

**WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING MINUTES
Wednesday, December 6, 2023
Wilton-Lyndeborough Cooperative MS/HS-Library
6:00 p.m.**

I. CALL TO ORDER *meeting was called to order at 6:05pm, [Brianne Lavallee](#) and Jonathan Lavoie present Peter Weaver online*

II. ADJUSTMENTS TO AGENDA *discussion was had that Tiffany was working on EBCA and has numerous recommendations for the committee but with her absence it may be better to wait for her to finalize the policy*

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to remove EBCA-Emergency Plans from the agenda and place them on the next agenda. Voting: 2 ayes, motion carried.

**III. REVIEW MEETING MINUTES
09/19/23**

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to accept the minutes as written. Voting: 2 ayes, motion carried.

IV. OLD BUSINESS

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

Plan : Brianne Lavallee provided update, policy in review per direction of the board; Facilities Committee completed a first draft and provided it for review; policy was then forwarded to the NHSBA lawyer for review, following his feedback and cross reference with our current policies, and the NHSBA sample policies related to facilities this draft was created and includes questions/clarifications for Facilities Committee; the updated policy has been provided to Facilities to review. Additions to note include specific provisions relating to statutory rights charter schools have to school district property when the district is neither using the property and has no plan to use it within two years. It also accounts for new statutory obligations germane to unused facilities lacking in an official plan pursuant to RSA 194:61, as effected in HB 278. Under RSA 194:61, the District is required to submit a list of "unused facilities" to the DOE no later than January 1, 2022, and updated plans each July 1 thereafter. Sept. 2023; sample revised to reflect passage of HB365 which amended RSA 198:15-a. Discussion was had regarding feedback, Geoffry Allen is working on comparing the updates to his notes, Dennis Golding had agreed with the opinion that F1 subsection J conflicts with current policy, requested we discuss having the BA as a regular participant, clarification regarding "Director of Maintenance" vs. "Facilities Director" and review wording of the Budget Committee title. Discussion was had regarding fixing the sections "D1" should read "A" and "F!" should read "C"

Respectfully submitted [Brianne Lavallee](#)

Discussion was had regarding adding “Shall tour and review all District facilities at least once annually.” after Section C. c. Discussion was had that we can clean it up and send our changes to the facilities committee to have them clean it up and trim it down significantly. [Brianne Lavallee](#) will send it to Geoffry Allen, Facilities Chair to follow through with making the changes we are suggesting.

BDDF-R Project Request Worksheet

- b. JLCF-Wellness Policy:** Brianne Lavallee provided an update, policy has been under revision in past few meetings, JLCF was completely revised to conform to current federal regulations pertaining to school lunch and school breakfast programs, and N.H. Department of Education guidelines and to reflect SB 233 (2022 N.H. Laws Ch. 149) which amended RSA 200:11-b; discussion was had regarding Administration update after their review, it was noted that many of the links did not work, we will have to ask Nick to help with this, Also discussion was had regarding the request to change September 30th to October 15th; discussion was had regarding the verbiage in the water bottles section, number 3 “are filled exclusively with water” administration requests we discuss alternative verbiage. We still need to add the hyperlink to either the NHIAA (New Hampshire Interscholastic Athletic Association) or NFHS (National Federation of State High School Associations). Discussion was had regarding deleting the “Building Coordinator” wording throughout the policy and Peter Weaver will check over page 5 and it can go to the board if Admin has no further changes.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board after administration reviews the policy. Voting: 2 ayes, motion carried.

- c. JLCJ-Concussions and Head Injuries :** Brianne Lavallee provided updates completed as discussed at last meeting and a recommendation made to withdraw JHCI and JHCI-R once adopted.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy JLCJ to the Board for review and adoption Voting: 2 ayes, motion carried.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send recommendation to withdraw JHCI and JHCI-R to the Board for review Voting: 2 ayes, motion carried.

