

**WILTON-LYNDEBOROUGH COOPERATIVE  
POLICY COMMITTEE MEETING MINUTES  
Tuesday September 19, 2023  
Wilton-Lyndeborough Cooperative MS/HS  
5:30 p.m.**

**I. CALL TO ORDER at 5:42pm**

Present: Jonathan Lavoie, Brianne Lavallee in person; Tiffany Cloutier-Cabral online.

**II. REVIEW MEETING MINUTES**

**a. 8/15/2023**

*A MOTION was made by Brianne Lavallee and SECONDED by Tiffany Cloutier-Cabral to accept the minutes as written. Voting: via roll call vote, three ayes, motion carried.*

**III. OLD BUSINESS**

**a. JLCF-Wellness Policy;** Update provided by Brianne Lavallee, discussion was had with Kristie Laplante and administration would like more time to review, there are a number of details to work out JLCF. The committee is in agreement that we should hold off on final edits at this time.

**b. GBEBA-Staff Dress Code;** Staff proposed removing business casual, but the committee decided to keep that in. WE would like some kind of language that indicates our desire for professional standards. Discussion was had regarding the term “business casual” vs “professional attire” it was the opinion of the committee that “business casual” was less restrictive so we updated the language in the whole policy to reflect that. Committee was in agreement that we need more input from Administration and the WLCTA and if the staff would seriously like to remove the term, they are advised to recommend a similar term prior to our next board meeting. Brianne Lavallee will coordinate with Peter Weaver to obtain opinions of all interested parties in preparation for the board discussion. Discussion was had regarding the Jewelry definition and excessive jewelry and how to word that into exclusions. Our desire is to provide Administration with the ability to apply at the building level. Jonathan Lavoie proposed addition of the wording “Administration may request removal of excessive jewelry that may be deemed as a distraction.”

*A MOTION was made by Jonathan Lavoie and SECONDED by Tiffany Cloutier-Cabral to send the updated policy GBEBA to the School Board for consideration. Voting: via roll call vote, three ayes, motion carried.*

**c. JLC-Student Health Services;** Discussion was had that the District Nurse has reviewed this policy, it is a required policy and is acceptable as written.

*A MOTION was made by Brianne Lavallee and SECONDED by Jonathan Lavoie to send the updated policy GBEBA to the School Board for consideration. Voting: via roll call vote, three ayes, motion carried.*

**d. JLCJ-Concussions and Head Injuries;** Discussion was had regarding our current policies JHCI, and JHCI-R, both are antiquated, Brianne Lavallee recommends they be withdrawn in favor of JLCJ. Discussion was had regarding the language around “suspected to have experienced a concussion” in the second paragraph may need to be removed, believes some documentation from a doctor would be required, further investigation needed. Tiffany agreed.

Suggestion by Brianne Lavallee to take out the suspected portion and add at the end - "documentation from a medical provider will be requested in accordance with the procedure set forth below." Committee was in agreement. Brianne suggests making A,3 become - Administration will be responsible for developing a form for the health office to notify parents of a potential head injury and shall include the signs and symptoms to observe and the recommendation for follow up as needed Original A,3 would now become A,4, etc, moving all numbers forward one. Discussion continued around A,4 - 4th line down, appropriate district staff, will obtain documentation of injury from a medical provider, and establish a graduated learning reentry plan. Discussion regarding bullet 4 - Frequency of assessments by the school nurse or follow up my medical provider, until full return to the classroom and extracurricular athletic activities are authorized; Suggestion was made to possibly investigate Adding a hyperlink to NFHS suggested guideline for management of concussion in sports into our posted online policy of JLCJ. Committee in agreement with changes, Brianne Lavallee will continue work on the policy and bring it back in October.

**e. JLCJA - Emergency Plan for Sports Related Injuries;** Discussion was had, no edits except removing related policies that don't exist.

