed to transport 16 or more passengers (including the driver), the provisions of Policy EEAE apply in place of this paragraph. Discussion was had regarding the need to add this language.

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt policy EEAG with the addition of the language discussed to the Board Voting: 2 ayes, motion carried.

ix. **EEAG-R - Statement of Insurance on Private Vehicles :** Current NHSBA policy reviewed, no changes are recommended at this time. Review date will be added to policy.

d. **DFGA - Crowdfunding,** This policy was created per the request of administration and language included per Admin's request, cross reference completed with policy KCD

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to send policy DFGA to the Board Voting: 2 ayes, motion carried.

e. **EFAA - Meal Charging** This is a required policy, we have been working on it in committee, the final draft was reviewed by Administration and all changes are in the draft presented tonight.

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to send policy EFAA to the Board Voting: 2 ayes, motion carried.

f. **Withdrawn Policies Audit** discussion that this is still in progress, we will continue to work on it and bring recommendations forward to the committee next meeting.

IV. NEW BUSINESS

a. **KCD - Acceptance of Gifts** this policy was revised principally to reflect 2023 passage of HB207, which amended RSA 198:20-b, and increased the amount from \$5,000 to \$20,000 of unanticipated revenue a school board may accept without the need for 7 day notice and public hearing. Additional revisions made included: (1) change the classification from optional to recommended, (2) increasing amount Superintendent may accept from \$500 to \$2,500 (this amount is not one set by statute, but rather policy, so the board can allow any amount here up to \$19,999), and (3) language added to better coordinate the sample with the sample DFGA relative to crowdfunding efforts. See also adoption notes a and b, above. It was also revised to include and clarify the treatment of small "gifts" by staff and to provide that pre-approval is required for soliciting gifts that will be made to the District, including use of web sites like crowdfunding

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to send policy KCD to the Board Voting: 2 ayes, motion carried.

- 149
- 150 **b. EHB - Data/Records Retention** *Our current sample is included in the packet, it was last updated in*
- 151 *2010 but NHSBA last updated theirs in Aug. 2022, revised to include more specific provisions*
- 152 *relating to destruction of records, and clarify relation to District Record Retention Schedule. In*
- 153 *Sept. 2018, revised to (1) reflect the 2018 passage of HB 1551 which added new section RSA 186-*
- 154 *C:10-a regarding destruction of special education records and (2) include information pertaining*
- 155 *to digital or electronic records. In May 2018, minor style and grammatical changes and in May*
- 156 *2017, revised to (1) comply with 2017 N.H. DOE rule requires a policy on the retention and*
- 157 *destruction of special education records and (2) add information regarding litigation holds or*
- 158 *receipt of a Right-to-Know law request. Discussion was had that we should research the policy*
- 159 *more and discuss at our next meeting.*
- 160 **c. EHB-R - Local Records Retention Schedule** *Our policy seen in the packet tonight was last updated*
- 161 *in 2010, NHSBA updated theirs in 2017; Discussion was had that we should research the policy*
- 162 *more and discuss at our next meeting.*
- 163 **d. EH - Public Use of School Records** *Our last update was in 2010; NHSBA updates included*
- 164 *November 2019, the subject matter of the earlier version of this policy was merged with the content*
- 165 *of the overlapping/redundant BEDG-R, and re-codified as new procedural document EH-R. BEDG-*
- 166 *R has been withdrawn from the NHSBA sample policy/appendix manual. New sample EH-R is based*
- 167 *on former BEDG-R, but also includes revisions to reflect legislative changes to RSA 91-A:4, IV by*
- 168 *2019 N.H. Laws Ch. 163 (HB 286) and Ch. 107 (HB 396), the most significant of which requires a*
- 169 *written statement identifying the specific exemption under 91-A:5 or otherwise that applies when a*
- 170 *record is withheld from disclosure (or redacted); **September 2017**, updated to conform with then*
- 171 *current language of 91-A. The subject matter of the earlier version of this policy has been merged*
- 172 *with the content of the overlapping/redundant BEDG-R. Because of the frequent amendments to*
- 173 *91-A over the past 15 years, and the general lag in time to get policies approved, NHSBA has placed*
- 174 *the procedural elements of former EH and BEDG-R into new procedural document EH-R. A sample*
- 175 *of the administrative procedures referenced in the second paragraph below is included in the 2019*
- 176 *Fall Policy Update as EH-R. **Districts are encouraged to supplement the procedures in EH-R with***
- 177 ***any district specific protocols, forms etc., but should review those changes with local counsel or***
- 178 ***NHSBA.** Discussion was had that we should research the policy more and discuss at our next*
- 179 *meeting.*
- 180
- 181 **e. BEC - Non-Public Sessions :** *NHSBA updated included elements of BEC that were specific to non-*
- 182 *public minutes and were moved to sample policy BEDG such that all minutes provisions are in one*
- 183 *comprehensive sample policy. Additional changes to BEC include language clarifying on the one*
- 184 *hand that non-public sessions may only occur during a public meeting, on the other hand may occur*
- 185 *even if there is no reference on the meeting notice or agenda that such a session might occur. Final*
- 186 *revisions include reference to Ed 303.01 directing Boards to require the presence of the*
- 187 *Superintendent/designee at Board meetings, as well as a reminder that information discussed in*
- 188 *non-public is confidential. We just updated our BEDG in Feb of 2024. Discussion was had that we*
- 189 *should research the policy more and discuss at our next meeting.*
- 190 **i. KB - Title I Parent Involvement in Education Administration** *is currently working on this and the*
- 191 *drafts will be reviewed at our next meeting.*
- 192 **j. JFABD - Admission of Homeless Children and Unaccompanied Youth Administration** *is currently*
- 193 *working on this and the drafts will be reviewed at our next meeting.*
- 194 **k. IHBBB - Limited English Proficiency Instruction Administration** *is currently working on this and*
- 195 *the drafts will be reviewed at our next meeting.*

196 **V. PUBLIC COMMENT** *no public present at meeting*

197 **VI. SETTING NEXT MEETING DATE AND AGENDA** *discussion was had, next meeting scheduled*

Respectfully submitted Brianne Lavallee

198 *for May 28th at 5:30pm prior to board meeting.*

199 **VII. ADJOURNMENT**

200 *A MOTION was made by Cynthia Foss and SECONDED by Brianne Lavallee to adjourn Voting: 2 ayes,*
201 *motion carried.*

202
203 Meeting Adjourned at 8:40pm