V. NEW BUSINESS

- a. EEA - Student Transport Services :** Brianne Lavallee provided an update, this policy was reviewed after Administration had requested we look at it; Student policy was revised generally with duplicative language or content in the former version replaced with references to other applicable policies and procedures. Also, the revisions add a Transportation Coordinator, a position that was formerly referenced in many NHSBA samples but not specifically established. Clarification was added

Respectfully submitted [Brianne Lavallee](#)

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). September, 2016: Amended to allow charter school pupils access to traditional transportation services under RSA 194-B:2, V.; discussion was had regarding the language in section A. paragraph 4 “or non-public schools...” Is this actually required if it’s a “private school” the language of RSA :

I. Any school district legislative body may vote to designate one or more of its schools as a chartered public school.

II. Every chartered public school shall make available information about its curriculum and policies to all persons, and parents and pupils considering enrollment in that school.

III. There shall be no application fee for pupil admission to any chartered public school.

IV. All chartered public schools shall accept qualified pupils from any school district. A pupil who meets the admission requirements of a chartered public school, and who is a resident of the district where the school is located, shall be given absolute admission preference over a nonresident pupil. Once admitted and unless expelled, chartered public school pupils need not reapply for admission for subsequent years.

V. Attendance at a chartered public school for the purposes of transportation shall not constitute assignment under the provisions of RSA 189:6 and RSA 189:8. Pupils who reside in the school district in which the chartered public school is located shall be provided transportation to that school by the district on the same terms and conditions as provided for non-chartered public schools in the district and utilizing the same regular bus schedules and routes that are provided to pupils attending non-chartered public schools within that district.

VI. Upon approval by each of the district's legislative bodies and after a public hearing, 2 or more school districts may consolidate otherwise eligible resident pupils into one applicant pool for the purposes of an admissions lottery for designated chartered public schools.

VII. A chartered public school may be physically located outside the district establishing it, but shall be deemed within the school district for purposes of RSA 194-B.

Discussion was continued regarding the related policies, there will need to be a thorough review since many have not been updated since 2010 and may contain conflicting information; Kristie Laplante provide feedback regarding EEA-R having redundant language, NHSBA withdrew this policy in Sept 2021 for this reason, recommendation to withdraw it; EEAE needs the addition of #6 audio and video recording in relation to student discipline proceedings; EEAG will need significant

updates and JICC will too. Brianne will work on this with [Kristie LaPlante](#) and bring final recommendations to the committee at the next meeting for final review.

- b. DFGA-Crowdfunding :** Brianne Lavallee provided an update, policy was created at the request of Administration; discussion was had regarding the dollar amounts in this sample; they are intended to align with the amounts found in policy KCD because some of the amounts included in sample KCD are limited by statute. Our policy KCD was last updated in 2012 so it needs updating 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. Discussion to remove section C number 1 to remove all but the beginning of the section, remove section c.2 and c.3 Section 4.a second line remove wording and discussion was had regarding the creation of a form to use in BA office and remove section 5. KCD needs to be changed and added to our next agenda as well.

- c. JH - Student Absences and Excuses :** Brianne Lavallee provided update, policy review was requested by Administration; discussion was had regarding changing the name to “Attendance, Absenteeism, and Truancy”; discussion was had regarding proposed changes from Administration

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- d. BBBE - Vacancies and Unexpired Term Fulfillment :** Brianne Lavallee provided update, policy revision at the direction of the board; substantially revised to: (a) include the statutory provisions and reference for the definition of a vacancy; (b) include 2021 amendments to RSA 671:33 (see, HB409 regarding determination of term fulfillment, and HB2 (2021 Session Laws Chapter 91 Section 318), regarding the manner in which at-large seats in cooperative districts are filled); (c) add “Vacancies” to the title; and (d) clarify that the statute applicable for most school board/officer vacancies is RSA 671:33, and not RSA 197:26). The comprehensive revisions also reflect some of the more nuanced or hard-to-find legal requirements pertaining to vacancies so we can ensure consistency in our practice.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- e. JKAA - Use of Child Restraint and Seclusion :** Jon Lavoie provided update, policy review required related to legislative update; This required policy seems to include our JKAA-R within it now. We should delete JKAA-R from our policy list after adopting the new JKAA. Our current JKAA has a preamble that I’m not sure is required. Discussion was had regarding section D line 2 Suggestion made to remove “district and” [Peter Weaver](#) will have Ned Pratt review our recommendations and get back to us with input.