*A MOTION was made by Jonathan Lavoie and SECONDED by Brianne Lavallee to send the updated policy JLCJA to the School Board for consideration. Voting: via roll call vote, three ayes, motion carried.*

**f. JLCK-Special Physical Health Needs of Students;** Discussion was had regarding draft, no edits suggested.

*A MOTION was made by Brianne Lavallee and SECONDED by Tiffany Cloutier-Cabral to send the policy JLCK to the School Board for consideration. Voting: via roll call vote, three ayes, motion carried.*

**g. JLDBB - Suicide Prevention and Response;** Discussion was had regarding latest draft, no new changes suggested.

*A MOTION was made by Briane Lavallee and SECONDED by Jonathan Lavoie to send the updated policy JLDBB to the School Board for consideration. Voting: via roll call vote, three ayes, motion carried.*

**h. EBCA-Emergency Plans;**

- i. EB-Safety Program;** EB - Technically not required. Brianne suggests deleting this policy if Peter will agree. Reasoning is because each school has by law set emergency procedures (EOP) that are reviewed yearly and signed off on by Administration, the Police force, and School Board and these policies are not. A thorough review with a cross reference with the EOP is recommended.

*Jon motion to remove EB in favor of policy EBB, Tiff seconds. All in favor.*

**ii. EBB- School Safety Program;** EBB - School safety program

Peter worked on this one. Highlights are noted. Discussion was had about doing a thorough review of all the emergency policies and deciding which ones are necessary vs. which ones are addressed in the EOP. Tiffany will work on eliminating non essential emergency policies that are no longer required because they are covered by EBB.

- 101                    **iii. EBBC- Emergency Care & First Aid**; Discussion was had that EBBC is required but we  
102                    currently have it listed as JLCE with an asterisk how EBBC was incorporated into ours. Jon  
103                    recommended renaming JLCE to EBBC, since EBBC is required and JLCE is not. Committee  
104                    all in agreement, Brianne will have Kristina update the title.

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107                    **IV. NEW BUSINESS**

108                    **a. Facilities Document** - Facilities Committee is asking the policy committee  
109                    to get recommended feedback from Will Phillips. Brianne will facilitate this. Hope to have something  
110                    to bring to the facilities meeting, first Tues. in Oct. and to the board by second meeting in October.

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112                    **b. NHSBA legislative update.** Brianne attended the Legislative updates webinar and on Oct. 10th  
113                    she'll attend a webinar going over required policy changes in response to the new legislation. Brianne  
114                    also printed the list of withdrawn policies from NHSBA to help us clean ours up.

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116                    **c.** Ask board to look at **BBBE**. RSA is vague so we need to better define a vacant board position  
117                    and how to fill it.

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119                    **d. EFAA** - Jon and Megan Nantel went over and made necessary changes. Kristie LaPlante needs  
120                    a bit of time to go over this with the USDA requirements.

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122                    **e.** Discussion was had regarding feedback received in the last School Board meeting: Pertaining  
123                    to NHSBA membership dues. Sending a note to not allow our membership dues to contribute to  
124                    lobbyist fees. We need to direct administration to put this note on all payments, which we believe they  
125                    already do. Discussion was had regarding policy JJJ, Letter B - add "including the class syllabus, to  
126                    parents...." Committee is all in agreement that we can move forward with that change. Brianne will  
127                    update the draft and provide to Kristina for a 2nd read at the next meeting.

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129                    **V. PUBLIC COMMENT No public present**

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131                    **VI. SETTING NEXT MEETING DATE AND AGENDA** Next meeting:  
132                    Oct. 26th at 5:30pm, we plan to finalize facilities doc, follow up on EFAA, discuss list of policies that are  
133                    presented on October 10th.

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135                    **VII. ADJOURNMENT**

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137                    *A MOTION was made by Tiffany Cloutier-Cabral and SECONDED by Brianne Lavallee to*  
138                    *adjourn. Voting: via roll call vote, three ayes, motion carried;*  
139                    *meeting adjourned at 7:34pm.*