Respectfully submitted [Brianne Lavallee](#)

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183 *A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee*
184 *to send the policy to the Board for review and adoption after Administration double*
185 *checks it. Voting: 2 ayes, motion carried.*

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187 *A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee*
188 *to send recommendation to withdraw JKAA-R to the Board for review Voting: 2 ayes,*
189 *motion carried.*

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191 **f. ACN - Nursing Mother Accommodation :** Jon Lavoie provided update; policy in
192 review related to legislative requirements; discussion was had that it is now a required
193 by law policy, Effective for 2023, both the state and federal legislatures (respectively,
194 HB 358 and the Pump for Nursing Mothers (“PUMP”) Act) passed laws mandating
195 – with limited exceptions - accommodations in the workplace for employees who are
196 nursing. Both statutes only apply to employees. However, students who are nursing
197 are protected from discrimination under other statutes like Title IX and RSA 193:38,
198 such that denying reasonable accommodation is discriminatory and exposes a district
199 liability. As such, districts with high schools or other schools anticipating the
200 possibility of students who have such needs may wish to adopt a singular policy for
201 both students and employees. Discussion was had regarding the two options for
202 wording in NHSBA sample, recommendation after discussion is to go with option 2.

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204 *A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee*
205 *to send the policy to the Board for review and adoption with changes as discussed*
206 *Voting: 2 ayes, motion carried.*

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208 **g. EFAA - Meal Charging :** Jon Lavoie provided update, policy in review following
209 Administrative request; Policy was shared with Megan Nantel and Kristie Laplante;
210 recommendations for minor grammatical changes as well as the following:

211 1) page 2 “Parental Restriction on Use of Student Meal Account” section removing
212 the word establishing and replace with funding

213 2) page 3 recommendation to remove paragraph 4 and 5 and replace with “The
214 District will enroll students found to be categorically eligible by the State of New
215 Hampshire into the free and reduced meal program. When eligibility is established,
216 the District will apply the earliest effective date permitted by federal and state law.”

217 3) page 4, remove paragraph 4 and 5 and replace with “If the account continues to
218 accumulate debt to negative \$50 or more and the parents/guardians do not respond
219 to emails and/or phone calls, the District will send a letter to the parents/guardians
220 directing them to have their student bring meals from home and cease utilizing the
221 school meal program. If the student continues to use the school meal program, a
222 second letter will be sent to the parents/guardians using certified mail return receipt
223 requested.”

224 4) Adding to the end of page 5 “There are situations in which students possess
225 positive balances in their food service account either at the end of high school or
226 because of leaving the District. The Food Service Director will notify those account
227 holders in late May of each school year of positive balances so they may be

exhausted prior to the end of the school year or transferred to a sibling. Graduated students or students who have left the District have until October 1st of the following school year to request a reimbursement. After October 1st, any account balances under \$10 of graduated students or other students who have left the District will be retained by the Food Service Fund.”

Discussion was had regarding the legality of the proposed changes above, Administration will need to review again and bring back for our next meeting.

- h. EHAB - Data Governance :** [Brienne Lavallee](#) provided update; policy in review in response to legislative changes; updated definitions with cyber security incident September 2023, revised EHAB by adding paragraph B.1(f), and second paragraph to Section G, both in response to passage of SB213, amending both RSA 189:66, V and RSA 189:70, IV(b). Also added "PII" to definition of confidential data in Section A. Revised Section B(1)(d) and Section F reflect the 2022 passage of HB1277 enacting new RSA 31:103-b (applicable to school districts as political subdivisions of the state), as well existing 359-C:19-21, regarding cybersecurity incidents and data breaches respectively; also updated legal references and added additional reference to and resources from the New Hampshire Department of Education. Nick Buroka has not yet reviewed it but changes are minor so we will move it forward and ask for his input, we can make changes at the board discussion if necessary.

A MOTION was made by Johnathan Lavoie and SECONDED by Brienne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- i. BEDG - Meeting Minutes :** Brienne Lavallee provided update; review in response to legislative changes; revised to reflect the passage of HB321 (amending RSA 91-A:3, III relative to reviewing previously sealed minutes), with additional minor grammatical or formatting revisions throughout, e.g., §4, and ¶4.2.c . also a General re-write, merged minute sections regarding non-public sessions from BEC, restructured generally, and also included references reflecting 2021 amendments to RSA 91-A:3. Revised to reflect 2018 N.H. Laws Ch. 244’s requirement that minutes include the identity of members making the first and seconds of all motions. Additional revisions to the policy are included to more clearly reflect the process for sealing non-public minutes. Revised to include requirements of 2017 N.H. Laws Ch. 234 concerning inclusion on a district website of board minutes – or a description of where and when minutes may be inspected. Additional revisions clarified requirements for content of minutes, availability of draft minutes. Discussion was had that we prefer option 2 for the review of the old minutes process so that will be the one we present to the board.. Related policy EH has not been updated since 2010, NHSBA updated theirs in 2019. Also noted that NHSBA has policy EH-R, which we do not have but it is an Administrative procedure that outlines how the public can make a right to know request and how the admin should follow through with it? Shall we look into adopting it? BEC was last updated by us in 2010, NHSBA did theirs in 2021 when elements of BEC that were specific to non-public minutes were moved to sample policy BEDG such that all minutes provisions are in one comprehensive sample policy. Additional changes to BEC include language clarifying on the one

Respectfully submitted [Brienne Lavallee](#)

hand that non-public sessions may only occur during a public meeting, on the other hand may occur even if there is no reference on the meeting notice or agenda that such a session might occur. Final revisions include reference to Ed 303.01 directing Boards to require the presence of the Superintendent/designee at Board meetings, as well as a reminder that information discussed in non-public is confidential. We still have BEDG-R but it was withdrawn by NHSBA in 2019 and replaced by EH-R; EH-R is more clear and updated in regards to electronic records, I recommend we look at changing to EH-R and withdrawing BEDG-R.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- j. **GBCD - Criminal Background** [Peter Weaver](#) provided an update, changes made in response to new legislation; revised to reflect: (1) passage of SB39, which reversed the 2020 legislation making the state responsible for criminal history records checks for transportation monitors, and (2) passage of SB136, prohibiting employment or appointment as volunteers of educators whose credentials have been revoked or are under current suspension. The changes relative to bus monitors are found in D.2 and footnotes 5 and 10, and the changes relative to suspended/revoked credentials are found in Section B. The only other significant change is found in Section D.5, wherein language allowing the Superintendent to share information about a criminal record for misdemeanor hires has been revised, with modifications to footnote 8 made to explain options the Board has for a district's policy concerning hiring of persons whose criminal history records check reveals charges, whether convicted or not, for non-section V offenses, and possible charges of Section V offenses that were later pled down or dismissed. Additional minor revisions throughout for clarification and/or style.

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- k. **KD - School District Social Media Websites** : [Peter Weaver](#) provided an update; review made following a discussion at the board level; we will change "twitter" to "X"

A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee to send the policy to the Board for review and adoption Voting: 2 ayes, motion carried.

- l. **Withdrawn Policies Audit Results** : [Brianne Lavallee](#) provided an update; the list pulled from NHSBA contained 11 policies that they have withdrawn and we have in place. Some can be withdrawn now if we send a recommendation to the board; others will need to be incorporated into other policies and then withdrawn;

Respectfully submitted [Brianne Lavallee](#)

320 **VI. PUBLIC COMMENT** Dennis Golding, Wilton, in regards to policy EFAA I would
321 like to add that I do not agree with the wording “making student bring own lunch” that
322 was discussed and suggests you do not include that language
323

324 **VII. SETTING NEXT MEETING DATE AND AGENDA**

- 325 **a.** JCA - 2023 passage of SB77 may prompt changes
- 326 **b.** Transportation policies
- 327 **c.** Inventory Management Policy
- 328 **d.** EHB and EHB-R

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330 **VIII. ADJOURNMENT**

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332 *A MOTION was made by Johnathan Lavoie and SECONDED by Brianne Lavallee*
333 *to adjourn Voting: 2 ayes, motion carried.*
334 Meeting Adjourned at 7:40pm
335